Update

Ministry

Energy and Minerals

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Team Lead, Business Solutions

Current Class

Job Focus

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 Operations, Royalty Operations/Oil Royalty

☐ 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

Responsibilities Added:

No changes made

Responsibilities Removed:

No changes made

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager, Oil Royalty Programs and Rates, this position is responsible for the integration and alignment of all IT systems and processes for the Oil Royalty Operations branch.

The Team Lead is responsible for the design, development, implementation and maintenance of

applications to support operational and legislative requirements in an ever changing environment that is integrated with many other branches within Energy and Minerals.

As the Subject Matter Expert for Oil Royalty Operations, the Team Lead uses project management skills and strategies, and an extensive knowledge of systems and business functions, to define and clarify business processes, reporting requirements and legislative requirements and translate those requirements into application design and documentation and functional testing of the applications, training, and deployment.

The Team Lead must have an intimate knowledge of the department's Acceptance Testing principals, standards, guidelines, and methodology to manage the testing resources, interpret business rules and recognize opportunities for improvements within each project or maintenance release.

The Team Lead consults with industry representatives to provide information and solicit input on the design of branch communications (statements, letters, and industry reports).

The Team Lead possesses extensive business knowledge of the Oil Royalty Operations core business of assessing and levying oil crown royalty; reconciliation and delivery of oil crown royalty volumes and the data supporting the business.

This position performs all work in accordance with relevant government and Ministry legislation, policies, and guidelines.

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.

- Provides advice, direction, and recommendations within Royalty Operations business; uses knowledge and understanding of legislation and regulations to choose appropriate evaluation methodologies when working with new or changing royalty policy.

- Communicates 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.

- Identifies potential policy or rule gaps in royalty business; investigates, formulates, and presents 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.

- Finds 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. The Team Lead ensures that Oil Royalty Operations business requirements are addressed during system planning, development, design, and implementation.

- Key member of the Department application teams that design and implement the system's core architectural elements, information exchange, security, and functionality to ensure business requirements are addressed.

- Collaborates with Oil Operations, Gas Operations, Oil Sands Operations, Tenure, Geology and Petrinex as well as various IT groups to identify and evaluate business and technical requirements associated with system design and maintenance including development and clarification of business rules, reporting requirements and application solutions.

- Assists with development of business use cases (BUC) and system use cases (SUC) associated with system design. Participates in Cost Benefit Analysis.

- Develops new processes such as Livelink storage, file transfers, new system jobs as required.

- Signs off BUC and SUC documentation to signify approval from the Oil Royalty Operations business process perspective.

- Maintains Oil related documentation for applications.

- Provides consultation and recommendations for issues, opportunities and challenges associated with projects within the Ministry.

- The Team Lead is responsible for Oil Royalty applications such as RAM and A&S; maintaining Oil Royalty's role in shared applications such as Foundation, Petrinex, CARS (Corporate Accounting Reporting), Livelink and Geographical Information Systems (GIS); and for any impact to or from other Energy applications such as OASIS (Oil Sands Royalty), MRIS (Gas Royalty), FMT (Freehold Mineral Tax), and AMI (Tenure).

- Represents Oil Operations branch on cross systems integration and Change Management committees.

- Ensures development adheres to standards of design, reporting and metabase naming and descriptions.

- Liaise with external and internal stakeholders to explain merits of and development of system functionality and to advise of potential impact to industry obligations and systems.

3. The Team Lead supervises application testing during development and maintenance phases.
- Works with the Senior Business Analyst to coordinate testing for each release.

- Attends Change Management meetings.

- Ensures all team members are sharing the workload of testing.

- Ensure all team members are knowledgeable on each application.

- Works with other Team Leads on cross training within Oil Royalty

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

5. Establish, maintain, and enhance internal and external stakeholder relationships.
- 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.

6. The Team Lead enhances the strategic value of oil royalty information.
- Coordinates sharing of information through ad hocs, web pages, reports, and SAS.

- ensures IT investments are business driven.

- Coordinates publishing of Information Letters, Information Bulletins, and subscription processes.

- Coordinates updating of SAS data.

- Monitors RAM, A&S, and Foundation interfaces with other applications to maintain integrity of data across all applications.

- Ensures the team is providing exceptional customer service by coordinating ad hoc development and analysis to support management, branch and department goals, Ministerial requests, and general inquiries.

7. Provide leadership and guidance to team members to fulfill all operational tasks within Royalty Operations Branch

- Assists in developing employee goals and performance measurements criteria. Evaluates employee performance, identifies development needs, conducts formal reviews, and resolves any performance issues.

- Provides day-to-day coaching and mentoring, along with advice, direction and resolution or recommendation for resolution on complex issues while promoting an environment that encourages creativity and innovative ideas.

- Manages prioritization, distribution, and rebalancing of all team operational tasks while encouraging ideas for the planning, organizing, and management of team resource, including recruitment activities, to ensure efficiency.

- Coordinate training activities to prepare and develop staff.

Problem Solving

Typical problems solved:

Typical problems solved:
New development design and documentation.
Rapid resolution of application or network issues during critical processing periods.
Interpretation of data processed by the system that appears anomalous.
Interpretation of legislation and regulation to ensure the IT applications meet our legislative requirements.

Types of guidance available for problem solving:

Guidance is provided by the Director of Oil Royalty Operations and Manager of Oil Royalty Programs
Oil Royalty regulations and guidelines.
System and application documentation.
Subject matter experts in other areas of Energy
Petrinex Help Desk
IT application support
Operations staff

Direct or indirect impacts of decisions:

Direct impact on Operations work and application data integrity.
Direct impact on the accuracy of the oil royalty calculation and industry client's royalty obligations.

Key Relationships

Major stakeholders and purpose of interactions:

The Team Lead Business Solutions has regular and ongoing contact with:
Manager - Oil Royalty Programs: provide regular updates of team activities, report and discuss issues
Oil Operations staff and Management: solicit input for new development and issues, provide updates on IT initiatives and issues, discuss processes and business rules, provide data
APMC operations - discuss processes and business rules, provide updates on issues
Cross-commodity operations and IT support (ie. Gas Royalty, Tenure, Oil Sands): solicit input for new development and issues, discuss processes and business rules, provide information on oil processes
Service Alberta IT staff and other IT contractors (ie. Application Support, Production Operations, Petrinex Support, Vantix, Fujitsu): discuss processes and business rules, provide updates on issues, solicit input for new development, coordinate environments and deployment

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Business		

If other, specify:

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

University graduation in Business Administration field plus 2 years progressively responsible related experience; or directly related experience on the basis of 1 year of experience for 1 year of education.

The Team Lead must have highly developed and demonstrated analytical skills to evaluate and re-engineer business processes; conceptual skills including the ability to envision system operations, prepare test cases, ensure systems operate in accordance with business rules and verify that outputs are accurate and complete. In addition the Team Lead must demonstrate leadership skills, written and verbal communication skills, research and problem solving skills, organizational and time management skills including the ability to function effectively in an environment with multiple and occasional conflicting priorities and deadlines.

The Team lead requires an in-depth knowledge of Oil Royalty Operations business processes and requirements relating to oil royalty and oil royalty programs, and the various business applications used by

Oil Royalty Operations(i.e. RAM, CARS, FDN, A&S, MRIS, Petrinex,etc.) including the timing of their business processes during the month and integrated data files.

The Team Lead must have an intimate knowledge of the department's Acceptance Testing principals, standards, guidelines, and methodology to manage the testing resources, interpret business rules and recognize opportunities for improvements within each project or maintenance release.

The Team Lead must be able to interpret legislation, regulations, and internal guidelines, develop related business processes and explain requirements to system representatives. Troubleshoot and investigate business and system issues. Function independently as well as lead and contribute effectively within a team environment.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level A B C D E	Level Definition	Examples of how this level best represents the job
Systems Thinking	○ ○ ◉ ○ ○	Takes a long-term view towards organization's objectives and how to achieve them: • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration	Recognizing how regulation changes, directive changes, and items raised in change management meetings will impact Oil Royalty and raising change requests in a timely manner.
Creative Problem Solving	○ ○ ◉ ○ ○	Engages the community and resources at hand to address issues: • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks	Working with cross-Energy teams to develop new policies for new regulations such as geothermal and brine wells that may impact Oil Royalty.
Build Collaborative Environments	○ ○ ◉ ○ ○	Collaborates across functional areas and proactively addresses conflict: • Encourages broad thinking on projects, and	Maintain communication with other subject matter experts within Energy to keep information flowing around new developments and

		works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment	changing processes.
Agility	○ ○ ◉ ○ ○	Identifies and manages required change and the associated risks: • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan	Has regular discussions with IT Developers when implementing new processes to ensure seamless end to end processing that is simple and elegant in design and ensures Operations can manage the data.
Drive for Results	○ ○ ◉ ○ ○	Takes and delegates responsibility for outcomes: • Uses variety of resources to monitor own performance standards • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction	Create clear and comprehensive documentation for process implementation and maintenance that acknowledge and manage risks.

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.

_____   _____   _____
Employee Name   Date yyyy-mm-dd   Employee Signature

_____   _____   _____
Supervisor / Manager Name   Date yyyy-mm-dd   Supervisor / Manager Signature

_____   _____   _____
Director / Executive Director Name Date yyyy-mm-dd   Director / Executive Director Signature

_____   _____   _____
ADM Name   Date yyyy-mm-dd   ADM Signature

_____   _____   _____
DM Name   Date yyyy-mm-dd   DM Signature