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**Lead Examiner– BC Oil & Gas Commission, Fort St John**

**Grid 18 - \$53,147.00 - \$60,444.70\***

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

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**The Opportunity**

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

The Lead Examiner position supports and directs the activities of a team of Examiners responsible for special projects or day to day administration of Land Act Tenures. Supporting the day to day administration of the Corporate Land Management Department will require a strong ability to cohesion, while developing the long term capabilities of the team.

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:

- General knowledge of the interpretation and reading of administrative and resource maps and legal plans
- Working knowledge of common and statute law

**Qualifications**

Consideration will be given to those with a combination of five (5) years related experience, education and training.

Preference will be given to qualified applicants who demonstrate experience with:

- Crown Land tenures and policy
- The resource sector, customer service delivery programs, and working directly with a diverse range of clients and stakeholders
- Supervision/Management of staff
- Creating and Facilitating technical training
- Experience leading projects and implementing project outcomes to improve business processes and achieve results

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:

**09-024**

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**

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MAILING

100 | 10003 110 Avenue  
Fort St John BC V1J 6M7

**T 250.261.5700**  
**F 250.787.3550**

[www.ogc.gov.bc.ca](http://www.ogc.gov.bc.ca)

POSITION TITLE	Lead Examiner	POSITION #:	
DIVISION/UNIT:	Project Assessment & Compliance Assurance – Corporate Land Management	LOCATION:	Fort St John
SUPERVISOR'S TITLE:	Manager, Corporate Land Management	POSITION #:	
SUPERVISOR'S CLASSIFICATION:	Applied Leadership	LOCATION:	Fort St John
APPROVED CLASSIFICATION:	Grid 18	CLASS CODE:	
ENTERED BY:	Nicole Bennett	PHONE NUMBER:	250-261-2088

### 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 Land Admin Unit is responsible for the administration of Land Act tenures, drafting and implementing new and amended contractual and administrative agreements, conducting detailed analyses and interpretations of Acts, Statutes and Regulations and determining fees. The Lead Examiner supports a team of Examiners, providing training, supervision and direction. The Lead Examiner provides leadership and subject matter expertise on complex projects involving multiple files.

### NATURE OF WORK AND POSITION LINKS

The Lead Examiner position supports and directs the activities of a team of Examiners responsible for special projects or day to day administration of Land Act Tenures. The Lead Examiner takes the lead on completing complex files or projects that impact a large number of files; this involves operating with considerable independence in the administration of a portfolio of Land Act tenures, liaising and conducting basic negotiations with program staff, other Ministries, clients, operating databases and other associated tasks

### SPECIFIC ACCOUNTABILITIES / DELIVERABLES

**Support the training and development of the team of Examiners and other parties through:**

- Providing subject matter expertise for complex files or non-routine inquiries,
- Developing and leading on-the-job training courses to support the ongoing development of the team, and
- Completing performance and skills reviews for team of Examiners and participate in team and individual development planning.

**Lead the completion of special projects, including reconciliation/data integrity, applications impacting multiple files/companies, process review and improvement or research and data analysis. May include the following:**

- Development of a project plan, indicating major deliverables and timelines,
- Supervision and workload planning for assigned team,
- Tracking results and providing briefings and updates to Executive Leadership, and
- Providing subject matter expertise to team and other interested parties.

**Supervision of a team of Examiners, including:**

- Participation in the recruitment and selection of staff,
- Establishing work goals and objectives, prioritizing and monitoring and reporting on work assignments, including the balancing of workloads among the team,
- Appraisal of performance and participate in performance management program, and
- Approval of schedules and leaves.

**Provides general information, expert interpretations and advice related to Crown Land tenures and policy pursuant to the Land Act, Land Title and Survey Authority Act, and the administration of files related to:**

- The rendering of decisions on the issuance of tenures over Crown Land for a variety of upland and foreshore land uses, existing contractual and legal agreements,
- Transfer of ownership of well, pipelines, and facilities and company security deposits ensuring compliance under the *PNG Act*, *Pipeline Act* and the *OGC Act*, and
- Recognizing and advising on non-compliance issues.

**Other duties as assigned.**

**May act in the role of Manager, Land Admin Unit in their absence.**

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

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	3-6	
Supervises staff through subordinate supervisors	0	

**PROJECT /TEAM LEADERSHIP OR TRAINING**

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers	Varies	Provides formal training to other staff	5-10
Lead project teams	3-6	Assigns, monitors & examines the work of staff	3-6

**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:
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## ORGANIZATION CHART

Commissioner

Deputy Commissioner

Manager, Corporate Land Management

**Lead Examiner – TOPIC POSITION**

Examiner (3 – 5)

## SELECTION CRITERIA

### Education:

- A combination of five 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.
- Preference given to candidates who have prior experience with Crown Land tenures and policy.

### Related Education Includes:

- Legal Training including but not limited to legal assistant or paralegal
- Post secondary studies in Business Administration, Public Sector Management, Public Administration or Natural Resource Management

### Experience:

- Experience working with the resource sector, customer service delivery programs, and working directly with a diverse range of clients and stakeholders
- Interpretation of legislations and policy (preference may be given to candidates who have prior experience with Crown Land tenures and policy)
- Working with and creating legal documents related to land use contracts, conveyancing, and/or land transactions,
- Working with cadastral maps, plans and/or legal descriptions
- Supervision/Management of staff
- Creating and Facilitating technical training
- Experience leading projects and implementing project outcomes to improve business processes and achieve results

### Knowledge, Skills and Abilities:

- Effective supervision, performance management and development of a team
- Keyboard and calculation skills to input documents and data with a high level of accuracy to meet deadlines
- Ability to negotiate at all management levels in both public and private sectors over terms and conditions of land use agreements.
- Word processing, spreadsheet, databases and other standard computer applications.
- Utilize administrative and organizational filing systems

## KEY COMPETENCIES

1. **Adaptability:** Willingness and ability to effectively work in and adapt to change
2. **Supports Innovation:** Encourages others to think creatively and make improvements, supports implementation of new ideas
3. **Develops Self and Others:** Desire and ability to develop the long term capability of self and others
4. **Organizational Awareness:** Understands the structure and culture of the organization and how it impacts their work
5. **Conflict Resolution:** Ability to develop working relationships that facilitate the prevention and/or resolution of conflicts
6. **Builds Team:** Establishes a spirit of cooperation and cohesion within team
7. **Information Sharing:** Communicates and discusses with team, critical information including rationale behind decisions, shares team concerns with organizational decision makers
8. **Client Development:** Fosters a genuine intent to foster the learning or development of a diverse clientele
9. **Change Implementation:** Accepts change and guides team in implementing change by gaining an understanding of the factors impacting decisions
10. **Planning and Coordinating:** Establishes priorities and organizes team resources to accomplish goals
11. **Sharing Responsibility:** Shares responsibility with individuals and groups so they have a deep sense of commitment and ownership
12. **Conceptual Thinking:** Ability to use creative reasoning and thought processes to identify patterns and connections between situations that are not obviously related