

New

Ministry

Forestry and Parks

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Surface Material Auditor

Requested Class

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Lands Operation Division, EEB/CLES

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Surface Material Audit T/Lead

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Surface Material Auditor supports and continually enhances the provincial surface materials audit program in accordance with relevant legislation, regulations, and policies. The Public Lands Act and its regulations grant approvals for surface materials (e.g. sand, gravel, clay) extraction activities on public land through a disposition application, lease and licensing system. The audit program ensures surface material disposition holders implement adequate environmental reporting systems over their pit operations, accurately measure and report volumes of surface materials extracted under a license or lease and pay the associated royalties. These audit activities are instrumental in ensuring that surface material disposition holders comply with their lease reporting conditions and pay the appropriate surface material royalty revenues due to the Crown.

Responsibilities

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

1. The Auditor assists with the development and delivery of the provincial surface materials audit program including developing annual auditing plans and designing reporting methods for surface materials extracted from public land.

Activities:

- Reviews and analyzes surface material annual returns and annual operating reports submitted by disposition holders to determine volumes of surface materials extracted and associated royalty payable.

- Examines disposition holders' records and inspect site operations to verify volumes of surface material extracted and reconcile recorded volumes to those reported in their surface material annual returns and annual operating reports.
- Identifies volume discrepancies between materials extracted and materials reported, develops recommendations to address the issue/s, and carries out follow up activities to provide assurance that the correct surface material royalties are paid to the Crown.
- Designs strategies to address situations where disposition holders fail to submit the required annual returns and operating reports and then takes the required steps to bring the disposition holder into compliance.
- Design and carry out audit activities to identify weaknesses in disposition holders' environmental management of their pit site and take appropriate follow up steps to ensure that audit concerns are adequately addressed.
- Works with colleagues to develop and implement Lands program improvements based on Office of the Auditor General recommendations.

2. The audit program's operational policies, guidelines, standards, and processes are developed and implemented to ensure materials extracted from public land are accurately reported and Albertans receive the appropriate economic return for the use of those materials. Legislation, regulations, policies, and strategies that guide the measurement and reporting of surface materials extracted from public lands are interpreted, reviewed, and continuously enhanced.

Activities:

- Identifies legislation, policy requirements and gaps relating to the measurement and reporting of surface materials; develops, drafts, and/or revises legislation, regulations, policies and guidelines for consideration of senior decision-makers.
- Provides guidance and advice on proper measurement and reporting of surface materials extracted from public land, and provides colleagues with the information to achieve surface material compliance outcomes.
- Advises operators on the interpretation and application of legislation, regulations, and policies relevant to the extraction of surface materials from public land and related compliance requirements.
- Represents the division and Ministry on committees and teams dealing with issues pertaining to the extraction of surface materials from public land; represents audit program perspectives and requirements within the Ministry, across government, industry and disposition holders.

3. Complex policy and administration issues pertaining to the measurement and reporting of surface materials extracted from public land are identified and resolved.

Activities:

- Supports the development of audit performance standards to ensure a high level of public confidence in surface material extraction reporting by disposition holders.
- Prepares briefing notes and responses to issues pertaining to surface materials extraction, measurement and reporting; drafts responses pertaining to complicated audit issues and; assists internal staff with preparation of sensitive correspondence pertaining to the measurement and reporting of surface materials extracted from public land, including those associated with compliance activities.
- Provides technical expertise to internal staff to resolve surface material measurement, extraction reporting and compliance issues

4. Comprehensive mechanisms, tools, and other services used to enhance the understanding of surface material auditing are developed and delivered.

Activities:

- Develops and delivers information and training sessions and presentations to educate colleagues, Ministry representatives and disposition holders on the measurement and reporting of surface materials extracted from public lands.
- Develops and updates brochures, pamphlets, and other written and electronic materials to explain how the provincial surface materials audit program is administered.

Problem Solving

Typical problems solved:

The Surface Material Auditor examines disposition holders' surface material records to ensure that they completely and accurately report their surface material extractions from public land. This job is typically performed in a high risk control environment that requires the auditor to develop innovative, comprehensive audit techniques that adequately identify misstated and unreported surface material volumes. Further, where discrepancies between volume amounts reported and amounts verified are identified, the auditor develops and implement audit strategies that ensure disposition holders pay all royalties due to the crown. The auditor also performs site inspections to gather evidence that the disposition

holder has implemented adequate environmental management practices and policies that allow for proper operation of the pit site in accordance with public lands legislation, approved conditions and department policies..

Types of guidance available for problem solving:

*This position demonstrates creativity and technical knowledge when working with colleagues to develop surface materials audit program standards, guidelines, and processes consistent with relevant legislation, regulations and policies.

*The Auditor resolves problems with little precedent and makes decisions with considerable implications for the collection of royalties associated with the extraction of surface materials from public land.

*Surface material audits undertaken are normally only reviewed at major milestones and upon completion. Matters outside the scope of the audit program mandate are discussed with the Team Lead - Surface Materials Royalty Audits, as also are decisions involving major deviations from established policies and standards or issues of a highly sensitivity or political nature.

Direct or indirect impacts of decisions:

As an expert resource within the Ministry for the measurement and reporting of surface materials extracted from public land, this position impacts not only the economic returns that Albertans receive for the use of those surface materials, but also the long-term management and sustainability of public land.

Key Relationships

Major stakeholders and purpose of interactions:

This position deals directly with disposition holders and Ministry representatives in relation to surface materials measurement and reporting practices, and must help resolve difficult or politically sensitive issues associated with the surface material audit program, including those of a compliance nature.

The surface material auditor has regular and ongoing contact with:

- branch, division and Ministry representatives (e.g. regional land managers) to: provide consultation, guidance, and expertise; identify and resolve issues; exchange information; provide training and education; and lead and participate in project teams and initiatives.
- Office of the Auditor General representatives to respond to surface material auditing questions and concerns.
- representatives of other departments to: exchange information; resolve issues; represent Lands Operation Division and Forestry and Parks Ministry interests, requirements and perspectives; participate in cross-ministry projects; coordinate activities with industry clients and stakeholders (e.g. counties and municipal districts; Alberta Sand and Gravel Association; Alberta Road Builders and Heavy Construction Association; the public) to exchange information; provide expertise, consultation, and advice regarding surface material measurement, reporting, and enforcement practices.

Required Education, Experience and Technical Competencies

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

If other, specify:

Natural resources or equivalent

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

Experience in environmental auditing or other related audit methods and techniques would be an asset but is not required

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		

Build Collaborative Environments	○ ○ ● ○ ○	<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 	<p>Facilitates open communication and leverages team skills.</p> <ul style="list-style-type: none"> • Actively shares, accepts and listens to others. • Facilitates open and respectful conflict resolution. • Credits others and gets talent recognized
Creative Problem Solving	○ ○ ● ○ ○	<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><i>Collects wide breadth of data and perspectives to make choices.</i></p>
Develop Networks	○ ○ ● ○ ○	<p>Leverages relationships to build input and perspective:</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><i>Builds trust to fairly represent every party. Establishes credibility and common purpose with a range of people.</i></p> <ul style="list-style-type: none"> • Seeks to understand perspectives and needs of others. • Follows through, has integrity and respect for others. • Keeps key stakeholder/s informed; is professional and respectful.
Drive for Results	○ ○ ○ ● ○	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes 	<p><i>Works to go beyond goals to working with others towards objectives</i></p> <ul style="list-style-type: none"> • Sets goals and prioritizes work • Operates within APS value system

		<ul style="list-style-type: none"> • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	
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><i>Understands need for change and manages own emotions.</i></p> <ul style="list-style-type: none"> • <i>Uses common sense and past experience. Looks for information on changes. Open to new ideas and helping co-workers.</i> <p><i>Takes opportunities to improve work processes.</i></p> <ul style="list-style-type: none"> • <i>Remains optimistic, calm and composed in stressful situations. Works creatively within guidelines.</i>
Develop Self and Others	○ ○ ○ ● ○	<p>Encourages development and integration of emerging methods:</p> <ul style="list-style-type: none"> • Shapes group learning for team development • Employs emerging methods towards goals • Creates a shared learning environment • Works with individuals to develop personal development plans 	

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