

New

Ministry

Energy and Minerals

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Operational Analyst

Requested Class

Administrative Support 6

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

60008

Cost Centre

60008

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Energy Operations, Royalty Operations

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Senior Royalty Analyst

Supervisor's Current Class

Program Services 3

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

This position is responsible for ensuring any changes to legislation, regulations, or business rules impacting gas royalty are correctly interpreted and applied to meet operational and business requirements. The incumbent will also assist in analysis, verification, reporting, and administration of gas royalty calculation, rates, and programs when inquiries arise or as required. Liaising with both internal and external stakeholders, this position identifies potential risks and mitigating solutions to gas royalty calculation, program eligibility and administration, invoicing, and reporting issues within gas royalty business. This position is responsible for supporting the development of the natural gas policies and procedures, representing Gas Royalty Operations on interdepartmental committees, communicating procedures and business rules, and recommending solutions to complex business issues. To be effective, the analyst must show understanding of the broader gas royalty business, as well as the complexities within the underlying processes, and maintain thorough royalty calculation and programs knowledge to first determine where accurate calculation and reporting may falter, and then to provide input into solutions which will achieve desired outcomes. As such, the analyst must effectively refer to and apply the principles and procedures as set out in the Alberta Natural Gas Royalty Guidelines (Guidelines), policies, Natural Gas Royalty

Responsibilities

1. Provide quality client service to all stakeholders by accurately answering complex questions concerning royalty processes, administration, and interpretation of acts, regulations, policies, and guidelines.

Activities:

- Provides client service to internal and external stakeholders regarding questions relating to royalty calculation, rates, programs, and related reporting activities.
- Research, resolve, and respond to stakeholders' requests and inquiries through verbal and written communication within specified time frames in accordance with the department's policies and regulations.
- Assists in preparing for and participating in meetings as needed with stakeholders to address and resolve concerns.
- Conducts research and data collection for ministerial action requests and ministerial briefings.
- Prepares updates to the Guidelines to establish and clarify reporting requirements for Team Lead review.
- Reviews and processes program applications submitted by industry clients, in accordance with regulations, policies and guidelines. This involves verifying the accuracy and completeness of information provided and following up for any missing or additional documentation.

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

Activities:

- Assists co-workers with client inquiries regarding the calculation and assessment of royalties as well as other tasks within Royalty Operations as the need arises.
- Participates in branch-wide activities such as team meetings and projects to resolve issues.
- Designs, develops, and presents training packages for staff and assists in presenting training packages for external stakeholders.
- Develops knowledge, skills, and expertise to effectively function within the branch and cross-train team members to provide effective and efficient client service coverage.
- Initiates and promotes innovative ideas to enhance the effectiveness and efficiency of the team by recommending improvements to processes.
- Collaborates on the design, development and implementation of business and system processes.
- Performs as Acting Team Lead when required, taking on leadership responsibilities to ensure smooth operations and ensure continuity of workflow.

3. Ensure changes to gas royalty business systems and processes continue to result in accurate and timely calculation, invoicing and reporting of natural gas royalties as required for compliance with the MMA, NGRR, policies, and Guidelines.

Activities:

- Analysis of business issues relating to gas royalty data submissions and reporting, including but not limited to system coding changes in volumetrics, costs, royalty calculation, client invoicing and invoice reporting processes.
- Regularly communicate with business areas within Royalty Operations, Technology and Innovation, AER, PETRINEX, or other stakeholders as required to research and resolve issues within acceptance testing deadlines established by affected business units.
- Analyze and identify how changes within other business systems contributing to gas royalty determination could impact gas royalty calculation, invoicing, and reporting.
- Create, manage, and store thorough test plans, data files, and test execution documentation so as to provide clear evidence of results for internal or external auditing.
- Assist in researching and collecting data for presentation of business issues and resolutions within ministerial orders and briefings.
- Participate in the acceptance testing process for new system implementations and updates to existing business systems. This involves thoroughly evaluating the functionality, performance and integration of new software solutions to ensure they meet business requirements and user expectations. Additionally, it includes coordinating users involved in testing and performing re-tests as required.

4. Participates in activities relating to the timely and accurate assessment and calculation of Crown

royalties while ensuring compliance with legislative requirements.

Activities:

- Participate in the monthly pre and post invoice verification by assisting in the completion of all tasks that belong to Business Coordination team as assigned.
- Maintain a thorough and complete understanding of the procedures and regulations in the administration of condensate royalty, helium royalty, and various gas programs; calculate, validate, and process helium royalty.
- Reviews, analyzes, and reconciles royalty calculations and communicates with internal and external stakeholders regarding the reporting of accurate royalty information.
- Complete program eligibility assessment by reviewing client reporting and documentation, then forwarding to appropriate departmental or external areas for review. Reviews daily royalty-related transactions from all interfacing areas to ensure transactions have been processed.
- Review daily and monthly gas royalty reports; identify and resolve situations where royalty reporting does not comply with existing business rules and take corrective action to ensure accurate reporting.
- Ensure all procedures are properly followed and records are maintained in accordance with Government policies and Office of the Auditor General requirements.

Problem Solving

Typical problems solved:

The typical problems faced by the analyst are varied and can be as simple as confirming data on an application window, to complex enough to require an in-depth knowledge of the technical details behind the gas royalty calculation, to assessing eligibility of wells for program inclusion. The analyst must be able to infer expected outcomes, identify potential areas of risk, and evaluate the success or failure of proposed business changes in regard to the calculation and reporting of gas royalty. Working independently, the individual must possess strong organizational and time-management skills to complete all required job tasks within tight deadlines. At the same time, communication and collaboration with other work areas will be essential in solving problems.

Types of guidance available for problem solving:

The individual must have a strong knowledge of gas royalty business requirements, royalty program features, and industry processes. Various reference materials are available (guidelines, operational processes, regulations) to assist with determining resolution to any challenges. With close support from the leadership team, other teams within Royalty Operations, as well as the Technology and Innovation support and Production Operations teams, this position does have many areas from which to receive guidance. Considering all of the guidance available, this position will then require the ability to weigh all factors, in combination with highly developed analytical and research skills, in order to approach issue resolution in a comprehensive manner.

Direct or indirect impacts of decisions:

All decisions and administrative policies followed by the analyst may have direct impacts on ensuring royalty invoice amounts are accurately reported and completed within legislated and/or established timelines. This underscores the importance of ensuring that all decisions are clearly and professionally communicated, as well as highlighting the need for thorough documentation and transparency, as stakeholders may seek clarification on the decision or the process followed to reach it.

Key Relationships

Major stakeholders and purpose of interactions:

This position may be in regular contact with industry clients to answer questions, provide information, and assistance to their royalty reporting requirements. This interaction includes interpretation of various regulations, acts and guidelines as well as royalty calculation. There is also considerable contact with Technology and Innovation teams in Applications Support and Production Operations, as well as regular contact with other areas of Royalty Operations. Communication with AER, Petrinex, Policy, Geology, Professional Services, and representative areas may be required. These interactions are generally regarding consulting, gathering, verifying or providing information.

Required Education, Experience and Technical Competencies

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

If other, specify:

Plus four years of related experience, equivalencies considered

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

Computer skills in MS Office
 Analytical and problem solving skills
 Ability to work independently with minimal supervision
 Excellent verbal and written skills, as well as client service skills
 Organization, team work & collaborative skills
 Ability to handle multifaceted roles on short notice
 Knowledge of production accounting and financial accounting would be an asset
 Strong knowledge of Gas Royalty processes, legislation, and policy would be an asset
 Knowledge of internal systems and Petrinex would be an asset

Behavioral Competencies

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works in a changing environment and takes initiative to change: <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 support to change appropriately • Works creatively within guidelines 	Regular review of procedures and processes and make adjustments whenever required.
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"> • Seeks insight on implications of different options • Analyzes long-term outcomes, focus on goals and values • Identifies unintended consequences 	Analyze, review and understand the effectiveness of the gas programs meeting the policy intent. Provide suggestions to mitigate the risk of unintended consequences.
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"> • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work 	Gather data, and come up with options for problem solving. Once the option has been determined, formulate an action plan to solve the problem.

		<p>methods and what made projects successful; shares learning</p> <ul style="list-style-type: none"> • Collects breadth of data and perspectives to make choices 	
Develop Networks	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Maintains collegial internal relationships and understands external network:</p> <ul style="list-style-type: none"> • Seeks to understand perspectives and needs of others • Follows through, has integrity and respect for others • Helps and follows through • Keeps key stakeholders informed; is professional and respectful 	<p>Maintain good communication and willing to help all internal and external stakeholders, support them through direct or indirect ways.</p>
Drive for Results	<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Actively sets goals and remains open to advice on reaching them:</p> <ul style="list-style-type: none"> • Sets goals and prioritizes work • Identifies and corrects areas for improvement • Suggests actions; asks for advice when lacking information or multiple priorities • Operates within APS value system 	<p>Engage other teams within Royalty Operations, MRIS Apps Support and other Application teams, seek advice and help whenever necessary.</p>