



Natural Resource Officer

Temporary / Full-Time (9 months)

Competition Number: 201827

BC Oil & Gas Commission, Fort St. John

Grid 24 – \$68,490 - \$78,176*

**Posted salary includes a JFMM Allowance of 10% and a Location Allowance of 3%*

The BC Oil and Gas Commission (Commission) is an independent, single-window regulatory agency with responsibilities for regulating oil and gas operations in British Columbia, including exploration, development, pipeline transportation and reclamation.

PURPOSE OF POSITION

The Natural Resource Officer assesses, evaluates, manages and renders final decision by issuing permits and approvals under the land, forest and water acts. Authorizations are granted with respect to environmental reviews, consultation and notification requirements and agricultural reviews related to oil and gas industry applications. Assess, evaluate and make recommendations on applications under the Oil and Gas Activities Act and National Energy Board related to the oil and gas industry.

SELECTION CRITERIA

- Bachelor's Degree in a resource management field or a related discipline and 2 years directly related experience; or
- Technical Diploma in a resource management field or a related discipline and 4 years directly related experience; or
- Grade 12 plus post-secondary courses in resource management and 5 years directly related experience;
- Experience dealing with a wide range of resource users such as government, industry, special interest groups and the public;
- Experience processing or applying for Oil & Gas related applications.

If you are interested in applying for this role and meet the minimum selection criteria, please submit your cover letter and resume to ogc.recruitment@bcogc.ca prior to midnight **April 27, 2018**. Please note applicants will only be contacted if they are selected to proceed further in the process. An eligibility list may be established.

For More Information:

Recruitment 250-794-5255

POSITION TITLE:	Natural Resource Officer	POSITION #:	573093, 573101, 573102, 573113, 573118, 573613, 573860
DIVISION:	Applications & Operations	CLASSIFICATION:	Grid 24
Program Area:	Permit Adjudication	LOCATION:	Fort St. John
SUPERVISOR'S TITLE:	Authorizations Manager	POSITION #:	573092, 573097, 573197, 573695
SUPERVISOR'S CLASSIFICATION:	Excluded	LOCATION:	Fort St. John

The BC Oil and Gas Commission (Commission) is an independent, single-window regulatory agency with responsibilities for regulating oil and gas operations in British Columbia, including exploration, development, pipeline transportation and reclamation.

The Commission's core roles include reviewing and assessing applications for industry activity, consulting with First Nations, ensuring industry complies with provincial legislation and cooperating with partner agencies. The public interest is protected through the objectives of ensuring public safety, protecting the environment, conserving petroleum resources and ensuring equitable participation in production.

JOB OVERVIEW

The Natural Resource Officer assesses, evaluates, manages and renders final decision by issuing permits and approvals under the land, forest and water acts. Authorizations are granted with respect to environmental reviews, consultation and notification requirements and agricultural reviews related to oil and gas industry applications. Assess, evaluate and make recommendations on applications under the Oil and Gas Activities Act and National Energy Board related to the oil and gas industry.

ACCOUNTABILITIES

Research and evaluation of applications for geophysical, wellsite, processing facility, pipeline, oil and gas road, or related activity projects in British Columbia to determine compliance with relevant policy, legislation and regulations affecting management of the forest, agricultural land reserve lands, water, wildlife, fisheries and habitat resources etc. and risk manage other issues relevant to public safety, economic pressures and responsible resource development by:

- Managing and evaluating assigned application reviews; determining scope of review; identifying areas of real or potentially problematic concern; and, as appropriate, coordinating referral input, and generating a recommendation or application determination;
- Evaluating applications in the context of their real/potential impact(s) vis-a-vis Government/Commission legislation/regulations and policies, and higher level plans, concerning forest resource management, agricultural land reserve lands, fish/wildlife and habitat objectives, land use management, etc. and developing recommendations or conclusions, as appropriate, concerning approval/rejection modification decisions and options which requires essential, well-defined, formal negotiation and mediation skills in persuading, consulting and discussing with proponents, as well as stakeholders, often in multi-party situations and with non-cooperative

stakeholders, to adopt acceptable remedies in regard to environmental and social/economic conflicts arising between prevailing legislation and regulations and specifics of their proposed projects;

- Rendering final determination in regard to applications that do not involve “uncertainties” or “complex issues” external to own area of specialization and coordinating provision of advice and direction to proponents and delegated decision makers related to those which do;
- Interacting with other Ministries and Government Agencies, local Governments and the Public to address and resolving application specific issues and/or potential concerns;
- Liaising with staff responsible for consultation with indigenous communities to identify and resolve application specific issues affecting aboriginal interests;
- Recommending, as required, mitigation and reclamation measures with regard to contentious and environmental and/or related concerns;
- Evaluating for “technical completeness” in regard to reviews undertaken for all assigned applications; resolving outstanding issues and support the Commission’s final determination;
- Coordinating/participating in administrative and communications processes necessary to define, convey and record conditions under which licenses, permits, authorizations and approvals are being awarded;
- Liaising and cooperating with staff responsible for compliance and enforcement activities, (OGC, FLNRO, MOE, etc.) to support ongoing monitoring and enforcement activities for ensuring permits, authorizations and approvals are implemented and managed in keeping with stipulated conditions of approval, etc.;
- Conducting field visits to verify pre and post activity site conditions and assess potential or actual impacts;
- Inspecting areas consistent with incumbent expertise/decision making duties and only those over which the Commission has direct authority;
- Entering inspection results and/or alleged deficiencies and notifies permit holder in cooperation with Compliance & Enforcement branch and within predetermined time limits;
- Monitoring deficiencies noted, consistent with area of expertise, until satisfied or escalated for enforcement action.

Provides highly specialized technical expertise in one or several areas of Oil and Gas resource management functions in British Columbia (e.g. Forestry, Habitat, Fish and Wildlife, Water, and Land) by:

- Furnishing “expert” knowledge and theory to Branch colleagues, other Commission staff and industry concerning general or application specific needs requiring special attention or examination in the framework of the overall adjudication process;
- Maintaining currency in regard to evolving technologies affecting own area(s) of specialization; ensuring professional designations are current where applicable
- Utilizing internal and external databases to assist in application reviews including but not limited to; NEWT, Marmot, GeoBC, ILRR, Tantalus, FTAS.

Supports development and implementation of Commission initiatives and business plans by:

- Coordinating/monitoring conduct of environmental and related research studies and projects undertaken by contracted consultants, evaluates outcomes;
- Developing and recommending policies and guidelines with which to enhance quality assurance standards and industry service levels regarding approval processes;
- Providing input to procedural manuals for internal and external use;
- Acting as an ongoing source of expert knowledge and theory to industry and stakeholders as it pertains to own area(s) of specialization.

ORGANIZATION CHART

Commissioner, Chief Executive Officer

Executive Vice President, Chief Operating Officer

Vice President, Applications

Executive Director, Permit Adjudication

Authorizations Manager

Natural Resource Officer (TOPIC POSITION)

EDUCATION AND EXPERIENCE REQUIREMENTS

Education:

- Bachelor's Degree in a resource management field or a related discipline and 2 years directly related experience; or
- Technical Diploma in a resource management field or a related discipline and 4 years directly related experience; or
- Grade 12 plus post-secondary courses in resource management and 5 years directly related experience; or
- a combination of relevant experience; education and/or training that would result in the person meeting the above standards.

Experience:

- Dealing with a wide range of resource users such as government, industry, special interest groups and the public;
- Writing and interpreting technical material and in providing advice to other technical staff, clients and/or the public on same;
- Processing or applying for Oil & Gas related applications.

KEY COMPETENCIES

1. **Adaptability** - Willingness and ability to effectively work in and adapt to change
2. **Initiative** - Takes the initiative to identify new challenges or opportunities
3. **Personal Development** - Takes responsibility for personal development
4. **Professionalism** - Promotes a positive image of the organization by taking personal responsibility for one's role and acts consistent with OGC values
5. **Communication** - Ability to clearly convey and receive messages
6. **Teamwork** - Working cooperatively and productively with others to achieve results
7. **Contributes to a Positive Work Environment** - Behaves in a manner that supports the organization and colleagues
8. **Service Orientation** - Takes personal responsibility for addressing client questions and concerns
9. **Process Improvement** - Proactively identifies process improvements and takes the appropriate steps to implement them
10. **Focus on Priorities** - Is able to identify priority activities and remains focused on the highest priorities
11. **Detail Oriented** - Sets and attains high standards for quality and accuracy in work
12. **Problem Solving** - Uses critical thinking skills to solve problems and achieve effective solutions