

Director, Research and Legal

(Temporary – Backfill Contract)

Organization: Office of the Auditor General of Ontario

Department: Research

Location: 20 Dundas Street West, Suite 1530, Toronto, Ontario

Job Term: 1 Temporary (12 months with possibility of extension)

Job Code: Director (XEXE2)

Salary: \$152,593 - \$192,232

Posting Status: Open

Job ID: 2501

The **Office of the Auditor General of Ontario** (Office) is seeking a highly motivated individual to join our team for a temporary backfill secondment/contract as **Director, Research and Legal**. The Director provides advice and undertakes projects to help the Office deliver on its legislative mandate and corporate strategic and operational priorities. The Director leads the Office's performance audit selection process, and oversees the Office's Research Unit, which provides research support on current and future performance audits, keeps the Office apprised of current issues and legislative, program, and policy changes, and conducts research and risk assessments that inform audit selection.

The Office of the Auditor General is an independent office of the Legislative Assembly that conducts performance and financial statement audits of the provincial government, its ministries and agencies. We also audit organizations in the broader public sector that receive provincial funding. Our vision is to deliver exceptional value and assurance to members of the Legislative Assembly, the Standing Committee on Public Accounts, and all Ontarians through high-quality work that promotes accountability, transparency and effective governance in the Ontario public sector.

What can I expect to do in this role?

You will have primary responsibility for, but not limited to:

- Providing advice to the Auditor General and senior management on legislative, auditee, legal and other interested party issues.
- Working with external legal counsel where needed.
- Acting as the Office's liaison with the Standing Committee on Public Accounts, including the planning for Committee meetings, preparation of briefing materials and speaking notes, and review of legislative research backgrounders and Committee reports.
- Leading and managing the Research Unit, a team of audit researchers who provide research support and expertise for audit teams, including legislative and policy analysis, jurisdictional comparisons, academic research, qualitative and quantitative data analysis, and identification of audit issues based on their research.
- Ensuring the Research Unit monitors emerging issues, risks, trends and legislative, program and policy changes that may be significant to future audits.
- Leading the development and maintenance of audit resources, and collect and review key government documents.
- Leading the Office's audit selection process, including: the organizing of meetings, development of processes, guidelines, template, timelines and plans; overseeing the research and risk assessments that inform audit selection; and providing insight and advice to senior management on potential audit topics.
- Conducting requested research, legislative analyses, jurisdictional scans, and internal training as required.
- Providing advice on political-level public inquiries and correspondence, drafting briefing notes, overseeing the Office's response to Freedom of Information requests, and preparing presentations and other communication materials as required.
- Drafting the Office's annual report on the Standing Committee on Public Accounts, and working with the Finance department to draft the Office's annual chapter on the operations and results of the Office.

How do I qualify?

Education, Skills, and Knowledge:

- Master's Degree or PhD (in a related field, such as law, public administration, or political science) or MBA.
- At least seven years' of demonstrated experience leading cross-functional projects and managing teams and individuals.
- Excellent management, and problem-solving skills. Demonstrated ability to prioritize workload while working effectively within a team and independently.

- Experience working with people at all levels, including executive leadership. Excellent interpersonal and relationship-building skills at all levels of the organization to confidentially handle sensitive situations with empathy, respect, and professionalism at all times.
- Applied knowledge of the Ontario government environment and legislative processes and government policies and procedures. Knowledge of the Auditor General Act and the Freedom of Information and Protection of Privacy Act.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft Office products (Outlook, Word, Excel, PowerPoint, etc.) and other technologies.
- Knowledge of the Standing Committees of the Legislature, particularly the Standing Committee on Public Accounts, considered an asset.
- Experience in the public sector preferred.

Asset Qualifications

- Understanding of the Ontario government environment and legislative processes and government policies and procedures is an asset.
- Having the ability to communicate (orally and in writing) in French is an asset.

How to apply

If you want to work in an environment that is positive, challenging, and safe, where your contributions are valued, please submit a cover letter and resume (as one document) by **March 13, 2025**, to resumes@auditor.on.ca, and specify the competition number as **#2501**.

Commitment to diversity, inclusion, accessibility, and anti-racism:

We are committed to building a workforce that reflects Ontario's varied communities and promoting a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply, and encourage applications from people with disabilities, racialized individuals, including Indigenous and Black applicants, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

We offer accommodation in all aspects of employment, including the recruitment process, consistent with the requirements of **Ontario's Human Rights Code**. If you require a disability-related accommodation to participate in the recruitment process, please contact the recruitment team at resumes@auditor.on.ca who will respond to you within 72 hours.

We also believe in the importance of providing services to Ontarians in both official languages, and encourage interested bilingual candidates to apply, particularly for public-facing positions.

Notes:

Canadian Police Information Centre (CPIC) Screening

- Prior to an offer of employment, the top applicant(s) will be required to undergo a screening by the Canadian Police Information Centre (CPIC).

Qualified List Information:

- A list of qualified candidates will be established for the Director, Research and Legal (Temporary) position in the Office of the Auditor General of Ontario (OAGO) and will be in effect for twelve (12) months from the date the list is created. Qualified candidates on the list may be considered when filling future permanent and/or temporary vacancies in this position.