

Update

Ministry

Energy and Minerals

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Manager, Volumetric & Cost Rep

Current Class

Job Focus

Operations/Program

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

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Dir., Gas Royalty Operations

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Director, Gas Royalty Operations, this position manages three work teams in the Volumetric and Cost Reporting Unit that is responsible for assessing, levying, and collecting Alberta's Crown royalty share of gas and gas products produced from lands subject to a Crown Lease agreement. This position is responsible for efficient planning and resource allocation, through providing advice and direction to the unit's operations, including resolution of complex

stakeholder issues and process management, undertaking risk analysis on operation systems and processes, and providing input into developing policies.

Responsibilities

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

1. Provide leadership and direction to ensure efficient and cohesive operations of the Royalty Operations Branch.

Activities:

- Ensure the accuracy of industry reporting by identifying process weaknesses or chronic errors in client reporting. Utilize both a system and process view to assess risk and initiate corrective measures.
- Ensure industry compliance with AER directives that have an impact on royalties.
- Proactively identify, investigate, and mitigate risks to business processes and royalty administration.
- Work collaboratively with internal and external stakeholders to ensure accurate assessment of royalty.
- Ensure the necessary level of service is provided by support groups (Geosciences, Tenure, Engineering, Finance, HR, IT).
- Manage resource allocations to achieve branch and department priorities.
- Provide analysis and fulfill adhoc requests to support senior management and internal/external stakeholders.

2. Legislation, regulations, business rules, operational policies and business processes are developed, implemented, evaluated, and continually enhanced so that the unit effectively supports business plan goals.

Activities:

- Participate in the development of legislation, policies and business rules including providing recommendations for change, coordinating input and drafting and reviewing content.
- Manage continual review, implementation and updating of guidelines and policies.
- Lead staff in the application and interpretation of legislation, regulations, and guidelines to ensure delivery of consistent and high-quality services to stakeholders.
- Identify and implement opportunities to streamline and improve business operations.
- Represent the department on government-industry committees, working groups and cross-ministry teams.

3. Support Directors and Executive Director to set and accomplish Branch, Division, and Department goals.

Activities:

- Work and collaborate with Division managers to accomplish goals of the Branch.
- Promote co-operative and productive working relationships within and outside Branch to achieve common goals, to use resources effectively and to develop lines of communications.
- Provide interpretation of policy and legislation governing the areas of responsibility for both internal and external stakeholders. Develop and deliver related educational programs for clients, interest groups and staff through training sessions, meetings and phone contact.
- Support the development of strategic plans, operation plans, and performance measures for the branch, division and department.

4. Manages staff within [Human Resources Directives](#) and the [Collective Agreement](#) while promoting staff engagement.

Activities:

- Lead by example by exhibiting the Alberta Government core values throughout the workday.
- Oversee recruitment, training, and development of staff.
- Establish performance objectives aligned with training and developmental opportunities.
- Prepare goals, training plans, and evaluate performance to enhance employee competence, and assist in career growth.
- Supervise, coach and mentor individuals by providing direction, encouragement, and feedback.
- Recognize each member of the team to motivate and maintain a high level of morale.
- Communicate effectively by continually informing staff of issues that impact the daily work area administration.
- Ensure immediate adherence to any changes in procedures or policies.
- Lead staff in developing positive working relationships with industry and department co-workers.

5. Ensures all Volumetric and Cost Reporting administration activities are completed in timely manner.

Activities:

- Reviews client submissions and develops reports to identify potential risks to royalties for Management Assurance to investigate further.
- Provides direction to industry clients on the reporting of facility and infrastructure data, volumetric data, valuation, allowable costs, and other assessment processes.
- Meets with stakeholders to resolve reporting issues and develop process timelines.
- Conducts ongoing reviews and discussions with industry clients and associations to ensure that industry practices are consistent with regulations and business rules.
- Provides assurance that industry reporting of volumetric and cost information is timely, accurate, complete and consistent with applicable regulations and business rules.
- Resolves reporting anomalies by providing timely and accurate responses to industry clients on queries pertaining to reporting and the calculation of Crown Royalty, including training to clients.
- Monitors industry reporting to identify clients who have an above average error rate in documents submitted and set up sessions to train these clients to report accurately.

Problem Solving

Typical problems solved:

The incumbent must deal effectively with legal, technical, senior executive, and administrative staff of both department and industry on a wide range of issues and concerns. This requires diverse communication, analytical problem solving and human resource management skills. Innovation and creativity are required to deal with the many facets of the gas royalty regimes and programs. The incumbent must be able to resolve complex issues and set priorities and precedents. Innovation and creativity are also required when dealing with process change opportunities, legislative issues and change management.

Types of guidance available for problem solving:

The individual must have a good working knowledge of applicable acts, legislation, regulations, agreements, directives,

policies, and procedures and use these skills to manage projects and provide guidance to clients and staff alike. With close support from the Director, Gas Royalty Operations, and Royalty Operations 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 staff and stakeholders.

Direct or indirect impacts of decisions:

Royalty determination and calculation has a direct impact on government revenues. Incorrect reporting and assessment of royalties could have adverse impact on gas royalty reporting integrity and negative impact on collection of revenue.

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, and for disseminating accurate royalty information in a training or informational setting. Provide background information and recommendations to management team for policies, procedures and issue resolution.

Specific contacts include team staff, 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	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Business	Science	

If other, specify:

Equivalencies considered.

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

- In-depth knowledge of gas royalty business including AER reporting and industry practices.
- Good understanding of production and financial accounting.
- Sound knowledge of the acts, regulations, policies and procedures relating to gas royalty regimes.
- Knowledge of systems design, development and analysis.
- Post-secondary education.
- Excellent inter-personal skills, team building, coaching and managing conflict.
- Ability to resolve complex and sensitive issues diplomatically and professionally.
- Solid experience in drafting regulations, agreements, policy and decision-making.
- Effective negotiation, decision-making and presentation skills.
- Project management skills.
- Excellent planning and priority setting skills.
- Excellent verbal and written skills.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes a long-term view towards organization's objectives and how to achieve them: <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes 	As this position often deals with contentious and complex stakeholder issues, the incumbent should demonstrate: <ul style="list-style-type: none"> • Ability to synthesize diverse sources of information and data to

		<p>and potential impacts, seeks stakeholder perspectives</p> <ul style="list-style-type: none"> • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<p>determine potential impacts around the issue.</p> <ul style="list-style-type: none"> • Consider unintended consequences to other business areas and develop plans to mitigate negative impacts.
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"> • 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 	<p>Continually looks for innovative solutions to improve efficiency and service delivery.</p> <ul style="list-style-type: none"> • Anticipate, solve and learn from situations that occur in the work environment. • Identify risks and mitigate them before they are realized. <p>Develops teams through coaching and listening.</p> <ul style="list-style-type: none"> • Devotes time to self development and supports individual development. • Provides clear guidance and constructive feedback on staff's development. • Empowers team and develops their skills. • Encourages staff to improve business processes. • Shares, encourages and supports ideas for process improvements and/or systems enhancements
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> • Aligns personal goals with career goals • Leverages strengths; attempts stretch goals • Provides feedback and openly discusses team performance • Values team diversity, and supports personal development 	<p>Develops teams through coaching and listening.</p> <ul style="list-style-type: none"> • Devotes time to self development and supports individual development. • Provides clear guidance and constructive feedback on staff's development. • Empowers team and develops their skills. • Encourages staff to improve business processes.

Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, 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 	<p>n order to be successful in the role, the manager must build trusting and collaborative relationships with internal and external stakeholders.</p> <p>An extensive and diverse network of contacts will ensure that decisions made by the manager have had consideration for:</p> <ol style="list-style-type: none"> 1. Economic Impact 2. Technical relevance risks 3. Operational/ Implementation considerations 4. Policy direction 5. Industry impacts 6. Legal ramifications
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> • 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 	<p>Assess and determine core issues and associated risks of decisions.</p> <ul style="list-style-type: none"> • Recognize priorities and use resources appropriately to ensure critical tasks are completed. • Plan projects accordingly and identify important deadlines while developing milestone targets. • Understand consequences of time sensitive decisions and anticipate impacts to business.

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