



IDENTIFICATION

Department	Position Title	
Justice	Senior Technical Advisor – Operations	
Position Number	Community	Division/Region
82-14525	Yellowknife	Office of the Regulator of Oil and Gas Operations

PURPOSE OF THE POSITION

The Senior Technical Advisor - Operations (Senior Advisor) ensures technical compliance for oil and gas operations in the Northwest Territories (NWT). The senior advisor also conducts and coordinates the assessment of technical aspects of applications for oil and gas works under the *Oil and Gas Operations Act* (OGOA) and leads the inspection of oil and gas works / facilities and oil and gas incident response.

When also appointed as Chief Safety Officer (CSO) and/or Chief Conservation Officer (CCO) under OGOA, the incumbent will also have statutory powers and responsibilities under OGOA and its regulations.

SCOPE

The Senior Advisor reports to the Executive Director (ED) and is located in Yellowknife.

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, federally retained areas and trans-boundary pipelines), 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 management framework in the Mackenzie Valley, working together with other regulators and other government departments and



agencies to fulfill its mandate.

OROGO supports the Regulator in fulfilling its duties under OGOA, including:

- Issuing operations authorizations and approvals for specific activities such as drilling, production and seismic testing;
- Inspecting oil and gas facilities;
- Responding to incidents at oil and gas facilities; and
- Making Significant Discovery Declarations and Commercial Discovery Declarations.

The Senior Advisor coordinates the technical review of applications (for example, for Operations Authorizations, well approvals, development plans, Significant Discovery Declarations and Commercial Discovery Declarations) and provides expert technical and engineering analyses of proposed materials, processes, and techniques to be used in projects and activities seeking regulatory authorization and approval in the NWT.

When appointed as CSO and/or CCO, the incumbent will be responsible for exercising the statutory powers of the CSO and/or CCO under OGOA, including regulatory enforcement, conducting compliance inspections, issuing safety orders, conducting investigations, and preparing for hearings.

The CSO also consults with the Regulator on the safety of proposed activities and their compliance with the legislation before an Operations Authorization can be issued.

The CCO also consults with the Regulator on the level of environmental protection and, when required, the impact on resource conservation of proposed activities and their compliance with the legislation before an Operations Authorization can be issued.

The Senior Advisor also:

- Coordinates compliance activities and resources (human, financial and physical) for the inspection of active, suspended and abandoned oil and gas sites, and OROGO's incident response program;
- Demonstrates safety leadership through education and interaction with the public and operators on technical details related to safety and environmental protection; and
- Serves as the principal contact in the event of incidents (for example: well blowouts; spills or leakages of fluids from well, pipelines, vessels, or facilities; or physical injuries and health risks to workers and the public) and liaises with the operator and emergency responders.

The Senior Advisor supervises the Technical Specialist.



These responsibilities are exercised in coordination with the ED and other OROGO staff and within the context of the legislative and policy framework established by the Government of the Northwest Territories (GNWT).

RESPONSIBILITIES

- 1. Coordinating and finalizing the technical and engineering analysis and review of proposed materials, processes, and techniques to be used in projects and activities seeking regulatory authorization and approval in the NWT, including review and assessment of:**
 - Project and activity risk assessment and proposals for the management of risks associated with safety and environmental impacts.
 - Proposed well integrity and well control plans.
 - Proposed well completion plans, including any plans for well stimulation.
 - Proposed safety plans and environmental protection plans.
 - Proposed contingency plans and emergency response procedures.
 - Proposed well and project termination plans and end of life procedures.
- 2. If appointed, carrying out responsibilities under OGOA and its regulations as the CSO, including:**
 - Advising the ED and the Regulator on the issuance of an authorization for a work or activity with respect to the safety of the work or activity, the system as a whole and its components.
 - Ordering an operation to cease, or be continued only in accordance with the terms of the order, if continuing that operation is likely to result in serious bodily injury.
 - Authorizing the use of equipment, methods, measures, or standards other than required by regulation, where that would provide a level of safety, protection of the environment and conservation equivalent to that provided by the regulations or exempting any regulatory requirement in respect of equipment, methods, measures, or standards, where a satisfactory level of safety, protection of the environment and conservation will be achieved without compliance with that requirement.
- 3. Managing the human and financial resources of the Technical (Operations) unit to meet divisional and departmental objectives by:**
 - Supervising and managing contract staff, casual staff, and consultants.
 - Developing and implementing annual work plans that establish short- and long-term objectives.
 - Forecasting and managing the unit's budget in a fiscally responsible manner.
 - Organizing contracts, intergovernmental committees, and information resources.
 - Completing human resource functions within the unit including staffing, performance reviews and discipline.



- 4. Providing direction to compliance assurance and inspections staff and contract resources in the delivery of compliance assurance, inspection activities, and investigations of safety and environmental offences under OGOA and its regulations by:**
 - Coordinating, advising on and conducting field inspections.
 - Coordinating, advising on and conducting management system audits.
 - Developing and managing tools for the effective and efficient delivery of education, prevention, and enforcement compliance activities.
 - Offering specialist and technical training in system audit and compliance assurance activities.
 - Responding to compliance issues resulting from the reviewing and tracking of oil and gas activity reports, audits, and inspections
 - Informing the ED when necessary of cases of non-compliance and providing recommendations on a course of action.
- 5. Supporting the Regulator's incident response mandate by:**
 - Monitoring or managing emergency responses in the field.
 - Serving as GNWT liaison and contact person in the event of an incident or accident and ensuring any required assistance or participation by the GNWT in the emergency response is provided.
 - Ensuring the Regulator is fully informed on a timely basis of all response actions taken by the operator and being prepared to authorize the take over and management of the emergency response, if necessary.
 - Coordinating internal OROGO and GNWT incident response training and exercises.
 - Receiving and reviewing the incident report from the operator and taking any appropriate follow-up actions.
 - Assessing the need to and, if necessary, taking command and control of an incident in the event of an operator's failure to appropriately respond to and manage an incident.
 - Coordinating and sharing responsibility for responding to OROGO's 24-hour incident reporting phone.
- 6. Coordinating a risk-based approach to conducting compliance inspections and audits to ensure safety and environmental protection by:**
 - Completing environmental and safety risk assessments for all operations, wells and facilities to determine inspection frequency; and
 - Developing inspection plans for all operations, wells and facilities based on the risk assessments.



- 7. Providing expertise in geology, geophysics, engineering, safety and/or environmental protection to OROGO and the GNWT by:**
 - Representing OROGO in conferences, workshops, tradeshows and public hearings, including making presentations on regulatory and technical topics.
 - Promoting strong, positive working relationships with other GNWT Departments and Agencies.
 - Developing and sustaining positive working relationships with non-government organizations, Aboriginal Governments, other provincial/territorial/federal governments, and industry associations.
- 8. Contributing to the management of the services provided by the Alberta Energy Regulator and the Canada Energy Regulator under their respective Service Agreements by:**
 - Supervising the day-to-day activities of the personnel and resources provided through the Service Agreements including work schedules, tasks to be performed, and receiving timely and regular activity reports.
 - Monitoring the budgets associated with the Service Agreements.
 - Scheduling and participating in regular meetings to review the services provided and developed plans for future service provision.
 - Acting as a first level of resolution for any issues that arise with respect to the Service Agreements.
 - Participating in negotiations to amend or extend the Service Agreements.
- 9. Contributing to the development of guidelines for standard operating practices and information requirements for specific types of oil and gas operations by:**
 - Reviewing existing guideline and policy documents.
 - Participating in working groups for the development guidelines.
 - In collaboration with the Senior Advisor, Legislation and Policy, finalizing guidelines and requirements for review and approval by the ED and the Regulator.
 - Communicating guidelines and requirements to stakeholders.
 - Maintaining current knowledge of best practices relating to oil and gas operations.
- 10. Contributing to the development, evaluation and amendment of legislation, regulations and policies associated with petroleum regulatory regime, in collaboration with the Department of Industry, Tourism and Investment.**
 - Reviewing proposed legislation, regulations, and policies;
 - Participating in working groups; and
 - Maintaining current knowledge of best practices relating to oil and gas operations.



WORKING CONDITIONS

Physical Demands

Normal office environment under most circumstances.

Inspections and incident response may require the incumbent to work in the field, frequently outside of regularly scheduled work hours. Inspections and incident response occur approximately 6-8 times per year for up to 10 days at a time.

While in the field, the incumbent could work up to 14 hours per day, drive a variety of vehicles (including possibly boats or snowmobiles), and lift and carry field equipment (weighing 20-30 lbs) from inspection sites to vehicles or aircraft over varied terrain for up to 2 km.

Environmental Conditions

Normal office environment under most circumstances.

During inspections and incident response, which occur approximately 6-8 times per year for up to 10 days at a time, 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.

Inspections and incident response, which occur approximately 6-8 times per year for up to 10 days at a time, require 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 associated with inspection and incident response occurs approximately 6-8 times per year for up to 10 days at a time.

The incumbent will also travel to communities in the NWT and elsewhere in Canada approximately 3 times a year for up to 1 week at a time.



The incumbent is required to be on-call and available for incident response 24/7 as part of a staff rotation during periods of active oil and gas operations (generally from June to August and January to March). At a minimum, the incumbent will be on-call for a period of one week at a time with a week off between each period when not in the field.

Incidents, near-misses, and spills may require response during regular time off and may occur at any time without advance warning. This interruption to personal time occurs 1-2 times a year.

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 policies that pertain directly to the oil and gas industry and a general knowledge of other legislation that affects the oil and gas industry.
- Technical knowledge of oil and gas operations and full lifecycle of oil and gas exploration and production activities.
- Technical and operational understanding of practices associated with the exploration for, and development, production and pipeline transportation of oil and gas.
- Ability to interpret laws and regulations.
- Knowledge of risk assessment procedures, risk management and management system audits.
- Capacity to respond quickly and effectively to urgent situations.
- Project management skills.
- Communication skills, including speaking, writing, preparing presentations, and preparing documents.
- Ability to analyze and resolve complex problems and manage high profile, sensitive and contentious issues.
- Knowledge of legal sampling and testing of soil and water samples with an understanding of biochemistry and physiochemical analysis.
- Knowledge of procedural law and investigation techniques to assist crown counsel in any prosecution under OROGO's jurisdiction.
- Ability to foster and build effective working relationships with a broad spectrum of stakeholders, including senior representatives of the public sector, industry, Aboriginal governments, and community/special interest groups.
- Ability to understand and manage the organization within the broader context of industry, the political environment, and public perceptions.
- Knowledge of office software and computer operation.
- 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 degree in petroleum geology, engineering or natural resource management and 10 years of progressively more responsible management experience with oil and gas industry or government in safety, environmental or natural resource management.

Eligibility for registration as a professional engineer or geologist is an asset.

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);
- Standard First Aid Certification;
- Non-Restricted Possession and Acquisition Licence; and
- WHMIS for workers.

Incumbents must possess a valid class 5 driver's licence.

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