



IDENTIFICATION

Department	Position Title	
Justice	Technical Specialist	
Position Number	Community	Division/Region
82-14716	Yellowknife	Office of the Regulator of Oil and Gas Operations

PURPOSE OF THE POSITION

The Technical Specialist contributes to the assessment of applications for oil and gas works and activities under the *Oil and Gas Operations Act* (OGOA), inspection of oil and gas facilities, and oil and gas incident response.

When also appointed as a Safety Officer and/or Conservation Officer under OGOA, the incumbent will also have specific regulatory authorities and responsibilities under OGOA and its regulations.

SCOPE

The Technical Specialist reports to the Senior Advisor, Technical (Operations) 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 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 his/her duties under OGOA and performs duties on behalf of the Regulator, 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 Technical Specialist contributes to the technical review of applications (for example, for Operations Authorizations, well approvals, development plans, Significant Discovery Declarations and Commercial Discovery Declarations), the inspection of active, suspended, and abandoned oil and gas sites, and OROGO's incident response program.

The Technical Specialist provides technical advice to the Senior Advisor, Technical (Operations) and other OROGO staff as required.

These responsibilities are exercised in consultation with the Senior Advisor, Technical (Operations) within the context of the legislative and policy framework established by the Government of the Northwest Territories (GNWT).

RESPONSIBILITIES

- 1. Contributing to 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 as they relate to the safety, environmental and resource conservation characteristics of the development to determine compliance with legislation, policies, procedures, guidelines and industry best practices, including review and assessment of:**
 - Project and activity risk assessment and proposals for risk management;
 - 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; and
 - Proposed well and project termination plans and end of life procedures.
- 2. In collaboration with the Senior Advisor, Technical (Operations), conducting compliance assurance, inspection activities, and investigations of safety and environmental offences under OGOA and its regulations by:**
 - Conducting field inspections and audits of management systems;



- Producing inspection reports, compliance notifications, and enforcement documents to be used internally and by other regulatory bodies and the public to document the compliance of an operation.
- Delivering education, prevention and enforcement compliance activities;
- Issuing orders as needed as a Safety Officer or Conservation Officer under OGOA;
- Monitoring the compliance with established terms and conditions of authorizations, approvals and orders;
- Analyzing and monitoring reports and evaluating monitoring data and changes to operating conditions;
- Communicating with operators on issues of non-compliance;
- Informing the Senior Advisor, Technical (Operations), when necessary, of cases of non-compliance and providing recommendations on a course of action;
- Gathering and interpreting evidence;
- Preparing of Court Briefs;
- Collaborating with the Department of Justice in the prosecution of defendants;
- Presenting evidence and observations in court; and
- Participating as a witness to the offence in court.

3. Assisting the Chief Safety Officer (CSO) and contributing to OROGO's incident response mandate by:

- Sharing responsibility for responding to OROGO's 24-hour incident reporting phone;
- Monitoring emergency responses in the field;
- Serving as a back-up GNWT liaison and contact person in the event of an incident 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;
- Assisting with internal OROGO and GNWT incident response training and exercises; and
- Contributing to the review of incident reports from operators and any appropriate follow-up actions.

4. Contributing to the preparation of briefing materials for the Regulator on applications for authorizations and other matters requiring regulatory decisions by:

- Working with other staff in OROGO to provide the Regulator with comprehensive reports and information that allow for informed and well-considered regulatory decisions; and
- Meeting with the Senior Advisor, Technical (Operations), the Regulator and other staff in OROGO to make presentations, deliver briefings, and respond to technical questions on regulatory issues.



5. Contributing to the development of risk assessments and maintaining the risk assessment system:

- Assisting the Senior Advisor, Technical (Operations) in developing an inspection plan for each active operation, based on an assessment of its potential safety and environmental impacts, to ensure safety and environmental protection; and
- Assisting in completing the inspection Risk Assessment Tool for all operations to determine inspection frequency.

6. Assisting with the development of guidelines for standard operating practices and information requirements for specific types of oil and gas operations by:

- Assisting in reviewing guidelines and policy documents;
- Participating in designated working groups; and
- Developing and maintaining current knowledge of best practices relating to oil and gas operations.

7. 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.

- Assisting in reviewing proposed legislation, regulations, and policies;
- Participating in designated working groups; and
- Developing and maintaining current knowledge of best practices relating to oil and gas operations.
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8. Representing OROGO at conferences, workshops, tradeshow, and other events.

- Setting up and maintaining tradeshow booths and information tables;
- Providing information to the public and responding to questions; and
- Making presentation on OROGO's operational, compliance, and enforcement activities.

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 sulphide 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 that affect the oil and gas industry.
- Technical knowledge of oil and gas operations and the full cycle of oil and gas exploration and production activities.
- Technical and operational understanding of the principles and 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.
- 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.
- Communication skills, including speaking, writing, and preparing presentations.
- Ability to analyze and resolve complex problems.
- Ability to foster and build effective working relationships with a broad spectrum of stakeholders, including representatives of the public sector, industry, Aboriginal governments, and community/special interest groups.
- Knowledge of Microsoft 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 two years of progressively more responsible experience with the 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