



Application Review Coordinator – BC Oil & Gas Commission, Fort St John

Grid 15 - \$48,788.54 - \$55,015.79*

** Posted salary includes a Job Family Market Multiplier of 10% and a Location Allowance of 3%*

The Opportunity

Project Assessment & Compliance Assurance Division – Application Review Department

The Application Review Coordinator assesses and evaluates applications and provides technical and operational services to support decision-making activities. The position also provides expertise to clients in relation to the completeness of their application and makes a decision on the acceptance of applications for a respective client group.

Knowledge of oil and gas industry operational practices is preferred. The BC Oil & Gas Commission is seeking resumes from qualified professionals with ability to

- produce technical and ad hoc reports and correspondence;
- conduct research and undertake searches;
- interpret legislation and policy;
- negotiate in conflicting situations to come to resolution;

Qualifications

Consideration will be given to those with:

- A combination of three years related experience, education and training in the areas of:
- Environmental Management, Land and Resource Management, Land Use Planning, Natural Resources Management, Engineering Technology, Environmental Technology.

Preference will be given to qualified applicants who demonstrate experience:

- In a Resource Management field such as fish and wildlife habitat management, environment management, forestry, Crown land management or oil and gas industry setting;
- Preparing and/or reviewing resource development plans or land use plans, or;
- Reviewing and approving applications and issuing license and permit documents, or;
- Processing and assembling oil and gas legal documentation;
- Interpreting legislation, regulations or codes and ensuring compliance;
- Working with cadastral maps, plans and/or legal descriptions;

In submitting a resume and cover letter, you confirm you have reviewed the following job description for a complete list of duties and qualifications. We encourage all applicants to apply, even if they do not currently meet the qualifications as an employee development plan may be established for lesser qualified applicants to progress to the full working level. Classification and salary will be based on level of education, experience and training requirements. An eligibility list may be established. Occasional overtime work may be required.

Please note applicants will only be contacted if they are selected to proceed further in the process. For additional information regarding this position, please contact Shelley Calder (250)261-5700. You are also encouraged to view the OGC's [Website](#)

Competition:

09-021

Closing Date:

November 19, 2009

Apply to:

Oil and Gas Commission, 100 10003 110 Avenue, Fort St. John, BC, V1J 6M7

FAX: (250) 787-3550

E-Mail: ogc.recruitment@gov.bc.ca

For More
Information:

**Shelley Calder
250-261-5700**

POSITION TITLE	Application Review Coordinator	POSITION #:	
DIVISION/UNIT:	Project Assessment & Compliance Assurance	LOCATION:	Fort St John
SUPERVISOR'S TITLE:	Application Review Manager	POSITION #:	
SUPERVISOR'S CLASSIFICATION:	Grid 27	LOCATION:	Fort St John
APPROVED CLASSIFICATION:	Grid 15	CLASS CODE:	
ENTERED BY:		PHONE NUMBER:	

PROGRAM

The Oil and Gas Commission (The Commission) is the statutory authority in the regulation of the province's rapidly growing petroleum sector. Operating under a new governance model and overseen by a three-member Board of Directors, the Commission is a self-financed entity and a partnership among industry, governments and First Nations. The Commission is charged with the management and regulation of mounting conventional and unconventional oil and gas exploration, production and pipeline activities as well as increasingly diverse sector operations and infrastructure projects across the province.

PURPOSE OF POSITION

To assess and evaluate applications concerning geophysical surveying, wellsite placement, road access, stream crossings, pipeline construction and operation activities. Provides technical and operational services to support decision-making activities concerning issuance of permits and licenses in response to application specific geophysical, pipeline and wellsite project proposals. Provides expertise to clients in relation to the completeness of their application and makes a decision on the acceptance of applications for a respective client group.

NATURE OF WORK AND POSITION LINKS

This position reviews industry applications to determine their accuracy and completeness. The position maintains communication with Commission staff and industry representatives.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

Screens incoming industry specific applications (i.e. geophysical surveying, wellsite placement and access, pipeline construction and operation) to determine level and scope of required review processes: (60%)

- Receives and reviews oil and gas applications and amendments to assess their completeness and identifies application specific ambiguities/uncertainties and/or real/potential issues;
- Isolates non-routine applications and allocates/assigns same to appropriate Division specialist for review and examination of environmental impacts;
- Initiates contact with application specific proponents to identify and resolve deficiencies and problems;
- Responds to proponent inquiries concerning application processes; provides, as required,

interpretations in regard to Commission policy and legislation and regulations affecting issuances of permits, licenses and approvals; and, as necessary, communicates proponent concerns to appropriate Division staff;

- Evaluates for “technical completeness” in regard to reviews undertaken for industry applications; resolve outstanding issues and reach final decisions;
- Participates in administrative and communications processes necessary to define, convey and record conditions under which licenses, permits and approvals are being awarded;
- Completes second review of declined applications to ensure identified errors have been corrected and completed;
- Provides application assistance to Application Review Manager and Application Review Officer as requested;
- Contacts clients regarding declined pre-assessments to advise of full consultation requirements on applications;
- Assists clients/stakeholders with questions pertaining to oil and gas applications;
- Updates database (IRIS/KERMIT) with new project information;
- Ensures all forms and documents submitted have appropriate signing authority.

Researches, interprets and analyzes the potential for impacts on existing uses in response to Crown natural resource applications: (30%)

- Researches and determines the historical/current legal status of natural resource tenures, Examines all relevant historical survey and land records to ensure the logic of current status (review maps, documents, etc. in files and on automated systems and compare with new areas being plotted on maps), identifying and correcting any anomalies;
- Performs precise review and manipulation of data in TANTALIS and its subsystems to verify accuracy of status information and accuracy of land base information;
- Determines what encumbrances apply, application/tenure stage and/or whether a parcel of land is privately owned or is Crown Land by reviewing information sources such as Automated Crown Land Registry, Land Title Act Survey Plans, official reference maps, Orders in Council, conveyances, Crown Grants and the Automated Land Title Office System.
- Generates preliminary land status in evaluating applications for acceptance or rejection;
- Interprets and captures spatial data, assigns graphic attributes, conducts quality control, reproduction and distribution of hardcopy and digital data;
- Updates digital BCGS maps to accurately reflect new oil and gas project activities by plotting program activities from base maps generated by Crown Land Registry Branch;
- Translates and digitally transposes data, from public source documents for natural resource application shapes and points, onto reference maps and onto the ILMB spatial data application (Registry Access Tool) and Tantalisis data base.

Renders final approval concerning issuances of permits, licenses and approvals in respect to routine applications: (10%)

- Evaluates applications to ensure their compliance with the requirements of Commission policy and all relevant legislation and regulations affecting environmental, forest management, land and water use, habitat protection, heritage conservation and public safety and related issues;
- Consults with Oil and Gas Program Managers and Resource Officers, Aboriginal Relations staff, Area Director, Compliance and Enforcement and Operations Engineering staff as may be necessary to clarify and resolve concerns;
- Authorizes proponent’s routine applications over private land where no concerns are identified and no water crossings exist;
- Authorizes issuance of licenses, permits and approvals and ensures such decisions are fully explained to proponents and documented for ongoing Commission administrative and Compliance

and Enforcement Branch needs;

- Generates Master Licence to Cut and cutting permit documents and maintains the Forest Tenures Administration data base.

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff		
Supervises staff through subordinate supervisors		

PROJECT /TEAM LEADERSHIP OR TRAINING

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers		Provides formal training to other staff	
Lead project teams		Assigns, monitors & examines the work of staff	

FINANCIAL RESPONSIBILITY

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WORKING CONDITIONS/SPECIAL REQUIREMENTS/TOOLS & EQUIPMENT

Willingness to work evenings and weekends as required.
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PREPARED BY

NAME:	DATE:
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EXCLUDED MANAGER AUTHORIZATION

I confirm that: 1. the accountabilities / deliverables were assigned to this position effective: August 30, 2005. 2. the information in this position description reflects the actual work performed. 3. a copy has / will be provided to the incumbent(s).		
NAME:	SIGNATURE:	DATE:

ORGANIZATION CHART

Commissioner
Deputy Commissioner
Area Director
Application Review Manager
Application Review Coordinator

SELECTION CRITERIA

Education:

- A combination of three years related experience, education and training.
- There will be different combinations of relevant training and experience that would result in a candidate meeting the above standards.

Related Experience Includes:

- Environmental Management, Land and Resource Management, Land Use Planning, Natural Resources Management, Engineering Technology, Environmental Technology.

Experience:

- Experience in a Resource Management field such as fish and wildlife habitat management, environment management, forestry, Crown land management or oil and gas industry setting;
- Preparing and/or reviewing resource development plans or land use plans, or;
- Reviewing and approving applications and issuing license and permit documents, or;
- Oil and Gas Industry operational environment dealing with planning or construction activities;
- Administrative and/or technical experience related to resource management or oil and gas activities;
- Experience processing and assembling oil and gas legal documentation;
- Interpreting legislation, regulations or codes and ensuring compliance;
- Working with cadastral maps, plans and/or legal descriptions;
- Experience managing, creating, editing and maintaining digital information in a GIS environment
- Dealing with a wide range of resource users such as government, industry, special interest groups and the public;
- Experience reviewing/completed oil and gas applications.

Knowledge of:

- Oil and gas industry terminology;
- Technical knowledge of practices and procedures related to oil and gas applications;
- Good knowledge of land use, forest management, habitat management, fish/wildlife protection, water and waste management heritage conservation;
- Relevant government legislation and OGC policies and standards;
- Of application types to classify all proposed projects (seismic, wellsite, processing facility and/or pipeline projects and access road proposals, etc.) for referral and allocation to appropriate Branch specialist contingent on complexity of environmental impact.
- Demonstrated working knowledge of ARCinfo and ARCview
- Demonstrated working knowledge of spatial data management

Skills And Abilities:

- Ability to produce technical and ad hoc reports and correspondence;
- Ability to work well with proponents to identify and clarify informational ambiguities and/or omissions;
- Ability to conduct research and undertake searches;
- Word processing, spreadsheet, databases and other standard computer applications;
- Utilize administrative and organizational filing systems;
- Ability to interpret legislation and policy;
- Ability to negotiate in conflicting situations to come to resolution;

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 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