



Make working for
The City work for you.



Deputy City Auditor

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](https://www.calgary.ca). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

Reporting to the City Auditor, the Deputy City Auditor position is the operational leader of City Auditor's Office audit deliverables. This position uses professional experience and best practices, effective project management, risk-based judgement, and creativity to engage direct and indirect reporting staff to ensure the successful completion of the Council-approved Annual Audit Plan. The Deputy City Auditor supports the strategic initiatives of the City Auditor through continuous improvement of audit and office practices to enhance team effectiveness, efficiency, engagement and resilience, and communication of results. As a key representative of the City Auditor's Office, supports identification and pro-active communication to Administration and Council of risk exposure that could create harm to The City or impact the achievement of Citizen Priorities and Council Objectives. Primary duties include:

- Audit Project Oversight - ensure audits meet Institute of Internal Auditors professional standards, and City Auditor's Office expectations, expectations and focus on significant risks, and deliver and communicate audit results reports.
- Process Improvement - evaluate City Auditor's Office effectiveness, identify low cost improvements, and successfully implement enhancements to increase the value provided to Administration and Council.
- Audit Advisory - meet regularly with key Administration contacts (Directors and Managers) as agreed upon by the City Auditor to offer and deliver advisory support on significant City initiatives and high-risk concerns.
- Leadership and Development Coaching - evaluate direct report competencies and strengths to support resiliency and development of future leaders for The City.
- Audit Universe Assessment and Annual Audit Planning - as part of the leadership team develop and update annual audit universe based on professional knowledge of current and emerging risks, plan resourcing to deliver the Annual Audit Plan.
- City Auditor's Office Business Unit Management - lead internal City of Calgary processes that support the resiliency of the City Auditor's Office.

Qualifications

- A degree and a Certified Internal Auditor designation.
- At least 10 years' experience in leading complex operational risk-based audits where the audit plan is developed from a blank page.
- At least 3 years' experience of direct personnel team supervision responsibility.
- Thorough knowledge of professional internal auditing and ethical standards, risk-based auditing methodologies, Committee of Sponsoring Organization (COSO) Frameworks, and related risk management, project management and governance frameworks.
- Success in this position requires the following: superior verbal and written communication, technical auditing competence, initiative, efficiency to conduct time sensitive review and analysis of complex information, analytical and problem-solving skills, and critical thinking.
- Advanced communication, coaching, negotiation, political acumen and conflict resolution skills are required to support the day to day activities of the City Auditor's Office audit team.
- Equivalent combinations of experience and education may be considered.

Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Union: Exempt Position Type: 1 Permanent Compensation: Level G \$104,791 - \$164,869 per annum (2024 Rates) Hours of work: Standard 35 hour work week Audience: Internal/External	Business Unit: City Auditor's Office Location: 133 - 6 Avenue S.E. Days of Work: This position works a 5 day work week earning 1 day off in a 3 week cycle. Apply By: March 15, 2024 Job ID #: 309355
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