

Update

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Current Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 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:

Responsibilities Removed:

Job Purpose and Organizational Context

Why the job exists:

and consistent manner.

This position provides leadership for a team of royalty analysts that are responsible for the day to day activities required for the accurate collection of significant government revenue.

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. Manage the calculation, delivery, collection and settlement of conventional oil royalty.**Activities:**

- Manage the monthly oil royalty process to ensure accurate and timely calculations.
- Manage the delivery, collection, and settlement of approximately \$3-4 billion in Crown conventional crude oil royalty volumes.
- Manage penalty assessments, waivers and appeals.
- Manage the collection/refund and approval of over and under deliveries.
- Identify, evaluate, and analyse causes for delivery discrepancies as compared to royalty calculation.
- Administer and collect royalty for soldier settlement agreements.
- Work collaboratively with the Alberta Petroleum Marketing Commission to ensure that Crown barrels are delivered and accounts are settled in a timely manner.

6. Provide support and direction to the calculation and administration of C* for conventional oil and natural gas.**Activities:**

- Review, approve, and ensure the accuracy of acid fracturing applications and greater than nine well leg applications.
- Ensure the accurate and timely calculation of C* for all oil and natural gas wells in the province.
- Resolve industry reporting issues by working collaboratively with industry clients, Alberta Energy Regulator (AER), and Petrinex staff.

Problem Solving

Typical problems solved:

The Oil Royalty Operations manager consistently operates in a complex, multi-stakeholder environment where the core issues and problems may impact multiple commodities and stakeholders.

The incumbent collaborates with a diverse range of individuals to resolve specific issues, understand the impact to royalties, and achieve integrated solutions that are consistent and in adherence to our legal frameworks.

As the decision maker for conventional oil issues, the manager must ensure the right stakeholders are consulted, and decipher often conflicting advice and opinions. Decisions must be consistent to ensure fairness to all stakeholders and align with the guiding regulations.

The complexities of the oil and gas sector and the numerous inputs required for an accurate royalty calculation results in various problematic areas. Impacts to industry clients can be large, in the millions of dollars, and result in pressure from industry clients for rulings in their favor. Integrity and consistency are essential in these situations.

Issues that arise in conventional oil often overlap with other commodities requires an understanding of the broader picture and the foresight to recognize issues that are broader than oil.

Types of guidance available for problem solving:

- Legislation, policies, directives, guidelines and procedures.
- Guidance provided by the Director, Executive Director, ADM, and subject matter experts.
- Legal Services for advice can be requested to ensure regulatory compliance.
- Technical expertise through the departments Engineering, Economics, and GeoSciences branches.
- Subject matter experts within the branch, department, AER, and APMC.
- Access to industry and public data and subscriptions.

Direct or indirect impacts of decisions:

The incumbent is responsible for outcomes of all activities and initiatives related to conventional oil and provides leadership and direction to diverse teams. The incumbent works as part of the Royalty team that includes Oil Royalty, Petroleum Marketing and Valuation, Gas Royalty, and the Executive Director, to ensure that branch goals and objectives are met.

Decisions made by the manager on specific issues can have a large financial impact to industry clients - in the millions of dollars. Indirectly, this will also have an impact on future issues of similar nature as the department must handle all discrepancies in a consistent manner.

The manager is also responsible for decisions of a policy nature that influence future investment decisions within the oil and gas industry, and may affect the ability of Alberta to compete with other jurisdictions.

Key Relationships

Major stakeholders and purpose of interactions:

Internal communication and interaction:

- Management (Manager, Senior Manager) - seeking advice on unusual or potentially contentious issues, resourcing, policy changes; providing recommendations and advice on applications.
- Colleagues across Energy Operations - to address files, resolve issues and recommend innovation and efficiencies.
- Legal Services - seeking expert advice, draft legislation, and legal advice on issues.
- Technical - IT, GIS Services, Engineering, Geoscience, Oil Sands, Tenure - request and discuss analysis of technical data and industry related issues.
- Finance and Forecasting - clarify and approve transactions; resolve industry issues; provide accurate statistical reports.
- HR - support and assist with recruitment and staffing items.

External communication and interaction:

- Industry clients - provide in-depth technical advice on applications and royalty; answer questions related to issues; discuss financial discrepancies; interpret legislation, regulations, policies and processes; seek repayment of outstanding debt.
- Alberta Petroleum Marketing Commission - discuss mutual processes and issues with common stakeholders and client accounts.
- AER - discuss impacts resulting from process changes; resolve issues with industry; provide clear advice to industry, well data accuracy; collaborate on mutual concerns.
- Oil and Gas industry representatives- discuss and share industry wide issues, concerns, and process improvement ideas.

Required Education, Experience and Technical Competencies

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

If other, specify:

Business Admin, and/or Oil & Gas degree plus 3yrs relatable experience. Equivalences considered.

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

Knowledge:

- In-depth knowledge of oil royalty calculation and associated programs/rates and principles associated with industry activities.
- Detailed understanding of all delivery, reconciliation, valuation and marketing processes and business rules.
- Extensive knowledge of all related acts and regulations including the Mines and Minerals Act, Petroleum Marketing Act, Petroleum Royalty Regulations and any additional related acts/regulations. Exhibits regulatory expertise in developing appropriate policies.
- Thorough knowledge of well data, oil and gas terminology, and the oil and gas industry in Alberta.

Skills:

- Strong analytical and decision making skills. Ability to analyse an issue, document resolution, make decisions and implement changes.
- Proven leadership abilities to work independently, multi-task, prioritize work, meet deadlines, and work under pressure while contributing to a positive work environment.
- Strong leadership skills that will develop, encourage and motivate staff in their professional development.
- Proven strategic and innovative thinking abilities combined with excellent interpersonal skills.
- Ability to form effective and trusted working relationships with branches within the department, other ministries and a diverse stakeholder group.
- Proficient in office productivity tools such as Word, Excel, PowerPoint, and a variety of department business management systems.
- Effective communication (written and verbal) and negotiation skills to be successful in day-to-day interactions with industry clients and associations, other branches, departments, and senior executives.

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		
Develop Self and Others	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Plans according to career goals and regular development: <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 	Develops teams through coaching and listening. <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.
Drive for Results	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes and delegates responsibility for outcomes: <ul style="list-style-type: none"> • Uses variety of resources to monitor own performance standards 	The team has many deadlines that must be met on a monthly basis. Strong project management and delegation skills are

		<ul style="list-style-type: none"> • Acknowledges even indirect responsibility • Commits to what is good for Albertans even if not immediately accepted • Reaches goals consistent with APS direction 	<p>needed to ensure all tasks are completed accurately, and in a timely manner.</p> <p>Industry requests must be handled without bias, ensuring that decisions are consistent and adhere to our regulatory framework.</p> <p>Since Royalty is multi-faceted, results and recommendations needed to address strategic and risk considerations even when there is limited data. Understanding trade-offs and communicating these complexities in the deliverables will be essential.</p>
Develop Networks	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> • Looks broadly to engage stakeholders • Open to perspectives towards long-term goals • Actively seeks input into change initiatives • Maintains stakeholder relationships 	<p>In 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
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 	<p>The Oil and Gas Industry is always evolving which is likely to increase the challenges as well as creating new opportunities to the existing royalty systems</p>

		<ul style="list-style-type: none"> • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks 	<p>and work-flows used by the department.</p> <ul style="list-style-type: none"> • Continually looks for innovative solutions to improve efficiency and service delivery. • Anticipate, solve and learn from situations that occur in the work environment. • Identify risks and mitigate them before they are realized. • Shares, encourages and supports ideas for process improvements and/or systems enhancements.
--	--	---	--

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