



## IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Registrar, Oil and Gas Rights	
Position Number	Community	Division/Region
63-14365	Inuvik	Mineral and Petroleum Resources

## PURPOSE OF THE POSITION

The Registrar, Oil and Gas Rights (Registrar) supports the issuance of petroleum exploration and development permits, licenses, land leases, maps and reports under *the Oil and Gas Operations Act* and *the Petroleum Resources Act*.

## SCOPE

Located in Inuvik and reporting directly to the Manager, Oil and Gas Rights (Manager), the Registrar, Oil and Gas Rights supports the Oil and Gas Rights Unit to address requests for petroleum exploration and development permits, licenses, land leases, maps and reports, and supervises the Junior Registrar, Oil and Gas Rights.

The mandate of the Department of Industry, Tourism, and Investment (ITI) is to promote economic self-sufficiency through the responsible development of Northwest Territories (NWT) mineral and petroleum resources and the development of natural resource industries to create a prosperous, diverse, and sustainable economy for the benefit of all NWT residents.

The Mineral and Petroleum Resources Division (MPRD) develops and delivers policy, programs and services related to minerals and petroleum exploration and development, transportation to market, and the management of resource tenure associated with mineral and petroleum subsurface resource rights for public lands in the Northwest Territories (NWT).

The Oil and Gas Rights Unit (Unit) is responsible for the issuance of rights for petroleum exploration and development within the Northwest Territories (NWT). This is subject to territorial and national legislation and regulations, and the unit staff are the subject matter experts for these rights.



The scope of the Registrar's work includes the administration of current and historical NWT petroleum rights dispositions including exploration licenses, discovery and production licenses, oil and gas leases, permits and other agreements; administration of a comprehensive information system in support of management activities and as information for stakeholders and the general public; administration and provision of a Public Registry Office; administration of security deposits and revenue collection, including rentals, fees, and return on investment; the development and implementation of policies and guidelines regarding related processes and procedures; and the provision of expert advice to various senior officials on all relevant policies and operations affecting NWT petroleum resources.

## **RESPONSIBILITIES**

### **1. Manages a comprehensive land and document registration system and monitors compliance with requirements.**

- Designs, implements and maintain a formal comprehensive land and document registration system concerning legal documents, licenses, leases, transfer instruments, surrenders, cancellations and other transactions related to petroleum exploration and production rights under GNWT jurisdiction.
- Ensures compliance with legislative standards for the registration and provision of certified true copies of interests and instruments in the registration system.
- Analyses, monitors and maintains current and historical titles and other proprietary documents to ensure compliance with related requirements for the purpose of registration, deposits and/or rentals posted, expenditures submitted, approved and applied, wells drilled to extend tenure to assist management and clients who use the information in making determinations regarding terminations, successor rights or extensions and to ensure that obligations under the title work programs are met.
- Monitors the terms of petroleum licenses and takes action to ensure compliance, such as letters defining expectations.
- Terminates licenses conferred to private enterprises not in compliance with the terms of oil and gas licenses and initiates the forfeiture of private monies.
- Monitors license work programs, approves and applies work expenditures by private license holders against work expenditure deposits and takes action to ensure compliance.
- Administers existing titles and other proprietary documents, such as licenses, permits and leases and other special agreements related to royalties, allocation of costs, and production, and approves documentation required to show compliance with or default regarding terms and conditions of all licenses.
- Plans and participates in the development and administration electronic data/documents system, including new petroleum rights land issuances, all existing and many historical licenses/leases, map data and the provision of related current or historical information to colleagues, senior management, stakeholders and other interested parties.



- Supervises the Junior Registrar, Oil and Gas Rights in the maintenance of a land and document registration system.
- 2. Oversees the management of the Public Registry Office.**
    - Safekeeps, views and inspects public documents and titles.
    - Develops, implements and maintains title and working file information and storage systems for use by the Registrar, GNWT, stakeholders and general public.
    - Develops and implements information systems to support GNWT information requirements.
    - Ensures that information in the Public Registry Office is available for use by individuals for distribution and inspection services and by other government departments, agencies and stakeholders. Supporting activities of the above responsibility.
  - 3. Ensures the provision of a comprehensive financial information system to support management objectives and to provide public information.**
    - Establishes and maintains an electronic data system used to monitor work programs, account for security deposits, rentals, lands and ownership of titles under license, prepare BF (bring forward) reports to ensure that certain important dates and obligations are met and to interface with a GIS (Geographical Information System) system for the production and distribution of maps and charts.
    - Provides information to management, colleagues, client personnel and consultants.
  - 4. Oversees the administration of other financial functions, such as the collection of administrative and registration fees, accounts receivable, oil and gas royalties and audits on oil/gas produced, royalty sharing with land claim groups, revenue reports, revenue forecasting estimates, and related management reports.**
    - Ensures that all oil and/or gas royalty revenues received are credited to the proper leases so that future lease rentals can be calculated and collected in a timely manner and fashion.
    - Administers security deposits and revenues involving substantial sums of public and private monies.
  - 5. Contributes to the preparation of interpretation and advice on the various statutes, regulations, guidelines, policies and activities related to rights issuance for NWT petroleum resources to senior management, industry, its consultants and advisers, special interest groups and the general public.**
    - Contributes to the drafting of briefing notes, reports and oral and written presentations for senior management, clients and stakeholders and other federal, provincial and territorial departments who use the information as advice on specific aspects of the GNWT's obligations respecting particular current or historical lands where special circumstances prevail because of past policy or procedural exceptions.



- Supports consultation with other branches of the department, other government departments, foreign government departments, Indigenous organizations, industry clients and consultants on the interpretation of legislation and policies related to NWT oil and gas titles administration.
  - Assists the Rights Administration Advisor to provide advice and consults with other government departments, foreign government departments, provincial, territorial and Indigenous representatives and other stakeholders to ensure consistent approaches regarding the disposition and administration of rights, and the coordination and implementation of new rights management policy initiatives.
  - Monitors the work of consultants to ensure conformance to contracts.
- 6. Contributes to the development and implementation of petroleum rights administration policies, guidelines, procedures and alternatives for licenses and agreements, solicits commentary or statements from industry and other affected groups, provides advice related to the evolution of the present situation and its implications, and promotes the final regulation or document.**

### **WORKING CONDITIONS**

#### **Physical Demands**

No unusual demands

#### **Environmental Conditions**

No unusual demands

#### **Sensory Demands**

No unusual demands

#### **Mental Demands**

Occasional travels may occur.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of conceptual and practical resource management regimes governing new developments in potential oil and gas areas of NWT; domestic and foreign oil/gas market and regulations; and the theories and principles of resource management, land management and economic development.
- Knowledge of current methods and techniques of developing policy statements, analyzing information materials, researching complex topics, drafting briefing notes, correspondence and reports for senior officials, information confidentiality, and providing expert advice to



several levels of officials concerning a range of complex and often sensitive issues and activities.

- Knowledge of financial management and business administration procedures and practices to administer financial agreements, read and interpret audits and to carry out the adaptive management plan process as well as advising and communicating with Indigenous governments regarding amounts owing and paid.
- Knowledge of legislation and regulations pertinent to various land claim legislation, relating to the integrated resource management regime in the NWT; numerous statutes, regulations and agreements.
- Ability to conduct consultations to gain consensus on sensitive and controversial legislative issues and strategies with representatives of other departments, other governments, Indigenous organizations and various stakeholders.
- Skills in project planning, and implementation, including establishing scope, methodology design, time management and monitoring in order to develop and maintain strategies.
- Knowledge of consultative and networking methods and techniques, and techniques related to leading and working within multi-disciplinary teams and working groups.
- Proficiency of a variety of computerized data entry, manipulation and retrieval systems, including word processing, spreadsheets, database, presentation, communications and operating system platforms.
- Ability to articulate policy and program.
- Ability to prepare briefing notes, reports, analyses, position papers, background information documents, replies to Ministerial enquiries, advice and recommendations
- Ability to make oral presentations to senior managers, the Minister, committees and working groups, Indigenous organizations and other audiences and to explain, verbally and on paper, complex and sometimes politically sensitive issues.
- Ability to interact with committees and working groups, with senior management, political authorities, Indigenous groups and other interlocutors.
- Listening skills and the ability to read body language to absorb and understand complex issues and technical information and to interpret the underlying tone or intent of interlocutors.
- Ability to review and analyze legislation, applications and supporting documentation, policy documents, technical reports, legal argumentation and memorandum.
- Ability to evaluate situations and formulate effective communication strategies, including negotiations, to perceive non-verbal reactions, to adjust presentation methods or style and to understand the real meaning behind questions posed by participants. Skills...
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.



**Typically, the above qualifications would be attained by:**

A bachelor's degree in a related field, and a minimum of three (3) years of experience working with law and legislation, experience in the development, implementation and evaluation of legislation, and experience in writing and researching documents such as decision papers, proposals and briefing notes.

Equivalent combinations of education and experience will be considered.

**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

**Indigenous language:** Select language

- ☐ Required
- ☐ Preferred