

## New

Ministry

Energy

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Manager, Liability

Requested Class

Job Focus

Policy

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

Energy Policy, Resource Stewardship Policy

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Director Liability & Risk Mgmt

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

##### Background Information

Resource Stewardship Policy branch leads the department of Energy and Minerals' participation in the Government of Alberta's Integrated Resource Management System (IRMS). The IRMS is a holistic approach to natural resource management that incorporates all resources - those with consumptive and ecological values - in order to achieve the environmental, economic and social outcomes that Albertans want. The system aims to examine the cumulative impacts of development on the environment as a whole and is the forum through which government sets out its resource management policies to achieve both short- and long-term objectives. Resource Stewardship Policy branch's role in the IRMS is to ensure that provincial resource management policies support the Department's responsible resource (energy and mineral) mandate.

The development and delivery, or use, of Alberta's subsurface resource endowment is a major contributor to the province's economic and social well-being - providing revenues, employment and products that contribute to quality of life. To optimize and sustain these contributions, Alberta must ensure that its energy and mineral resources remain competitive with other jurisdictions and attractive to investment and development. Alberta's investment climate is supported by its tenure and royalty systems but surety of investment and development is also dependent on sustained public support, including from Indigenous communities, and timely access to resources.

Both of these outcomes can only be achieved with clear and effective life-cycle rules and this is the space in

which Resource Stewardship Policy operates. The branch is responsible for helping the government establish and sustain relationships regarding energy and mineral development with Indigenous communities and other interest and stakeholder groups, manage upstream oil and gas liabilities, and establish land use policies that balance resource development goals with environmental objectives, including at risk species. In each of these work areas, Resource Stewardship Policy's work is focused on developing strategic, risk-informed policy recommendations, implementing policy direction, and facilitating conflict resolution.

Within this context, the liability and risk management team is responsible for the files including the Liability Management Framework for upstream oil and gas, energy development in municipalities and issues related to development, the department's contributions to cross-Ministry air and water files, species at risk files (with the exception of caribou), surface rights issues, and the Orphan Well Association.

### **Position Summary**

Through leadership and management, this position ensures an integrated approach is applied to the development of innovative and workable solutions related to liability management and ensuring reasonable levels of access for industry in areas with high environmental or other sensitivities (e.g., species-at-risk habitat areas, legislated parks and protected areas, municipalities, military bases) often coinciding with significant non-renewable resource values. A key role for this position is to lead department participation and input to cross-ministry initiatives including implementation of the liability management framework for upstream oil and gas, as well as new and ongoing liability initiatives that will continue to unfold in the coming years.

The Manager coordinates the preparation of advice and recommendations, at the direction of the Director and with direct reports, to senior Ministry representatives and the department's executive committee concerning liability, land use and resource access programs and issues. In addition, the Manager develops and maintains effective working relationships with representatives of other ministries, governments, and industry, as well as with non-government and stakeholder organizations to advocate Alberta Energy's interests and perspectives pertaining to operational level land use and access management issues and activities.

Reporting to the Director, Liability and Risk Management, this position functions within the parameters of applicable government and Ministry legislation, regulations, policies, directives and procedures, with broad discretion in managing issues, Indigenous and stakeholder relations, and interactions with Alberta Energy executive and elected officials.

Reporting to the Director, and working closely with managers in the Department of Energy and Minerals, this position is responsible for:

- Managing a team of analysts to provide input and recommendations relating to the liability framework for upstream oil and gas, new liability initiatives, municipal issues, and various land access and environmental related issues (e.g. water and air).
- Providing expert analysis, advice and leadership to the department and government on the liability management framework for upstream oil and gas and integrating new policies and perspectives as development evolves over time and in response to new challenges. as well as integrating with other commodities, as required.
- Providing resources from the team for back-up and support to other staff within the branch in analysis of energy issues and policy development.
- Representing the branch and the department in various meetings and forums., especially those that relate to liability, municipal and other land access, and environmental topics.
- Supporting the Director in implementing and reviewing comprehensive risk management and long-term liability regimes related to upstream oil and gas.
- Providing input to the branch and resource planning.

The Manager works closely with senior managers, managers, and other professional staff within the Department of Energy and Minerals, and across government, including the Ministries of Indigenous Relations, Environment and Protected Areas, Forestry and Parks, Jobs Economy and Trade, Treasury Board and Finance, Agriculture and Irrigation, Municipal Affairs and other ministries leading government priority initiatives related to land use planning, sustainable development, and Indigenous relations.

The Manager's portfolio requires demonstrated talent in all seven APS competencies, and relies on both generalized breadth of responsibility and knowledge and specialized depth of knowledge and skills to deliver success. This makes the position a key senior manager development role contributing to succession management for the Branch and the

## Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

### **1) Lead the implementation of policies through appropriate changes to energy related legislation and regulations and provide advice to senior and Executive management.**

Activities:

- Assessment of the regulatory and liability legislative framework for upstream oil and gas and undertake policy and regulatory enhancements as government direction continues to unfold with a renewed focus on the framework
- Communicate and consult with government (e.g. senior management) and external stakeholders such as industry and the public.
- Participate in departmental, intergovernmental and industry committees that have a bearing on the liability management framework for upstream oil and gas and regulatory development, as well as municipal, environmental, and other land access issues.
- Lead a team of analysts that research and analyze policy issues.
- Help ensure that policy recommendations are advanced through the government's policy decision and approval mechanisms necessary for their implementation.

### **2) Provide input and recommendations related to the liability and risk management team's policy and regulatory issues.**

Activities:

- Maintain a comprehensive understanding of liability management policies for upstream oil and gas (and related commodities, as required where legislation and regulations overlap) that may affect the energy sector in Alberta.
- Maintain a working knowledge of Alberta Energy Regulator systems and directives and support enhancements and initiatives that provide policy clarity.
- Prepare briefings and policy recommendations on liability, municipal, and access management related issues.

### **3) Department representation on regulatory issues and related networks / working groups.**

Activities:

- Support and implement Government's policy decisions.
- Provide input into the development and enhancement of liability frameworks related to upstream oil and gas.
- Represent the Branch and Department on meetings, committees and teams with multi-stakeholders groups, with other Departments, other Governments and with industry. This could be formal negotiations with other governments or industry associations in order to facilitate the interests of the Department.
- Prepare briefing notes and recommendations for the Director and Executive Director.
- Participate in public education initiatives.

### **4) Supervise and mentor staff**

Activities:

- Supervise and review work prepared by analysts.
- Provide feedback, guidance, and support to staff where necessary.
- Help ensure that staff achieve objectives laid out in the branch planning documents and individual staff development plans.

## Problem Solving

Typical problems solved:

The Manager is faced with the significant challenge of planning and managing team activities, including providing guidance for the effective resolution of energy and mineral resource access issues and support for the implementation of department and government policies, including the liability management framework for upstream oil and gas and related liability issues, municipal issues, and various land access and environmental issues that arise where surface access and community issues overlap with access to resources.

The Manager works in an environment of complex issues, relationships and perspectives. Sound professional judgment is required given the politically sensitive nature of information dealt with. This position must be able to establish effective working relationships with senior Alberta Energy, government, industry, and stakeholder representatives. Highly developed collaboration, negotiation, and interpersonal communication skills, along with

a strategic orientation to problem-solving and decision-making, are essential.

The Manager functions within the context of policies, directives, guidelines, and targets developed by Alberta Treasury Board and Finance and Cabinet. Key pieces of legislation and policy that set parameters and expectations for the work of this position include the *Government Accountability Act*; the *Financial Administration Act*; Regulatory Reform initiatives; and policies and guidelines established by Cabinet, the Minister and the Deputy Minister. The Director is available to clarify goals, objectives, and priorities and provide consultation and guidance as required. Within these parameters, this position is delegated significant authority to determine approaches to responsibilities and manage the operations of the team.

Types of guidance available for problem solving:

The Director is available to clarify broad goals, objectives, and priorities and provide consultation and guidance as necessary. Regular internal check-ins with other teams are also available for raising issues and testing solutions.

The manager works in a fast-paced environment and is expected to work independently and collaboratively with the team while demonstrating sound judgment when leading the team through unique and complex problems faced by the branch and department. The manager is expected to bring a solutions-based approach when seeking guidance and support from leadership. The Director is available to clarify broad goals, objectives, and priorities and provide consultation and guidance as necessary. Regular internal check-ins with other teams are also available for raising issues and testing solutions.

Direct or indirect impacts of decisions:

Decisions made by this position can impact the department's awareness and understanding of policy issues. It can also impact the quality of analysis and engagement on policy items.

## Key Relationships

Major stakeholders and purpose of interactions:

Decisions made by this position can impact the department's awareness and understanding of policy. The position requires a demonstrated ability to communicate effectively and collaborate strategically with a wide variety of internal and external stakeholders, including those within ADMO, DMO, and MO. The manager is responsible for ensuring the team delivers quality client services and will need to develop close networks with internal and external stakeholders.

### **Internal**

**Policy team members:** Daily interaction

- Provide guidance, direction and supervision; and facilitate collaboration within other Divisions.

**Directors in Resource Stewardship Policy Branch:** Regulatory and ongoing interaction

- Provide briefings, recommendations, advice and analysis, project management updates, and staff development updates.

**Senior Division representatives, including Branch Heads and Directors:** Regular interaction (e.g., standing meetings) and ad hoc.

- Exchange information on policies, business rules, and regulation development related to liability for upstream oil and gas, municipal issues, and other land access issues; provide advice and consultation on application of policies and regulations.

**Legal Services:** Interaction as required related to legislative / regulatory matters and legal advice where appropriate.

**Representatives from other Ministries engaged in matters related to liability systems and access management (e.g., AER, Environment and Protected Areas, Municipal Affairs, Indigenous Relations, Forestry and Parks):**

Regulator interaction (e.g., recurring meetings) and ad hoc.

- Exchange of information, policy clarity, policy alignment, issues identification and recommendation development.

**External****Representatives from industry and industry associations, :** Interaction as needed.

- Exchange of information, participate in consultation process related to development of policies, business rules, and regulations; represent department interests; identify and resolve complex issues.

**Other Provincial and National Governments, and regulatory networks and working groups (as needed):** Regular interaction (as systems stood up), and ad hoc.

- Exchange of information, development of unified position (where appropriate), identification of issues of mutual interest.

**Required Education, Experience and Technical Competencies**

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other		

If other, specify:

**Related degree in business, law, political science, science or other similar related field**

Job-specific experience, technical competencies, certification and/or training:

**Knowledge**

- Knowledge of Alberta legislation and regulations related to energy development, tenure, liability management for upstream oil and gas, and others that impact responsible resource development.
- Demonstrated knowledge and experience with the Government of Alberta's integrated resource management system and the key players involved in responsible resource development.
- Understanding of energy industry and related regulatory and environmental issues.
- Understanding of national and international liability policies and related regulatory regimes.
- Knowledge in economic theory and ability to perform complex analysis and research.
- Understanding of government process.

**Skills required**

- Leadership of internal teams of peers and working groups comprised of staff from other ministries and external stakeholders.
- Well-developed research, analytical and problem solving skills.
- Human resources skills are required to liaise with and influence peers within the department, senior management, and members of other government department, external consultants and external stakeholders and Indigenous communities.
- Excellent teamwork skills, and proven written and verbal communication (including presentation) skills
- Work effectively on teams or independently.
- Personal organization skills. Project management skills are desirable.

**Experiences**

- Demonstrated experience in managing complex issues, leading teams to achieve results, and applying a collaborative and integrated approach to achieve corporate goals.
- Minimum of five years of experience in the development or implementation of resource development, public policy, environmental management, or government programs.

**Behavioral Competencies**

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Integrates broader context into planning: • Plans for how current situation is affected by	

		<p>broader trends</p> <ul style="list-style-type: none"> <li>• Integrates issues, political environment and risks when considering possible actions</li> <li>• Supports organization vision and goals through strategy</li> <li>• Addresses behaviours that challenge progress</li> </ul>	
Drive for Results	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> <li>• Uses variety of resources to monitor own performance standards</li> <li>• Acknowledges even indirect responsibility</li> <li>• Commits to what is good for Albertans even if not immediately accepted</li> <li>• Reaches goals consistent with APS direction</li> </ul>	
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> <li>• Engages perspective to seek root causes</li> <li>• Finds ways to improve complex systems</li> <li>• Employs resources from other areas to solve problems</li> <li>• Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Encourages development and integration of emerging methods:</p> <ul style="list-style-type: none"> <li>• Shapes group learning for team development</li> <li>• Employs emerging methods towards goals</li> <li>• Creates a shared learning environment</li> <li>• Works with individuals to develop personal development plans</li> </ul>	

## Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

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## Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

_____ Employee Name	_____ Date yyyy-mm-dd	_____ Employee Signature
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_____ Supervisor / Manager Name	_____ Date yyyy-mm-dd	_____ Supervisor / Manager Signature
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_____ Director / Executive Director Name	_____ Date yyyy-mm-dd	_____ Director / Executive Director Signature
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_____ ADM Name	_____ Date yyyy-mm-dd	_____ ADM Signature
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_____ DM Name	_____ Date yyyy-mm-dd	_____ DM Signature
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