

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

M

Design: Identify Job Duties and Value**Job Purpose and Organizational Context**

Why the job exists:

Reporting to the Director of Climate Change Compliance within the Climate Regulation and Carbon Markets branch, this specialized professional position provides the department with regulatory implementation advice, scientific and technical expertise in the field of greenhouse gas mitigation, including areas of estimation, measurement, verification and reporting aspects relating to regulated facility emissions.

At the core of this position, the incumbent will be responsible for conducting reviews and assessments of reports and applications submitted by regulated facilities under Alberta's industrial greenhouse gas regulatory system. As part of this work, the incumbent will be expected to perform complex technical assessments of facilities in a variety of sectors that are regulated in Alberta and provide recommendations to the director on strategies to resolve issues identified with facilities. The incumbent will support the development and implementation of Alberta's Greenhouse Gas Regulatory System. This work will include the ongoing development and implementation of greenhouse gas reporting and reduction standards and programs used for greenhouse gas management, and policies and programs to facilitate GHG mitigation opportunities, as well as quantification procedures related to the creation of offset credits and other carbon market instruments.

The position may also support policy development and the assessment and evaluation of key GHG mitigation technologies in areas such as renewable energy, energy efficiency, and carbon capture.

Detailed knowledge of engineering processes, emission sources, and emission control technologies will be required to develop and evaluate emissions and production quantification methodologies used by regulated facilities. As well, the incumbent will need to have a strong understanding of the current Alberta industrial greenhouse gas regulation in order to be able to conduct reviews and provide recommendations that are aligned with the policy and regulatory intent of the regulation.

Responsibilities

1. Core Function - ensure the technical and regulatory accuracy of compliance reports, applications, and data reports submitted under Alberta's industrial greenhouse gas regulatory system through a comprehensive understanding of industrial processes, emissions quantification methodologies and regulatory requirements.

Activities:

- a) Implement internal compliance review procedures to review and assess facility opt-in applications, benchmark applications and compliance reports and other compliance submissions to support Alberta's industrial greenhouse gas regulatory system.
 - b) Develop a comprehensive understanding of, and provide recommendations on, emissions and production quantification methodologies used by regulated facilities in various industrial sectors to report data to the department under Alberta's industrial greenhouse gas regulatory system.
 - c) Conduct complex technical analyses using engineering expertise and regulatory understanding to provide recommendations to resolve issues identified with compliance reports, benchmark applications and other types of submissions provided under Alberta's industrial greenhouse gas regulatory system.
 - d) Effectively communicate and work with regulated facilities and third party assurance providers (i.e. verifiers) to ensure compliance under Alberta's industrial greenhouse gas regulatory system. Technical writing and verbal communication skills are critical.
 - e) Analyze and interpret emissions and production data, and relay information to regulated parties and stakeholders in a general and easy-to-understand manner.
 - f) Conduct reviews of verifications of compliance reports, benchmark applications, and other types of submissions conducted by third party assurance providers under the TIER system.
2. Participate in the development of standards for compliance reporting, benchmarking, verification, and emissions and production quantification methodologies for industrial sectors regulated under Alberta's industrial greenhouse gas regulatory system.

Activities:

- a) Participate in technical development and review processes for compliance reporting, benchmarking, verification and quantification methodology standards that are used under the regulation.
 - b) Conduct stakeholder engagement to inform on new and/or updated requirements for reporting, benchmarking, verification, and quantification methodologies.
3. Manage contracts with pre-qualified contractors to conduct government reverifications that is intended to provide assurance to the government on compliance reports submitted under Alberta's industrial greenhouse gas regulatory system.

Activities:

- a) Participate in scoring and assessment of service provider proposals.
- b) Implement contracts, reviewing and approving deliverables and invoices throughout the year.
- c) Provide guidance and support to contractors during the performance of the reverifications.
- d) Perform analysis on service provider performance, develop briefings and meet with service providers to communicate expectations.
- e) Review reverification plans and draft reports.

- f) Where possible, attend facility site visits related to reverifications.
4. Support policy development, as needed, for Alberta's industrial greenhouse gas regulatory system, which may include assessment of emerging emissions mitigation technologies, sector analyses, and criteria for compliance reporting and benchmarking.
- Activities:
- a) Provide technical and scientific support in policy development as it relates to Alberta's industrial sectors.
 - b) Provide technical expertise to other departments and the government on complex and emerging climate change and technology issues.
 - c) Participate in the development of government policies, both within and outside of the department, which help the Government of Alberta to meet its emissions reduction objectives.

Problem Solving

Typical problems solved:

1. Conducting complex technical assessments of facility compliance submissions under the Alberta industrial greenhouse gas regulatory system.
2. Identifying and resolving material and immaterial errors in compliance submissions.
3. Communicating with stakeholder on issues identified in compliance reviews.

Types of guidance available for problem solving:

- (1) Many issues identified are novel and require innovation and creativity to resolve - some resources are available in other jurisdictions and can be used to assess whether it can be applied in Alberta.
- (2) TIER Regulation, associated program standards and federal/international standards.
- (3) Policy intentions through carbon pricing system or strategies such as the hydrogen strategy.
- (4) Discussion with other area staff and external experts.

Direct or indirect impacts of decisions:

The position requires a high degree of technical problem solving and stakeholder engagement to ensure the successful design and implementation of policies.

As the position involves a range of exploration and technical analysis of regulatory and non-regulatory aspects of environment management, significant emphasis is placed on creativity and innovation.

The technical support and information generated by timely emissions data will affect decisions on regulatory compliance issues and as well as regional, provincial, and national emissions management.

Some of the management programs affected include:

- a) Alberta's regulatory framework for GHG emission reductions including compliance options (i.e., the use of fund credits, emission performance credits, offsets credits)
- b) Greenhouse gas management strategies developed by the federal government and Alberta's requirement to meet equivalent requirements.
- c) The development of other jurisdictions' greenhouse gas reporting programs.
- d) Carbon capture and storage regulatory framework under Alberta industrial greenhouse gas regulatory system.
- e) General reporting to the public.

Key Relationships

Major stakeholders and purpose of interactions:

- (1) Regulated facilities and third party assurance providers
- (2) Other stakeholders with interest in Alberta's industrial greenhouse gas regulatory system like consultants, NGOs, etc.

Required Education, Experience and Technical Competencies

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

If other, specify:

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

1. Strong analysis skills with specialized expertise in emissions and production quantification used provincially, nationally and internationally for calculating greenhouse gas emissions.
2. A minimum of a Bachelors degree in environmental science or another engineering. A post graduate degree is preferred.
3. Detailed knowledge in industrial technologies and sources for greenhouse gas emissions and associated accounting principles.
4. Ability to interpret existing scientific information and integrate new data and information as it arises, using the latest scientific methods, and present the information in terms understandable to scientific experts, non-scientific stakeholders, and members of the public.
5. Knowledge and understanding of provincial, national and international activities as context for the setting of environmental guidelines and objectives or the establishment of policy.
6. Leadership skills to be able to motivate and work with other department staff and industry to enhance the quality of emission inventories and compliance reporting in Alberta.
7. General knowledge of Alberta industry, where they are, what they produce, and how they operate.
8. Capable of working independently, in a multi-disciplinary team environment, or as the leader of specialist and/or multi-disciplinary teams as the situation requires.
9. Strong written and oral presentation skills to be able to effectively share ideas with team members and other stakeholders.
10. Strong communication skills required for developing emission management strategies for Alberta in partnership with other branches and regional staff, facility operators, industrial associations, and other government agencies.
11. Strong understanding of air emissions data management systems used in Alberta and nationally.
12. Knowledge of Alberta's industrial greenhouse gas regulatory system.
13. General knowledge of geology and optimal conditions for carbon capture and storage.
14. Understanding of economic instruments, including carbon offsets and emission performance credits..
15. Qualification for membership in the Association of Engineers, Geologists and Geophysicists of Alberta (APEGA) or a similar professional association.
16. Willingness to meet professional requirements on an ongoing basis, and increase knowledge by pursuing professional and continuing education opportunities.

Behavioral Competencies

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: <ul style="list-style-type: none"> • Plans for how current situation is affected by broader trends • Integrates issues, political environment and risks when considering possible actions • Supports organization vision and goals through strategy • Addresses behaviours that challenge progress 	Must have a strong understanding Alberta's industrial greenhouse gas regulatory system in order to combine technical and regulatory understanding in conducting reviews of compliance submissions such as compliance reports and benchmark applications.

Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Involves a wide group of stakeholders when working on outcomes: <ul style="list-style-type: none"> • Involves stakeholders and shares resources • Positively resolves conflict through coaching and facilitated discussion • Uses enthusiasm to motivate and guide others • Acknowledges and works with diverse perspectives for achieving outcomes 	Must have strong communication skills to interact on a regular basis with regulated facilities and stakeholders. Must be able to stay fair and objective when working with regulated facilities.
Develop Networks	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Makes working with a wide range of parties an imperative: <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented <ul style="list-style-type: none"> • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	Must be able to work with others within and outside of the department to ensure that the regulatory and branch objectives are met. Building strong relationships with stakeholders and coworkers will help to improve performance.
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Works in open teams to share ideas and process issues: <ul style="list-style-type: none"> • Uses wide range of techniques to break down problems • Allows others to think creatively and voice ideas • Brings the right people together to solve issues • Identifies new solutions for the organization 	Often the branch will encounter new problems that require creativity and innovation to resolve and not rely on procedures to analyze and resolve issues.