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**Data Management Assistant – BC Oil & Gas Commission, Fort St John**

**Grid 9 - \$37,606.53 - \$42,549.63\***

*\* Posted salary includes a Location Allowance of 3%*

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**The Opportunity**

**Project Assessment & Compliance Assurance Division – Corporate Land Management Department**

The Data Management Assistant provides support to the Corporate Land Management department in the data reconciliation of pipeline ownership and surface files by comparing current file information to the database, correcting inaccuracies and inputting missing information and linking surface files to projects using online mapping software.

Although knowledge of oil and gas industry operational practices is preferred, it is not required. The BC Oil & Gas Commission is seeking resumes from qualified professionals with ability to

- Establish and maintain effective working relationships with a variety of individuals or groups
- Organize own workload effectively, efficiently and independently, achieving results within acceptable timeframe
- Reference and apply a variety of policies/procedures/guidelines to determine an appropriate course of action.

**Qualifications**

Consideration will be given to those with:

- A combination of three years secretarial/stenographic/administrative support experience, education and/or training.
- There will be different combinations of relevant experience, education and/or training that would result in the person meeting the above standards.

Preference will be given to qualified applicants who demonstrate:

- Excellent oral and written communication skills
- Experience with the interpretation and reading of administrative and resource maps and legal plans

**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 Shannon Weatherill at (250)261-5700. You are also encouraged to view the OGC's [Website](#)

Competition: **09-023**  
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](mailto:ogc.recruitment@gov.bc.ca)**  
For More Information: **Shannon Weatherill**  
**250-261-5700**

POSITION TITLE	Data Management Assistant	POSITION #:	
DIVISION/UNIT:	Corporate Land Management, Project Assessment and Compliance Assurance	LOCATION:	Fort St. John
SUPERVISOR'S TITLE:	Manager, Corporate Land Management	POSITION #:	
SUPERVISOR'S CLASSIFICATION:	Applied Leadership	LOCATION:	Fort St. John
APPROVED CLASSIFICATION:	Grid 9	CLASS CODE:	
ENTERED BY:	LJ Lawson	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

The Data Management Assistant provides support to the Corporate Land Management department in the data reconciliation of pipeline ownership and surface files by comparing current file information to the database, correcting inaccuracies and inputting missing information and linking surface files to projects using online mapping software.

### NATURE OF WORK AND POSITION LINKS

Working with the team of Corporate Land Management staff assigned to the Pipeline Reconciliation Project, the Data Management Assistant works directly with:

- Corporate Land Management staff to coordinate workload and provide administrative support,
- Oil and Gas Industry Clients to request information required for data processing.

### SPECIFIC ACCOUNTABILITIES / DELIVERABLES

#### Data Entry and Reconciliation

- Perform data entry and retrieval of information
- Verify database information with information located in project files
- Search files for information not in the database, requesting information from clients as required

#### Linking Surface Files to Projects

- Search mapping software to find appropriate surface files for each project
- Compare map location with project file to ensure correct file is attached to the Project File

**Providing Administrative Support to the Corporate Land Management and Application Review Team**

- Support Examiners in completing routine paperwork and administrative duties as directed
- Act as backup support to the Administrative Assistant, Reception and Application Review data entry as required.

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

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

**PROJECT /TEAM LEADERSHIP OR TRAINING**

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

**FINANCIAL RESPONSIBILITY**

NA

**WORKING CONDITIONS/SPECIAL REQUIREMENTS/TOOLS & EQUIPMENT**

NA

**PREPARED BY**

NAME: LJ Lawson	DATE: October 2009
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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: Shannon Weatherill	SIGNATURE:	DATE: October 2009
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## ORGANIZATION CHART

Commissioner

Deputy Commissioner, Project Assessment and Compliance Assurance  
Manager, Corporate Land Management, Applied Leadership

Lead Examiner, Grid 18

Examiner (3-6 positions), Grid 15

Examiner (3-6 positions), Grid 15

Administrative Assistant, Grid 9

**Data Management Assistant (TOPIC POSITION), Grid 9**

### SELECTION CRITERIA

#### Education:

- A combination of three years secretarial/stenographic/administrative support experience, education and/or training. There will be different combinations of relevant experience, education and/or training that would result in the person meeting the above standards.

#### Related Experience Includes:

- Use computer applications to enter and retrieve data, access information and produce and edit a variety of documents and reports (word processing, spreadsheet, databases).
- Clerical/Administrative Support experience
- Data entry experience

#### Skills And Abilities:

- Excellent oral and written communication skills
- Establish and maintain effective working relationships with a variety of individuals or groups
- Organize own workload effectively, efficiently and independently, achieving results within acceptable timeframe
- Ability to reference and apply a variety of policies/procedures/guidelines to determine an appropriate course of action.
- General knowledge of the interpretation and reading of administrative and resource maps and legal plans preferred.

### 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