

## Level I & II Audit Assessor Profile

### Overview of Position & Duties and Responsibilities

As a professional regulatory organization, the College of Applied Biologists is committed to acting in the best interests of the public, by ensuring that all members apply, represent, and maintain the highest ethical standards of professional conduct and competence. This involves transparency and procedural rigour, employed on behalf of the public, to all deliberations, decision-making or policy.

Board appointed Assessors support the Audit and Practice Review Committee (APRC) in providing support and delivery of the College's Audit Program, a professional development tool used to aid the College in meeting its mandate of protecting the public interest.

### Core duties and accountabilities:

- Attends and constructively participates in Audit Assessor Working Group meetings
- Reviews Auditee files and makes a recommendation to the APRC following:
  - Policies: [7 – 100 Continuing Development Program](#) and [8 – 200 Audit Program](#)
  - Standards: [Professional Practice Competencies and Competence](#), [Continuing Professional Development \(CPD\) Program](#) and [Signing and Sealing Standard](#)

### Qualifications, Knowledge, and Skills Requirements:

- Must be a practicing registrant, RPBio or RBTech, in good standing with the College of Applied Biologists
- Must have five (5) years practice experience as an applied biology professional
- Be willing and able to undertake training in the College's audit and practice review programs and processes
- Available and willing to complete training in continuing education, audit and practice review programs
- Available and willing to complete training in administrative justice/fairness
- For new Audit Assessors, be willing to be mentored by an experienced Audit Assessor during the first audit cycle as an Audit Assessor
- Ability to meet timelines and assess files in a timely manner
- Proven ability to work with confidential files
- Current knowledge of resource management in BC
- Current knowledge of key legislation governing resource management in BC

### Must be able to demonstrate competency in the following areas:

- Regulatory Understanding - Knowledge of regulations and regulatory organizations, including the purpose of regulation, gained from working with legislation, having experience being a part of a regulator, or working in a heavily regulated industry
- Professional Applied Biology Experience - Proficiency in the practice of applied biology
- Independent - Be able to analyze, obtain additional clarification &/or information, prepare results and make decisions confidently.

- Effective Communication - Be assertive, patient, have people skills, be able to elaborate points to the satisfaction of the auditee and APRC members.
- Dependable - Be trustworthy, decisive, discreet and honest.

**Personal Characteristics:**

- High ethical standards, professionalism and integrity
- Ability to make difficult decisions
- Sound judgement
- Willingness to consider to alternative opinions
- Strategic & tactical thinker
- Commitment to serving the public interest
- Patience and the ability to work with a team
- Objectivity and independent perspective
- Respected and respectful
- Innovative and solutions oriented

**Commitment Required:**

- Annual commitment time is approximately 20 hours per year including:
  - Minimum one (1) in person Audit Assessor Working Group meeting per year
  - Active participation on minimum one virtual meeting per year
  - Attend, if necessary, meetings with the APRC and other College working group(s) or task force(s).