

Update

Ministry

Energy and Minerals

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Team Lead

Current Class

Program Services 3

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

CA08

Division, Branch/Unit

Energy Operations, Royalty Operations/Oil Royalty

☐ 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:

No responsibilities added or removed.

Responsibilities Removed:

N/A

Job Purpose and Organizational Context

Why the job exists:

Reporting to the Manager, Oil Royalty Programs and Rates, this position provides supervision, support and direction to the Oil Royalty Programs/Rates team. This team is responsible for the efficient, effective and accurate analysis of new or changes to existing wells to ensure that they are consistent with the various oil royalty regulations in place for appropriate programs (including Enhanced Recovery (ER) initiatives). This

position is responsible for ensuring that the program adjustments contributing to \$2.0 billion/year in royalty collection have been appropriately assessed.

Through efficient planning and resource allocation, the incumbent provides advice and direction to staff in the resolution of complex stakeholder issues and process management. They are also responsible for the supervision of royalty analysts.

The position plays a contributory role to the Branch's goal of industry compliance with the Mines and Minerals Act, Petroleum Marketing Act and Regulations, the Petroleum Royalty Regulation and guidelines, the Enhanced Oil Recovery Royalty Regulations and guidelines, the Enhanced Hydrocarbon Recovery Royalty Regulation and guidelines and, the Emerging Resources Royalty Regulation and guidelines while ensuring that the Crown obtains its fair share of oil royalty.

This position must understand the interrelationships and interdependencies between the different systems and organizational policies surrounding the different programs and rates.

Responsibilities

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

Provides supervision, support and direction in the Royalty Programs/Rates Team to ensure the timely and accurate assessment of well eligibility for oil royalty programs/rates.

Activities:

- Ensures that the units work effectively and efficiently in delivering accurate and timely reports that are consistent with guidelines and regulations.
- Provides support in the analysis of all oil wells for royalty feature eligibility on a monthly and daily basis.
- Communicates with industry to ensure corrective action is taken to resolve reporting discrepancies to avoid or mitigate penalties.
- Maintains an extensive knowledge on oil royalty regulations and policies to provide accurate and efficient information to clients in accordance with business unit client standards policy
- Develops a resolution process for client objections to royalty program assessments by developing a relevant and innovative solution to the complex problems or situations
- Resolves complex and sensitive issues that have been escalated to team lead level.
- Ensures all legislation and policies are applied consistently and accurately by providing interpretation of the regulations and guidelines.
- Provides supervision, direction and resources in the administration of the programs.
- Tracks all applications for the EHRP, and ERP programs to ensure they are followed through to approval/denial in a timely and efficient manner.
- Evaluates risks associated with reporting, calculating and invoicing concerns and makes necessary recommendations to senior management.
- Develops and administers business processes to ensure accurate Crown royalty is received
- Promotes the development of innovative ideas for the planning, organizing and management of the units resources to ensure that the unit meets the needs of Oil Royalty Operations and industry
- Oversees all operational tasks and provides weekly and monthly statistics to update management on progress
- Promotes unit priorities, quality and quantity standards and ensures standards are met
- Designs, develops and presents training packages for internal and external stakeholders
- Manages processes to support the calculation and assessment of oil royalties
- Develops, implements, coordinates and maintains activity plans and controls of the work unit. Monitors workloads and delegates tasks appropriately
- Provides input and recommends changes to the Principles, Procedures and Policies to ensure the Crowns interests are met
- Liaises with industry, the Alberta Energy Regulator (AER) and various Department of Energy and Minerals branches for reporting accurate and complete production/royalty information, to ensure that the Crown receives its correct share of royalties, and that royalty rates and programs are calculated accurately on a monthly basis
- Assists in developing employee goals and performance measurement criteria
- Evaluates employee performance, identifies development needs, conducts formal reviews and resolves any performance issues
- Evaluates employee skills and abilities
- Provides day to day coaching and mentoring

- Provides advice, direction and resolution or recommendation for resolution on complex issues
- Promotes an environment that motivates creativity and innovative ideas
- Demonstrates collaboration with internal and external stakeholders
- Identifies resource requirements and participates in the recruitment of new employees

Provides efficient and effective client services in answering stakeholder (internal and external) questions concerning royalty processes and administration, while providing interpretation of Oil Royalty Regulations, Policies and Procedures.

Activities:

- Resolves and replies to contentious client requests through verbal and written communication.
- Interacts with industry representatives to resolve reporting problems and answer royalty program related questions.
- Assists staff members to resolve client issues and accept responsibility for resolution of complex business/client issues.
- Administers processes to resolve reporting issues and reviews adjustments to royalties for rates and programs.
- Evaluates client services, identifies and implements improvements.
- Establishes and monitors response timelines to provide for efficient client services.
- Identifies trends, anticipates and develop plans to meet future client needs.
- Educates and trains Ministry and industry clients.
- Ensures effective ongoing collaboration between staff and industry stakeholders.

Clarifies and interprets Petroleum Royalty guidelines, policies, acts and regulations.

Activities:

- Provides support to unit when carrying out audit projects on all aspects of royalty programs and rates by identifying, analyzing and preparing recommendations concerning compliance to the Petroleum Royalty Regulations, Royalty Program regulations, policies, principles and procedures.
- Provides documentation and support to the Appeals Branch for issues raised by industry
- Provides input to Policies/Legal Services Branches in advance of rulings and appeals to ensure consistency of policies and regulations with industry business
- Researches and drafts Ministerial action requests and briefing on high profile client issues (eg. penalties, interest)
- Promotes compliance with the Mines and Minerals Act, Petroleum Royalty Regulations and Guidelines, the Enhanced Oil Recovery Royalty Regulations and Guidelines, the Enhanced Hydrocarbon Recovery Royalty Regulations and guidelines and, the Emerging Resources Royalty Regulation and guidelines.
- Evaluates and recommends changes regarding the continuing appropriateness of business rules, legislation and policies. Conducts analysis for potential exposure or royalty risks as necessary.

Participates in the ongoing planning, development and improvement of the processes and systems.

Activities:

- Identifies opportunities for improvement, along with any inconsistencies / deficiencies.
- Provides training to internal business units on the royalty programs and rates processes.
- Works closely as a team in learning activities of the other work areas to achieve the goal of one stop efficiency.
- Ensures that data base integrity is maintained. This requires planning, monitoring and administering all activities related to the determination of royalty programs and rates.
- Ensures consistency with the development and application of legislation.
- Evaluates operational processes to improve or confirm data integrity. This is achieved by creating ad hocs, evaluating dates and reviewing legislation.

Co-ordinates and manages the flow of information to Management

Activities:

- Provides advice and business knowledge to develop Management reporting to help support Executive decision making processes and accountability.
- Informs management of issues arising during the oil royalty calculation cycle and how they are being/ have been addressed.
- Provides consultation and recommendations for issues, opportunities and challenges associated with Oil Royalty Operation's projects.
- Participates in business process reviews and assists in achieving business priorities.
- Establishes and maintains relationships with Ministry representatives, AER and industry clients, including providing consultation and support for issues identification and resolution.
- Works collaboratively with Oil Royalty Operations and Ministry staff to ensure coordination and integration of functions.

Problem Solving

Typical problems solved:

Validate complicated royalty formulas.
Exercise judgment to determine the most appropriate precedent to apply to a royalty calculation query.
Validate industry submissions by interpreting government regulations and guidelines.
Acceptance of program applications.
Vetting requests to link wells to ERP projects or EHRP schemes.

Types of guidance available for problem solving:

Branch procedure documents and industry guidelines and regulations.
Consultation with experts within the department and AER.

Direct or indirect impacts of decisions:

Correct or incorrect royalty charges assessed to an industry client.
Applications may be rejected if the eligibility criteria is not met.

Key Relationships

Major stakeholders and purpose of interactions:

Interact daily with industry clients to answer questions, provide information, and assist them with their royalty reporting requirements. The interaction includes interpretation of multiple regulations, acts and guidelines.
Collaborate regularly with department technical experts to seek their advice and share information.
As required, communicate with AER, APMC, and other government agencies to gather, verify, or provide information.

Required Education, Experience and Technical Competencies

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

If other, specify:

Two years of directly related work or equivalent combination of education and experience.

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

Computer skills in MS Office.
Analytical and problem solving skills.
Ability to work independently with little supervision.
Excellent verbal and written skills, as well as diplomacy.
Organization, team work & collaborative skills.
Ability to handle multifaceted roles on short notice.
Knowledge of production accounting would be an asset.
Strong knowledge of Oil Royalty processes, legislation, and policy would be an asset
Knowledge of internal systems and Petrinex would be an 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		
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 	Analysis of effectiveness of royalty programs in meeting the policy intent.
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 	Must be able to communicate and solicit input from a variety of internal and external stakeholders in order to develop effective operating procedures.
Build Collaborative Environments	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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 • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	Must work with Engineering, Geology, Mapping, EIA collaboratively in order to make decisions that align with the policy intent of royalty programs.

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>Continual review of procedures and processes for improvement.</p> <p>Involved in providing input for potential regulation, guidelines, or procedural changes.</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>Works with the Business Solutions team when gathering data for analysis or for recurring tasks.</p> <p>Maintains good communication.</p> <p>Engages with stakeholders to resolve issues.</p>

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.