



**Position Title:** Performance Auditor

**Supervisor Title:** Manager, PARA

**Classification:** Band 2

**Supervisor Position #:** Various

**Work Unit:** Performance Audit and  
Related Assurance (PARA)

**Office:** Office of the Auditor General

## CONTEXT

The Office of the Auditor General (OAG) serves and reports to the Legislative Assembly of B.C. by providing independent assessments of the provincial government's operations and financial statements. Staff assist the Auditor General in fulfilling that mandate.

The work of the Auditor General spans all provincial government ministries, as well as Crown corporations, and the broader public sector. The Auditor General's reports are presented to the Legislative Assembly and made public. Through these reports, the Auditor General assists the elected members of the Legislative Assembly to hold government accountable and improve the delivery of services to the public.

## JOB OVERVIEW

As part of an audit team, the Performance Auditor assesses the performance of government organizations. This includes examining their efficiency, effectiveness, and economy based on compliance with relevant legislation and policy, good practices, and other criteria. They also assist in developing recommendations based on audit findings and drafting components of the final audit reports for submission to the Legislative Assembly.

The Performance Auditor will participate in audits of government organizations, helping to develop audit plans, collect and analyze data, and prepare and present the final reports.

The Performance Auditor assesses an organization's ability to efficiently and effectively achieve its desired outputs and outcomes in accordance with audit standards by using:

- Varied research methods;
- Principles of program evaluation and strategic planning; and
- Analysis of performance reporting.

## ACCOUNTABILITIES

- Contributes to audit topic selection by researching and analyzing information and participating in team discussions.
- Contributes to the development of the audit plan by performing research and analysis, documenting feedback from reviewers and those we audit, and participating in team discussions.
- Performs, and clearly documents the results of, basic audit procedures such as observation, inspection of documents and records, analysis of performance and financial data, surveys, and interviews to understand and evaluate the operations of those we audit.
- Clearly and logically documents the result of analysis with direction and coaching from the Performance Audit Manager and/or Senior Performance Auditor as needed.
- Communicates risks related to the quality of information gathered to the Senior Performance Auditor or Performance Audit Manager to allow for the adjustment of the evidence collection strategy during the audit.
- Helps draft reports, presentations or other materials to communicate findings with internal and external parties.
- Completes assigned tasks on time, proactively communicating the status, potential risks and delays to the Performance Audit Manager or Senior Performance Auditor.

- Proactively solves problems related to evidence gathering and analysis, consulting with the Senior Auditor and/or the Performance Audit Manager as needed.
- Actively seeks, and appropriately responds to, feedback to ensure work meets office standards.
- Actively seeks and participates in learning and development opportunities to build a thorough understanding of audit standards, techniques, and the office's methodology.
- Contributes to corporate and portfolio initiatives as assigned.

## **JOB REQUIREMENTS**

### **Education and Experience:**

- Bachelor's degree in a field related to the mandate of the office.
  - Fields related to the mandate of the office include business, accounting, law, economics, public administration, political science, environmental science, engineering, health, social services, or transportation.
- A minimum of one-year related experience.
  - Related experience includes performance audit, internal audit, program evaluation, policy development, legal or legislative analysis, and/or applied research.

### **Preferences:**

- A master's degree or equivalent (e.g., CPA designation, CIA Certification, law degree) in a field related to the mandate of the office.
- Performance audit experience in a legislative audit office.
- Internal audit or program evaluation experience in the public sector.
- Preference may be given to candidates located in Victoria, B.C. or candidates who are willing/able to relocate to Victoria.

### **Knowledge, Skills and Abilities:**

- Project Management
  - Completes assignments within approved timeline and budget while meeting expectations for quality.
- Team and Relationship Building
  - Collaborates effectively within a team environment.
  - Embraces diversity and works as part of a culture of inclusion.
- Communication
  - Communicates in a clear, fair and objective manner with external parties, team members and supervisors.
  - Writes in a manner that ensures work is clear, concise, logical, and persuasive.
- Audit Methods and Standards
  - Applies different information gathering and analytic techniques to reach a conclusion.
  - Willingness to learn office's audit methodology.
  - Able to learn and use new technologies and audit tools as they become available.
  - Knowledge of public administration.

## BEHAVIOURAL COMPETENCIES

### Personal Effectiveness

<b>Continuous learning and development</b>	Involves proactively taking actions to improve personal capability. It also involves being willing to assess one's own level of development or expertise relative to one's current job, or as part of focused career planning. It involves a commitment to think about the ongoing and evolving needs of the organization and to learn how new and different solutions can be utilized to ensure success and move the organization forward.
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### Interpersonal Relationships

<b>Teamwork and cooperation</b>	Is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals.
<b>Listening, understanding and responding</b>	Is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to both spoken and unspoken or partly expressed thoughts, feelings and concerns of others. People who demonstrate high levels of this competency show a deep and complex understanding of others, including cross-cultural sensitivity.

### Achieving Business Results

<b>Problem solving and judgment</b>	Is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
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### Equity, diversity and inclusion

<b>Cultural agility</b>	Is the ability to work respectfully, knowledgeably, and effectively with Indigenous Peoples and/or people from different social, ethnic and/or cultural backgrounds, cultures and identities. It is noticing and readily adapting to cultural uniqueness to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview and the culture of the Office of the Auditor General, and to notice their commonalities and distinctions with Indigenous cultures and worldviews. It is recognition of the ways that personal and professional values may conflict or align with those of Indigenous Peoples. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.
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