



IDENTIFICATION

Department		Position Title	
Justice		Office Administrator	
Position Number(s)		Community	Division/Region(s)
82-14526		Yellowknife	Office of the Regulator of Oil and Gas Operations

PURPOSE OF THE POSITION

The Office Administrator provides confidential administrative and skilled secretarial support to the Executive Director to ensure the effective administrative operation of the Office of the Regulator of Oil and Gas Operations (OROGO).

The Office Administrator also provides regulatory records administration services to OROGO's Information Office to ensure that highly confidential and valuable records and information related to OROGO's statutory petroleum regulatory responsibilities are properly stored, made available, and maintained in accordance with unique legal requirements set out in petroleum legislation.

SCOPE

The Office Administrator reports to the Executive Director (ED), OROGO. The position has a reporting responsibility to the Manager, Information Office for matters relating to OROGO's regulatory information management responsibilities. The position is located in Yellowknife and functions as the key secretarial support in a unit with a staff complement of at least six people.

The Office Administrator works independently within established procedures for the position. The position's responsibilities are carried out in accordance with the Government of the Northwest Territories legislation (particularly, the *Oil and Gas Operations Act* and *Petroleum Resources Act*, regulations, policies and OROGO procedures, as well as the Administrative Records Classification System (ARCS), Operational Records Classification System (ORCS), and Records Management procedures.

The Office Administrator plays a pivotal role in ensuring deadlines are met, confidential documents are securely managed, and staff is adequately supported.

The Office Administrator is the first point of contact for OROGO with the public, and is frequently called upon to exercise judgment with regard to knowing when to forward phone calls, what meetings take precedence, and what commitments to make on the ED's behalf. OROGO's arms-length function requires that the incumbent interact tactfully and effectively with OROGO's broad spectrum of stakeholders, including political and senior government leaders, petroleum company senior managers and CEOs, regulatory partners, ENGOs, and the general public. At times, this requires an awareness of regulatory matters that are before the Regulator, Chief Conservation Officer, or Chief Safety Officer for decision. The Office Administrator is relied upon to ensure that all requests for meetings are appropriately addressed, and to ensure that background documentation is available when meetings are scheduled.

The regulatory records administered by the Office Administrator are an important resource in serving the needs of a number of clients, including governments (including GNWT, ITI, OROGO, and Aboriginal governments), the public, the oil and gas industry, and research organizations. The information is used to support regulatory decisions under the *Oil and Gas Operations Act* and *Petroleum Resources Act*, nominations for petroleum exploration rights, to identify and delineate areas for potential exploration by oil and gas companies, and to inform sustainable resource management decisions.

The large volume of records requires adherence to complex records management processes and policies to ensure all applicable documents are accessible only in accordance with any restrictions imposed by law.

Decisions resulting in poor quality of work, delays in meeting deadlines and errors made in performing duties could create embarrassment and loss of reputation for the organization. The incumbent handles and is exposed to a variety of confidential and sensitive information that is privileged under the *Petroleum Resources Act*. Breaches of confidentiality and/or the provision of inaccurate/incorrect information can have serious legal implications, including the potential for significant claims against the government for monetary damages.

OROGO is an independent, arm's-length regulatory agency with responsibilities for regulating oil and gas operations in the onshore Northwest Territories (NWT) (excluding the Inuvialuit Settlement Region), including exploration, development, and pipeline transportation, in accordance with OGOA and its associated regulations.

OROGO's mandate is to regulate oil and gas operations within its jurisdiction for the primary purposes of ensuring safety, environmental protection and conservation of oil and gas resources. As part of this mandate, OROGO's Information Office serves as the repository of information collected from oil and gas regulatory activities. Petroleum legislation sets out specific requirements for how this information must be managed.

OROGO is a part of the broader integrated resource management framework in the Mackenzie Valley, working together with other regulators and other government departments and agencies to fulfill its mandate.

OROGO supports the Regulator in fulfilling his/her duties under OGOA and performs duties on behalf of the Regulator, including:

- Issuing operations authorizations and approvals for specific activities such as drilling, production and seismic testing;
- Inspecting oil and gas facilities;
- Responding to incidents and accidents at oil and gas facilities; and
- Making Significant Discovery Declarations and Commercial Discovery Declarations.

RESPONSIBILITIES

1. Provides administrative support to OROGO, ensuring all functions are achieved within set deadlines and in adherence with government policies and procedure by:

- Typing correspondence, reports, briefing notes, responses to oral and written questions, statements, cabinet and FMB submissions and papers using approved formats and ensures complete accuracy.
- Proof-reading, correcting spelling, formatting errors and redrafting correspondence as required.
- Formatting, printing and distributing briefing notes, responses to Ministerial questions, letters, reports, surveys, questionnaires, publications and presentations as required.
- Composing acknowledgements, interim replies and responses to correspondence as required.
- Maintaining chronological letters and files for the unit according to standard procedures.
- Maintaining a Bring Forward (BF) system for the unit, ensuring tasks are completed when required.
- Sorting, opening and logging incoming mail for the unit and making special courier arrangements as required.
- Assisting with the preparation and updating of manuals, presentation materials and briefing books.

2. Provides front-end office support and coordinates appointments and office processes for OROGO by:

- Greeting visitors, answering any routine questions they may have and directing them to the appropriate person in the unit ensuring coverage when required.
- Answering the unit's telephones, answering basic questions, taking messages and redirecting calls as required.
- Maintaining a leave and attendance record for the unit.

- Coordinating arrangements for appointments, meetings, regulatory hearings and conferences.
 - Recording and preparing minutes for the ED as required.
 - Ensuring OROGO's outstanding accounts are paid in a timely manner.
 - Making travel plans for the unit, including obtaining proper approvals, booking travel, accommodations and all related financial transactions and paperwork.
 - Coordinating requests and resolving problems related to the unit's telephones, computers, printers and other electronic equipment.
 - Coordinating and monitoring the purchase of office supplies.
 - Liaising and collaborating with departmental Directorate staff to resolve issues and facilitate internal and external departmental support.
 - Providing advice and assistance to casual staff on office procedures.
- 3. Provides records management and maintenance for OROGO's administrative files, amending and updating the system as required and ensuring compliance with legislation, processes and policies by:**
- Ensuring that documents are correctly filed according to the proper file management system and records management processes and that proper security is in place.
 - Creating new files, closing files and preparing files for disposition according to the correct schedule and process for the file.
 - Entering documents into computerized records management system and maintaining electronic file lists.
- 4. Provides assistance to the Manager, Information Office in relation to the maintenance retention and disposition of information and data collected as part of OROGO's oil and gas regulatory responsibilities, by:**
- Transferring historical National Energy Board records into the GNWT electronic document management system
 - Organizing, maintaining, and tracking hardcopy regulatory documents
 - Verifying compliance with OROGO-specific processes and procedures to log and track documents and materials when received, stored, loaned, returned and destroyed as needed to ensure the integrity, confidentiality and security of highly sensitive information such as industry reports, summaries, submissions and materials, in accordance with the requirements of the Petroleum Resources Act, the Oil and Gas Operations Act, and associated regulations.
- 5. Provides logistical support for OROGO activities by:**
- Arranging for, and when necessary setting-up, meeting space, conference venues, shipment of materials, ordering supplies, catering, organizing speakers and participants, etc.
 - Procuring fixed wing and rotary wing aircraft charters as necessary for OROGO field staff to conduct regulatory inspections

WORKING CONDITIONS

Physical Demands

Normal office environment. No unusual demands.

Environmental Conditions

Normal office environment. No unusual demands.

Sensory Demands

Normal office environment. No unusual demands.

Mental Demands

Normal office environment. No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Proven knowledge of office and administrative procedures.
- Proven interpersonal skills and the ability to communicate effectively both orally and in writing.
- Proven ability to work in a fast-paced environment while maintain a high and accurate level of work.
- Knowledge of and ability to use MS Operating Systems, MS Office, Internet and Email applications.
- Knowledge of electronic document management systems
- Knowledge of records classification systems and records management issues
- Knowledge of records management and policies and procedures including records disposition, standards and classification systems.
- Ability to assume responsibility without direct supervision and ability to exercise initiative and judgment.
- Proven organizational skills and ability to provide a high-level of service to both the employer and the public
- Ability to use tact and diplomacy when dealing with the staff and public.

Typically, the above qualifications would be attained by:

An Office Administration Diploma and five years of directly related administrative experience preferably including two years of experience with records storage and complex filing systems, including confidential materials. Relevant experience in an oil and gas regulatory environment is considered an asset.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☒ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

Aboriginal language: To choose a language, click [here](#).

- ☐ Required
- ☐ Preferred