



POSITION PROFILE

POSITION TITLE: Director, Operational Audits
REPORTS TO: Executive Director, Internal Audit
ORGANIZATION: Government of Manitoba
CLOSING DATE: July 31 2021

ABOUT THE TREASURY BOARD SECRETARIAT AND INTERNAL AUDIT DIVISION

Governments of all levels are challenged with increasing citizen expectations for what and how services are delivered, rising costs and limited tolerance for tax increases. Citizens want to receive the right services in the right ways at the right costs, getting value for invested tax dollars. The Government of Manitoba has been working for the past few years to undertake a rapid and comprehensive public sector transformation initiative, ensuring critical public services are delivered efficiently and cost effectively, are focused on outcomes transparently reported to citizens and, most importantly, can be sustained for decades to come. Strong financial controls and oversight are the single most important pillar in achieving sustainability and accountable government.

The Treasury Board Secretariat (TBS) provides financial and analytical support and strategic management advice to the Minister of Finance and Treasury Board, a sub-committee of Cabinet, responsible for the overall fiscal management and reporting of the Manitoba government and the establishment of policies required for the effective management of public funds to meet government objectives. Treasury Board Secretariat is also responsible for the summary budgeting, public accounts, strategic initiatives, government-wide balanced scorecards and internal audit functions.

TBS is the centre of the public service transformation, providing leadership in the focus on outcomes and the journey to fiscal sustainability. The Internal Audit Division is made up of the Professional Practice Branch and the Operational Audits Branch. Their vision is to be a trusted advisor and partner providing value-added services for government accountability and continuous improvement. The Internal Audit Division is an integral component of Manitoba's governance processes and aligns with and supports the Deputy Ministers' Audit and Enterprise Risk Management Committee in the effective discharge of its corporate governance responsibilities. Internal Audit's responsibility and authority encompasses includes government departments and funded organizations where the funding agreement includes the right to audit, the Legislative Assembly and large crown corporations and universities with their own internal audit functions excluded.

The Operational Audits Branch is accountable for operational, financial, information technology, performance, cross-government, governance, and follow-up audits, the results of which may lead to significant government policy, program or financial change. It also supports the research, data analytics and comptrollership audits performed by the Professional Practice Branch.

This is a great opportunity for you to apply your knowledge, skills and experience beyond traditional audits. You can be part of a diverse and engaged team that supports the vision to transform and move Manitoba forward. As Manitoba's public sector continues to transform, by embracing challenges and placing innovation at the center of its work, the Internal Audit Division is transforming too. Our client is looking for strong team members wanting to make a difference and positively shape their future, having a significant impact on the Government of Manitoba governance, risk and control practices.

Our client is seeking strong leaders who are motivated and proactive in their approach, can apply superior critical thinking and proven analytical skills to complex issues and problems, and have an interest in directly influencing and contributing to transformation and improvement throughout all aspects of the operation of government.

ABOUT THE DIRECTOR POSITION

The Director, Operational Audits (Director) will ensure the effective and efficient delivery of internal audit services and to foster a culture of positive organizational change and innovation. You will be committed to strong corporate leadership and supporting a public service that embraces challenges and places innovation at the centre of its work to improve outcomes.

As a member of the department's management team, the Director is responsible to lead and manage the Operational Audit Branch and provide advice and support to the Chief Audit Executive. The Director leads the development and implementation of internal audit policies, procedures and strategies and the development and execution of an agile, risk-based internal audit plan. The Director is also responsible for managing contracts and relationships supporting investigative and forensic accounting audits.

The Director, Operational Audits, has direct accountability for 12 FTEs and an audit universe budget of \$17000 million.

KEY LEADERSHIP ACCOUNTABILITIES

Accountability 1: Planning, Policy Development and Performance Measurement

- In collaboration with senior leadership, establish and implement strategic plans, focused on the Government of Manitoba's vision and priorities, transformation strategies and the strategic directions of the Treasury Board Secretariat
- Develop and implement a system and process that will identify and monitor trends and changes in audit and public sector audit practices, internal trends, events and issues that may impact the governance, risk and control environment of the Government of Manitoba and the operations of the Internal Audit Division and the Operational Audits Branch
- In alignment with the vision and strategic priorities of TBS, lead the development of short, medium and long-term operational and business plans for the branch incorporating financial and human resource plans
- Maintain a current understanding of the performance measurement framework for all of government and the Treasury Board Secretariat, translate how the Operational Audit Branch supports these goals, objectives and targets, and establish and implement accountability mechanisms, including evaluation, performance measures and reporting to report on the performance of the Branch
- Support the Chief Audit Executive by providing strategic options, comprehensive options, comprehensive policy advice and recommendations using internal and external expertise

- Provide authoritative, full and frank advice directly to senior officials, regarding substantial issues on risk, governance, internal controls and program design
- In collaboration with senior leadership, develop and/or revise policies and procedures for operational audits
- Establish and implement a flexible, efficient process and procedures to develop and present insightful reports required by senior decision-makers to inform decisions.

Accountability 2: Operational and Human Resource Leadership

- Build a respectful workplace a culture that promotes diversity, learning and continuous improvement, ensuring all employees understand how their work contributes to achievement of branch, TBS and government goals and objectives
- Develop a robust risk-based audit plan workplan in conformance with professional and division standards and apply a mix of qualitative and quantitative methodologies in developing audit strategies for a diverse, non-routine and wide-ranging audit universe of projects, programs, departments and funded organizations with differing risks, audit objectives and audit scopes
- Provide direction to ensure the management of human and financial resources of the branch delivers on operational and strategic mandates and maximizes efficiency
- In collaboration with other TBS leaders, procure the services of external expertise and implement strong contract management practices to ensure objectives, timelines and quality standards are met
- Lead an operational audits function that is independent, objective and free from interference by any element in the organization, including matters of audit selection, scope, procedures, frequency, timing or report content
- Co-ordinate service delivery with government reporting entities and funded organizations, supporting alignment with government objectives, appropriate governance and transparency in reporting outcomes and financial results
- Provide issue resolution and secondary reviews for complex and sensitive internal audits, by exercising professional skepticism, determining the sufficiency and appropriateness of audit evidence and analysis, working papers and issue identification and ensuring audit reports are free from error and support risk-informed decision-making and recommendations support strong governance, risk management and control
- Assign and manage access to audit management software, ensuring information is protected
- Develop, mentor, coach and motivate professional staff, to influence and facilitate positive change in a transformation focused environment
- Working with human resources, lead the implementation of progressive talent practices that ensures high quality staff are recruited and selected, succession is continuously addressed, resources are deployed to meet operational requirements, compensation incents desired behaviours while balancing financial sustainability, performance is enabled and managed, and workplace health and safety is maintained

Accountability 3: Stakeholder Relationships

- Develop and maintain professional relationships to identify issues, priorities and potential solutions with stakeholder groups including multiple levels of government and professional associations (OAG Manitoba, federal, provincial and territorial auditors and professional accounting and auditing bodies)
- Develop and maintain professional relationships to identify risks, issues, priorities and potential solutions with various stakeholder groups (deputy ministers, assistant deputy ministers, executive financial officers and provincial comptroller)

EDUCATION, EXPERIENCE AND COMPETENCY REQUIREMENTS

The Internal Audit Division is at a unique point in its evolution and requires strong leaders who bring a unique combination of knowledge, experience and leadership competencies.

The ideal candidate will bring to this position a Canadian Chartered Professional Accountant (CPA, CPA-CA, CPA-CGA, CPA-CMA) designation in good standing or an equivalent combination of education, experience and training complemented by significant experience leading and managing people and a proven ability to create, support and sustain a diverse environment that enables staff to achieve results and to develop for the future. The ideal candidate will be able to demonstrate the ability to leverage opportunities for innovation, creative solutions to issues and successfully manage change.

Candidates will have extensive experience applying Canadian accounting and auditing standards for public sector, not for profit and private organizations, and applying the Institute of Internal Auditors International Professional Practices Framework and International Standards for the Professional Practice of Internal Auditing. Extensive knowledge of public sector accounting standards and the Control Objectives for Information and Related Technology (COBIT) framework is necessary. Candidates will have an in-depth understanding of and experience in:

- Governance, comptrollership and risk management practices
- The use of current technologies that support the provision of quality and effective internal audit services
- The translation of strategic priorities into clear operational and business plans
- Strategic performance management and measurement systems.
- The design and implementation of policies and programs

Candidates will have a strong results orientation, superior organizational skills, excellent oral, written and presentation skills, and the adaptability and resilience to lead in a complex, changing and fluid environment. The candidate will be a strategic, systems thinker and problem solver with exceptional judgement and will bring strong negotiation and conflict resolution skills.

Candidates who are energetic and enthusiastic, are motivated by innovation and change, are forward thinking, like to challenge the status quo and provide strategic insights will want to explore these opportunities.

COMPETENCY REQUIREMENTS

INTEGRITY and RESILIENCE

- Keeps the greater good of Manitobans in mind at all times and advances the interests of the public in all policies, processes and practices
- Makes principle-centered decisions, and be ready to “speak truth to power”
- Assumes responsibility, accountability and follows through when making commitments

	<ul style="list-style-type: none"> • Demonstrates sincerity, honesty, respect, empathy and adherence to the standards and principles of the Government of Manitoba and the Treasury Board Secretariat • Maintains composure and perspective in difficult or volatile situations • Able to maintain confidential information and use discretion in all interactions
VISIONARY LEADERSHIP	<ul style="list-style-type: none"> • Is comfortable with change and skilled at change management • Has broad knowledge and perspectives • Establishes a shared vision and common goals and creates the environment where the financial system can achieve them • Adopts a long-term view of strengths, weaknesses, opportunities and risks in a changing operational environment • Clearly articulates a practical vision for the future, a credible case for change / enhancement and influences and inspires others to work as part of a team toward that vision • Promotes cooperation, collaboration and integration between individuals and groups both within and outside of the TBS Internal Audit Division, ensuring everyone understands each other's roles, responsibilities and contributions • Identifies critical issues that will have an impact on the financial condition and/or reputation of the government
EFFECTIVE ORAL, WRITTEN AND PRESENTATION SKILLS	<ul style="list-style-type: none"> • Defines the principles and framework of effective organizational communication • Actively listens to messages being communicated by stakeholders • Articulates complex ideas in a clear, understandable way • Creates and conducts powerful presentations to small and large groups • Develops well-constructed documents and reports • Provides sound, credible and thorough information to Treasury Board, Ministers, Deputy Ministers, Assistant Deputy Ministers, Executive Financial Officers, the Provincial Comptroller, senior officials and leadership of operating reporting entities • Effectively facilitates meetings and discussions to assist participants in reaching shared decisions and fostering positive relationships
EXCELLENT JUDGMENT	<ul style="list-style-type: none"> • Efficiently and effectively perceives and assesses situations • Understands when decisions require input and when they do not • Asks the right questions to get the information needed • Draws sound conclusions and recommends changes in policies and practices as required • Generates options with an analysis of pros and cons as well as identified impacts • Identifies the impacts and risks associated with decisions and takes appropriate risks • Influences decisions that challenge the status quo and provoke growth and positive development in the system • Takes responsibility for difficult decisions • Defines decision-making model(s) / principles / criteria for others

	<ul style="list-style-type: none"> Utilizes objective, factual and valid information from a variety of sources to make informed decisions, understand the potential impacts, and keep all relevant parties informed
POLITICAL ACUMEN	<ul style="list-style-type: none"> Understands complex political situations and determines effective strategies to maximize opportunity and minimize risk Understands and respects the role of all parties and how they might work together Gains and effectively uses knowledge of formal and informal political, social and organizational structures and relationships to achieve positive change
RESULTS ORIENTATION	<ul style="list-style-type: none"> Incorporates the needs of all stakeholders when setting standards, strategies and organizational direction Sets goals and priorities that maximize the use of resources available to consistently deliver results based on strategic direction and stakeholder expectations Driven to meet a high standard of performance Monitors progress towards a goal, anticipates problems and makes adjustments when necessary
FINANCIAL ACUMEN	<ul style="list-style-type: none"> Understands the financial models of the system and the elements that impact the model and financial performance Implements strong budgeting, financial reporting and monitoring processes Implements a risk-based approach to financial management and ensures appropriate policies are in place
TEAM PLAYER	<ul style="list-style-type: none"> Works with colleagues in a collaborative fashion, and always able to put the team before self-interests

ABOUT MANITOBA

Founded in 1870, Manitoba means “where the spirit lives” in the languages of the Indigenous people who first lived in the region. Commonly referred to as ‘Friendly Manitoba’, the province’s urban and rural communities are diverse and welcoming.

Manitoba is the province at the longitudinal centre of Canada. One of the three prairie provinces, it is Canada’s fifth-most populous province in a population estimated at 1.2 million people. Manitoba has a widely varied landscape and is home to five distinct ecozones: prairie, boreal plains, boreal shield, taiga shield and Hudson plains.

Manitoba has a high standard of living, steady economic growth, diversified industry, and high employment. Our central location and excellent air, rail and roads make Manitoba a gateway to the rest of Canada, North America, and the world. Manitoba’s economy has a great reputation for innovation, quality, reliability, and sustainability in the national and global market place.

The average summer temperature in Manitoba is +26°C (79°F); the average winter temperature is -12°C (10°F)

Manitoba is fortunate to have an abundance of freshwaters including lakes, rivers and wetlands making it a popular spot for outdoor enthusiasts. It is home to over 100,000 lakes including Lake Winnipeg, Lake Manitoba and Lake Winnipegosis and surface water covers approximately 16 percent of the province. Manitoba has more than 90 parks to explore, including two National Parks (Riding Mountain National Park and Wapusk National Park). Some of Manitoba’s most popular attractions include:

Churchill - Popularly known as the "Polar Bear Capital of the World," lies on the harsh, rocky coast of Hudson Bay. Tours in tundra buggies - giant large-wheeled vehicles with caged windows - allow visitors close up encounters with the bears.



Grand Beach - Encompasses a huge stretch of soft sand beach on the shores of Lake Winnipeg. It is considered one of the nicest beaches in Canada.

Riding Mountain National Park - This scenic park is a combination of recreation area and nature reserve. The deep lakes in Riding Mountain such as Clear Lake, Lake Katherine, and Deep Lake are popular fishing spots and there are numerous walking and cycling trails throughout the park.

Gimli - Gimli is a small resort town, approximately an hour's drive north of Winnipeg, on the shores of Lake Winnipeg. In the summer, Gimli comes to life as visitors and cottagers flock to this area to enjoy the beaches. One of the annual highlights is the Icelandic Festival of Manitoba, known as Islendingadagurinn, which takes place over the long weekend in August.

Whiteshell Provincial Park - About a 1.5-hour drive east of Winnipeg, Whiteshell Provincial Park is a popular summer destination. The landscape is typical of the Canadian Shield. The resort communities of Falcon Lake and West Hawk Lake to the east of the park are home to beaches, and offering opportunities boating and water sports.



Lower Fort Garry National Historic Site – Just outside Selkirk, the Fort Garry National Historic Park is the only stone fort from the fur trading era to survive intact anywhere in North America. Visitors to the fort will be able to view period furniture and household items and visit with costumed employees who act out the roles of the fort’s inhabitants.

Narcisse Snake Dens – In late April/early May, tens of thousands of garter snakes emerge from their winter dens. Visitors can watch the snakes from observation.

Pinawa Dam Provincial Park – Set in a picturesque area of the Canadian Shield, the ruins of the 1906 dam are the central feature of this park.

Hecla Island - Part of Hecla-Grindstone Provincial Park, Helca Island is a popular get-away. There are hiking trails, 18-hole golf course, spa and resort.

Canadian Fossil Discovery Centre – Located in Morden Manitoba, this museum contains Canada's largest collection of marine reptile fossils.

Mennonite Heritage Village - Located in Steinbach, the Mennonite Heritage Village recreates Mennonite life from the 16th century to the present day and features changing themes.

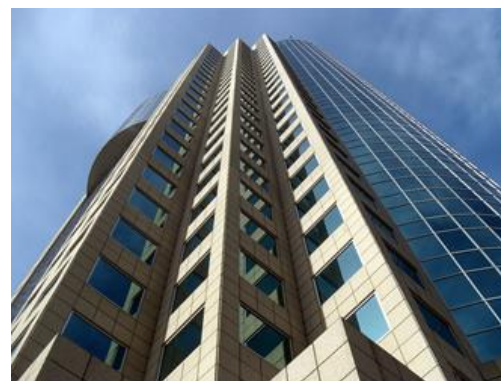


ABOUT WINNIPEG

Winnipeg is the vibrant capital city of Manitoba and lies at the geographic heart of North America. “The Peg” is located in the fertile Red River Valley at the junction of the Red and Assiniboine Rivers. One of the most economically and culturally diverse cities in Canada, Winnipeg is well known for its cultural achievement, flourishing arts scene, and welcoming spirit.

A “City of Sunshine” we have the highest average number of sunlight hours in Canada with an average summer temperature of 25.4°C and an average winter temperature of -12.9°C.

Well known as a transportation hub and the “Gateway to the West”, key industries in Winnipeg include aerospace, agribusiness, finance and insurance, health and biotechnology, information and communications, electric power and apparel and furniture manufacturing. Major employers include Investors Group, MTS Allstream, Canada Life, Palliser Furniture, Motor Coach Industries, New Flyer, Boeing, Standard Aero, Pollard Banknote and Bristol Aerospace.



Our city is in the midst of expansive growth and development that is cementing our reputation as a community with growth opportunities in every industry and sector. Here we highlight but a few of the exciting initiatives:

CentrePort – The development of an inland port which will be a hub of transportation activity that brings together road, rail and air cargo to a central location for re-distribution with the intent of facilitating international trade and distribution and creating value added services as goods move through the supply chain. Winnipeg’s proximity to the geographic centre of North America, and 20,000 acres of land around the airport will be capitalized on to expand Winnipeg’s position as one of North America’s most important trading centres.

Assiniboine Park & Zoo Expansion – Winnipeg’s premier green space is already visited by millions of people annually and already boasts the Leo Mol Sculpture Garden, the Assiniboine Park Zoo, a Conservatory, and the Lyric Theater at which free concerts play throughout the summer season. With the establishment of the Assiniboine Park Conservancy, a private not-for-profit corporation dedicated to improving its infrastructure and services, the park and zoo are quickly expanding upon their world-class floral, zoological, artistic and activity based attractions to deliver internationally renowned entertainment and recreation options. The Journey to Churchill exhibit and the planned Diversity Gardens will attract visitors from around the world.



The Canadian Museum for Human Rights – located in the heart of downtown Winnipeg, the Canadian Museum for Human Rights, Canada’s first federal museum located outside Ottawa, is housed in an iconic building and will be a national and international destination and a centre of learning where Canadians and people from around the world can engage in discussion and commit to taking action against hate and oppression. Opened in 2014, it enhances the public understanding of human rights, promotes respect for others, and further cements Canada’s reputation for championing human rights issues from right here in Winnipeg.

SHED – CentreVenture Development Corporation’s proposed Sport, Hospitality and Entertainment District (SHED) development plan for downtown Winnipeg includes an outdoor public square, two new mixed commercial developments, and additional parking facilities in addition to plans for expanded retail development and expansion of Winnipeg’s sheltered skywalk system.

True North Square - An iconic mixed-use development in the heart of Winnipeg’s burgeoning downtown. True North Square is more than a collection of buildings – it is a living entity ready to accommodate a dynamic Winnipeg community, drawing in and capitalizing on the synergies between working, living, socializing, and gathering all in one central location. When complete, True North Square will feature four towers spanning over one million square feet of Class A office, residential, retail, hotel and public space.

IG Field – Home of the Winnipeg Blue Bombers and the Manitoba Bisons, Investors Group Field is a world-class athletic and recreation venues have been constructed near the University of Manitoba. The facility includes a new stadium with over 33,000 seats and 40 private suites with additional hospitality areas, and a new fitness centre.



Winnipeg Jets – Adding to the excitement of two professional sports teams, the Winnipeg Blue Bombers and the Winnipeg Goldeyes, True North Sports and Entertainment brought us back our beloved Winnipeg Jets in the 2011/12 season.



James Richardson International Airport – The \$585 million transformation of Winnipeg’s airport including the construction of a new terminal, access road, parkade and an additional hotel means Winnipeg’s ever increasing passenger and cargo traffic levels will continue to be managed safely and efficiently. With expanded retail services reflective of Winnipeg, the ability to accommodate more and larger international flights, the opening of a new bus terminal, and the relocation of the Canada Post plant nearby, Winnipeg’s airport is literally positioned to become one of the busiest in Canada.

With over 935 parks, 24 golf courses, 50 indoor arenas and curling rinks, 40 galleries, 50 theatres and performance venues, and 20 libraries we believe in community, recreation and fun. Some of the top attractions in Winnipeg include:

The Assiniboine River walk - a lighted pathway that lies on the north shore of the Assiniboine River from the Forks to the Legislative Grounds.

The Manitoba Centennial Centre - home to Canada’s Royal Winnipeg Ballet, the Winnipeg Opera Company and the Winnipeg Symphony Orchestra, located in downtown Winnipeg includes the Concert Hall and Planetarium and the Manitoba Museum.

Rainbow Stage - located at Kildonan Park offers fun, superb, award winning performances of popular Broadway hits in a covered outdoor setting.

The Manitoba Theatre Centre – Canada’s first English-speaking regional theater and a model for regional theatres throughout North America; presents over 250 performances annually for more than 150,000 theatre lovers.

Fort Whyte Centre for Environmental Education - is a wild oasis offering forests; self-guided trails, an interpretive centre and fresh water aquarium.



We enjoy numerous unique festivals in our community including the Red River Exhibition with Manitoba's largest midway and a wide variety of family entertainment. Folklorama is the largest running multicultural event in the world of its kind, held throughout the city for two consecutive weeks during the summer months. The Winnipeg Fringe Theatre Festival is the second-largest fringe festival in North America. The annual Winnipeg Folk Festival is internationally renowned, 40 years old and running strong. The Festival du Voyageur is one of North America's longest running winter festivals. These along with numerous others including Winnipeg International Children's Festival, and the Winnipeg Jazz Festival, which hosts some of the finest Jazz Musicians from around the world and converges at the Winnipeg Art Gallery (Canada's oldest public Art Gallery,) help ensure that our unique contemporary culture grows and thrives.

There is no shortage of entertainment options and we have a sophisticated and open cultural scene. Canada's crossroads is easy to get to by land, rail or air; but difficult to leave.

For more information on Winnipeg please visit <https://www.travelmanitoba.com>, www.winnipeg.ca, www.economicdevelopmentwinnipeg.com, www.winnipeginlandport.ca, and www.centreventure.com.