



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Senior Energy Officer	
Position Number	Community	Division/Region
63-14365	Inuvik	Mineral and Energy Regulation Division

PURPOSE OF THE POSITION

The Senior Energy Officer is the GNWT's delegated statutory decision maker for petroleum rights, responsible for evaluating applications and issuing approvals, refusals or corrective orders to ensure full compliance with governing legislation, regulations, and policy. The role applies advanced regulatory expertise and independent judgement to resolve complex issues with significant implications for responsible resource development and territorial interests.

SCOPE

Located in Inuvik and reporting directly to the Director, Mineral and Energy Regulation (Director), the Officer operates with a high degree of autonomy in applying legislation, interpreting complex and sometimes precedent-setting issues, and escalating high-risk matters to the Director with options and recommendations. The Officer provides day-to-day supervision, coaching, and technical direction to the Junior Registrar, Oil and Gas Rights, including work planning, quality assurance, and training. The Officer contributes to unit planning and manages assigned operating resources, including tracking expenditures, forecasting pressures, and recommending reallocations to the Director.

Mineral and energy development is a foundational contributor to the Northwest Territories' economy and socio-economic well-being. It is essential to ensure that it is responsibly regulated and managed to ensure that northerners receive maximum benefits from the sector while negative impacts are minimized and effectively mitigated.

The Officer is responsible for the issuance of rights for energy exploration and development within the Northwest Territories (NWT). This is subject to territorial and national legislation and regulations, and the Officer is the subject matter expert for these rights.



The scope of the Officer's work includes the administration of current and historical NWT petroleum rights dispositions including exploration licenses, significant 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; administration of security deposits and revenue collection, including rentals, fees, royalties, and return on investment, and the application of GNWT financial controls and Financial Administration Act directives to ensure accuracy, reconciliation, and audit readiness; the development and implementation of policies and guidelines regarding related processes and procedures; and the provision of expert advice to senior officials on relevant policies and operations affecting NWT energy resources.

RESPONSIBILITIES

1. Manages a comprehensive land registration system and documentation and monitors compliance with requirements.

- Reviews, assesses, and renders decisions on applications and instruments (issuances, assignments, transfers, surrenders, cancellations) for compliance with *the Oil and Gas Operations Act*, the *Petroleum Resources Act*, and associated regulations, including approving or refusing submissions and documenting rationale.
- Provides written direction to applicants on deficiencies and corrective measures required to bring submissions into compliance, including timelines and consequences for non-compliance.
- Designs, implements and maintains a formal comprehensive land and document registration system concerning legal documents, licenses, leases, transfer instruments, surrenders, cancellations and other transactions related to energy 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.
- Administers oaths and certifies affidavits or declarations related to petroleum rights instruments, consistent with delegated authority (for example, Commissioner for Oaths or Notary Public as applicable).
- Analyzes, monitors, and maintains current and historical petroleum titles and related proprietary documents to ensure compliance with statutory and policy requirements, including registration, deposits, rentals, expenditures and well-drilling obligations used to extend tenure.
- Provides accurate title and compliance information to management and clients to support decisions related to terminations, successor rights, extensions, and fulfillment of work program obligations. Manages contested or disputed rights administration matters by assembling and analyzing evidence, preparing decision records and recommendations, and supporting departmental responses to protests, reviews, or appeals, including coordination with legal counsel as required.



- Represents the program in administrative processes and provides sworn or written evidence in support of decisions when required.
- Monitors the terms of petroleum licenses and takes action to ensure compliance, such as letters defining expectations.
- Terminates licenses 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 of an 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.
- Ensures required notifications, information-sharing, and distribution of submissions (for example, work program reporting, technical filings, and key registry instruments) are provided to relevant Indigenous Governments and designated organizations in accordance with legislation, agreements, and program standards.
- Coordinates information requirements with other GNWT units to ensure registry postings and stakeholder communications are complete, timely, and consistent.
- Supervises the Junior Registrar, Oil and Gas Rights in the maintenance of a land and document registration system.
- Sets priorities, assigns work, reviews outputs for quality and legal compliance, and supports performance and development planning to maintain operational continuity and service standards.

2. Oversees the management of the Public Registry Office for energy projects.

- Safekeeps, views and inspects public documents and titles.
- Develops, implements and maintains title and working file information and storage systems for use by the GNWT, stakeholders and general public.
- Develops and implements information systems to support GNWT information management 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.
- Provides certified copies and registry extracts in accordance with legislative standards, ensures public access requirements are met and applies confidentiality provisions where authorized.



3. Oversees the administration of other financial functions, such as the collection of administrative and registration fees, accounts receivable, revenue reports, revenue forecasting estimates, and related management reports.

- Ensures that all energy 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
- Monitors the collection, control, and reconciliation of revenues and deposits, ensures receivables are tracked and recovered, and implements internal controls to mitigate financial, legal, and reputational risk.
- Manages assigned operating budget authorities, including forecasting, variance monitoring, and preparing budget inputs and management reports to support divisional planning and compliance.

4. Interprets and advises 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.

- Drafts briefing notes, reports and oral and written presentations for senior management, clients and stakeholders and other federal, provincial and territorial departments
- Consults across ITI, other GNWT departments, provincial and territorial counterparts, Indigenous governments and organizations, industry clients, and consultants on the interpretation and application of legislation and policy related to NWT oil and gas titles administration
- Ensures consistent approaches to rights disposition, administration, and new policy implementation.
- Plans, procures, and manages service contracts and related deliverables (for example, registry modernization, mapping, audits, or technical support), including statements of work, contractor oversight, schedule management, and documentation of acceptance, performance issues, and remedies.
- Develops and implements energy 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 situations and their implications, and promotes the final regulation or document.

WORKING CONDITIONS

Physical Demands

No unusual demands.



Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

Occasional travel.

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 markets 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 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 adaptive management plan processes, 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.
- Knowledge of consultative and networking methods and techniques, and techniques related to leading and working within multi-disciplinary teams and working groups.
- Skills in project planning, and implementation, including establishing scope, methodology design, time management and monitoring in order to develop and maintain strategies.
- Proficiency of a variety of computerized data entry, manipulation and retrieval systems, including word processing, spreadsheets, database, presentation, and communications and operating system platforms.
- 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 conduct consultations to gain consensus on sensitive and controversial legislative issues and strategies with representatives of other departments, other governments, Indigenous governments and organizations and various stakeholders.



- Ability to exercise sound judgement in statutory decision-making, document rationale, and manage confidential and politically sensitive information while maintaining fairness, consistency, and procedural integrity.
- 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 politically sensitive issues.
- Ability to interact with committees and working groups, with senior management, political authorities and Indigenous groups.
- 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 adjust presentation methods or style and to understand the real meaning behind questions posed by participants.
- Ability to develop knowledge required for the position. Certain technical knowledge, statutory designations and certifications may be developed on the job. The Department will provide mandatory training and a structured onboarding plan to achieve required authorities and qualifications within agreed timeframes.
- 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.
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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 in this field with progressively increasing responsibility.

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