

## New

Ministry

### Describe: Basic Job Details

**Position**

Position ID

Position Name (30 characters)

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

**Employee**

Employee Name (or Vacant)

**Organizational Structure**

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

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.

### **Position Summary**

Through leadership and management, the Manager - Integrated Planning ensures an integrated approach is applied to the development of land use policies and plans to ensure 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 the development and implementation of regional and sub-regional plans under the *Alberta Land Stewardship Act*, initiatives that are high consequence and 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 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 Energy and Minerals' interests and perspectives pertaining to operational level land use and access management issues and activities.

Reporting to the Director, Resource Access, 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 Energy and Minerals' executive and elected officials.

This position is responsible for:

- Managing a team of analysts to provide analysis and recommendations relating to the development, implementation, monitoring and review of Land-use Framework regional plans, associated policy and planning initiatives, and intergovernmental agreements that govern access to Crown-owned minerals.
- Providing expert analysis, advice and leadership to the department and government on the surface and sub-surface policies that govern access to and the development of Crown-owned minerals and the use of pore space.
- Representing the branch and the department in various meetings and forums, especially those that relate to land use policy and planning, and other environmental topics.
- Supporting the branch leadership team in its functions (administrative, human resources, budgeting, etc).

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 Department of Energy and Minerals.

### **Responsibilities**

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

**1) Represent the Ministry on Government of Alberta policy and planning initiatives, projects and issues and be a source of information ensuring clarity and certainty in regards to resource development in Alberta (e.g., resource access, operating requirements).**

Activities:

- Leading the Ministry's participation in cross-ministry land use policy and planning initiatives (e.g., Land-use Framework regional plan development and implementation, species at risk planning, and other regional,

sub-regional and local level planning and policy initiatives).

- Collaborating with cross-ministry and industry representatives, including facilitation of and participation in multi-stakeholder teams and committees. Collaboration will involve engaging with Ministry and cross-ministry colleagues to support coordination and integration of activities, identification of options and recommendations, and negotiation of solutions.
- Advises industry representatives in relation to Department of Energy and Minerals mandate, status of government plans, policy and programs and associated implications for Crown energy, mines and minerals interests, including mineral agreements and activities; responds to diverse mineral access-related inquiries from industry and other stakeholders.

## **2) Ensure the production of high quality research and analysis to support development of Ministry and cross-ministry proposals and recommendations pertaining to land use and resource management.**

Activities:

- Lead a team of policy analysts that research and analyze land use policy issues of varying complexity. This includes developing new approaches and methods of analysis and research, when required.
- Develop a shared understanding among cross-ministry partners and multi-stakeholders about Energy and Minerals' obligations regarding access to resources, including impacts on Treaty rights and Indigenous traditional uses.
- Maintain expert knowledge about Alberta's surface and subsurface resource management policy systems and their interactions.
- Apply knowledge of Ministry and Government of Alberta business and priorities, including understanding of the interrelationships between the Department, its clients and relevant legislation, to policy analysis and development.
- Develop advice and recommendations (briefing materials and policy recommendations) as to Ministry positions in relation to Ministry and cross-ministry initiatives for consideration by Government Committees and/or the Branch Management Team, Department of Energy Executive Team, the Minister of Energy or Cabinet, as appropriate.

## **3) Provide ongoing advice to senior and executive management on the risks and opportunities posed by IRMS surface planning to Crown minerals interests.**

Activities:

- Providing advice through the identification of potential impacts to Energy and Minerals' interests and mandate that could be triggered by the implementation of surface planning initiatives.
- Demonstrating expertise in Land-use Framework regional plan development and implementation.
- Representing the Branch in meetings and committees of a Ministry and cross-ministry nature pertaining to IRMS policy and planning initiatives to ensure reasonableness of processes and content throughout all phases of the policy cycle.
- Collaborating with Ministry and cross-ministry colleagues to support coordination and integration of activities, identification of options and recommendations, and negotiation of solutions.
- Preparing briefing notes, presentations, reports, information letters, correspondence, and other key documents for the Director and Executive Director pertaining to policy initiatives, projects and issues.
- Helping to ensure that policy recommendations are advanced through the government's policy decision and approval mechanisms necessary for their implementation.

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

Activities:

- Supervising and review work prepared by policy analysts.
- Providing feedback, guidance, and support to staff where necessary.
- Helping to ensure that staff achieve objectives laid out in the branch planning documents and individual staff development plans (Performance Excellence).

## 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.

The impact of decisions and recommendations made by the Manager are considerable, with potential for significant implications for the energy and minerals industries and the environment. Policy decisions affecting the ability of industry to access mineral resources have implications for the Ministry and Government of Alberta, including the sale of mineral rights, foregone revenue, and potential for mineral rights compensation. This position is expected to maintain a broad view of the interests and strategic priorities of the Government of Alberta and the Ministry, and consider the economic, social, and environmental implications of policies and planning initiatives in the context of the energy and mineral resource system.

The Manager works in an environment of complex issues, relationships, and perspectives. Sound professional judgment is required given the politically sensitive nature of the files under their responsibility. The Manager must establish effective working relationships with senior department, government-wide, 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 to provide 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:

This position is expected to maintain a broad view of the interests and strategic priorities of the Government of Alberta and the Ministry, and consider the economic, social, and environmental implications of policies and planning initiatives in the context of the energy and mineral resource systems.

The Director is available to clarify broad goals, objectives, and priorities and to consult with and provide guidance as necessary. Regular internal check-ins with other teams and management staff 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:

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:** Regular 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, the surface and subsurface policy systems that govern access to and development of and use subsurface resources, 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.
- Relevant legislation, regulations and policies, including Alberta's non renewable resource regulatory systems; Understanding of energy industry and related regulatory systems and environmental issues.
- Understanding of the Land Use Framework, the *Alberta Land Stewardship Act* and associated regional and sub-regional plans, plus other land use policies and plans developed under the *Public Lands Act*.
- Knowledge of economic theory and public policy making and the ability to perform complex policy analysis and research.
- Understanding of government process.

#### **Skills**

- 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"/>	<p><b>Integrates broader context into planning:</b></p> <ul style="list-style-type: none"> <li>• Plans for how current situation is affected by broader trends</li> <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>	Nearly all aspects of the Manager's role will require advanced systems thinking skills. For example, land use planning may require consideration of environmental impacts and objectives, Indigenous rights, treaties, federal-provincial relations, existing Crown mineral agreements, GOA strategy and policy for new Crown mineral agreements, economics, species at risk, etc. The Manager will need to recognize this complexity, ensure it is appropriately considered and addressed in the work performed by the team and communicate it effectively to decision-makers.
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p><b>Identifies and manages required change and the associated risks:</b></p> <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of</li> </ul>	Surface access and land use planning issues are complex. While some files, such as regional plans, can take years to complete, there are also times when a new or changing issue may become a priority on extremely short

		<p>others</p> <ul style="list-style-type: none"> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	<p>notice. A good example would be new litigation. The Manager will need to approach such circumstances with a positive attitude and be capable of successfully managing competing demands on their time and that of their direct reports, including supporting their team in such circumstances.</p>
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>	<p>The Manager consistently operates in a complex, multi-stakeholder environment where the core issues and problems may not be known or well understood. Problems are likely to be multifaceted, and often involve or are the result of cumulative impacts. Solving these problems requires knowledge of Alberta's subsurface and surface policy systems, the willingness and ability to think about problems in new ways, bring in the right people, and develop new solutions with no known precedent.</p>
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Involves a wide group of stakeholders when working on outcomes:</p> <ul style="list-style-type: none"> <li>• Involves stakeholders and shares resources</li> <li>• Positively resolves conflict through coaching and facilitated discussion</li> <li>• Uses enthusiasm to motivate and guide others</li> <li>• Acknowledges and works with diverse perspectives for achieving outcomes</li> </ul>	<p>Both internally and externally, the Manager will need to build environments where open and respectful dialogue dealing with complex and sensitive issues are supported. They will also need to speak confidently about Energy and Minerals' mandate, management systems and positions in such forms.</p>

## 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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