



IDENTIFICATION

Department	Position Title	
Justice	Regulatory Information Officer	
Position Number	Community	Division/Region
82-14527	Yellowknife	Office of the Regulator of Oil and Gas Operations (OROGO)

PURPOSE OF THE POSITION

The Regulatory Information Officer is responsible for the collection, maintenance, compilation, dissemination, and storage of information on the exploration and drilling for and the production, conservation, processing and transportation of oil and gas in the NWT and for supporting the review of applications and the regulatory decision-making process.

When also appointed as a Safety Officer or Conservation Officer under the *Oil and Gas Operations Act* (OGOA), the incumbent will also assist in compliance monitoring activities.

SCOPE

The Regulatory Information Officer (Officer), reports to the Executive Director of OROGO, 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 lands and inter territorial / provincial pipelines), including exploration, development, suspension, abandonment, 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.

OROGO supports the Regulator in fulfilling their duties under OGOA and performs duties on behalf of the Regulator, including:

- Evaluating 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
- Supporting evaluation and issuance of Significant Discovery Declarations and Commercial Discovery Declarations.

The Officer acts as OROGO's primary contact for clients looking for information, to discuss ways of meeting the client's requirements and to provide advice and recommendations concerning available information and the means of accessing the information. The Officer must ensure that information is readily available to OROGO staff and clients.

When appointed as a Safety Officer or a Conservation Officer, the Officer will assist in the inspection of active, suspended, and abandoned oil and gas sites.

RESPONSIBILITIES

1. Managing petroleum regulatory information in corporate information systems and records classification and storage systems in accordance with established standards and processes by:

- contributing to the management of OROGO's documents and records on an ongoing basis;
- document and understand the reporting and information extraction capabilities of corporate information systems;
- ensuring that new information and materials are properly labeled, catalogued and retained in corporate information systems;
- maintaining full retention of petroleum regulatory information over time to ensure accessibility now and in the future;
- monitoring materials received to assess whether they follow established publication standards and formats.
- ensuring the security and protection of privileged information, including the redaction of public documents to protect personal information in accordance with the *Access to Information and Protection of Privacy Act* and OGOA; and
- complying with supporting and encouraging the compliance of others with OROGO's document management policies.



2. Disseminating petroleum regulatory information to government bodies, industry, and other stakeholders by:

- providing access to publicly available information through the website, the public registry, and the downloadable file system;
- assisting staff and clients, including the public, to access all applicable documents relating to any regulatory action or historical activities;
- managing OROGO's online public registry, ensuring that new information and materials are properly catalogued and retained in the public registry in accordance with the established standards;
- ensuring that publicly available information and materials are properly labeled, catalogued, and retained in OROGO's downloadable file system; and
- complying with and encouraging the compliance of others with OROGO's public registry policies.

3. Supporting the oil and gas regulatory process by:

- providing an initial point of contact for applicants to assist them in understanding OROGO's requirements;
- reviewing applications for Operations Authorizations, Well Approvals and Sampling Requests for completeness based on the requirements contained in OGOA, its regulations and OROGO's guidelines and interpretation notes;
- tracking applications through the stages of the review process;
- assisting with the drafting of Operations Authorizations, Well Approvals, Sampling Approvals and other regulatory documents;
- managing requests to access the geological specimens held at the Geological Survey of Canada (GSC) in Calgary by:
 - receiving and reviewing applications to sample materials housed at the Geological Survey of Canada in Calgary; and
 - working with the GSC to develop recommendations for approval of applications to sample for the Regulator's consideration; and
- when required, participating in field inspections as part of a team led by the Senior Advisor, Technical (Operations).

4. Facilitating the openness and transparency of OROGO's operations by:

- responding to and tracking inquiries from the public and industry;
- maintaining OROGO's website by updating documents, editing content, and adding new content to existing pages;
- proposing initiatives to improve service delivery; and
- assisting in the preparation of briefing notes, annual reports, and other documents.



- 5. Contributing to the development of guidelines for standard operating practices and information requirements for specific types of oil and gas operations by:**
 - participating in reviewing guidelines and policy documents;
 - participating in designated working groups; and
 - developing and maintaining current knowledge on best practices relating to oil and gas operations.
- 6. Contributing to the development, evaluation and amendment of legislation, regulations and policies associated with the petroleum regulatory regime, in collaboration with the Department of Industry, Tourism and Investment by:**
 - participating in reviewing proposed legislation, regulations and policies;
 - participating in designated working groups; and
 - developing and maintaining current knowledge on best practices relating to oil and gas operations.
- 7. Representing OROGO at conferences, workshops, tradeshows, and other events by:**
 - coordinating logistics;
 - setting up and maintaining tradeshow booths and information tables;
 - providing information to the public and responding to questions; and
 - making presentations on OROGO's information management responsibilities.

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 to communities in the NWT and elsewhere in Canada is required approximately 3 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 information management principles and practices, with organizational and cataloguing skills.
- Knowledge of records management and information management principles, including statistical information, documents and technical reports, and physical specimens.
- Knowledge of potentially complex electronic records management systems.
- Knowledge of the requirements of a public registry.
- Knowledge of legislation, regulations and policies that pertain to the roles, responsibilities and mandate of OROGO.
- Knowledge of oil and gas operations and understanding of the key principles and informational requirements associated with the exploration for, and development, production and pipeline transportation of oil and gas.
- Communication skills, including speaking, writing, preparing presentations, and creating publications.
- Ability to effectively and tactfully communicate with clients and to interpret their needs.
- Knowledge of the maintenance of website content.
- Knowledge of reference materials and available government documents, as well as external information sources and information search techniques.
- Knowledge of advanced functionality of office software.
- Ability to exercise sound judgement and work well independently.
- 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 post-secondary degree in the field of Information Management, Library Sciences or Records Management and two years of experience in records management.

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; 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