

Auditor Training Specialist

Position Summary

The Auditor Training Specialist is responsible for developing, maintaining and implementing auditor training programs for NERC and Regional Entity compliance enforcement staff. This position supports training for Electric Reliability Organization (ERO) auditors and industry personnel on audit and compliance practices and initiatives. This position reports to the Director of Training.

Duties and Responsibilities

- Develop, maintain and implement both instructor led and distance learning training for ERO auditors based on Generally Accepted Government Auditing Standards (GAGAS), the NERC Rules of Procedure, Compliance Monitoring and Enforcement Program, and delegation agreements.
- Coordinate with NERC staff to analyze audit performance information to identify training needs.
- Providing subject matter expertise in performance audit best practices.
- Support NERC workshops and webinars related to compliance and auditing.
- Working with Compliance staff, support performance improvement and change initiatives to promote consistency.
- Provide information and training to industry personnel to support improved compliance programs.
- Assist in the on-going development and improvement of NERC Compliance Monitoring and Enforcement Program policies, procedures, rules, etc.
- Periodically observe compliance audits, spot checks or other compliance activities.
- Lead training development projects.
- Use distance learning technology tools for development, delivery, and tracking of training events and programs.
- Conduct or support periodic webinars for ERO and industry.
- Participate in other NERC education and training programs as needed.

Qualifications

The successful candidate will have:

- Two to five years in the field of performance audits.
- Auditor certification such as CIA or CGAP; working knowledge of GAGAS.
- Minimum 2 years experience in instructional design, development and facilitation, preferably in auditor training programs.
- Excellent presentation skills.
- Strong project management skills.
- Excellent writing skills and the demonstrated ability to constructively review and edit written materials.

- Strong interpersonal skills to interact with people from many levels of industry and government.
- Proficient in MS office, computer and distance learning applications.

Additional desired attributes include:

- Two to five years in the electric utility industry.
- Bachelor degree or equivalent experience in a relevant discipline.
- Understanding of regulatory compliance oversight and enforcement within industry, government, or government-authorized agency.
- Understanding of the NERC Rules of Procedure, NERC Compliance Monitoring and Enforcement Program, and NERC reliability standards.

Other

- Background check will be conducted prior to employment.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.
- Some North American travel may be required; passport necessary.
- This position has been classified as exempt.
- Location for this position is Atlanta, GA.
- Qualified candidates should submit their resume and salary history in electronic format to hr@nerc.net.