

Public (when completed)

Common Government

Ministry

Energy and Minerals

## Describe: Basic Job Details

Position Name (200 character maximum)

Current Class

Legal Administration 3

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

## Organizational Structure

Division, Branch/Unit

Energy Operations, Oil Sands, Coal and Minerals Ops. ☐

## Changes Since Last Reviewed

Date yyyy-mm-dd

Responsibilities Added:

The responsibilities for this Energy Optimization Secretariat position are being updated due to its temporary use by Oil Sands, Coal and Mineral Operations.

Responsibilities Removed:

## Job Purpose and Organizational Context

Why the job exists:

The Oil Sands, Coal and Mineral Operations tenure unit (Oil Sands Tenure) leases oil sands rights owned by the Province of Alberta through oil sands leases and oil sands permits (collectively, oil sands agreements). Lessees and permittees (sometimes collectively referred to as industry) require oil sands agreements in order to win, work, and recover oil sands resources. The analysts administer approximately 5000 active oil sands agreements and are responsible for the processes associated with the disposition of Crown oil sands rights by way of public offering and direct purchase. Our activities involve the management of substantial sums of money. Our mineral land management system is world-renowned and is operated under the *Mines and Minerals Act*, the *Métis Settlements Act*, the *Financial Administration Act*, the *Freedom of Information and Protection of Privacy Act*, and under related legislation, regulations, and policies. The business handled by Oil Sands Tenure is highly confidential and the decisions that we make have an immediate and direct effect on lessees and on permittees, including their activities here in Alberta.

Oil Sands Tenure staff members create, examine, amend, and maintain oil sands agreements. The unit issues hundreds of legal approvals yearly under the authority of the *Mines and Minerals Act* that confirm oil sands mineral lands and rights. We manage significant sums of money from the sale of mineral rights, from the collection of annual rent, from the collection of fees, and from assessing and collecting escalating rent.

Under the above legislative authority, the Department of Energy (the Department) has custody of all original oil sands agreements and it has the legal responsibility to ensure the validity of mineral rights system records for Alberta. The Department guarantees the accuracy of the mineral rights and substances sold, amended, or continued in oil sands agreements through internal systems, through applications, and through enforcement of statutes, court decisions, and policies.

## Responsibilities

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

1. Review and evaluate all applications for lease continuation/lease selection and determine if Crown oil sands rights should be continued, extended, or amended based on geological and/or legislative criteria.

### Activities:

- Process applications for continuation of lands and mineral rights in Crown oil sands agreements and provide lessees with amended appendices when necessary.
- Discuss deficiencies of applications with industry and with supervisors, and advise industry on best practices for future applications.
- Request geological review of technical data and consult with and advise Geology on administrative procedures, on interpretation of legislation, and on policies as necessary.
- Prepare continuation letters if continuation is requested and lands are eligible for continuation of Crown oil sands rights.
- Prepare cancellation letters if lease continuation or lease selection is denied.
- Appropriately apply and interpret relevant legislation, regulations, policy, and the conclusions of Geology to determine whether Crown oil sands rights can be continued, whether in producing status or in non-producing status.
- Prepare and issue new oil sands agreements from partial land and rights transfers and process annual rent adjustments in relevant financial systems.
- Ensure all internal public records (AMI, CARS2, and oil sands agreement files) are updated to reflect statuses of lease continuation or lease selection and to ensure that non-continued Crown oil sands rights are made available for posting and sale or for direct purchase.
- Ensure accounting information relating to annual rent is correct and issue rental refunds as necessary.
- Determine the value of escalating rentals to be paid to the Department for leases continued with a non-producing status and generate invoices accordingly.
- In specific circumstances only, ensure that costs submitted to offset escalating rental are eligible for approval, are reconciled, and are tracked.
- Review applications for oil sands agreement term extensions and prepare recommendations for Manager and for Director. Process and track extensions granted.

2. Coordinate the disposition of Crown oil sands rights within current legislation, policies, and procedures for the purpose of managing non-renewable resources to ensure their efficient development for the benefit of the people of Alberta.

### Activities:

- Interact daily with industry to communicate the regulations and the policies of the Department and to resolve issues relating to the disposition of Crown oil sands rights.

- Examine each posting request to ensure it meets standard criteria for public sale.
- Discuss availability of Crown oil sands rights and surface access concerns with the requestor and amend, defer, or withdraw requests if required.
- Generate and review the Public Offering Notice (PON) prior to publication.
- Generate and review any notices of amendments of parcels prior to publication.
- Generate and review all accepted offers before publication and recommend approval or denial of them.
- Process direct purchase requests to ensure they meet the requirements of the Department and recommend approval or denial of same.
- Issue oil sands agreements from sales, from direct purchases, and for special Crown agreements (e.g., Cold Lake Air Weapons Range).

3. Participate in system development activities including planning meetings, preparation of test cases, test execution and system maintenance to ensure oil sands business requirements are reflected accurately in AMI and in LAMAS and that processes are functioning efficiently.

**Activities:**

- Participate in meetings with other business areas and with Information Technology (IT) to develop Business Use Cases (BUCs) and System Use Cases (SUCs) for system development and enhancements.
- Develop applicable test cases to facilitate systems testing.
- Execute test coverage to ensure that the respective business rules are captured in each system.
- Initiate applicable Departmental Issues (DIs) when systems are deficient in business rules.
- Work with the Department acceptance test team to test and to sign off on applicable DIs.

4. Assist Manager as required.

**Activities:**

- Perform special projects for Senior Land Analyst, Manager, Director, or Executive Director as required, ensuring that the end product is thoroughly researched, clear, concise, and in the format desired by the requestor (e.g., road allowance agreements, zone amendments, etc.).
- Coordinate special statistical projects entailing agreement data retrieved from LAMAS, from LSAS, from AMI, from CARS2, etc. (e.g., sales statistics, direct purchase statistics, etc.).
- Resolve on a monthly basis any outstanding sales or continuation issues that appear on reports generated from CARS2 and from LSAS.
- Provide updates to industry and to management on continuation/lease selection application statuses and results.
- Participate in and/or chair industry and internal meetings to gain a thorough understanding of issues and to achieve clear objectives. As the Department representative in industry meetings, advise on regulatory requirements, maintain proper meeting protocol, and ensure all industry and Oil Sands Tenure concerns are addressed.
- Participate in presentation of Oil Sands Tenure business rules to industry clients. Provide training, guidance, and assistance to other staff.
- Administer any production unit allocation agreements (PAUAs) that may be approved for use.

## Problem Solving

**Typical problems solved:**

- As delegated under the *Mines and Minerals Act* and under related regulations, the discretion to approve or deny requests from industry and to convey decisions of the Department on these issues.
- Inform and advise landmen, land administrators, geologists, geophysicists, engineers, other government departments and agencies, and surface rights lessees on specific business issues as they occur. Interact through meetings, through telephone queries, and through written correspondence to clarify business rules and to outline Department expectations and policies. Interpret or apply legislation to complex situations so as to ensure that the interests of the Crown are not adversely affected.
- Consult with Manager, with Director, with Executive Director, and with stakeholders from other departments and other business areas to discuss specific issues, to exchange information, and to promote specific initiatives.

**Types of guidance available for problem solving:**

Legislation, policies, established work processes, in-branch management guidance, peer support from other branches/departments, and professional service support are all available to help guide senior land analysts when they have problems to solve.

**Direct or indirect impacts of decisions:**

Decisions made by senior land analysts can impact industry and its ability to conduct business.

## Key Relationships

Major stakeholders and purpose of interactions:

Industry clients (landmen, land administrators, geologists, engineers, company executives), other government agencies, and surface rights lessees. This job involves extensive communications with external stakeholders/clients (including, but not limited to, landmen, land administrators, ETS Users, geologists, lawyers, petroleum engineers and accountants), other provincial government departments and quasi-governmental bodies (including, but not limited to, Alberta Environment and Parks, Alberta Treasury Board and Finance, and the Métis Settlements General Council), and internally with other sections of the Department (including, but not limited to, IT, Mineral Access, Geology, Resource Mapping and Analysis, and Crown Equity). The purpose of these communications is to ensure that the responsibilities and the activities outlined in this job description are successfully discharged.

## Required Education, Experience and Technical Competencies

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

If other, specify:

Legal, land, business administration, or geology.

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

This position requires a two-year diploma in a related field (legal, land, business administration, or geology), plus two years of progressively responsible related experience, preferably in the oil and gas sector. Equivalencies will be considered. Proficiency with Microsoft Office is necessary. Understanding of the operational requirements of Crown oil sands tenure programs and knowledge of the Alberta survey system, geological tables of formations, the *Mines and Minerals Act*, the *Mines and Minerals Administration Regulation*, the *Crown Minerals Registration Regulation*, and the *Oil Sands Tenure Regulation, 2020* will be considered assets. Hands-on work experience of auditing costs will be considered a strong asset.

## 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		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Engages the community and resources at hand to address issues: <ul style="list-style-type: none"> <li>Engages perspective to seek root causes</li> <li>Finds ways to improve complex systems</li> <li>Employs resources from other areas to solve problems</li> <li>Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identifies and manages required change and the associated risks: <ul style="list-style-type: none"> <li>Identifies alternative approaches and supports others to do the same</li> <li>Proactively explains impact of changes</li> <li>Anticipates and mitigates emotions of</li> </ul>	



		others <ul style="list-style-type: none"> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	
Drive for Results	○ ● ○ ○ ○	Works to exceed goals and partner with others to achieve objectives: <ul style="list-style-type: none"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	
Develop Networks	● ○ ○ ○ ○	Maintains collegial internal relationships and understands external network: <ul style="list-style-type: none"> <li>• Seeks to understand perspectives and needs of others</li> <li>• Follows through, has integrity and respect for others</li> <li>• Helps and follows through</li> <li>• Keeps key stakeholders informed; is professional and respectful</li> </ul>	
Build Collaborative Environments	● ○ ○ ○ ○	Works in an open honest manner with colleagues: <ul style="list-style-type: none"> <li>• Creates sharing opportunities</li> <li>• Actively shares, accepts and listens to others</li> <li>• Recognizes conflict, respects and discusses opinions openly</li> <li>• Supports group even to learn from mistakes</li> <li>• Recognizes differing interpretations</li> </ul>	