

## Responsible Development Support Assistant

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| Classification:  | Grid 15, BCGEU Membership  |
| Office Location: | Fort St John or Dawson Creek   |
| Salary:          | \$53,897 - \$60,929 – Permanent, Full-Time, based on a 35-hour work week.<br>An additional 10.75% Job Family Market Multiplier will be added to the posted salary.<br>An additional 3% Location Allowance will be added to posted salary for northern locations. |

### Who We Are:

The BC Energy Regulator (BCER) is the Province of B.C.'s life-cycle energy resources regulator. The BCER is a Crown agency with a mandate to ensure energy resource activities are undertaken in a manner that: protects public safety and the environment, supports reconciliation with Indigenous peoples and the transition to low-carbon energy, conserves energy resources and fosters a sound economy and social well-being.

### About the Job:

The Responsible Development Support Assistant assesses applications to ensure they are submitted in the form and manner required, and processes and assigns applications to appropriate staff. The incumbent provides support to the community relations team's processing of written submissions, landowner concerns, and community engagement. The position works with technical staff to track correspondence and post-permit submissions, and with permit adjudication staff to ensure a broad array of oil and gas activity application documents and tasks are processed in a timely way.

A detailed list of accountabilities, education and experience is outlined in the job description.

**How To Apply:** Submit through <https://careers.bc-er.ca/> before the closing date of June 6, 2023 at 11:00 pm.

If you are excited about this role and joining our team, we encourage you to apply. Applicants should review the education and experience listed in the job description and clearly articulate how their work experience and skills are aligned with the requirements. Please note, applicants will only be contacted if they are selected to proceed further in the process. An eligibility list with a duration of 6 months may be established.

### What We Offer:

The BCER operates under a Hybrid Office Model (telework) whereby employees work from both a home office and a designated BCER office location in order to support our mandate (eligibility may vary, depending on position).

The BCER is proud to be an equal employment opportunity employer. We do not discriminate based on the protected grounds under the Human Rights Code. The BCER is committed to providing reasonable accommodations for the removal of barriers for qualified individuals. If you need assistance or accommodation, please let us know. We acknowledge and respect the many Indigenous Territories and Treaty areas, each with unique cultures, languages, legal traditions and relationships to the land and water, which the British Columbia Energy Regulator's work spans. We also respectfully acknowledge the Métis and Inuit people living across B.C.

If you require any assistance or require more information, you may contact us at: [recruitment@bc-er.ca](mailto:recruitment@bc-er.ca) or call 250-794-5201.

The BCER's COVID-19 Vaccination Verification Policy requiring all existing, new, and potential employees to provide proof of their fully vaccinated status as a condition of employment has been suspended.

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| POSITION TITLE:              | Responsible Development Support Assistant | POSITION #:     | 573314/573315<br>573316/573317 |
| DIVISION:                    | Resource Management & Stewardship         | CLASSIFICATION: | Grid 15                        |
| PROGRAM AREA:                | Responsible Development                   | LOCATION:       | Fort St John<br>Dawson Creek   |
| SUPERVISOR'S TITLE:          | Director, Authorizations                  | POSITION #:     | 573097                         |
| SUPERVISOR'S CLASSIFICATION: | Management Band B                         | LOCATION:       | Fort St John                   |

The British Columbia Energy Regulator (BCER) is the Province of B.C.'s life-cycle energy resources regulator. The BCER is a Crown agency with a mandate to ensure both the environment and public safety are protected, and those with concerns have the opportunity to have their voices heard in the sustainable development of British Columbia's energy resources.

As a cost recoverable, values driven organization, we prioritize safety, stewardship, and Indigenous interests throughout the full project lifecycle – from exploration to reclamation – and support the transition to clean energy. The BCER is committed to reconciliation with Indigenous Peoples, honouring the Provincial commitment to the United Nations Declaration on the Rights of Indigenous Peoples, the *Declaration on the Rights of Indigenous Peoples Act*, and the Truth and Reconciliation BCER's (TRC) Calls to Action. Through fostering respectful and collaborative relationships with Indigenous partners and stakeholders, the BCER delivers on Government's priorities.

The BCER has an innovative forward-thinking workplace that demonstrates our core values. Through continuous improvement and development, the BCER is agile and responsive to the rapidly changing environment in which we operate. We are diverse and inclusive, with transparency, innovation, and integrity as foundation of our respectful culture.

**JOB OVERVIEW**

The Responsible Development Support Assistant (Assistant) assesses applications to ensure they are submitted in the form and manner required and processes and assigns applications to the appropriate BCER staff. The incumbent provides support to the community relations team's processing of written submissions, landowner concerns, and community engagement. The position works with technical staff to track correspondence and post-permit submissions, organize meetings, coordinate travel, and provide overall administrative support to the teams. The Assistant works with permit adjudication staff to ensure that a broad array of oil and gas activity application documents and tasks are processed in a timely way.

**ACCOUNTABILITIES**

- Manages and evaluates specific portions of industry applications for completeness; identifies gaps or areas of concern, and as appropriate, coordinates communication and referral input both internally and externally.
- Responds to proponent inquiries concerning application processes; provides, as required, interpretations regarding BCER policy, legislation, regulations, and First Nations Agreements; and, as necessary, communicates proponent concerns to appropriate staff.
- Reviews and accepts new company applications, ensuring correct information is submitted via Petrinex and manages company information.

- Utilizing knowledge of appropriate Acts and policies such as the *Land Act*, *Oil and Gas Activities Act*, and Crown Land Policies, the incumbent works to their delegated authority in the issuance and modification of tenure and manages cutting authorizations related to Ministry of Forests/Oil & Gas Master Licence to Cut Agreement. The position further manages the cancelling of permits per delegated authority.
- Calculates land rental fees and generates invoices as per Crown Land Policy.
- Composes, files, and distributes regulatory documentation including application approval letters, exemption letters, cancellation request and landowner letters.
- Maintains data management tools and develops statistical reports concerning all areas of permitting, related branches, and activities.
- Reviews and assists in responses to concerns expressed by landowners on matters related to oil and gas exploration, development, transportation, and production activities.
- Ensures important documentation supporting the application review processes are categorized, stored, and distributed appropriately.
- Receives post-permit submissions from proponents, distributes to the appropriate reviewers and decision makers, distributes responses to proponents, and files documentation.
- Supports First Nations consultation processes, as required.
- Supports day to day office activities such as credit card reconciliations, filing, travel arrangements, meeting coordination.

## **ORGANIZATION CHART**

Commissioner, Chief Executive Officer

Executive Vice President, Resource Management & Stewardship

Vice President, Responsible Development & Stewardship

Executive Director, Responsible Development

Director, Authorizations

***Responsible Development Support Assistant (Topic Position)***

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

### **Education:**

- Technical diploma/certificate in administrative support or resource management with two years experience, OR
- an equivalent combination of education, experience and/or training.

### **Experience:**

- Office Administration/Management experience within a government or professional environment.
- Ability to communicate technical information in written and oral form and to varying audiences.
- Experience compiling data, organizing, and using tracking documents and/or systems.
- Ability to effectively prioritize conflicting issues and requests.
- Experience handling sensitive information with discretion and confidentiality.

## **KEY COMPETENCIES**

**Adaptability:** Willingness and ability to effectively work in and adapt to change.

**Professionalism:** Promotes a positive image of the organization by taking personal responsibility for one's role and acts consistent with BCER values.

**Communication:** Ability to clearly convey and receive messages.

**Focus on Priorities:** Is able to identify priority activities and remains focused on the highest priorities.

**Detail Oriented:** Sets and attains high standards for quality and accuracy in work.