

Corporate Project Lead – 12-Month Assignment

Classification: Information Systems 30, Schedule A

Salary: \$96,326.65 to \$109,999.53 annually, plus 9.9% Market Adjustment

Job Type: Auxiliary or Temporary Appointment (Approx. 12 months)

Location: Hybrid, Victoria, B.C.

An eligibility list may be established for future vacancies.

Be part of a high-performing and rewarding organization that's making a difference for people in B.C.

The Office of the Auditor General of B.C. (OAG) is an independent office of the legislature. Our team contributes to an effective and accountable provincial public service.

We dig deep into public sector financial statements through our audits, and we conduct performance audits of government programs and services. We report our work directly to the Legislative Assembly and to the people of B.C.

Recognizing our people have different personal needs, we support flexibility in how and where we work. We encourage a healthy work-life balance as you pursue top-notch work.

We are inclusive and respectful, promote strong, team-centered values, and provide great opportunities for career growth. We believe in supporting each other to learn and develop, offering professional development, education opportunities, and reimbursement for required professional dues.

Our comprehensive compensation package for permanent positions includes:

- a compensation framework for salary progression opportunities;
- four weeks of annual leave (to start);
- winter holiday closure from December 25th to New Year's Day;
- extended health benefits and life insurance;
- public service pension plan;
- maternity, parental, and adoption leave salary top up; and
- confidential employee and family assistance support.

Located in the heart of downtown Victoria, our office has modern collaboration spaces and great amenities. It includes a gym, private locker rooms and showers, indoor bike storage, complimentary hot drinks, an outdoor patio, and sunroom with views of Victoria's beautiful Inner Harbour.

The OAG is a great place to work. We regularly celebrate our achievements together, with engaging and exciting events. If you want to make a difference for people in B.C., you'll fit right in here. Now is the time to join our team.

About the Role

We are seeking an experienced project manager to lead a major information management project. Reporting to the Manager, Records, Privacy and Information, the Corporate Project Lead will work closely with leaders and subject matter experts from across the organization.

This opportunity will be hybrid-based, with onsite work in downtown Victoria. It has an initial term of 12 months, with potential for extensions or permanent status.

Project Details

The purpose of this project is to develop and implement an information management governance framework, including a policy and related information management structures. The governance framework would incorporate a records classification/retention schedule as well as a security classification system which impacts data storage locations and access controls.

Implementation of the governance framework would include: clear information architecture; defining policies, standards, and processes; identification and adoption of software; training all staff in different roles; and applying the new architecture to existing data backlogs.

Accountabilities

- Conducts business needs assessments, data collection, and technology research; analyzes and assesses options, risks, cost benefits and support requirements of various proposed solutions in collaboration with subject matter experts.
- Gathers and analyzes business requirements through stakeholder interviews and research in order to define problems, develop solution scopes, and document functional requirements.
- Assists in preparing detailed business cases and project feasibility studies, and provides recommendations through the organization's internal planning and approval process.
- Manages and implements projects through all phases of the project management life cycle within accepted standards and deliverables.
- Finalizes project scope, defines deliverables, and develops project charters to align with the direction of the program area.
- Cultivates a broad range of relationships to achieve project objectives, including leading consultation sessions.
- Prepares presentations and provides advice and/or project status updates to OAG executive and leadership.
- Manages the tracking/reporting of the budget associated with projects, including the creation of tracking tools, processes for payments related to the project, monitoring of funds expended, and reporting to leadership/executive.
- Anticipates issues and proactively addresses/resolves issues before they occur; reviews recommended responses/actions.
- Ensures program area requirements and priorities are understood and met throughout the systems development life cycle (e.g., change management, problem resolution, acceptance testing, implementation, and post-implementation reviews).

Job Requirements

- Master's degree in related field and two years of related experience; OR
- Bachelor's degree in related field and three years of related experience; OR
- Diploma in related field and four years of related experience; OR
- Certificate or coursework in related field and five years of related experience.
 - Related educational field includes:
 - Business administration, public administration, project management, or equivalent.
 - Related experience includes:

- Experience managing multiple projects or leading a component of a major project.
- Experience managing engagement with senior level partners and leading consultation sessions.
- Experience in budget management, procurement, and conflict resolution.
- An equivalent combination of education and experience may be considered.

Preferences

- Project Management Professional (PMP) Designation.
- Certified associate in Project Management (CAPM) certification.
- Certified Business Analysis Professional (CBAP) or equivalent.
- Experience developing and implementing organizational governance frameworks.
- Experience leading large information/records management projects.

Conditions

- Must be eligible to work in Canada (Permanent Resident, Canadian Citizenship).
- Successful completion of security screening requirements of the B.C. public service, which may include a criminal record check, and/or *Criminal Records Review Act* check, and/or enhanced screening checks as required.
- Be flexible regarding ongoing changes in responsibilities, assignments, and corporate structures.
- We support a flexible hybrid work environment. However, you must be able to work in the office when required by your supervisor.

Please see the attached job profile for a full description of the accountabilities and required qualifications.

How to Apply

To be considered for this role candidates must submit the following to careers@bcauditor.com in PDF format:

1. Resume. **Your resume must include whether you are eligible to work in Canada, and whether this is temporary.**
2. Qualifications Matrix ([Located on our Careers page](#))

Failure to provide the required documents listed above in PDF format will result in your application being unsuccessful.

Applications will be accepted until 11:59 p.m. on **Wednesday, April 22, 2026**.

We encourage candidates of all backgrounds and all abilities to apply. We invite candidates to ask for help if they need accommodations for the job application process.

For more information, please contact careers@bcauditor.com.