

New

Ministry

Energy

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Tenure Manager

Requested 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

Oil Sands, Coal and Mineral Operations

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Director, Royalty and Tenure

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Oil Sands, Coal and Mineral Operations Branch is responsible for the management of policies and programs that deal with oil sands tenure and oil sands royalty. Its work helps to facilitate the responsible development of Alberta's extensive oil sands deposits.

Through oil sands agreements, the Oil Sands Tenure unit leases oil sands rights owned by the Province of Alberta. Oil companies (industry) require an oil sands agreement in order to win, work, and recover oil sands resources. The Oil Sands Tenure unit administers over 4,000 active agreements and it is responsible for the processes associated with the disposition of Crown oil sands rights by way of public offering and direct purchase. This mineral land management is world-renowned and it operates in a regulatory environment under the Government Organization Act, the Mines and Minerals Act, the Metis Settlements Act, the Financial Administration Act, and the Freedom of Information and Protection of Privacy Act, and related legislation, regulations and policies. The business conducted by Oil Sands Tenure is highly confidential and decisions made by this unit have an immediate and a direct effect on oil sands activity in Alberta.

Oil Sands Tenure staff work in an environment where they create, examine, amend, and maintain legal agreements (contracts) with industry that comprise of the more than 4,000 agreements. The unit issues legal approvals under the authority of the Mines and Minerals Act, that confirms the mineral lands and

rights granted under oil sands. The branch administers millions of dollars of revenue annually from the sale of the mineral rights, from the collection of rent and fees, and from assessing and collecting escalating rent.

Alberta Energy is the custodian of all original oil sands agreements and it strives to ensure the validity of mineral rights records for Alberta. It further endeavours to ensure the accuracy of oil sands mineral rights that are leased, amended, or continued. Both internal systems and the enforcement of statutory law, common law, and various policies help to accomplish the foregoing.

The Tenure Manager provides assurance that the oil sands tenure program is in compliance with relevant legislation, regulations, and guidelines. The Manager leads staff responsible for tenure administration and manages operations according to the Oil Sands Tenure Regulation, 2020 and related legislation, regulations, and policies. This position ensures that guidelines and operational policies are effectively administered and interpreted, as well as identifies and resolves complex issues that pertain to the administration of the oil sands tenure regime in Alberta. The Tenure Manager has a key role in developing, implementing, and interpreting oil sands tenure business rules, including input when relevant legislation and policies are developed in consultation with government and with working groups.

This position works closely with other areas of the Oil Sands, Coal and Mineral Operations Branch, the Policy and Operations Divisions, and Alberta Energy Regulator (AER) representatives to manage the administration of the oil sands tenure program. In addition, the Tenure Manager develops, implements, reviews, and continually enhances business processes for oil sands tenure operations, including the ongoing maintenance and enhancement of the Electronic Transfer System (ETS) and the Alberta Mineral Information (AMI) system. This position also represents oil sands tenure requirements and perspectives during the development and implementation of various automated systems within the Ministry.

Responsibilities

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

1. Business rules, operational policies, and business processes pertaining to oil sands tenure are developed, implemented, evaluated, and continually enhanced to ensure compliance with relevant legislation, regulations, guidelines, and business plan goals:

- Manage updating of the Alberta Oil Sands Tenure Guidelines.
- Develop, review, and revise operational policies and business processes to support the operation of the oil sands tenure program, overseeing the application and interpretation of legislation, regulations, and guidelines to ensure delivery of consistent and high-quality services to stakeholders.
- Identify opportunities to streamline and improve oil sands tenure business operations, making changes where practical.
- Coordinate the provision of all mapping needs associated with the oil sands tenure program.
- Represent the Oil Sands, Coal and Mineral Operations Branch on government-industry committees and in working groups (e.g., Tenure Business Design Team) that are responsible for reviewing and enhancing the oil sands tenure system.
- Participate in the development of oil sands tenure legislation, policies, and business rules, including providing recommendations for changes, coordinating input, and drafting and reviewing content.
- Contribute to maintenance and development of automated systems (e.g., AMI, LAMAS, ETS, and CARS2) by providing tenure perspectives and by coordinating tenure-related activities to implement both new systems and changes to existing systems.

2. Consultative, interpretative, and information services for complex issues associated with the oil sands tenure program are provided to Ministry and Government representatives, clients, stakeholders, and the public:

- Collaborate with stakeholders, Ministry staff, and/or with AER representatives to negotiate or to resolve complex issues associated with the disposition and administration of oil sands rights, including issues relating to continuations, lease configurations, refusals of posting requests, collection issues, and tenure strategy development.
- Lead Oil Sands Tenure staff in consultations through which information concerning tenure administration

and associated guidelines is provided to stakeholders and to clients.

- Approve and/or prepare briefing materials, information letters, and responses to action requests concerning oil sands tenure issues for the consideration of senior Ministry representatives and stakeholders. Present and defend the Ministry's position on tenure-related issues as required.
- Provide oil sands tenure-related advice and expertise to Oil Sands, Coal and Minerals Operations management, with advice and expertise particularly focused on the interpretation of both legislative criteria and related information.

3. In accordance with legislation, regulations, and policies, determine (i) which leased rights should be continued, extended, or amended and (ii) which agreements should be granted producing status:

- Liaise with Geology group to review minimal level of production (MLP) submissions from lessees. Coordinate interpretations and communicate MLP decisions to lessees, clarifying and defending the Ministry's decisions as required.
- Review and assess research expenditures claimed as offsets to escalating rent costs to determine eligibility. Respond to related questions and concerns.

4. Plan and manage Oil Sands Tenure operations to deliver outcomes associated with plans, both business and operational, and with performance agreements:

- Manage and oversee day-to-day operations of the oil sands tenure program, including disposition of rights (public auction/sale or direct purchase), lease administration, continuations, partial transfers, rent collection (annual and escalating), and rental default.
- Manage staff members, including the recruitment of new staff, the development of succession plans, the facilitation of training, the execution of performance agreements, the design of learning plans, the use of performance management, and the active management of team workload.
- Facilitate resolution of oil sands tenure issues or conflicts with clients and with stakeholders.
- Mentor and guide team members as required.
- Develop, implement, and evaluate systems and processes to enhance operations and services.

5. Support the Director and the Executive Director to achieve both the mandate and the goals of the Oil Sands, Coal and Minerals Operations branch generally and the Oil Sands Tenure team in particular:

- Provide recommendations for issues, identify opportunities, and address challenges associated with the oil sands tenure program, including active contribution to business planning and to reporting activities.
- Establish and maintain positive relationships with Ministry staff, with other government staff, and with industry representatives and stakeholders, consulting when necessary to offer support, to identify issues, and to resolve any issues.
- Participate in cross-functional and cross-commodity committees and working groups.
- Work collaboratively with Oil Sands, Coal and Minerals Operations staff and with Ministry representatives to ensure coordination and integration of functions.

Problem Solving

Typical problems solved:

Difficult or challenging situations that the Tenure manager is expected to handle or resolve include:

- Collaborating with government and with industry representatives to develop oil sands tenure business rules and to offer input on relevant legislation and policies, including subsequent implementation and interpretation of rules, policies, and legislation through management of the oil sands tenure program.
- Resolving complex issues and situations pertaining to the disposition and the administration of oil sands rights, including issues relating to continuations, lease configurations, refusals of posting requests, collection issues, and tenure strategy development. Collaborating with Ministry representatives to determine appropriate interpretation in precedent-setting situations.
- Developing and implementing new initiatives for continual enhancement of the oil sands tenure program, including the identification, development, and implementation of improved business processes, alternative methods, and automated systems that enhance efficiency and effectiveness.
- Managing and coordinating operations, including allocating workload, prioritizing activities, assessing results to ensure resources are focused appropriately, and balancing multiple and diverse responsibilities

to achieve results.

Types of guidance available for problem solving:

The Director is available to clarify goals, objectives, and priorities and to provide consultation and guidance as required. Resources available for guidance include applicable legislation, regulations, policies, and standards, with the Tenure Manager expected to research and refer to precedents and seek out guidance and information from other areas in the Oil Sands, Coal and Mineral Operations Branch and the Ministry as appropriate.

Direct or indirect impacts of decisions:

This position is delegated significant authority to develop solutions and to offer recommendations for situations and issues where there is minimal precedent, including changes to business processes.

Key Relationships

Major stakeholders and purpose of interactions:

- Oil Sands Tenure team members. Provide direction and guidance; resolve issues; enhance understanding of business and operational plans; establish standards and ensure resources are available to meet operational needs; develop staff capacity and skills.
- Resource Revenue, Geology, and Information Technology. Provide consultation, expertise, and recommendations; collaborate on resolution of issues associated with disposition and administration of oil sands rights; exchange information; collaborate on initiatives; maintain integrity and standards of the oil sands tenure program.
- Director, Oil Sands Royalty & Tenure. Receive guidance and direction; provide comprehensive and timely information and reports to support planning and decision-making.
- Industry representatives. Provide consultation relating to the oil sands tenure program; interpret and clarify oil sands tenure guidelines and legislation for stakeholders; contribute to legislation, policy, and business rule development; identify and resolve issues; exchange information; present and defend Ministry positions in relation to oil sands tenure issues.
- Representatives of other ministries. Resolve and negotiate issues associated with the disposition of rights; interface with organizations (i.e., AER) and with other ministries; administer oil sands rights and the oil sands tenure program.

Required Education, Experience and Technical Competencies

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

If other, specify:

Relevant job experience

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

The incumbent is required to have in-depth understanding of business programs, the Oil Sands Tenure Regulation, 2020, and supporting information systems to adequately determine information needs and to support business changes. Proficiency in productivity software (e.g., Word, Excel, PowerPoint and Outlook) and strong verbal and written communication skills are required as the role involves the preparation of discussion papers, presentations, and training materials. Critical thinking, attention to detail and judgment, as well as adequate management of human resources, are crucial skills required for this position.

Some detailed knowledge would include:

- Applicable legislation, regulations, policies, principles, and guidelines (e.g., Mines and Minerals Act; Oil Sands Tenure Regulation, 2020; Mines and Minerals Administration Regulation; Alberta Oil Sands Tenure Guidelines; Department information letters; Metis Settlements Act; Oil Sands Conservation Act)
- Oil sands tenure business processes, guidelines, and requirements relating to the disposition and the

- administration of oil sands rights and agreements.
- Various automated systems (e.g., ETS, AMI, LAMAS, CARS2)
 - The Alberta survey system and tables of formations.
 - Land use and land access principles (e.g., the Alberta Government Land Use Framework).
 - Stakeholders affected by Oil Sands, Coal and Minerals Operations and Oil Sands Tenure mandates, including relevant committees, advisory groups, and representatives of companies involved in oil sands projects, First Nations, and Metis organizations.
 - Oil sands resources and areas; AER approval and licensing processes for oil sands projects and wells; oil sands production technologies and economics.
 - Characteristics of individual oil sands projects.
 - Government strategic goals and policy directions as they relate to Ministry mandates and initiatives.
 - Government and Ministry business plan goals, priorities, and strategic issues associated with the oil sands tenure regime in Alberta.
 - Mandates, objectives, and responsibilities of Ministry business areas, as well as the Oil Sands, Coal and Minerals Operations strategies, key initiatives, and business plans.
 - Policies, procedures, and collective agreements associated with the management of human resources .
 - Software tools used to carry out responsibilities (e.g., Word, Excel, PowerPoint, and Outlook).

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"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • 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 	<p>Have a holistic view of the tenure business and its impact on other units in the branch and across the Ministry. Similarly, anticipate potential issues/concerns, adapt to a fast-paced environment, and assist the Director with innovative solutions.</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"> • 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>Collaborate with government staff and with industry representatives to develop oil sands tenure business rules and to better inform the design and the refinement of relevant legislation and policies where appropriate.</p> <p>Resolve complex issues and situations pertaining to the disposition and</p>

			administration of oil sands rights (e.g., continuations, lease configurations, refusals of posting requests, collection issues, and tenure strategy development) in collaboration with Ministry representatives.
Agility	○ ○ ● ○ ○	<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>Manage and coordinate operations, allocating workload, prioritizing activities, assessing results to ensure resources are focused appropriately, and balancing multiple and diverse responsibilities to achieve results.</p>
Drive for Results	○ ○ ● ○ ○	<p>Takes and delegates responsibility for outcomes:</p> <ul style="list-style-type: none"> • 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 	<p>Demonstrate professional judgment and decision-making skills to resolve issues.</p> <p>Represent Oil Sands Tenure positions, perspectives, and requirements, often in relation to sensitive and controversial situations, with the goal of delivering results for the benefit of all Albertans.</p>
Build Collaborative Environments	○ ○ ● ○ ○	<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 	<p>Demonstrate interpersonal, consultation, and relationship management skills to build and maintain collaborative working relationships with clients, stakeholders, and Ministry and government representatives.</p>

		<ul style="list-style-type: none"> • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	
--	--	--	--

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