



## IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Junior Registrar, Oil and Gas Rights	
Position Number	Community	Division/Region
63-17642	Inuvik	Mineral and Petroleum Resources

## PURPOSE OF THE POSITION

The Junior Registrar, Oil and Gas Rights (Junior Registrar) provides support to the Registrar, Oil and Gas Rights in 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 Registrar, Oil and Gas Rights (Registrar), the Junior Registrar, Oil and Gas Rights is a developmental role responsible for assisting the Registrar in addressing requests for petroleum exploration and development permits, licenses, land leases, maps and reports.

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 NWT. This is subject to territorial and national legislation and regulations, and the unit staff are the subject matter experts for these rights.



The Junior Registrar supports the Registrar with 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. The Junior Registrar assists with the administration of the Land Tenure and Optimization System (LTOS). The LTOS is a 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 the GNWT jurisdiction. The position carries out management activities to provide information for stakeholders and the general public. The system helps management and clients who use the information in making determinations regarding terminations, successor rights or extensions.

The Junior Registrar assists the Registrar with the administration of a Public Registry Office, administration of security deposits and revenue collection, including rentals, fees, and return on investment, and the development and implementation of policies and guidelines regarding related processes and procedures. The position provides advice to various senior officials on all relevant policies and operations affecting NWT petroleum resources, and to senior management, stakeholders, clients, and territorial/ provincial/ federal government 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.

## **RESPONSIBILITIES**

### **1. Under the direction of the Registrar, assists with the administration of Oil and Gas Rights dispositions and the registration system.**

- Arranges for the collection of documents and reviews and verifies information.
- Maintains recorded information in accordance with an established system and procedure.
- Maintains current and historical titles and other proprietary documents.
- Ensures compliance of documents and information with requirements for the purpose of registration, such as deposits and/or rentals posted, expenditures submitted, approved and applied, wells drilled to extend tenure.
- Ensures that obligations under the title work programs are met.
- Assists with the monitoring of the terms of petroleum licenses and takes action to ensure compliance, such as letters defining expectations.
- Participates in and 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.



## **2. Supports the management of the Public Registry Office.**

- Assists with the safekeeping, viewing and inspection of public documents and titles as directed by the Registrar.
- Assists with the development, implementation and maintenance of title and working file information and storage systems for use by the Registrar, GNWT, stakeholders and general public.
- Provides support to ensure 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.

## **3. Provides administrative and operational support to the Registrar, and the Unit.**

- Assists the Registrar in the drafting of briefing notes, reports and oral and written presentations for senior management, clients and stakeholders and other federal, provincial and territorial departments.
- Assists with the operations of the Oil and Gas Rights Unit.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

Normal office environment.

### **Sensory Demands**

Normal office environment.

### **Mental Demands**

Occasional travels may occur.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of *the Petroleum Resources Act* and *Oil and Gas Operations Act* and relevant regulations and policy documents.
- Familiarity with or ability to obtain knowledge of and apply the Oil and Gas Rights Land Tenure Optimization System (LTOS).
- Knowledge of or ability to obtain knowledge of various land claim legislation, relating to the integrated resource management regime in the NWT; numerous statutes, regulations and agreements.



- Ability to conduct research into resource management regimes governing new developments in potential oil and gas areas of the NWT.
- Ability to develop research documents, briefing notes, reports, analyses, presentations, and background information documents.
- Interpersonal communication and organizational skills.
- Attention to detail.
- 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.
- Ability to develop oneself professionally to meet the growing oil and gas tenure management needs of the GNWT.
- 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 high school diploma and on-the-job training in the relevant area.

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