

Ministry

Energy and Minerals

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Senior Royalty Analyst

Current Class

Program Services 3

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Energy Operations / Royalty Operations

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2024-10-10

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager, Royalty Accounting, this position provides support to Gas Royalty Operations by assisting with the administration and management of gas royalty initiatives and issues. This includes taking the lead in the analysis and resolution of complex stakeholder concerns, evaluation of proposed business changes, and supporting communications with departmental executive, as well as other branches of the Government of Alberta, such as Legal Services, Treasury Board and Finance, and Technology and Innovation, when required.

The incumbent provides expertise and direction on projects, initiatives, and requirements within Gas Royalty Operations. Identifies stakeholder needs, conducts research and analysis, resolves problems, and reviews and recommends changes to policies, procedures, regulations, and legislation to ensure alignment with departmental goals and objectives.

Responsibilities

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

1. Lead projects, coordinate initiatives, and participate in various committees for evaluating, assessing, and changing policy direction, programs, or objectives as they relate to Royalty Operations.

Activities

- Provide advice, direction, and recommendations within Royalty Operations business; use knowledge and understanding of legislation and regulations to choose appropriate evaluation methodologies when working with new or changing royalty policy.
- Communicate with branch management and staff, Executive, Legal Services, Treasury Board and Finance, PETRINEX, AER, Tenure, and Policy areas to evaluate information, advise, and determine ideal resolution to concerns.
- Identify potential policy or rule gaps in royalty business; investigate, formulate, and present recommendations to bridge these gaps and minimize Crown risk.
- Manages projects effectively by clearly identifying issues, developing terms of reference, determining communication strategies, scoping relevant information, proposing resolutions to challenges, and maintaining appropriate documentation.
- Find opportunities for enhancement of stakeholder responsibilities by actively seeking change occurring in royalty business, identifying trends, anticipating future client needs, and developing path to implementation.

2. Take proactive measures to ensure regulatory compliance for gas royalty operations is achieved and maintained.

Activities

- Examine and review existing royalty acts and regulations to maintain a comprehensive knowledge base of regulatory requirements and changes as well as address potential compliance issues and regulatory risks.
- Detect and analyze discrepancies and inconsistencies in all documentation published by gas royalty operations such as business rules, guidelines, information letters etc.
- Escalates sensitive and problematic issues to management in timely fashion.
- Collaborate with subject matter experts and team leads of gas royalty operations to develop appropriate revisions and amendments to all publicly available documents that enhance clarity and compliance.



- Consult policy and legal teams to obtain expert guidance on regulatory compliance with royalty acts and regulations and legal risk mitigation.
- Compile and evaluate feedback from policy and legal teams to provide written reports and actionable insights to management highlighting emerging issues, critical points and recommendations.
- Schedule regular compliance reviews, develop and implement corrective action plans, conduct regular compliance meetings and training to maintain regulatory compliance.

3. Contribute to the efficient and cohesive operations of the Royalty Operations Branch

Activities

- Formulate recommendations, discussion papers, documentation, presentations to identify inconsistencies, red tape, deficiencies and improvement opportunities for business processes, policy, procedures, system enhancements and legislation changes.
- Conduct research and compile information to support ministerial action requests, ministerial briefings, departmental, inter-departmental, inter-governmental committees, and working groups to ensure the perspectives of the branch and Ministry are represented and considered in discussions, business case, key messages, briefing notes, and action requests.
- Participate and advocate for corrective, preventive and perfective measures in system maintenance and enhancements. Monitor and ensure development adheres to standards of design, reporting, metabase naming and descriptions.
- Continuously evaluate operational processes to improve and facilitate data integrity. Develop and enhance analytical tools to assist in the analysis and verification of information.
- Assist with projects, initiatives and other Royalty Operations teams as required to meet branch operational requirements.
- Support robust systems enabling timely industry reporting, effective monitoring of industry compliance to reporting requirements, and ensure computational accuracy of royalty system outputs.
- Provide guidance to analysts and interns with their monthly tasks, help resolve complex questions and issues that arise during project completion and coach them on best practices.

4. Establish, maintain, and enhance internal and external stakeholder relationships.

Activities

- Deliver superior client services by responding to all internal and external questions and requests in a timely manner.
- Engage and maintain effective and collaborative relationships with internal and external stakeholders, through providing consultation and support for issues identification and resolution.
- Provide guidance to department staff and stakeholders on the interpretation of applicable Acts and Regulations, Policies and Procedures, royalty processes and administration, towards resolution of royalty issues, concerns, misunderstanding, and ad-hoc requests.
- Design and deliver presentations, both virtually and in-person, to small or large groups and/or to specific companies, in order to train and educate them on correct reporting practices.
- Maintain internal documentation to accurately capture interactions and decisions.
- Identify stakeholders, develop communication strategies, evaluate client services, and implement improvements; identify trends, anticipate, and develop plans to meet future client needs.



5. Process development/improvement and planning. Assist in the identification, design, development, implementation, of business and system processes to optimize efficiency and effectiveness of operations to achieve Branch and Department goals.

Activities

- Provide detailed input on streamlining automated MRIS system reports to support gas royalty procedures
- Participate in identifying opportunities for restructuring, streamlining gas royalty processes, and resolving issues by recommending business and system requirements changes (maintenance and enhancements).
- Contribute to the planning process to invent an approach, a work plan and a timeline to achieve the identified opportunities.
- Facilitate working sessions that enable the exchange of knowledge and expertise, compile and refine data to create informative deliverables for stakeholder and project team evaluation and approval.
- Conduct reviews to ensure that system changes are correctly implemented and that there are no errors or omissions in the MRIS/PETRINEX/CARS2 process or business rules.
- Develop reports, which are used for analyzing the royalty business, and report information to the Oil and Gas industry as required.
- Detect skill gaps and identify training needs that synchronize with system and process advancements.



Problem Solving

Typical problems solved:

This position provides support to the Manager, Royalty Accounting, within Gas Royalty Operations to provide analytically detailed and comprehensive deliverables, regulation interpretation, information, clarification, and advice while working in collaboration with Crown Royalty stakeholders (internal and external).

Within this framework, this position is responsible for leading royalty projects and initiatives as well as identifying, updating, and maintaining information the Gas Royalty Operations area requires for the continued accurate and timely invoicing of gas royalty within Alberta.

The incumbent ensures that processes are constantly monitored, developed, and/or improved to optimize effectiveness and efficiency of daily operations. The position participates in ensuring all branch tasks are completed in a timely manner to assess, levy and collects natural gas Crown Royalties from Alberta's production of gas and gas by-products under the Mines and Minerals Act, Natural Gas Royalty Regulations, and existing related programs regulations.

Types of guidance available for problem solving:

The individual must have a very good knowledge of applicable legislation, regulations, policies, and procedures and use these skills to manage projects and provide guidance to branch interns, analysts and clients. With close support from the Manager, Business Analysis, and management team, this position requires strong leadership skills along with excellent communication, analytical and research skills, and the ability to weigh all factors to determine the best course of action when attempting to find resolution for stakeholders.

Direct or indirect impacts of decisions:

Evaluating options for addressing challenges faced by Gas royalty operations, ongoing monitoring and review to ensure compliance, implementing process improvements, ensure efficient, accurate and timely delivery if recommendations that are date-driven and aligned with department's goals is critical to ensuring Alberta's gas royalty revenue is accurately invoiced and reported.

Key Relationships

Major stakeholders and purpose of interactions:

This position has considerable interaction with internal and external stakeholders to lead royalty projects and initiatives from inception through development, provide information and analysis on Crown royalties, discrepancies, inefficiencies in gas royalty administration and reporting, and collaboration for the purpose of finding solutions to complex business issues and stakeholder inquiries, or for disseminating accurate royalty information in a training or informational setting.

Specific contacts include Royalty Operations branch management and staff, Executive, Legal Services, Treasury Board and Finance, PETRINEX, AER, Tenure Operations, Tenure Policy, other Policy areas within the Department of Energy and Minerals, and industry clients or representatives.

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Business

2nd Major/Minor if applicable

Designation

If other, specify:

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

Knowledge Required:

- Post-secondary education.
- In-depth knowledge of gas royalty business, processes and technical systems including industry practices.
- Possess an understanding and working knowledge of multiple systems - MRIS, Foundation, AMI (AB Mineral Information), Petroleum Information Excellence (PETRINEX) and AER.
- In-depth knowledge of reporting requirements for GRO, AER, industry, and the ongoing implementation of business rules.
- In-depth understanding of oil and gas production accounting.
- Knowledge of royalty and tax regimes, Mines and Minerals Act and all corresponding regulations, Natural Gas Royalty Regulations, Policies, Procedures and Frameworks relating to gas royalty business.

Skills and Experience Required:

- Issue resolution, decision-making and problem solving
- Project management and change management.
- Effective planning, risk assessment and priority setting skills.
- Excellent interpersonal skills, coaching, and managing conflict.
- Strong analytical and conceptual skills.
- Excellent verbal and written communication skills, and presentation skills.
- Ability to resolve complex and sensitive issues diplomatically and professionally.
- Relationship building with internal and external stakeholders.
- Managing multiple issues and projects at the same time.
- Ability to handle multifaceted roles on short notice.
- Effective decision-making and the ability to make decisions with limited information and tight timeframes.
- Considerable experience in Royalty Regulations, related policies, and decision-making.
- Experience with natural gas reporting and clear understanding of how royalties are levied and collected.
- Experience working with large automated systems.
- Extensive knowledge of Excel, Access, and other database 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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Considers inter-relationships and emerging trends to attain goals:</p> <ul style="list-style-type: none"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	Has good understanding of the royalty revenue process and comprehends how stakeholder processes play a part in optimizing efficiencies for all involved. Has the ability to plan ahead, evaluate, and advise on proposed changes to royalty business.
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	Work with team members, management, and stakeholders to review and encourage input for updates and enhancements to current processes and improvements to royalty invoicing and reporting.
Build Collaborative Environments	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others 	Identifies and takes the perspective of all involved stakeholders, then communicates risks and solutions with those perspectives in mind to seek positive outcomes in business need development, enhancing relationships and networks in the process.
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations 	Sees the benefit in adapting to new processes and suggesting areas for improvement, yet is flexible enough to identify any weaknesses in new or future development and adapts accordingly. Communicates regularly

		<ul style="list-style-type: none">• Seeks advice and support to change appropriately• Works creatively within guidelines	with management and stakeholders to identify shifting priorities and then strikes a balance to ensure needs are met.
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Benchmarks

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

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.