**Position Description – Manager, Performance Audit**

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Manager</th>
<th>Position Number</th>
<th>Various</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio</td>
<td>Performance Audit</td>
<td>Location</td>
<td>Victoria</td>
</tr>
<tr>
<td>Supervisor’s Title</td>
<td>Director</td>
<td>Travel Required</td>
<td>Yes</td>
</tr>
<tr>
<td>FOR OAG HR USE ONLY:</td>
<td>NOC Code:</td>
<td></td>
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</tr>
<tr>
<td>Approved Classification or Leadership Band</td>
<td>Business Leadership</td>
<td>Class Code:</td>
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**Mandate**

The Office of the Auditor General (the OAG or Office) serves the Legislative Assembly and the people of British Columbia by providing independent assessments and advice that enhance government accountability and performance. Authorities for the Office of the Auditor General are derived from the *Auditor General Act*.

**Role**

Reporting to a Director, or other member of the portfolio leadership, the **Manager, Performance Audit** (Manager) leads and conducts performance audits and examination projects. The **Manager** ensures that all projects are planned, conducted and reported according to professional standards, and that all relevant issues and concerns have been identified and resolved or raised to the Director for resolution.

The scope of activities the **Manager** is accountable for includes:

- Planning, conducting and reporting of several concurrent audits and/or assessments, involving specific methodologies and professional standards that are constantly evolving at a provincial, national and inter-national level.
- Inter-provincial committees’ participation.
- Corporate committees’ participation (i.e. CCOLA study groups).
- PA portfolio planning (i.e. 18 month portfolio planning).
- PA portfolio Administration (i.e. staff scheduling, portfolio budget forecasting).
- Project quality control and assurance (i.e. Standards and Quality).
- Staff development and performance evaluation.
- Maintaining considerable subject matter expertise (such as the health care industry or environmental issues); obtaining, reviewing and analyzing evidence; and ensuring all significant matters are addressed.
- Providing direction and leadership to project teams of professional staff, and contracted resources as required, ensuring professional practices and standards as well as budget and timelines are met.
- Issues raised during the course of audits/assessments are often of a sensitive nature, which requires that Managers possess excellent communication skills and the ability to build credibility and strong long-term working relationships with auditees.

The **Manager** contributes to the identification and resolution of significant issues arising from audit projects. The **Manager** also contributes to strategic and administrative project management including budget forecasting and development, work plan development, and human resource management decisions.

The **Manager** provides direction, coaching and mentorship to other members of the audit team. The **Manager** also monitors and participates in performance reviews, and receives/provides direction as a member of an audit team.
Position Description – Manager, Performance Audit

Indicative Position Responsibility Distributions

Office Wide Responsibility – 10%
- Office wide involvement on cross portfolio or operational committees; portfolio planning

Portfolio Responsibility – 80%
- Planning, overseeing, directing audits/assessments and teams within portfolio/lines of business

External Responsibility – 5%
- Building relationships across the public sector

Other – 5%
- As required

Essential Qualifications and Experience

- A Master’s Degree or evidence of continuous learning relevant to a specialist credential related to the mandate of the Office;
- a minimum of 3 years progressively responsible experience conducting audits and/or assessments of an organization’s performance, including responsibility for managing, planning, conducting and reporting on audit/assessment projects;
- for this position, a professional accounting designation and experience in conducting financial audits as per GAAS is considered an asset.

Behavioural Competencies

Foundation Competencies

Personal Accountability
- Builds collaborative relationships.
- Models professional and respectful behaviours consistent with the Office values.
- Builds communication skills by leveraging own strengths and seeking opportunities to improve capabilities.
- Handles situations of conflict by striving to understand the perspective of others to reach win/win solutions.

Business Acumen
- Evaluates and selects the most appropriate OAG business process and/or methodology to meet the needs of the task at hand.
- Applies sound judgment and critical reasoning in decision making and problem solving.
- Demonstrates ability to ‘speak the language’ by using OAG and Public Sector terminology to engage in meaningful dialogue at the Management level.

Continuous Improvement
- Adapts priorities aligned to OAG demands and with consideration of business constraints.
- Demonstrates a willingness to take calculated risks.
- Develops recommendations for specific improvements to work processes and practices.
- Acts as a change agent.

Leadership Competencies

Corporate Planning
- Contributes to the development of the portfolio plan.
- Monitors progress against portfolio plans.
- Manages the implementation of specific initiatives.

Engage and Inspire
- Actively empowers team members.
- Promotes cooperation, collaboration and working together across diverse teams.
- Manages conflict and removes roadblocks for team members to achieve results.

Developing People
- Formally coaches and mentors staff.
- Encourages staff to take ownership for their learning.
- Enables team members to take on more complex assignments.

Leading Change
- Demonstrates a resilience and openness to change.
- Identifies and communicates change management needs.
- Plays an active role in supporting the implementation of change initiatives.
# Position Description – Manager, Performance Audit

## Technical Competencies

<table>
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<tr>
<th>Planning</th>
<th>Service Focus</th>
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| - Reviews project strategy, objectives and scope to ensure project objectives will be met.  
- Provides expert technical advice and direction.  
- Liaises with the Executive to obtain approval for the project.  
- Leads relationship with a client and drives communications including delivering the presentation of project proposals. | - Evaluates and approves recommendations to deliver solutions and communicates them as appropriate.  
- Undertakes a liaison role and acts as an advisor to a client to inform sound decision making.  
- Builds and maintains strong working relationships across all levels and acts as the key point of contact. |

<table>
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<tr>
<th>Conducting</th>
<th>Project Management</th>
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| - Provides oversight on controversial issues.  
- Reviews complex issues, arguments and evidence, and then draws appropriate conclusions.  
- Conducts the final project review and ensures that appropriate conclusions are reached and quality standards are applied. | - Performs a stewardship role by allocating resources across the portfolio and assumes accountability for project management.  
- Leads senior stakeholder communications and negotiations for complex issues as appropriate.  
- Advises and offers coaching expertise in all aspects and phases of project management. |

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| - Reviews draft report and provides feedback on key messaging for final report.  
- Finalizes materials and delivers presentations.  
- Conducts final quality assurance across a project aligned to Office standards. | |

## Direct Supervision

The position is responsible for directly supervising staff.

## Organizational Chart

![Organizational Chart]

- Auditor General
- Assistant Auditor General
- Director
- Manager
- Executive Director
This is an accurate statement of the position’s assigned duties, responsibilities, and reporting relationships. This position description was created/revised/finalized in month/year.

<table>
<thead>
<tr>
<th>Reviewed By</th>
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<tbody>
<tr>
<td>Penny Limer, HR Advisor</td>
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<table>
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<tr>
<th>Approved By</th>
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<tr>
<td>Carol Bellringer, Auditor General</td>
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I have read this position description and understand the key responsibilities:

<table>
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<th>Agreed to By</th>
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</thead>
<tbody>
<tr>
<td>[Name], incumbent</td>
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cc:  Supervisor  
Personnel file  
Position file