

**New**

Ministry

Energy and Minerals

**Describe: Basic Job Details****Position**

Position ID

Position Name (30 characters)

Senior Business Analyst

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

C

**Employee**

Employee Name (or Vacant)

Vacant

**Organizational Structure**

Division, Branch/Unit

EO/Royalty Operations/Validation &amp; Reporting

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Program Services 4

**Design: Identify Job Duties and Value****Job Purpose and Organizational Context**

Why the job exists:

Reporting to the Team Lead - Analysis & Controls, this position is responsible for the delivery of timely, accurate and complete assurance that the Gas Royalty transactions are valid, properly classified and authorized, reported and recorded at the proper time; properly summarized (monthly invoice verification) in compliance with the Mines and Minerals Act, Natural Gas Royalty Regulations and Gas Royalty Guidelines.

**Responsibilities**

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

1. Establish, maintain, and enhance internal and external stakeholder relationships.

Activities:

- 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.

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

Activities:

- 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.

3. 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.

Activities:

- 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.

4. Responsible for conducting reviews, tests and examinations of transactions through client sampling to ensure established objectives are achieved and that prescribed policies, practices and procedures are adhered to. In conjunction with established objectives, responsibilities include but are not limited to:

Activities:

- Researching, analyzing and reporting or briefing management on findings to support its decision making process.
- Conducting research for the purpose of proposing changes to enhance the effectiveness and efficiency of operations.
- Reviewing, researching and tabling recommendations for improvements to the system of internal controls.

to ensure compliance with prescribed legislation, policies, practices and procedures.

- Defining factors affecting royalty volumes and revenues.
- Conducting analytical reviews of clients and or Crown issues to resolve and reconcile Crown royalty discrepancies.
- Reviews selected work items to ensure business requirements are met prior to the issuance of the Crown invoice.

5. Implements processes to accurately calculate and assess natural gas and by-product Crown royalty and reviews reporting to ensure compliance with legislation, policy and procedures.

Activities:

- Establishes and maintains liaison with the Alberta Energy Regulator (AER), Petroleum Information Excellence (Petrinex) and industry to ensure that monthly production data is accurate and complete.
- Reviews infrastructure and data submissions to ensure compliance with legislation, policy and procedures.
- Evaluates current royalty regime and contributes ideas to streamline and improve business functions.
- Verify the correct application of prices and royalty rates within the calculation of Crown royalty.
- Reviews and regularly updates operational processes to ensure adequate internal controls within the unit.
- Identifies potential areas of interest for audit through information queries and monthly invoice verification.
- Perform analysis related to specific stakeholder requests and proposals to ensure correct reporting.

6. Maintains active role in peer groups, committees and project teams.

Activities:

- Meets with internal stakeholders to clarify business rules and resolve reporting issues.
- Maintains an environment for effective teamwork through positive communication.
- Comprehends business scope, develops action plan and process timelines, and dedicates resources as required.
- Identifies risks and options, performs substantive analysis and makes recommendations.
- Ensures agreed to resolutions are documented and implementation plans are established.
- Provides analytical and technical support to the Gas Royalty Operations unit by carrying out the activities associated with business rule changes and system changes, ensuring that operational requirements are appropriate.

7. Provides input to the system development, testing and implementation of gas royalty business rules and initiatives.

Activities:

- Provides input on major gas royalty projects and initiatives that are identified on the MRIS Strategic Plan.
- Participates in the review and sign-off of business system design (BSD) documents and test coverage.
- Supports and assists in Acceptance Testing initiatives with respect to priorities, scheduling and resources.
- Providing assistance on business issues and technical matters of interest to internal and external stakeholders.

8. Provides training to internal and external stakeholders.

Activities:

- Identifies training needs through consultation with Gas Royalty Operations unit staff and industry clients.
- Demonstrates collaboration with internal and external stakeholders.
- Develops comprehensive training packages with supporting examples for specific royalty programs.
- Presents formal training and provides ongoing education through correspondence and client service.
- Support and facilitate successful implementation of gas royalty projects through knowledge sharing, mentoring and training.

## Problem Solving

Typical problems solved:

Reporting to the Team Lead:

- This position is responsible for ensuring that responses to industry are complete and accurate; and that a response complies with the Natural Gas Royalty Guidelines, policies, NGRR and MMA.
- The position provides analytically detailed and comprehensive responses, regulation interpretation, clarification and instruction to Crown royalty stakeholders (internal and external) which potentially impacts volumetric and allocation activity, gas cost allowance, royalty calculation and invoicing.
- Handles and resolves complex and/or challenging issues involving internal and external stakeholders.

Types of guidance available for problem solving:

- The individual must have a strong knowledge of gas royalty business requirements, operational processes, procedures and must use this information to provide guidance to clients or team members to ensure correct reporting procedures are administered. There are various reference materials available (guidelines, operational processes, regulations) to assist with determining a resolution.
- With close support from the Team Lead and other team members, this position requires analytical, research skills and the ability to weigh all factors in order to provide a complete and accurate response to stakeholder inquiries. Additional guidance and assistance is available from other peers in Gas Royalty Operations as well as the Manager of Validation & Reporting. Where applicable, consulting with other branches within the department, professional services, the AER or Petrinex might be required as well.

Direct or indirect impacts of decisions:

- This position is responsible for the delivery of timely, accurate and complete assurance that Gas Royalty reporting is in compliance with the Mines and Minerals Act, Natural Gas Royalty Regulations and Gas Royalty Guidelines.
- This position interacts with other departmental units on issues/concerns and provides input on policy development, business change, appeals, legal, and compliance and assurance items.

## Key Relationships

Major stakeholders and purpose of interactions:

This position has considerable contact with other department business units (eg: Oil Operations, Tenure, Geology, Treasury Board and Finance, Information Technology, Legal), external stakeholders (eg: AER, Petrinex) and industry (Gas Royalty Clients and Facility Operators) for the purpose of collaboration while responding to questions, providing accurate information, ensuring data integrity and recommendations for policies, procedures and issue resolution.

## Required Education, Experience and Technical Competencies

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

If other, specify:

Plus two years related experience or the equivalency

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

The incumbent must possess diverse human resource skills to deal with senior management, systems analysts, external and internal stakeholders as well as legal and administrative staff. Innovation and creativity are essential to the successful resolution of complex issues and ensure that appropriate risk assessment, analysis, development and training are provided.

Position requires a post-secondary degree, with at least three years of oil and gas audit experience. Equivalencies will be considered. Professional accounting designation is considered an asset.

Knowledge Required:

- In-depth knowledge of gas royalty business processes including industry practices.
- Possess an understanding and working knowledge of multiple systems - MRIS, CARS2, AMI, Petroleum Information Excellence (Petrinex) and AER.

- In-depth knowledge of reporting requirements for Gas Royalty Operations, AER, Industry, and the ongoing implementation of new business rules.
- Basic understanding of Oil and Gas Production Accounting.
- Considerable knowledge of the Mines and Minerals Act, Natural Gas Royalty Regulation, Policies and Procedures related to the Alberta Royalty Framework (ARF) and Modernized Royalty Framework (MRF).
- Knowledge of the changes in executive management direction.
- Awareness of deadlines.

**Skills Required:**

- Issue resolution, decision-making and problem solving.
- Project management and change management.
- Effective planning, risk assessment and priority setting skills.
- Excellent interpersonal skills, team-building, coaching, and managing conflict.
- Strong analytical and conceptual skills.
- Excellent verbal and written communication skills, negotiation and presentation skills.
- Ability to resolve complex and sensitive issues diplomatically and professionally.
- Relationship building with internal and external stakeholders.
- Managing multiple projects at the same time.
- Ability to handle multifaceted roles on short notice.
- Effective decision-making and the ability to make decisions with limited information and tight time frames.
- Effective financial analysis, problem-solving and issue resolution.
- Computer skills (Outlook, Excel, Access, PowerPoint, Infomaker).
- Ability to improve activities and results by doing something that may be new and different in the organization.

**Essential Work Experience:**

- Considerable experience in Royalty Regulations, related policies and decision-making.
- Considerable supervisory/team leadership experience.
- Experience with natural gas reporting.
- Experience working with large automated systems.
- Problem solving and financial analysis.
- Change management experience.

**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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Considers inter-relationships and emerging trends to attain goals: <ul style="list-style-type: none"> <li>• Seeks insight on implications of different options</li> <li>• Analyzes long-term outcomes, focus on goals and values</li> <li>• Identifies unintended consequences</li> </ul>	<ul style="list-style-type: none"> <li>- optimize use of built-in functions in applications</li> <li>- streamlining procedures</li> </ul>
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Focuses on continuous improvement and increasing breadth of insight: <ul style="list-style-type: none"> <li>• Asks questions to</li> </ul>	<ul style="list-style-type: none"> <li>- soliciting for ideas and feedback</li> <li>- demonstrate objective consideration for alternative viewpoints</li> </ul>

		<p>understand a problem</p> <ul style="list-style-type: none"> <li>• Looks for new ways to improve results and activities</li> <li>• Explores different work methods and what made projects successful; shares learning</li> <li>• Collects breadth of data and perspectives to make choices</li> </ul>	
Drive for Results	○ ● ○ ○ ○	<p>Works to exceed goals and partner with others to achieve objectives:</p> <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>	- awareness that actions taken by the team have impacts on other groups within the organization
Agility	○ ● ○ ○ ○	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> <li>• Takes opportunities to improve work processes</li> <li>• Anticipates and adjusts behaviour to change</li> <li>• Remains optimistic, calm and composed in stressful situations</li> <li>• Seeks advice and support to change appropriately</li> <li>• Works creatively within guidelines</li> </ul>	- anticipates alternative approaches and outcomes and prepares for them

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