

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:

procedures and policies.

The position helps to ensure revenue collection is optimized on behalf of all Albertans.

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. Ensure all activities related to Royalty Accounting administration are managed and processed in a timely fashion.

Activities:

- Monthly review of client account credits and determine if accounts should be refunded, suspended or if set-offs should be processed through transfers.
- Collaborate with Energy Audit, TBF to investigate anomalous credits generated by gas cost allowance adjustments.
- Review and approve refunds for Manager Revenue Officer financial threshold and provide review of refunds for higher level Revenue Officer amounts.
- Ensure client statement of accounts are posted within legislated dates.
- Annual royalty deposit process to determine deposit factor and manage manual deposit adjustments as required.
- Manage maintenance of leaseholder recourse process to ensure updated reports run for clients with overdue royalty.
- Collaborate closely with Tenure to ensure timely processing of ETS suspension notifications, default notices and cancellation of leases.
- Review proposed collections arrangement and approve usage if appropriate criteria is met.
- Review and approve annual write offs.
- Quarterly approval of APMC accounts payable for set-offs against gas royalty clients accounts receivables.
- Communicate directly with clients to deal with complex collections issues as required.

Problem Solving

Typical problems solved:

The Royalty Accounting manager must deal effectively with multiple stakeholders on a wide range of business issues and concerns. This requires close collaboration and discussion with legal, technical, senior executive and administrative staff of both department and industry.

This requires diverse communication, analytical problem solving and human resource management skills. Innovation and creativity are required to deal with the many facets of the gas royalty regimes and programs and ensure adherence to legislation and guidelines.

The incumbent must be able to resolve complex issues, make critical decisions and set priorities and precedents while being able to integrate systems thinking approach to understand impacts to other commodities. Decisions must be backed by legislation and made with fairness and consistency.

As business requirements change as the oil and gas industry evolves, agility and innovative solutions are required when dealing with process change opportunities, legislative issues and change management.

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:

Timely processing of industry client account payments and collections ensures ongoing royalty revenues are available to benefit all Albertans.

Decisions made by the manager on specific issues can have a large financial impact to industry clients, sometimes 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.
- 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)	Business		

If other, specify:

Business Admin, and/or Oil & Gas diploma plus 5yrs relatable experience. Equivalences considered.

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

- In-depth knowledge of gas royalty business including AER reporting and industry practices
- Strong understanding of production and financial accounting
- Sound knowledge of the acts, regulations, policies and procedures relating to the gas royalty regimes
- Post-secondary education
- Excellent inter-personal skills, team building, coaching and managing conflict
- Ability to resolve complex and sensitive issues diplomatically and professionally
- Solid experience in drafting regulations, agreements, policy and decision making
- Effective negotiation, decision making and presentation skills
- Project management skills
- Excellent planning and priority setting skills
- Excellent verbal and written skills

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"/>	<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 	<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 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

			<p>mitigate them before they are realized.</p> <p>Develops teams through coaching and listening.</p> <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. • Shares, encourages and supports ideas for process improvements and/or systems enhancements.
<p>Drive for Results</p>	<p><input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/></p>	<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>The team has many deadlines that must be met on a monthly basis. Strong project management and delegation skills are 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>
<p>Develop Networks</p>	<p><input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/></p>	<p>Leverages relationships to build input and perspective:</p>	<p>In order to be successful in the role, the manager must build trusting and</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>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
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Plans according to career goals and regular development:</p> <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 	<p>Develops teams through coaching and listening.</p> <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.

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