



IDENTIFICATION

| Department | Position Title | |
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| Industry, Tourism and Investment | Manager, Petroleum Resources | |
| Position Number | Community | Division/Region |
| 63-7169 | Inuvik | Mineral and Petroleum Resources Division |

PURPOSE OF THE POSITION

The Manager, Petroleum Resources is accountable to facilitate the sustainable development of publicly owned petroleum resources in the Northwest Territories' for the benefit of the people of the Northwest Territories.

SCOPE

Reporting to the Director, Mineral and Petroleum Resources (Director), the Manager, Petroleum Resources (the Manager), is located in Inuvik and is responsible for developing, implementing and administering strategies, policies and programs designed to grow the petroleum (oil and gas) resource development sector of the Northwest Territories (NWT). The Manager is considered the Government of the Northwest Territories (GNWT) authority in, and is responsible for, setting the direction for growth in this sector.

The mandate of the Department of Industry, Tourism and Investment (ITI) is to promote economic self-sufficiency through the responsible development of 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 land tenure associated with mineral and petroleum subsurface resource rights for public lands in the NWT.

The Manager works within a legislative, regulatory and policy framework that may include: the *Mackenzie Valley Resource Management Act*, regulations and co-management boards; *Waters Act*; *Lands Act*; *Mining Regulations*; *Petroleum Resources Act* (PRA); *Oil and Gas Operations Act* (OGOA), *Mineral Resources Act* (MRA), Settled Lands, Resources and Self-Government Agreements; Interim Measures Agreements; Interim Land Withdrawals; Devolution Final Agreement; Petroleum Resources Strategy (PRS) ; Water Stewardship Strategy; Energy Plan and Climate Change Strategic Framework.

The PRS maps out a two-pronged path to revitalize the NWT petroleum sector. It seeks to restore the confidence and investment of the large-scale export industry in the NWT, while promoting local natural gas projects designed to meet the more immediate energy needs of communities and businesses. There are also measures designed to open the door for new technologies and research that will help residents pursue economic benefits from the development of petroleum resources within a framework of knowledge and innovation.

The NWT has significant oil and natural gas resources. In the Mackenzie Delta, there is 16 trillion cubic feet of natural discovered natural gas and significant amount of oil/condensate. In the Sahtu, there is an estimated 190 billion barrels of oil locked in the Canol and Bluefish geological formations. In the Liard Basin, there is an estimated natural gas resource of 77 trillion cubic feet. Discovered conventional volumes in the NWT are estimated at 10.2 trillion cubic feet of natural gas, 52.2 million barrels of Natural Gas Liquids (e.g., butane, propane, etc) and 560.4 million barrels of oil. However, there is a lack of physical infrastructure, particularly pipelines to bring this oil and natural gas to market. The development of oil and natural gas resources in the NWT has been cyclical (i.e., boom-bust) over the last three decades and is affected by commodity prices, global geo-political events, and advances in technology.

Many jurisdictions around the globe are competing for investment. The NWT is viewed as having very favorable geology for the discovery of new oil and natural gas fields and pools, particularly natural gas whose development can contribute to the transition to a low-carbon (or carbon-neutral) economy. At the same time, the investment community views the NWT as a challenging destination to operate in, largely due to the regulatory regime and lack of infrastructure to support development. It is critical that the NWT market and promote the geological potential in the NWT to attract investment. In this context, the Manager will be challenged to increase investment in the NWT.

The contributions of the petroleum (oil and gas) resource sector to the economy of the NWT have the potential to be significant and, as a result, issues associated with development of the entire life-cycle of the industry are highly politically sensitive. These issues must be handled by the Manager with skills, tact and diplomacy.

The Manager leads the implementation of the Coordination and Cooperation Agreement amongst the Government of Canada, the GNWT and the Inuvialuit Regional Corporation with regard to management of oil and gas operations and activities in the area within 20 km of the onshore-offshore delineation line.

The NWT is home to hundreds of abandoned and suspended wells. Working with the NWT petroleum regulators, land and water use authorities, and Indigenous Governments, the Manager will act as a key team member as the GNWT pursues opportunities associated with reclamation and remediation of legacy oil and gas sites in the NWT.

The Manager will represent the Department of ITI on a multi-departmental team that may include the Departments of Infrastructure, Environment and Natural Resources, Lands, NWT Power Corporation as the GNWT develops its geothermal energy potential. The Manager will work with other affected GNWT departmental representatives to complete analysis on resource assessment potential and develop appropriate legislation and policy frameworks as required.

The Manager must be highly skilled in relationship management to foster a collaborative environment amongst the GNWT, Indigenous Governments and organizations, petroleum (oil and gas) exploration and production, associations and other stakeholders. Specifically, the Manager will seek to provide strategic support to, and develop capacity building opportunities with, NWT Indigenous Governments and organization related to petroleum development

The Manager works collaboratively with colleagues within ITI, particularly Policy, Legislation and Communications, Client Services and Community Relations, the Diamonds, Royalties and Financial Analysis Division and the NWT Geological Survey. The Manager regularly collaborates with GNWT colleagues in the Departments of Finance, Justice, Executive and Indigenous Affairs, Lands, and Environment and Natural Resources. The Manager also works with colleagues at Natural Resources Canada, Canadian Northern Economic Development Agency (CanNor), NWT Indigenous governments and organizations, exploration and production (E&P) companies and non-government industry organizations (e.g., Canadian Association of Petroleum Producers). The position also sits on key interdepartmental and intergovernmental working groups. The position will assist ITI's other resource support programs as required such as ITI's Minerals branch, Resource and Energy Development Information (REDI), and Mineral Incentive Program.

The Manager is a member of the Environmental Studies Research Fund (ESRF) secretariat. The ESRF secretariat provides support to the ESRF Management Board as it funds environmental research related to petroleum development.

The Manager must manage a myriad of diverse projects and people to collaborate on simultaneous initiatives. Each of multiple projects is at different stages of development, approval, review or evaluation, and requires considerable project management expertise.

Failure to provide sound leadership and direction and/or develop effective strategies and policies may have a profound and lasting impact on the growth of these key sectors and on northern communities, businesses and individuals.

Work is performed under the general direction of the Director. The Manager has a significant amount of latitude provided that the policies, guidelines and interests of the GNWT are complied with. Given the variety of high-profile issues involved with petroleum development

the Manager must exercise sound judgment, diplomacy and tactics required in interactions with stakeholders.

RESPONSIBILITIES

1. Manages the development, implementation and evaluation of strategies, programs and services designed to increase investment and participation in the petroleum resources sector.

- Leads the implementation of the PRS.
- Identifies strategy, programs and services goals and objectives.
- Prepares major research reports, recommendations and position papers on issues.
- Evaluates existing strategies, programs and services to determine their effectiveness and recommends improvements as appropriate.
- Provides guidance, advice and direction in setting and meeting sector objectives and priorities.
- Implements the NWT Environmental Research Studies Fund (ESRF) which was established, through legislation, to finance environmental and social studies relating to oil and gas activity in the NWT. Implementation of the ESRF is overseen by an Advisory Board consisting of two representatives of the GNWT, two representatives of the oil and gas private sector and two representatives of the public.

2. Manages the development and implementation of GNWT legislation, regulation and policy.

- Oversees research, analysis and synthesis of information and data to provide expert advice.
- Prepares major research reports, recommendations and position papers on issues.
- Evaluates existing legislation, regulation and policy to determine their effectiveness in the sound management of petroleum resources.
- Monitors the political, environmental, social and economic environment with respect to implications for the management and administration of the petroleum resources sector.
- Works collaboratively with Departmental and GNWT colleagues.

3. Manages the development, implementation and evaluation of sector specific programs designed to increase individual, business and community participation and success in the petroleum resource sector.

- Works closely with Regional Offices to define needs, opportunities and options related to development of the petroleum resources sector.
- Reviews and approves sector plans including planned commitments, expenditures and reportable results.
- Manages institutional and/or academic research concerning leading industry practices and adaptability to northern conditions.
- Facilitates departmental involvement in the delivery of Federal programs.

- Evaluates industry and business program performance by developing key performance indicators and undertaking evaluations.
 - Prepares terms of reference and statements of work to direct contractors.
Provides expert advice to the Manager, Mineral Resources and Regional offices concerning sector strategies and programs.
- 4. Assess the feasibility of exporting Liquefied Natural Gas and other petroleum products from the Mackenzie Delta to global markets.**
- Liaise with Industry representatives as the Mackenzie Delta Liquefied Natural Gas (MDLNG) project concept is refined and advanced.
 - Manage contracts to support the advancement of the MDLNG including pre-feasibility work, market analysis, socio-economic analysis and other studies as required.
 - Provide ongoing communication with senior GNWT leadership as the project concept is advanced.
 - Manage stakeholder information sharing and consultation as required.
- 5. Cultivates, builds and maintains personal and business relationships with key stakeholders, individuals and business associations in Canada and internationally.**
- Provides ongoing assistance to Canadian and international companies and other clients on the application of legislation, regulations and guidelines, including the development of written guidelines and processes that guide the interpretation of the legislation.
 - Develops and manages stakeholder management plans within the industry to ensure that relationships are pro-actively managed.
 - Addresses and/or escalates issues that arise, balancing the need for diplomacy and strong relationships.
 - Prepares terms of reference and statements of work to direct contractors.
- 6. Manages consultation and engagement activities with a wide range of partners and stakeholders to determine community priorities, negotiate funding agreements and promote NWT industry development.**
- Liaises and consults with communities, Indigenous Governments and organizations, industry and business representatives, Non-Government Organizations and Federal, Territorial and Provincial governments and agencies.
 - Develops partnerships with various organizations, private and public, to enhance the development of the sectors.
 - Facilitates public and stakeholder consultations and engagements on sector priorities, programs and directions.
 - Represents ITI in forums and committees involving interprovincial and national agencies on the design, development and evaluation of programs and policies.
 - Supports private sector committees that may be created to guide policy or strategy development.
- 7. Manages the human resources, financial and administrative functions of the unit to provide effective and efficient services within budgeted frameworks.**

- Manages human resource functions within the unit including staffing, direction setting and performance evaluations.
- Develops and implements annual work plans that establish short- and long-term objectives.
- Identifies budget requirements and identify funding sources directly or through partnerships.
- Forecasts and manages the unit's budget in a fiscally responsible manner.
- Negotiates cost shared arrangements with Regional Offices to meet agreed upon objectives and priorities.
- Provides regular and annual reporting on territorial obligations under multi and bi-lateral agreements and on grants and contribution agreements with the Federal Government and other funding agencies.
- Manages contribution agreements and associated projects, including deliverables and financial reporting with recipient partners including Indigenous Governments and Indigenous Organizations and mineral training, educational and outreach providers.

WORKING CONDITIONS

Physical Demands

Normal office environment with occasional travel (to communities, conference, exploration and mine sites).

Environmental Conditions

Normal office environment with occasional travel (to communities, conference, exploration and mine sites).

Sensory Demands

No unusual sensory demands.

Mental Demands

The position is subject to heavy peak workloads and is required to travel both within and outside of the NWT to support department mandates and support the Minister at various events.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of legislation, regulation and policies relevant to petroleum resource development and the NWT regulatory regime.
- Knowledge of the operating environment and structure of the Canadian and NWT petroleum exploration and production operations sectors. Indigenous relations issues and environmental issues and assessment.
- Knowledge of petroleum geological concepts and economic theory.
- Knowledge of public policy theory and principles, development, analysis and evaluation and their application to petroleum resource development.

- Knowledge of land claims, self-government agreements, and negotiations for settlement of land claims.
- Knowledge of computer applications (MS Office Suite) and internet applications
- Knowledge of interest-based and position-based negotiations skills and strategies
- Negotiating and consensus-building skills.
- Written and verbal communications skills.
- Stakeholder engagement skills.
- Interpersonal skills such as: relationship building, tact and diplomacy.
- Project management, time management and organizational skills.
- Ability to research and analyze data in the context of policy development.
- Ability to manage multiple projects with strict deadlines and limited budgets.
- Ability to exercise sound judgement.
- Ability to work with minimal direction.
- Ability to handle highly confidential material in a discreet and professional manner.

Typically, the above qualifications would be attained by:

An undergraduate degree in Business Administration, Economics, Earth Sciences or related field plus five to seven years of progressively related experience, with a minimum of three years in a supervisory role.

Assets include:

- Experience in one or more of the phases of the petroleum (oil and gas) development life cycle (i.e., exploration through remediation).
- Experience in petroleum policy development in a province/territory.

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:

☐ Required

☐ Preferred