



IDENTIFICATION

Department	Position Title	
Justice	Executive Director	
Position Number	Community	Division/Region
82-14513	Yellowknife	Office of the Regulator of Oil and Gas Operations

PURPOSE OF THE POSITION

The Executive Director is responsible for the overall management of the Office of the Regulator of Oil and Gas Operations (OROGO).

When also designated as Regulator under section 121 of the *Oil and Gas Operations Act* (OGOA) by the Commissioner in Executive Council, the incumbent is accountable for all regulatory authorities under OGOA and its regulations.

SCOPE

Reporting to the Deputy Minister, Justice and located in Yellowknife, the Executive Director (ED) is directly and fully responsible for managing all operational and administrative aspects of OROGO.

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.

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

When designated as Regulator, the incumbent receives, analyzes, and decides on applications for Operations Authorizations, Well Approvals, Significant Discovery Declarations, Commercial Discovery Declarations, Development Plans, and Operating Licences. The Regulator also issues



orders under OGOA and enforces compliance with the legislation and regulations. In doing so, the Regulator operates as a quasi-judicial decision-maker and must abide by the principles of administrative justice and ensure a transparent and independent regulatory process.

In addition to this decision-making role, the Regulator ensures that approved activities are appropriately monitored and inspected and that any incidents and accidents are responded to effectively. The Regulator appoints the Chief Safety Officer, Chief Conservation Officer, and Safety and Conservation Officers under OGOA.

DIMENSIONS

- Reporting Positions (2 direct, 1 indirect)
- Compensation & Benefits (\$697,000)
- Operations & Maintenance (\$533,000)
- Grants & Contributions (\$0)
- Capital (\$0)

RESPONSIBILITIES

1. Upholds and consistently practices personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practices and ensures that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.
2. Provides day-to-day leadership and management to a regulatory unit that delivers on its mandate by directing the execution of existing operating policies to support OROGO's objectives and leading the development, communication, and implementation of effective operational strategies, policies, and processes.
3. Receives applications, integrates the results of the technical and policy review of applications, is responsible for the recommendation made to the Regulator and implements the Regulator's decision.
4. When designated as Regulator, carries out additional responsibilities under OGOA and its regulations, including:
 - Deciding on applications for authorizations and approvals required to conduct oil and gas works and activities, including Development Plans required for production operations.
 - Deciding on applications for Significant Discovery Declarations and Commercial Discovery Declarations.



- Deciding on applications to sell, purchase, amalgamate or abandon a pipeline operation, making orders with respect to pipeline traffic, tolls or tariffs and establishing the terms and conditions for the transmission of oil or gas through pipelines.
 - Determining whether specific information provided to the Regulator should be kept confidential.
 - Holding public hearings.
 - Ensuring that authorized activities are appropriately monitored and inspected, including participating in inspections in the field.
 - Ensuring that any incidents or accidents are responded to effectively.
 - Receiving and retaining reports on authorized activities.
 - Maintaining a public registry that meets legislative requirements and promotes transparency and openness of the regulatory process.
 - Issuing guidelines and interpretation notes to clarify the regulatory process and the Regulator's expectations of operators.
 - Enforcing compliance with the requirements of the legislation and regulations, including through the issuance of orders and the initiation of prosecution for offences.
 - Appointing the Chief Safety Officer, Chief Conservation Officer, Conservation Officers, and Safety Officers.
 - Hearing appeals of orders issued by the Chief Conservation Officer and review orders issued by the Chief Safety Officer.
5. Engages the public, First Nations, government, industry, and other stakeholders, and ensures that OROGO is accessible, transparent, and open.
 6. Develops a constructive working relationship (including developing collaborative protocols and/or Memoranda of Understanding) with other GNWT departmental units, agencies, and boards with complementary regulatory responsibilities with respect to petroleum resource development and in the context of the NWT's integrated resource co-management framework.
 7. Represents the interests and positions of OROGO in federal forums and among other levels of government, special interest groups and industry representatives.
 8. Ensures that proper operational controls, administrative and reporting procedures, and systems are in place to effectively manage the unit and to ensure operating effectiveness.
 9. Directs the development of the unit's business and operational plans, manages the analysis and interpretation of planning information, and directs regular assessments of the unit's business needs to accommodate funding pressures.



- 10.** Manages the resources of the unit with economy, probity, and prudence, consistent with the objectives of the Regulator and of the GNWT, and provides exemplary leadership in demonstrating the corporate values and ethics of the GNWT.
- 11.** Is accountable for service agreements in place with the Alberta Energy Regulator and the Canada Energy Regulator, including defining service needs, making detailed arrangements for services to fulfill these needs, and ensuring the services are provided.
- 12.** Develops and establishes appropriate performance metrics for the unit and provides timely, accurate and complete reporting on the operating condition of the Regulator.
- 13.** Works collaboratively with the Deputy Minister and helps ensure appropriate reporting to the Legislative Assembly and Executive Council. Advises the Deputy Minister on operational matters related to OROGO's mandate.

WORKING CONDITIONS

Physical Demands

Normal office environment under most circumstances.

Inspections and incident responses may require the incumbent to occasionally work in the field, sometimes outside of scheduled work hours. While in the field, the incumbent will walk on a variety of terrain, lifting and carrying equipment.

Environmental Conditions

Normal office environment under most circumstances.

When occasionally working in the field, the incumbent may encounter highly toxic hydrogen sulfide gas (sour gas or H₂S), a variety of weather and terrain conditions, and possible encounters with wildlife.

When travelling by small aircraft, helicopter and boats, the incumbent will be subject to associated noise and vibration.

Sensory Demands

Normal office environment under most circumstances.

Occasional fieldwork requires the simultaneous use of more than one sense (i.e., sight, hearing, and/or smell) to ensure safety in a potentially hazardous working environment.



Mental Demands

Normal office environment under most circumstances.

Travel in the NWT and elsewhere in Canada is required approximately 6 times a year for up to 1 week at a time.

Occasional travel into the field may be required.

During an incident, there may be a need to be engaged or available for extended and unusual hours, and to be in the field monitoring or managing emergency responses.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of legislation, regulations, and publicly available policies that pertain directly to the oil and gas industry in the NWT and knowledge of other legislation that affects the oil and gas industry in the NWT.
- Knowledge of the principles of administrative law and their application in the regulatory context.
- Technical and operational knowledge of the exploration, development and production of oil and gas and pipelines.
- Ability to resolve complex problems and manage high profile, sensitive, and contentious issues.
- Ability to understand the organization within the broader context of industry, the political environment, and public perception.
- Strong organizational and project management skills.
- Ability to build strong relationships and work directly with people from many communities.
- Ability to build strong relationships and work directly with a broad spectrum of stakeholders such as senior representatives of industry, the public sector, and non-government organizations.
- Verbal and written communication skills, including presentation skills.
- Ability to adapt communication styles to multiple cultural environments and situations.
- Ability to consider diverse literacy levels across the general population, as well as the needs of specific stakeholders, when developing documents and resources.
- Knowledge of office software and computer operation.
- Skilled in teamwork with members from a variety of backgrounds and cultures.
- 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 graduate degree in law, business or public administration, geology, engineering, or natural resource management and 8 years of experience in natural resource regulation or management, including 3 years managing people and resources.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

The following certifications are required and can be obtained on-the-job:

- H2S Alive Certification (requires the ability to use a self-contained breathing apparatus and to carry and drag an adult in the approved manner);
- First Aid Certification; and
- WHMIS for workers.

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