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## Strategic Relations Specialist

Permanent Full-Time

Competition Number: 201968

Position Number: 573840

BC Oil & Gas Commission, Fort St John

Grid 27 - \$77,665 - \$88,620 Annual Salary\*

*\*Posted salary includes a JFMM Allowance of 10% and a Location Allowance of 3%*

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The BC Oil and Gas Commission (Commission) is the provincial single-window regulatory agency with responsibilities for regulating oil and gas operations in British Columbia, including exploration, development, pipeline transportation and reclamation.

### PURPOSE OF POSITION

The Strategic Relations Specialist (Specialist) supports the development and leads the implementation of a broad range of initiatives related to the Commission's work. This includes relationship strategies, relationship-building programs, business improvement projects, tools for supporting statutory decision-making, and various other products.

The Specialist forges respectful relationships and helps to enable the participation of First Nations and stakeholders in the permitting process of oil and gas activities, and ensures that the legal obligations of the Commission, as an agent of the Crown, are met. The incumbent conducts research, provides information, and maintains accurate data on and for related projects and priorities such as implementing the United Nations Declaration on the Rights of Indigenous Peoples.

### SELECTION CRITERIA

#### EDUCATION:

- Master's degree in related field and one year related experience; or
- Bachelor's degree in a related field and three years related experience; or
- Technical diploma in related field and seven years related experience; or
- An equivalent combination of education, training and experience may be considered.

*Related Education includes: Aboriginal Studies, Natural Resource Management, Land Use Management, Public Policy, Conflict Resolution/Negotiation*

#### EXPERIENCE:

- Experience in program and project management, including planning, developing, organizing, managing and evaluating concurrent projects with multiple, competing priorities and rigid deadlines.
- Experience in multi-party negotiations and conflict management in a cross-cultural setting with the ability to effectively use tact and diplomacy and to handle highly confidential material.
- Experience working in a professional multi-disciplinary team in a highly intense working environment.
- Demonstrated experience conducting complex research and analysis related to land use or resource management.
- Broad policy experience related to environmental or natural resource management.
- Advanced knowledge of inter-governmental protocols.

If you are interested in applying for this role and meet the minimum selection criteria, please select "[Apply Now](#)" and submit your cover letter and resume prior to midnight **September 27, 2019**. Please note applicants will only be contacted if they are selected to proceed further in the process. An eligibility list may be established.

**For More Information:**

**Recruitment 250-794-5201**

POSITION TITLE:	Strategic Relations Specialist	POSITION #:	573839/573840
DIVISION:	Strategic Services	CLASSIFICATION:	Grid 27
Program Area:	Strategic Engagement	LOCATION:	Prince George/Fort St John
SUPERVISOR'S TITLE:	Manager, First Nations Relations	POSITION #:	573753/573676
SUPERVISOR'S CLASSIFICATION:	Grid 31	LOCATION:	Prince George/Fort St John

The BC Oil and Gas Commission (Commission) is the provincial single-window regulatory agency with responsibilities for regulating oil and gas operations in British Columbia, including exploration, development, pipeline transportation and reclamation.

The Commission's core roles include reviewing and assessing applications for industry activity, consulting with First Nations, ensuring industry complies with provincial legislation and cooperating with partner agencies. The public interest is protected through the objectives of ensuring public safety, protecting the environment, conserving petroleum resources and ensuring equitable participation in production.

#### **JOB OVERVIEW**

The Strategic Relations Specialist (Specialist) supports the development and leads the implementation of a broad range of initiatives related to the Commission's work. This includes relationship strategies, relationship-building programs, business improvement projects, tools for supporting statutory decision-making, and various other products.

The Specialist forges respectful relationships and helps to enable the participation of First Nations and stakeholders in the permitting process of oil and gas activities, and ensures that the legal obligations of the Commission, as an agent of the Crown, are met. The Specialist further supports the Strategic Relations team by conducting research, providing information, and maintaining accurate data on and for related projects and priorities such as implementing the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP). This responsibility involves working closely with Commission staff in all divisions as well as industry and government staff at the regional and provincial levels.

The incumbent manages complex projects related to the organization's decision-making authority, acts as the Commission's representative on committees and is accountable for sound recommendations on strategic initiatives.

Considered a Commission external relations expert, the Specialist is expected to provide direction, assistance and expertise while building working relationships with key partners including First Nations, land owners, rights holders, partner agencies, communities, Commission executive and staff, industry and the public.

#### **ACCOUNTABILITIES**

- Interprets, develops, and recommends changes to policy, regulation, legislation and other regulatory standards related to oil and gas development throughout the province.
- Develops, coordinates, implements and monitors projects, which may include conducting social, economic, and environmental assessments of options, developing recommendations for approval by Commission executive and ensuring projects are consistent with the organization's relationship objectives and provincial policies.

- Ensures First Nations consultation and accommodation requirements are met; negotiates and implements corporate agreements; supports First Nations community involvement in Commission initiatives; introduces collaborative relationship and capacity building strategies; proactively develops relationships with First Nations leadership and technical staff.
- Consults, explains, provides expert advice and support to Commission staff with regard to First Nations policy issues as well as forewarning on sensitive issues; provides briefing on strategies; may support other internal departments by providing advice and/or training on engagement, consultation, and the fulfillment of obligations under agreements and the common law.
- Provides tactical analysis and advice to industry in order to explain Commission agreements and the current status of relationships, negotiations or agreements implementation.
- Facilitates multi-agency coordination regarding various initiatives associated with the Commissions role; works on joint project teams and policy initiatives; provides and solicits expert advice; represents the organization on inter-agency teams or committees.
- Reports on the effectiveness of the Commission’s consultation processes and relationships and recommends options for program and process improvement.
- Briefs Commission management and executive on key issues; identifies solutions to complex problems that have cross-agency implications for a wide variety of sensitive issues, including barriers to change, cross-divisional organizational changes, and systemic organizational change; develops strategies to implement these solutions.

**ORGANIZATION CHART**

Commissioner, Chief Executive Officer

Executive Vice President, Legal & Regulatory Affairs

Vice President, Strategic Engagement

Executive Director, Strategic Relations

Director, Strategic Relations

Manager, First Nations Relations

***Strategic Relations Specialist (TOPIC POSITION)***

**EDUCATION, EXPERIENCE AND KNOWLEDGE REQUIREMENTS**

**Education:**

- Master’s degree in related field and one year related experience; or
- Bachelor’s degree in a related field and three years related experience; or
- Technical diploma in related field and seven years related experience; or
- An equivalent combination of education, training and experience.

**Related Education includes:** Aboriginal Studies, Natural Resource Management, Land Use Management, Public Policy, Conflict Resolution/Negotiation

**Experience:**

- Experience in program and project management, including planning, developing, organizing, managing and evaluating concurrent projects with multiple, competing priorities and rigid deadlines;
- Experience in multi-party negotiations and conflict management in a cross-cultural setting with the ability to effectively use tact and diplomacy and to handle highly confidential material
- Experience working in a professional multi-disciplinary team in a highly intense working environment;
- Demonstrated experience conducting complex research and analysis related to land use or resource management;

- Broad policy experience related to environmental or natural resource management
- Advanced knowledge of inter-governmental protocols
- Dealing with a wide range of resource users such as government, industry, special interest groups and the public;
- Preference may be given to those with experience in the oil and gas industry as it relates to First Nations issues.

**Knowledge:**

- Knowledge of relevant federal, provincial, municipal and regulatory policies, processes and programs;
- Knowledge of Aboriginal law, including research, data collection and issues management;
- Knowledge of Aboriginal issues and the relationship between these issues and the mandate of the Commission;
- Knowledge of current, high level environmental issues.

**KEY COMPETENCIES**

**Building Partnership with Stakeholders:** the ability to build long-term or on-going relationships with stakeholders and rights-holders. This type of relationship is often quite deliberate and is typically focused on the way the relationship is conducted. Implicit in this competency is demonstrating a respect for and stating positive expectations of the stakeholder.

**Conflict Management:** the ability to develop working relationships that facilitate the prevention and/or resolution of conflicts within the organization.

**Cultural Agility:** is the ability to work respectfully, knowledgeably and effectively with Aboriginal people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one’s own culture and worldview and the culture of the Commission and to noticing their commonalities and distinctions with Aboriginal cultures and worldviews. It is recognizing the ways that personal and professional values may conflict or align with those of Aboriginal people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.

**Organizational Awareness:** the ability to identify the real decision-makers and the individuals who can influence them; to predict how new events or situations will affect individuals and groups within the organization.

**Planning, Organizing and Coordinating:** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.

**Strategic Orientation** - is the ability to link long-range visions and concepts to daily work, ranging from a simple understanding to a sophisticated awareness of the impact of the world at large on strategies and on choices.

**Teamwork and Cooperation** - Ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals.