

**BENCHMARK POSITION DESCRIPTION – BM #11  
MINISTRY OF ENERGY AND MINES**

<b>1. POSITION TITLE</b>	<b>2. CLASSIFICATION LEVEL</b>
Manager, Petroleum Geology	LSO 5
<b>3. DIVISION</b>	<b>4. BRANCH</b>
Oil and Gas	Resource Development and Geoscience
<b>5. IMMEDIATE SUPERVISOR</b>	<b>6. LOCATION</b>
Director, Petroleum Geoscience	Victoria

**Program Function** Describe the purpose of the program and organization in which the position operates.

The Resource Development and Geoscience Branch is responsible for supplying petroleum geology energy-related geoscience services. The Branch provides the geological foundation in support of the Ministry Service Plan, promotes the development of the Province’s oil and gas resources, and provides interpretations and advice to all public, industry and government stakeholders with regard to the provincial energy industry. The Branch is also responsible for the provision of technical assessments in support of any changes to various legislation, regulations and policies.

**Purpose of Position and Summary of its Functions** This may be used for POSTING purposes.

The primary function of this position is to plan, develop and administer a work plan for the development of petroleum resources in the province. The position functions as the Ministry’s authority on petroleum geoscience, carbon capture and sequestration, geothermal and coalbed methane geology and resource potential, and as such provides authoritative advice and information to Ministry and other agency staff, Ministry executive, industry and the general public.

**Organizational Structure and Working Environment**

The Resource Development and Geoscience Branch is one of five in the Oil and Gas Division. The Manager is one of several positions reporting to the Director, Petroleum and Aggregate Geoscience. The position supervises a staff of seven licensed professionals and functions with considerable independence in determining where the province should identify and promote petroleum and natural gas resources.

**Position’s Specific Functions and How They Are Performed**

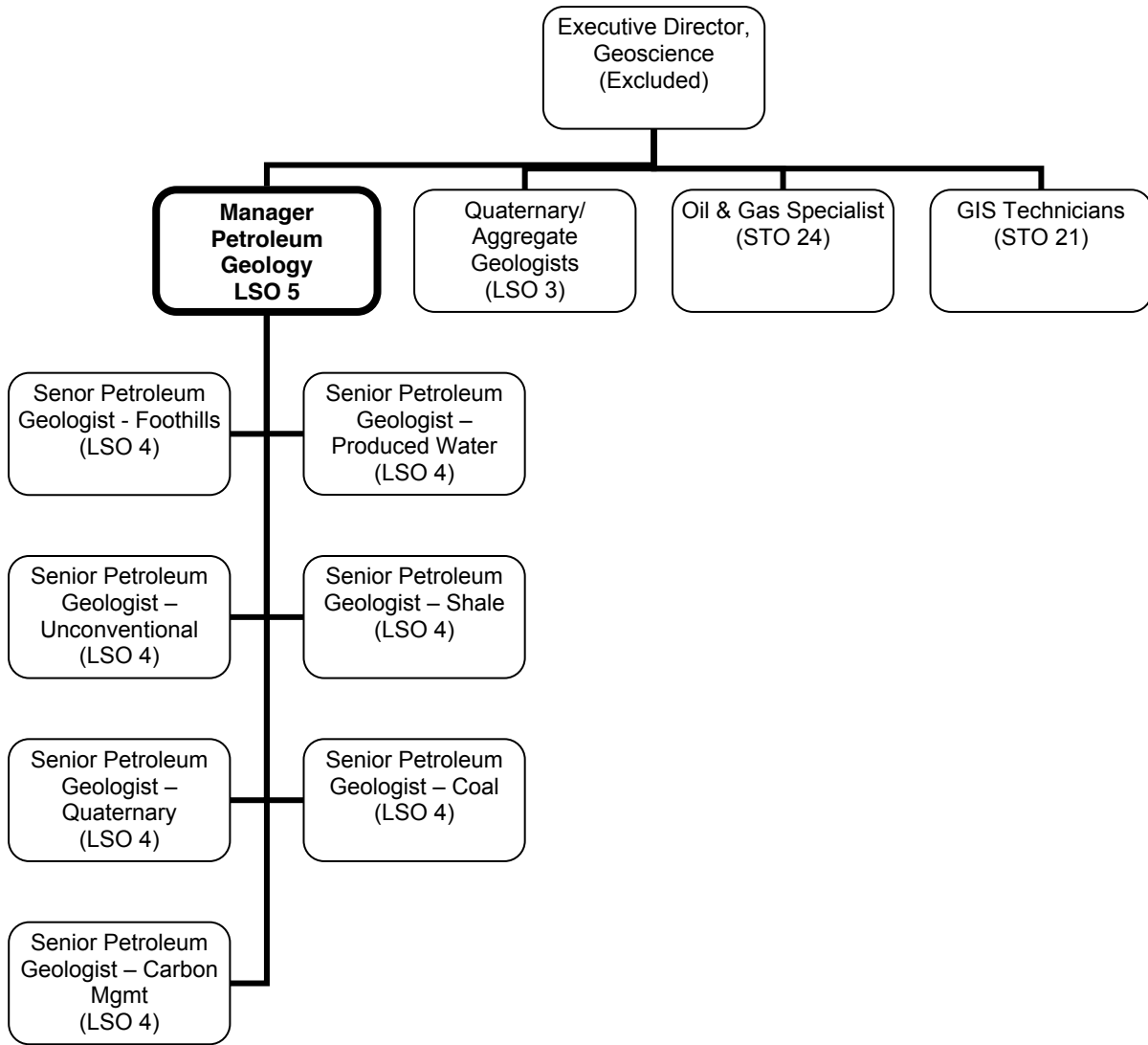
- 1. 30% Plans, develops and administers a work plan for the Ministry regarding the development of petroleum resources within the province by:**
  - Assessing the significance of identifiable petroleum resources, new hydrocarbon discoveries and in prioritizing technical studies and promotional products and events
  - Assessing project needs including determining human resource and financial requirements and developing recommendations for submission to senior management
  - Coordinating efforts with other branches and Ministry groups and outside agencies or institutions to ensure effective delivery of the plan
  - Identifying and/or making recommendations on new areas for research and other technical studies to be undertaken
  - Administering and allocating the necessary budget funds
  - Conducting periodic reviews of ongoing programs and services to evaluate their effectiveness and developing and/or recommending and implementing measures to improve project and program goals
  
- 2. 30% Develops, plans, implements, and/or supervises regional geologic studies and mapping projects regarding the undiscovered resource potential in the under-explored basins of BC by:**
  - Analyzing and interpreting a variety of complex, subsurface geological, geophysical, geochemical, and well information

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- Conducting specialized research and investigations into a wide variety of facets of petroleum geology including well log analysis, stratigraphy, sedimentology, structure, fluid analysis, drill stem test interpretation and core analysis
  - Developing and incorporating new geological interpretations into the mapping data base
  - Overseeing contractors engaged in promotional regional studies or promotional products
- 3. 10% Liaises with other federal and provincial agencies (GSC, NEB, OGC, etc.) to develop collaborative and jointly funded geological work projects and publications by:**
- Participating in Energy Geoscience workshops to facilitate and communicate the British Columbia energy geoscience needs to other agencies
  - Establishing and maintain a professional contact with researchers in other government agencies and educational institutions
  - Maintaining a current knowledge of ongoing and proposed geological research that is relevant to the interior basins
- 4. 15% Provides advice and recommendations to a wide client base and promotes conventional oil, gas and unconventional gas opportunities to industry by:**
- Reviewing and approving complex maps and data sets prepared by contracted professionals, other government agencies (e.g. GSC) and industry clients
  - Leading and participating on senior technical steering committees for regarding the identification and promotion of the interior basins
  - Maintaining the latest technical knowledge regarding new findings and research in the realm of petroleum geology as it relates to BC's petroleum resources
  - Attending and presenting to various technical symposiums or conferences such as annual CSPG and AAPG gatherings
- 5. 5% Provides technical advice regarding the development of new legislation, regulation and policy regarding technical aspects of the P&NG Act and land tenure regulations in relation to BC's petroleum resources by:**
- Recommending changes, amendments and improvements to the geological components of the P & NG Act and Regulations
  - Developing Recommendations on geological and regulatory issues and providing geological interpretations and regulatory clarifications
  - Developing new and/or adapting solutions in response to new situations, technology and practices
- 6. 5% Supervises, trains and sets priorities for staff by:**
- Developing performance plans and conducting employee appraisals
  - Assigning projects
- 7. 5% Performs other related duties**

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**ORGANIZATION CHART – MANAGER, PETROLEUM GEOLOGY**



**BENCHMARK CLASSIFICATION RATIONALE – BM #11  
MINISTRY OF ENERGY AND MINES**

**TITLE: Manager, Petroleum Geology**

**LEVEL: LSO 5**

**DIVISION/BRANCH: Oil and Gas/Resource Development and Geoscience**

<b>FACTOR</b>	<b>POINTS</b>
<p><b><u>PURPOSE OF POSITION</u></b> The primary focus of this position is to plan, develop and administer a work plan for the Ministry regarding the development of petroleum resources within the province. The position will also identify the need for and plan, implement and supervise geological studies associated with undiscovered resource potential. The position serves as the technical authority on petroleum geology resource evaluation and supervises a small unit of Licensed Professionals which are predominantly at the advanced level of knowledge.</p> <p><b><u>KNOWLEDGE</u></b> The work requires a very deep knowledge of petroleum geology, natural gas and petroleum resources to develop methodologies for developing resources and improving resource potential for the Province. Requires registration as a Professional Geologist.</p>	F(1)b 150
<p><b><u>JUDGEMENT</u></b> <u>Originality and Complexity:</u> The position functions as the highest level of technical planning within this organizational hierarchy by virtue of the requirement to develop the Ministry's work plan and operational requirements for the development of petroleum resources. The position makes judgements on what financial and human resources will be required and administers and allocates the necessary budget funds. <u>Technical Supervision Received:</u> While the work plans will be reviewed for overall conformity with the Ministry's objectives, the supervisor is not required to have the same depth of knowledge in petroleum geology as this position and as such, the technical content of the plans is subject to a very general review.</p>	D3 113
<p><b><u>ORGANIZATION AND PROGRAM ROLE</u></b> The position exercises technical supervision of Licensed Science Officers at the advanced level.</p>	III(b) 50
<p><b><u>ADMINISTRATIVE SUPERVISORY RESPONSIBILITY</u></b> The position provides administrative supervision to a staff of four licensed professionals and one technical position.</p>	5 – 9 6

TOTAL POINTS 319

LEVEL	POINT RANGE
1	168 – 203
2	204 – 237
3	238 – 267
4	268 – 295
<b><u>5</u></b>	<b><u>296 – 365</u></b>