NON-CONTRACT ROLE DESCRIPTION

JD2571

ROLE TITLE:	Internal Audit Project Manager	ROLE DESCRIPTION NO.:	00389
DEPARTMENT:	Internal Audit Services	HEABC REFERENCE NO.:	1872228
REPORTING TO:	Director, Internal Audit Services	HSCIS CODE:	07020
CLASSIFICATION:	NCEM/Range 8	JOB CODE:	07020A

ROLE SUMMARY

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Director, Internal Audit Services, the Internal Audit Project Manager is responsible for managing and performing a variety of complex and large-scale risk-based audits across all significant financial and operational controls and processes. The Internal Audit Project Manager also manages and performs special reviews, projects, and investigations as required.

DUTIES AND RESPONSIBILITIES:

1. Assists the Director, Internal Audit Services in providing a comprehensive internal audit service to ensure that an effective system of financial, computer and management controls, including performance management, is in place.

2. Participates in the annual audit planning process to ensure coverage of all significant activities through the identification and prioritization of all auditable areas based on their inherent risk from a financial, operational and strategic basis.

3. Executes a variety of internal audit services including financial, operational, and comprehensive assurance and consulting engagements across all operations and activities of Island Health.

4. Manages and/or participates in projects, special reviews, studies and/or investigations; provides assistance to other departments as required.

5. Plans, schedules, coordinates, and executes internal audit projects, including identifying and negotiating contracted and /or in house resources, monitoring the progress of projects and resolving issues, meeting commitments to clients and ensuring objectives are attained in accordance with established criteria.

6. Identifies and prioritizes operational, financial, and performance risks, issues, and control concerns. Develops and presents creative audit approaches and programs to address them.

7. Prepares audit reports and supporting working papers to record work performed and document findings; prioritizes findings based on various factors including their nature, extent, and materiality; develops and documents recommendations for improvement; presents findings to the client, leads and participates in discussions with clients and senior management on findings, recommendations, and best practices.

8. Assists management and staff in the proper resolution of problem areas through maintaining an effective follow-up process concerning outstanding issues, while maintaining the independence of Internal Audit Services.

9. Remains current with the internal audit profession and participates in the development of departmental policies, procedures, standards, and manuals, and in the continuous improvement of Internal Audit Services. Contributes to the quality assurance activities of the department through methods such as meeting key performance indicators and participating in developing measures to enable performance monitoring.

10. Identifies and evaluates new initiatives, partnership opportunities, new developments and trends in the area of internal auditing through literature review, contact with peers at other organizations, industry advisory groups, professional associations and attendance at seminars, workshops and education programs. Communicates information and makes recommendations to the Director, Internal Audit Services for evaluation and approval. Facilitates the implementation of approved initiatives and monitors and takes remedial action as required.

11. Maintains effective working relationships with Island Health management and staff. Represents Internal Audit Services at various Island Health and committee meetings.

12. Selects, develops and provides leadership and advice to reporting staff. Manages operational budget.

13. Ensures continuing staff development, education and training are provided, within budget guidelines, to maintain staff at a current level of knowledge and skills.

14. Serves as an educational resource to management to keep them informed on legislation, trends, and other issues that could affect the organization's effectiveness, responsibility to stakeholders, and vulnerability to risk.

15. Performs other duties as required.

QUALIFICATIONS:

Education, Training And Experience

- Undergraduate Degree
- Professional Accounting Designation
- Knowledge of the Institute of Internal Auditors Standards
- Five to seven years of progressive related work experience in a complex computerized environment
- Designation as a Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Certified Fraud Examiner (CFE) and previous health care, public sector, or management experience
- Or, an equivalent combination of education, training, and experience.

Skills And Abilities

- Prior management experience in both the public and private sectors is preferred.
- Solid understanding of contract management practices and related legislation.
- Excellent communication skills including the ability to facilitate, present to and persuade others.
- Excellent organizational skills including the ability to prioritize workload to meet deadlines.
- Demonstrated analytical, problem-solving and dispute resolution skills.
- Ability to deal effectively with staff at all levels.
- Ability to develop and maintain excellent working relationships.
- Demonstrated skill to work effectively with a high degree of independence.
- Physical ability to perform the duties of the job.