

Update

Ministry

Energy

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Land Analyst

Current Class

Job Focus

Supervisory Level

Operations/Program

00 - No Supervision

Cost Centre

Program Code: (enter if required)

Employee

Organizational Structure

Division, Branch/Unit

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Date yyyy-mm-dd

Responsibilities Added:

N/A

Responsibilities Removed:

N/A

Job Purpose and Organizational Context

Why the job exists:

PNG Tenure Operations branch leases petroleum and natural gas rights (PNG), geothermal and pore space rights owned by the Province of Alberta. Oil and Gas companies (industry) require an agreement in order to explore for and develop these resources. The branch administers almost 70,000 active agreements, including certain activities for Oil Sands, Coal and Mineral Operations branch. Tenure's business is complex

and highly confidential and decisions made have an immediate and direct impact on industry and the energy sector in Alberta.

Tenure staff create, examine, amend and maintain the large volume of legal agreements with industry. The branch issues thousands of legal approvals yearly, under the authority of the Mines and Minerals Act, that confirm the lands and rights granted under PNG agreements and authorizes use of undisposed mineral rights, pore space and vested wells. Staff process statutory declarations and register orders of the Court of the King's Bench such as placing or discharging of Prompt Payment and Construction Liens. The branch administrators over \$200 million in revenue yearly from the sales of mineral rights, collection of compensation, rent and levy of fees and penalties.

Responsibilities

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

1. File management may include:

- Reviews and analyzes applications, files and requests for approvals consistently in a manner that is compliant with policies and procedures.
- Creates, reviews, approves, rejects and amends PNG and unit agreements and revisions.
- Reviews and approves or rejects applications for continuation/validation and offset notices, and provides industry with amended appendices to PNG agreements, along with approval letters.
- Interprets well data information and the department's geologists' technical advice and, considering legislative authorities, issues appropriate approvals to industry.
- Processes surrender and cancellation of mineral rights from PNG agreements, the lease expiry declaration process and addresses wells requiring abandonment.
- Identifies trespass activities or suspect mineral rights activity; reviews and analyses relevant data and previous decisions to determine course of action.
- Processes Statutory Declarations and registers orders of the Court of King's Bench such as placing or discharging of Prompt Payment and Construction Liens.
- Approves or denies requests for sale of undisposed Crown mineral rights, ensuring the appropriate restrictions and conditions are advertised and made part of the agreement, transfers of interest in mineral rights and use of vested Crown wells, and reviews applications for Crown authorization.
- Conducts authorization audits and historical searches of canceled agreements as requested by industry.
- Assists Legal Services restrict agreements held by companies that are bankrupt, insolvent, or in credit protection.
- Maintains department well and production entity information, respective of mineral rights and unitization agreements, and assigns Crown/freehold percentage of ownership.
- Issues and maintains official records of Surface Access Agreements for PNG mineral agreements within the Canadian forces bases and weapons ranges.

2. Systems Management may include:

- Identifies issues arising from the interdependence of multiple department systems, documents the issue and notifies the Issues Coordinator for action and resolution.
- Acquires information from land systems outside the department such as the Corporate Registry System (CORES), Spatial Information System (SPIN2), Geographic Land Information Management and Planning System (GLIMPS), GeoScout, Alberta Energy Regulator (AER), and Petrinex.
- Uses, maintains and tests systems housing mineral land data, such as Alberta Mineral Information system (AMI), Foundation system (FDN), Trespass Review System (TRS), Corporate Accounting and Reporting System (CARS2), Land Automated Mineral Agreement System (LAMAS), Electronic Transfer System (ETS) and Mineral Revenue Information System (MRIS).

3. Maintains effective communication and stakeholder relationships.

- Responds to industry issues and inquiries, and communicates industry information on appeals and notices.
- Provides advice to stakeholders and explains decisions made about applications and requests.
- Represents the Unit at branch meetings to reflect the Unit's interests and requirements.
- Maintains effective relationships with internal and external stakeholders including technical and professional staff, AER, industry and their associations and other department/agency personnel.

4. Exercise delegated authority on behalf of the Minister.

- Ensures compliance and exercises delegated authority for the numerous Acts, regulations, policies and procedures administered by PNG Tenure Operations.
- Initiates collection action or refunds of rental, penalty or fee overpayment.
- Collaborates with Legal Services by providing business knowledge to indicate the effects on the unit, Alberta Energy, other Ministries, industry and various stakeholders. Work with management and Legal Services to formulate appropriate changes.
- Exercises applied mineral land and land administration knowledge to make decisions within the context of other department or agency mandates so as not to create any conflicting policies or processes.

5. Support unit and branch operations.

- Contributes to the daily unit workload.
- Supports and contributes to cross-training and knowledge transfer for staff development.
- Reviews colleague's work to ensure quality control.
- Contributes to team meetings to ensure colleagues are informed about and fully comprehend changes to legislation, policy, procedure, systems and the resulting impact to the unit.
- Creates financial and business statistical reports used for Executive reporting, Minister's speeches, press releases, public information and future PNG Tenure Operations business planning.

Problem Solving**Typical problems solved:**

- Responds to routine industry requests and continuation applications, and makes independent decisions to manage agreements and Alberta's land base.
- Determine whether technical, legal or scientific advice is required and seek it out accordingly.
- Verify lands and rights are available for sale, ensuring appropriate conditions and restrictions are conveyed; levy penalties; collect outstanding charges; register documents and process financial transactions.
- Working with legal documents, within prescribed timelines, the Land Analyst is a quality controller and decision-maker when faced with out-of-the ordinary situations.

Types of guidance available for problem solving:

- Written procedures and legislation available for most activities.
- Supervisor is available when problems arise.
- Management and colleagues available to discuss complex issues and systemic problems.

Direct or indirect impacts of decisions:

The Land Analyst makes independent decisions that have an immediate and direct impact to industry and energy development in Alberta. Errors may have significant consequences to government and industry and result in large financial losses. Release of confidential data to the public can put industry at a disadvantage with a competitor. These errors can result in companies suing each other or a law suit against the government. If industry feels they cannot trust PNG Tenure Operations decisions, Alberta can lose its competitive advantage with the other provinces and its long-standing reputation for having an equitable and transparent land tenure system.

The Land Analyst maintains a high level of working knowledge regarding legislation, policies and procedures governing mineral land management and has considerable general knowledge of surface land management and oil, gas and geothermal activity in general. When recommending changes, the incumbent is often required to consider the impact on a diverse group of stakeholders such as Royalty Operations, Oil Sands, Resource Access Development, Resource Development Policy, the AER and industry.

The Land Analyst demonstrates a comprehensive understanding of legal documents relating to land, mineral rights and a variety of agreements and legislation. They must be able to create, interpret and accurately amend agreements. They must also be able to interpret industry application requests, recognize deficiencies, determine corrective action, and accurately process a variety of legal documents.

This position maintains a liaison with the Team Lead regarding any concerns relative to the day-to-day operations of the Unit; however, is provided with considerable independence and latitude to manage their day-to-day operations. The Land Analyst is expected to initiate changes for improvements to procedures and processes that result in greater efficiency and improved industry service.

Key Relationships

Major stakeholders and purpose of interactions:

Internal communication and interaction:

- Management (Manager, Senior Manager) and Team Leads - seeking advice on unusual or potentially contentious issues, resourcing, policy changes; making recommendations about applications
- Colleagues across Energy Operations - to address files and resolve issues
- Solicitors - seeking expert advice and legal advice on issues
- Technical - IT, GIS Services, Oil Sands, FMT and Royalty - consult on Tenure issues; discuss daily work issues.
- Geoscience - request and discuss analysis of technical data.
- Finance and Forecasting - clarify transactions; resolve industry issues; provide accurate statistical reports.
- Treasury Board and Finance - discuss outstanding debt.

External communication and interaction:

- Industry clients - provide technical advice on applications; answer questions; discuss financial discrepancies; interpret legislation, regulations, policies and processes; seek repayment of outstanding debt.
- AER - discuss impacts resulting from process changes; resolve issues with industry; well data accuracy; collaborate on mutual concerns.
- Metis Settlement General Council - consult in issuance of agreements in Metis Settlements.
- Receivers - discuss management of assets/agreements held by receivers.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
High School Diploma			

If other, specify:

Land or Business Administration diploma recommended. Equivalences will be considered.

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

Minimum requirements to function at this position:

- Demonstrate strong interpretative and technical competencies.
- Ability to work independently, multi-task, prioritize work, meet deadlines and work under pressure while contributing to a positive work environment.
- Excellent written and verbal communication.
- Self-starter with a positive attitude.

Knowledge

- Demonstrated understanding and application of: *Mines and Minerals Act*; Petroleum and Natural Gas Tenure Regulation and the Mines and Minerals Administration Regulation.
- Understanding of the activities managed within PNG Tenure Operations branch and understanding of the relationship between PNG Tenure, Alberta Energy and the Alberta Energy Regulator.
- Knowledge of the *Oil and Gas Conservation Act*, *Prompt Payment and Construction Lien Act*, *Freedom of Information and Protection of Privacy Act*, *Carbon Capture and Storage Act*, *Metis Settlement Act* and other legislation as required.
- Knowledge of well data, geological and oil and gas terminology and the ability to analyze and interpret geologists' information on technical maps.
- Good understanding of Alberta's energy and land management systems.
- Knowledge of the Alberta Survey System and Geologic Table of Formations.

Skills

- Demonstrate written communication skills to draft accurate documents and correspondence to industry and other stakeholders.
- Ability to interpret and apply legislation to routine situations.
- Able to communicate effectively with industry, AER, Auditor General staff and other land related agencies.
- Analytical skills to assess options and implications and demonstrate good judgment and creative approaches to problem solving and decision-making.
- Proven ability to work independently, multi-task, prioritize work, meet deadlines and work under pressure while contributing to a positive work environment.

- Technical skills to decipher information on maps, reports and geological notations.
- Proven high integrity to maintain confidential information and manage financial transactions.
- Able to decipher information and analyze statistics for branch reporting.
- Computer literate, understand the business process and system requirements for systems within or interfacing with systems such as FDN, TRS, AMI, CARS2, LAMAS, MRIS, Petrinex, ETS, SPIN and CORES.

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Observes and understands larger impact of role:</p> <ul style="list-style-type: none"> • Sees impact of work on organization; anticipates change in own area based on activities in other areas • Considers how own work impacts others and vice versa • Ask questions to understand broader goals • Aware of how organization adds value for clients and stakeholders 	<ul style="list-style-type: none"> • Understands how their work impacts Alberta's oil and gas sector • Considers dependencies across the branch, and is proactive if their work impacts another member of the team, or unit • Assist clients and colleagues understand issues, and answer their questions in a calm and descriptive manner • Works together towards a common goal. Takes pride in how their work contributes to Alberta's economy.
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Focuses on continuous improvement and increasing breadth of insight:</p> <ul style="list-style-type: none"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	<ul style="list-style-type: none"> • Seeks innovative solutions to improve efficiency and service delivery • Shares ideas for process improvements or systems enhancement with leadership and colleagues • Examines different approaches and tools to eliminate silos and see different viewpoints
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and 	<ul style="list-style-type: none"> • Adapts to fluctuating workloads and different levels of complexity • Can assess and adapt to shifting priorities • Remains calm with colleagues and clients, and works diligently to meet timelines • Shows resiliency in times of uncertainty and

		support to change appropriately • Works creatively within guidelines	can quickly adapt to changes in the work environment.
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Facilitates open communication and leverages team skill: • Leverages skills and knowledge of others • Genuinely values and learns from others • Facilitates open and respectful conflict resolution • Recognizes and appreciates others	<ul style="list-style-type: none"> • Contributes and discuss ideas with the team and works collaboratively • Celebrates colleagues successes and participates in team building events • Understands the importance of maintaining open and respectful communication with other work areas • Supports others as needed
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Works to exceed goals and partner with others to achieve objectives: • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations	<ul style="list-style-type: none"> • Delivers results within predefined timelines • Prioritizes work based on volume and urgency, seeking clarification if needed • Identifies issues as they arise that may affect their own, or the team's ability to deliver results and adjusts as required

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

N/A

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