

Introduction

The City of Saskatoon is searching for its next City Auditor to lead its strategic and day-to-day operations of the internal audit function. Reporting directly to City Council through the Standing Policy Committee on Finance, the City Auditor will provide independent, objective assurance, and consulting services that add value and improve the City's operations. As a trusted advisor to City Council and related committees, the incumbent will be a trusted advisor to senior leadership and sole member of the internal audit function.

The successful candidate will be responsible for developing a strategic vision and business plan for the function, crafting policies and practices that align with best practice for small internal audit shops, performing all phases of the internal audit process, overseeing the work of contracted service providers, and ensuring Whistleblower policy and procedures are established and successfully implemented.

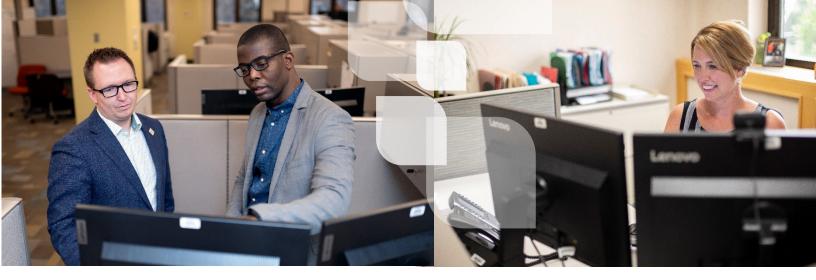
This candidate package includes information about the City Auditor role, a description of who we are looking for to fill this vacancy, a summary of key responsibilities, more information about the reporting structure within the City of Saskatoon, and why Saskatoon is a great place to live, work, learn and play.

We encourage interested candidates to email **Chelsey Mack**, HR Shared Services Director with the City of Saskatoon for more information about the role, or to visit **saskatoon.ca/CityAuditor** to apply.

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About the Role

The City Auditor is responsible for leading the internal audit function that serves the City of Saskatoon by providing independent, objective assurance and consulting services that add value and improve the City's operations.

As a trusted advisor to City Council and related Committees the City Auditor will be responsible for both strategic and day-to-day operations, including developing a strategic vision and business plan for the function; crafting policies and practices that align with best practice for internal audit functions; performing all phases of the internal audit process; overseeing the work of contracted service providers; and managing of the Whistleblower policy and procedures.

Who we are looking for:

- An accountable individual who takes personal ownership and responsibility for the quality and timeliness of their work, and who demonstrates reliability and integrity on a daily basis.
- An adaptable leader who applies versatility, reasoning, and innovation in the face of change.
- A collaborator who works cooperatively and effectively with others and is committed to furthering the corporation's objectives.
- As an articulate and strategic leader, we are looking for a skilled communicator who can
 express and transmit information with consistency and clarity to a variety of audiences.
- Someone with a service mindset who provides superior service to internal and external clients,
 while also building value in the work conducted and in the results achieved.



Responsibilities include:

- Conducts internal audits as part of the resourcing of the annual internal audit plan.
- Generates insightful, accurate, balanced, and meaningful audit reports that include practical recommendations for improvement.
- Assists Administration by providing support, problem solving, advice and insight on projects
 and initiatives; shares information, analysis and recommendations based on control objectives,
 best practice, and professional standards; performs special assignments, business reviews,
 consulting projects and/or investigations as required.
- Participates in Executive Leadership and Committee meetings to ensure that the internal audit function is well-informed of key issues and/or business developments that could have an impact on internal audit priorities and risk exposure.
- Maintains the independence necessary for an effective internal audit function while fostering strong, positive, productive and collaborative relationships with organizational leaders and colleagues at all levels, as well as with a wide range of internal and external stakeholders.
- Establishes Whistleblower policy and procedures, and ensures their successful implementation for receiving, assessing, appropriately investigating, and reporting the outcome of all allegations and reports received.

A full list of responsibilities can be found on the City of Saskatoon Careers page.





About the City Auditor Function

City Council has established an Independent Office of the City Auditor to provide assurance and consulting services that add value and improve the City's operations. Appointed by City Council, the City Auditor provides for the independence of audit activity and ensures that audit results receive adequate consideration. The City Auditor reports to and is accountable to City Council through the Standing Policy Committee on Finance.

The Office has authority to audit all aspects of the City's operations, including governance processes, departments, programs, business processes, systems, activities, policies, procedures, etc.





Working for the City of Saskatoon

We pride ourselves on living our core values of People Matter, Respect, Integrity, Safety, Trust and Courage. We live our values every day to help us achieve our vision of making Saskatoon a great place to live, work, learn and play. We want people who connect to our vision and our values.

We are committed to continuous improvement, innovation, and attracting talented people from all over Canada and around the globe.

We are ONE CITY. City Council and Administration work together to best serve the residents of Saskatoon.

We are creating a collaborative and high-performing culture that builds on our vision, mission and common purpose. Through our shared values and Strategic Plan, we are committed to supporting each other to provide excellent public service.

Our Purpose:

- > **We are making** Saskatoon a great place to live work, learn and play every day.
- We are creating a welcoming workplace where each of us are encouraged to realize our full potential.
- We are building a sustainable future upon our predecessors' legacy and history of success.
- > We are exceptional in delivering public services.
- We are innovative and unleash creative solutions and investments that contribute to a great city.
- > **We adopt and support** behaviours that reduce the environmental footprint of the city.



Living in Saskatoon

Saskatoon's quality of life is high because the cost of living is low. Compared to similar cities across Canada, Saskatoon has one of the lowest costs of living. Here, you can access the business, infrastructure, and recreational amenities of a big city at a fraction of the cost.

Additionally, the average commute time within the City of Saskatoon is less than 20 minutes, which is a significant gain over the national average of more than 26.

Whether you're a culture-goer or an outdoor enthusiast, Saskatoon is a destination with lots to see and do. In addition to the Meewasin Trail, which spans more than 105 kilometres and runs along both sides of the South Saskatchewan River, Saskatoon is also home to the Wanuskewin Heritage Park, the Remai Modern art gallery, and boasts the highest number of restaurants per capita in Canada.

Visit https://sreda.com/life-in-saskatoon to learn more about what Saskatoon has to offer!

Express Your Enthusiasm

For more information about the role or to express your enthusiasm, please email **Chelsey Mack**, Director of HR Shared Services indicating the job title in the subject line of the email.

To apply, please visit saskatoon.ca/CityAuditor.



