

Position Specification

City Auditor

The City of Edmonton

October 2023



Edmonton



COMPANY DESCRIPTION

The City of Edmonton

With a population of over 1.1 Million people, Edmonton is one of Canada's fastest-growing cities. Edmonton's character is marked by its openness, inventiveness, risk taking and collaboration. People and organizations work together here to solve problems and go after opportunities. The City's population is among Canada's youngest. Six post-secondary institutions turn out thousands of graduates each year, who are ready to work and eager to bring their ideas to life. Diversity, rich culture and arts, and a strong social fabric add to Edmonton's strengths. Edmonton is a relationship-based city that believes fundamentally that when we listen and work together, we make better decisions. We get to better places. We achieve better outcomes.

The City of Edmonton is committed to equity, diversity and inclusion and recognizes that a diverse workforce benefits and enriches the work and learning environment and is essential to public service excellence. The City is committed to creating a culture free of racism, and fostering an environment of diversity and inclusion as identified in its Anti-racism Strategy and the Diversity and Inclusion Framework. The City welcomes applications from all qualified individuals and encourages women, members of racialized communities, Indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity to apply for this City Auditor position. All qualified candidates are encouraged to apply.

Cultural Commitments

As City of Edmonton employees, our roles are diverse. We have distinct backgrounds, unique responsibilities and a kaleidoscope of different perspectives. Our Cultural Commitments of Safe, Helpful, Accountable, Integrated, and Excellent inspire us to do our best work

Our Cultural Commitments are the foundation of the employee experience:

Safe - We value, respect, and protect the physical, mental, and emotional wellbeing of each other and those we serve.

Helpful - We care about people's experiences. We work with them and for them, to seize opportunities, address challenges and deliver outstanding service.

Accountable - We are trusted and empowered to embrace our responsibility for our actions, decisions, and behaviors.

Integrated - We get the best results when we align our diverse ideas, knowledge, and efforts in shared purpose.

Excellent - We perform to the highest standard. We passionately pursue innovation and continuously improve ourselves, our teams and our city.

Leadership Competencies

Leadership Competencies define the behaviours that help build the organization's desired culture. Each and every one of us at the City is a leader, making important contributions to the public. At the City of Edmonton, each of us leads in different ways. You may lead a service or a project, or you may lead people, other leaders, or even the entire organization. The Leadership Competencies outline the key behaviours that help leaders succeed at the City and increase in complexity depending on your role.

Courage: Courage is about encouraging and listening with openness, dealing with issues rather than ignoring them. We lead change and make decisions that are right, even when they are not easy

Values-Based Influencer: We are guided by our Cultural Commitments as we influence through our networks, and work with and develop others. We use these values to model the way. We are Safe, Helpful, Accountable, Integrated and Excellent every day.

Systems Thinker: As Systems Thinkers, we take the broader context into account and focus on management, system alignment, accountability and financial stewardship. We recognize that our actions impact other areas and those we serve. We anticipate and respond to the changing needs of our citizens and measure our impact.



Inclusive: Inclusive means that we seek out different points of view, are mindful of our biases and apply the GBA+ process to our work. We work to understand our own biases and intentionally seek out the voices of those who see things through a different lens.

Collaborative Networker: Collaboration means working to adopt a focus on a respectful workplace and the services we offer. We understand that we produce a better end product when we involve others. We understand who we need to connect with and actively nurture relationships and work with others to achieve results. We also share what we know and actively coach and mentor others.

Creative Innovator: As Creative Innovators, we are proactive and responsive to the changing needs of the citizens we serve. We look for different ways to address complex problems. We understand risks, but push boundaries to create better services that help us be more relevant, efficient and effective. We are leaders of innovation.

To learn more, visit <https://why.edmonton.ca/>

Additionally, if you would like to learn more about The City of Edmonton's commitment to their Diversity & Inclusion framework visit: [Art of Inclusion: Our Diversity & Inclusion Framework](#)

Scope and Responsibilities

Job Summary

The City Auditor reports to City Council through the Audit Committee and is accountable for the exercise of all powers, duties, and functions delegated to the City Auditor by Council. The City Auditor is responsible for providing leadership and direction to the Office of the City Auditor which is independent of City Administration and is free from any Administrative interference or influence related to planning, conducting and reporting on audit and/or non-audit projects.

This allows the City Auditor to conduct further review outside the original scope of an audit or non-audit project if, during the course of the project, the City Auditor identifies significant information that may put the City's objectives at risk. Many of the City Auditor's projects are complex in nature and in some cases involve two or more stakeholder groups with entrenched and conflicting viewpoints and opinions. The City Auditor is also responsible for all internal audit activities within City Programs including:

- Independent, objective assurance and consulting activities designed to add value and improve the City's Programs.
- Assisting the City Administration with accomplishing its objectives by bringing a systematic, disciplined approach designed to evaluate and improve the effectiveness of risk management, control, and governance processes.

The City Auditor carries out their responsibilities as defined by legislation and policy.

Reporting: City Council, City of Edmonton

Major Accountabilities

Oversight and Leadership of the Office of the City Auditor (OCA)

- Responsible for the development and enhancement of the OCA as one of Canada's leading value for money auditing organizations.
- Establishes and implements all policies, procedures, standards, and guidelines for all matters relating to internal audits.
- Ensures the OCA is able to assert its independence, objectivity and effectiveness in the face of all outside influences.
- Objectively leads the auditing Agent of Change role while continually pursuing excellence in the Guardian role.
- Develops and utilizes advanced audit techniques.
- Ensures a properly coordinated and cost-effective annual financial statement audit effort within the City through facilitation of effective relationships between the OCA and the external auditor.
- Ensures that the OCA has processes in place that define, link, and communicate the planning, fieldwork and reporting for OCA projects.



- Establishes the structure of the OCA, including a managerial hierarchy and administrative policies and procedures for the office.
- Manages the OCA, provides leadership to audit staff in the discharge of their responsibilities, and is fully responsible for the conduct of the OCA.
- Hires, evaluates, disciplines, and dismisses staff within the OCA subject to any applicable legislation and any contract or agreement binding on the City, and within general corporate guidelines.
- Establishes principles and competencies by which OCA staff work to develop cooperative, positive, but independent relationships with the City Manager, Senior Management Team and all of the Administration.
- Conducts fraud investigations as per the [Fraud and Whistleblower Protection Administrative Directive \(A1464\)](#) as the primary investigator for issues suspected of fraud
 - Works with the City Manager to review and assess the adequacy of controls in place to safeguard the City's assets against fraud.
 - In situations where the control mechanisms have not adequately safeguarded City assets, the City Auditor will identify the cause(s) of the failure, and issue a report with recommendations to minimize future risk.

Internal & External Relations

- Work cooperatively internally with the City Council, Executive Leadership Team and Senior Management Team.
- Build rapport with various stakeholders to coordinate activities.
- Be politically astute, yet not political, and be able to gain the trust of the City Council, City Administration and the Public.
- A focus on risk assurance and continuous improvement.
- Manages the auditor/auditee reporting protocol to ensure the responsible client personnel (e.g., Deputy City Managers, Branch Managers, Directors) are knowledgeable of the OCA's findings in relation to analyzed activities.
- Works closely with managers to develop cost-effective and feasible resolutions to identify opportunities for improvement.
- Relates effectively and openly with both clients and with members of the Audit Committee and Council.
- Accomplish the OCA's core responsibilities with integrity and professionalism.
- Ensures developments in the audit industry are periodically communicated to members of City Council.
- Ensures OCA staff members demonstrate their commitment to ongoing and intensive communication with all stakeholders - City Council, City Manager, Executive Leadership Team, Departmental Management Teams and Unions.

Document Preparation and Presentation

- Prepare reports for both guardian projects (comprehensive reviews, governance activities, cash handling reviews, system audits, investigations, special projects, and follow-up reviews) and agent of change projects (governance activities, corporate steering committees, system audits, special projects, and advisory services)
- Submit quarterly reports to the Audit Committee that summarize the status of projects, identify general awareness matters or significant issues that were identified during each reporting period and contain concise summaries of reports that were released during the reporting period.
- Ability to collect, compile, analyze, interpret, and present data and draft audit findings.
- Strong quantitative analytical abilities, including a thorough understanding of common data analysis tools and programs.
- Ability to analyze technical workflow and business processes and develop appropriate solutions.
- A well-developed understanding of government, accounting, finance, and economic processes and the ability to apply understanding of such to assigned projects.
- Ability to comprehend technical details and how they relate to and impact the "big picture."
- Ability to communicate complex and technical information in a simple, clear, and straightforward manner, including the use of graphs and tables, as needed.
- Submits an Annual Report to the Audit Committee that includes a synopsis of activities undertaken.
- Submits an Annual Work Plan to the Audit Committee for approval which adds value to the City by selecting projects in areas of the Corporation that are most likely to benefit from review.



Operating Budget

- Submit annual operating budget to City Council concurrently with the City Manager's budget.
- Includes a high-level budget performance report in each quarterly report to the Audit Committee.
- Authorized to retain the services of any individual or corporation for purposes related to the operations of the OCA, provided such expenditure does not exceed \$250,000.

Relationship Management

- Maintain professional links with other audit groups and professional associations in order to keep current with developments in the audit field.
- Provides leadership, visibility and accessibility through attendance and effective participation at local, regional and national audit forums, business forums, etc.
- Knowledge of collective agreements
- Interpersonal skills to facilitate effective working relationships and interact with all levels of the organization including residents with tact, diplomacy and integrity.

Qualifications and Experience

Education

- A professional accounting designation as a Certified Public Accountant (CPA) is required as well as a Certified Internal Auditor (CIA), and/or a Certified Information Systems Auditor (CISA) is required.

Experience

- A minimum of 15 years of proven senior level experience in municipal, provincial or federal government settings or in major, multi-divisional corporate structures.
- Extensive experience applying leadership principles with stakeholders, clients and staff members from both operational and corporate perspectives.
- The ideal candidate should possess a deep commitment to public service, demonstrate objectivity and factual approach in audits, and empower their team by fostering a culture of challenge and growth.
- Theory, principles, practices and techniques of public administration, including budgeting and financial planning, financial management, human resources, purchasing, risk management, operations management, and other general operational support services.
- Demonstrated knowledge of legislation, regulations and court decisions applicable to accounting, tax regulation, and financial management.
- Strong interpersonal skills, emotional intelligence, and political acumen are crucial, as the City Auditor must navigate complex relationships with stakeholders, council members, and the city administration. They should be able to communicate effectively, build healthy relationships, and create boundaries while being open to collaboration.
- The City Auditor should have a strong background in auditing, possess technical expertise, and operate independently while being proactive in addressing challenges. Integrity, leadership skills, and the ability to reinforce the value of public services are essential traits.
- Extensive experience in assessing and applying principles of strong financial management.
- People and project leadership skills are essential and a solid track record of demonstrating sound internal audit knowledge and experience is desired.
- Thorough knowledge of internal auditing standards, the ability to differentiate between major and minor issues and a strong customer service orientation is vital.
- Able to create and sustain shared commitment to key issues pertinent to the City.
- Demonstrates high ethical standards and sense of integrity.
- Acts as a mentor and positive role model to staff.
- Excellent communication, presentation and negotiation skills, both written and verbal. Possesses strong listening skills and utmost respect for confidentiality.
- Demonstrates a proactive approach to resolve issues prior to conflicts arising.



Location – Edmonton, Alberta

Edmonton is Canada's 5th largest city, sitting at the heart of the most dynamic region in Canada, outranking all other cities last year in population growth, economic growth and the young age of its population. At the same time, it is also a place full of risk-takers, people with ideas who thrive in a curiously cooperative city. Edmonton may be one of North America's most underestimated cities, but it is in the midst of a rapid and dramatic transformation. As a national hub for post-secondary education, medical health, and arts and culture, Edmonton is an economic engine of the country – fueled by a spirit of creativity, entrepreneurialism and a commitment to working together to achieve great things.

Spend five minutes in Edmonton and you'll be considered 'one of us. The city is proof that a vibrant, dynamic metropolis can also have the warmth of a small town. Friendly, welcoming, and collaborative, Alberta's capital city is recognized as a hotbed for creative thinking with a long track record of firsts, including Canada's first Food Bank and Mosque, North America's first LRT system for a city of its size. It is also one of Canada's most ethnically diverse cities, with more than 60 ethnic and cultural groups that inform the city's vibrant cultural life. Edmonton's prized river valley weaves its way through the city's identity, creating a focal point for recreation and community gathering throughout the year.



The City of Edmonton has consistently been one of the nation's fastest growing municipalities. Edmonton is home to top-ranked public-school systems, many excellent post-secondary institutions and a diversified economy with leading-edge research and development in sectors ranging from health care and nanotechnology to financial services and telecommunications. The City of Edmonton also serves as a hub and service centre for the North, which has a vast wealth of natural resources, and a rapidly growing and youthful population. Edmonton continues to emerge as a tourism destination thanks to over 400 local festivals, including the world-renowned International Fringe Festival, which has contributed to the city's reputation as "Festival City". The city has been the host for many international events such as the World Masters Games, the World Heavy Oil Conference, the Commonwealth Games, the World University Games, the IAAF World Championships, and the FIFA Women's World Cup.

The City of Edmonton's river valley constitutes the longest stretch of connected urban parkland in North America and has the highest per capita area of parkland of any Canadian city. A university town, an arts and culture hub, a government town, an energy and service center, a technology and creativity center and a service centre for the north are just some of the monikers that describe Edmonton. All are accurate. Edmonton provides a rare opportunity for a leader to work with a wide and diverse array of partners in a community that people are proud to call home.

For more information on Edmonton, please check out the following links:

<https://exploreedmonton.com/>

<https://why.edmonton.ca/>

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