

**Job Class Profile:**                **Manager of Mineral Rights**

**Pay Level:**                        **CG-43**                        **Point Band:**                        **1038-1081**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	7	7	2	4	7	7	6	5	1	
Points	327	117	13	19	210	152	124	107	11	1080

## JOB SUMMARY

The Manager of Mineral Rights performs professional level, supervisory work in managing the Mineral Rights Section in the Mines Branch of the Department of Natural Resources. Work involves responsibility for encouraging mineral exploration in the province by managing all aspects of mineral land tenure including budget monitoring, administering The Mineral Act and related legislation dealing with the disposition of mineral rights in the province and participating in the formulation and implementation of policies and procedures.

### Key and Periodic Activities

- Manages the day to day operation of the Province's Mineral Rights Administration computerized system – MIRIAD.
- Performs all legislative duties of the Mineral Claims Recorder.
- Oversees the day to day maintenance of several mineral rights registries including registry of transfers, confidential agreements, mining/surface leases and mineral licenses.
- Provides expert advice and consultation to senior officials of the department on all matters relating to mineral rights administration.
- Drafts contracts, and manages and coordinates consultants retained for specialized mineral rights administrative expertise.
- Prepares written material including cabinet papers, briefing notes, reports and presentations.
- Represents the department at public forums, and local, national and international meetings relating to mineral rights administration and mining matters and the promotion of the mineral potential of the Province.
- Oversees the technical review of mineral and quarry exploration assessment reports submitted for compliance with The Mineral Act and related legislation.
- Reviews legislation and guidelines, makes recommendations to senior officials of the department and updates as necessary.
- Oversees the collection of mineral exploration statistics and the monitoring of mineral exploration activity; liaises with other divisional managers and with other government departments and agencies; and maintains effective relationships with stakeholder groups and other jurisdictions.

**SKILL**

<b>Knowledge</b>
<p><b>General and Specific Knowledge:</b></p> <ul style="list-style-type: none"> <li>— Knowledge of mineral exploration industry.</li> <li>— Knowledge of relevant Legislation and Regulations.</li> <li>— Knowledge of mineral land tenure and mineral rights disposition.</li> </ul> <p><b>Formal Education and/or Certification(s):</b></p> <ul style="list-style-type: none"> <li>— Minimum: Undergraduate Degree in Geology or related field.</li> </ul> <p><b>Years of Experience:</b></p> <ul style="list-style-type: none"> <li>— Minimum: 10 + years/</li> </ul> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>— Apply established techniques.</li> <li>— Conduct analysis and assessment.</li> <li>— Co-ordinate a range of related work activities.</li> <li>— Design/develop new methods and procedures.</li> <li>— Provide advice to others.</li> <li>— Written and verbal communication skills.</li> </ul>
<b>Interpersonal Skills</b>
<ul style="list-style-type: none"> <li>— A range of interpersonal skills are used to listen, ask questions, provide routine and complex information when chairing meetings, deliver presentations, and meet with client groups, periodically participate in interviews for staffing purposes, gain the cooperation of others, promote services, negotiate contracts and agreements, instruct, coach and mentor staff, deal with upset or angry people, and resolve disputes when communicating with mining and exploration public interest groups and the general public on mineral land tenure policy and related issues.</li> <li>— Most significant contacts are with: client groups (i.e. mineral exploration and mining companies) on mineral rights issues by phone, email, fax or in person; counterparts across the country by correspondence on mineral rights issues and annual meetings; and Director when major mineral rights issues arise (i.e. problems with on-line claim staking).</li> </ul>

**EFFORT**

<b>Physical Effort</b>
<ul style="list-style-type: none"> <li>— The demands of the job do not result in considerable fatigue, requiring periods of rest.</li> <li>— Lifting or moving objects less than 10 lbs. such as large assessment reports and draughting tables is occasionally required.</li> <li>— Driving is required on an occasional basis to attend meetings and conduct presentations.</li> <li>— The use of fine finger/precision work when utilizing a computer to manage the day to day operation of the Province's Mineral Rights Administration computerized system occurs regularly.</li> </ul>

### Concentration

- **Visual** concentration is a constant requirement in the continuous use of a computer in the day to day management of the Mineral Rights Administration system including detailed examination of various mapping.
- **Auditory** demands occur when handling telephone enquiries and during discussions with staff.
- **Higher than normal level of attentiveness/alertness** is required when attending high level meetings, both internal and external to the organization, on any aspect of the province's mineral tenure system.
- **Time pressures and deadlines** are experienced when preparing various documents including cabinet papers and briefing notes. **Interruptions** are typically caused by phone calls, co-workers and staff seeking information.
- **Exact results and precision** are required when performing all activities relating to mineral records and related maps.

### Complexity

- Tasks and activities are typically different but allow for the use of similar skills and knowledge. Some challenges/problems/issues have obvious solutions and can be addressed by following procedures and/or guidelines as work is performed within defined and standard work processes, however, some issues may be encountered for which there are no or a limited number of guidelines or procedures; may be unique; and/or have policy significance.
- A typical challenge that may occur is technical difficulties with the on-line claim staking system in which requires working with the Office of the Chief Information Officer (OCIO) to remedy. Others may involve review of complex assessment reports submitted by prospectors/companies and resolving problems when information provided is not in compliance with established guidelines and standards. Reports include both technical and financial information.
- Work requires keeping abreast of trends and developments in mineral exploration techniques to assist with the review of mineral exploration reports. Work also includes reviewing legislation and guidelines and making recommendations to senior officials of the department.
- Challenges/problems/issues can be addressed by referring to Acts and Regulations, guidelines, policies and through seeking advice from Department of Justice, staff, and co-workers.

## RESPONSIBILITY

### Accountability and Decision-Making

- Work is conducted independently and discretion and judgment is exercised in performing all legislative duties of the Mineral Claims Recorder.
- Without formal approval decisions can be made related to approving assessment reports and providing approval for refunds of security deposits made by applicants staking a claim, as well as ordering office and field supplies and hiring new staff.
- Major changes to policy or any of the processes as it relates to acquisition or maintenance of mineral rights requires supervisory approval.
- Discretion and judgement is required when reviewing exploration reports submitted for compliance review with The Mineral Act and related legislation and interpreting statistics of

<p>mineral exploration activities.</p> <ul style="list-style-type: none"> <li>— Work requires providing expert advice and consultation to senior officials of the department on all matters relating to mineral rights administration.</li> </ul>
<p><b>Impact</b></p> <ul style="list-style-type: none"> <li>— Impacts are felt internally within the immediate work area and department as well as externally with clients and the general public.</li> <li>— Work activities impact resources such as equipment, processes and systems, information, material/human resources and corporate image.</li> <li>— The operation of a fair and open mineral tenure system is a critical component in promoting the province as a good place to do mineral exploration business.</li> <li>— The consequences of a mistake or error can have an extreme impact on clients if the release of corrupted mineral rights information or incorrect verbal advice could result in the cancellation of a mineral right causing major issues for the holder of that mineral right. Incorrect client information could result in key information regarding mineral rights not being received by the holder, however, this rarely occurs as the data input is carefully monitored and reviewed.</li> </ul>
<p><b>Development and Leadership of Others</b></p> <ul style="list-style-type: none"> <li>— Has responsibility for providing bargaining unit supervision.</li> <li>— Development and leadership responsibilities include providing on-the-job advice/guidance, direction, providing feedback and input for performance assessments, orientation, on-the-job training, acting as a technical mentor or advisor, building morale and employee relations, delegating tasks, providing input about staffing and recruitment, and organizing, coordinating and checking work of other colleagues, contractors and students.</li> </ul>

## WORKING CONDITIONS

<p><b>Environmental Working Conditions</b></p> <ul style="list-style-type: none"> <li>— Work is performed in an office environment with no typical adverse environmental conditions. No unusual safety precautions or safety equipment is required.</li> </ul>
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