



Alberta Transportation Third Party Auditor Program New Auditor Recruitment

Seeking:

Individuals for Alberta Transportation Third Party Auditor (TPA) Program

Location:

Throughout Alberta, with a focus on Northern and Southern Alberta (i.e. Fort McMurray, Slave Lake, Lac La Biche, Lethbridge, Medicine Hat)

Overview:

Alberta Transportation seeks to provide a safe and efficient transportation system to support Alberta's economic, social and environmental vitality. One of the areas to facilitate this is the Third Party Auditor (TPA) Program.

The TPA program ensures commercial carriers are compliant with Alberta Transportation's regulations, federal requirements and National Safety Code (NSC) Standards.

Third Party Auditors are certified by Alberta Transportation to conduct NSC audits and New Carrier Compliance Reviews (NCCR) in accordance with the federal *Motor Vehicle Transport Act* and Alberta's *Traffic Safety Act*.

TPAs provide quality customer service to Alberta's commercial carriers, while conducting NSC audits and NCCR impartially, and in accordance with Alberta Transportation's requirements.

Key Accountabilities:

- Delivery of NSC audits and New Carrier Compliance Reviews (NCCR) in a timely and consistent manner for Alberta Transportation, as per auditing guidelines.
- Promoting and representing the values of Alberta Transportation (Respect, Integrity, Accountability, and Excellence).

Skills/Competencies:

- Agility - Ability to work under pressure and adapt to change in a fast-paced environment
- Creative Problem Solving - Ability to deescalate stressful situations, or managing challenging clients
- Develop Networks - Ability to establish and maintain positive working relationships with stakeholders, clients, government officials, etc.
- Providing outstanding service and support to clients
- Capability to handle confidential information with discretion

- Ability to follow and implement Alberta Transportation auditing guidelines efficiently and effectively
- Excellent oral and written communication skills
- Ability to complete government reports in a timely and consistent manner

Qualifications and Experience:

- Minimum 2 years of auditing experience or relevant experience in the commercial transportation industry
- Valid Class 5 driver's license (or equivalent) and access to a vehicle
- Strong understanding of Alberta's transportation regulatory environment
- Ability to provide a recent, clear Police Information Check
- Minimum education - High School Diploma, G.E.D. or equivalent
- Certificate of Incorporation or equivalent if not incorporated in Alberta
- Appropriate commercial or business insurance
- Experience handling confidential, sensitive or personal information
- Fluency in English (written and spoken) is essential
- Strong keyboarding skills and the ability to multi-task (typing while talking to clients)
- Knowledge of Internet Explorer and MS office products

Asset Qualifications:

- Ability to speak additional languages
- Training or recent experience in conflict resolution and de-escalation techniques
- Experience delivering programs on behalf of government agencies
- Previous government experience
- Previous experience working with the commercial carrier industry
- COR certified
- Certification in hours of service, trip inspections, weights and dimensions, cargo securement, transport law, and transport legislation

Required Documentation:

- Police Information Check (completed within 6 months of application)
- Proof of education – minimum High School Diploma, G.E.D. or equivalent
- Valid Certificate of Incorporation, or equivalent from home jurisdiction (if not Alberta)
- Proof of business insurance
- Three (3) business references

For further information: <https://www.alberta.ca/third-party-auditor-certification-program.aspx>

To apply please send your resume, a detailed cover letter demonstrating how you meet all requirements (including asset qualifications), and a copy of your references and any questions to: tpa.program@gov.ab.ca.

Note: If you are considered for this position, a technical / practical assessment will be administered during the selection process and this will be used as part of the selection criterion.