

Job Class Profile: Mineral Industry Analyst II**Pay Level: CG-40 Point Band: 916-949**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	7	5	2	4	7	6	5	2	2	
Points	327	83	13	19	210	130	103	43	21	949

JOB SUMMARY

The Mineral Industry Analyst II performs professional mineral industry analysis work in support of a sustainable mining industry in Newfoundland and Labrador. The work involves primary responsibility for economic, statistical and business analysis relating to global metal markets, for the development and evaluation of mineral policy, and for the evaluation of specific mineral developments.

Key and Periodic Activities

- Plans, organizes, conducts and oversees a continuous program of in-depth metal markets and company analysis with respect to mining industry growth patterns, capital requirements, employment, infrastructure requirements and exploration activity to ascertain the effectiveness of government policies and to identify opportunities for mineral development, including value-added processing potential.
- Prepares and maintains up-to-date economic and business status reports on provincial, national, and international mining companies and operations, and a weekly updated mineral industry fact sheet.
- Plans, organizes, conducts and oversees metal market, economic and company financial studies as required for the assessment of specific development proposals and for development of overall strategy concerning mineral development
- Plans, initiates and co-ordinates the development of analytical procedures as they relate to metal market studies, economic impact and financial feasibility of proposed developments and assists in the development and co-ordination of the flow of information from the various government departments and agencies with respect to specific development proposals.
- Prepares and incorporates economic and financial policy recommendations into briefing material for the Minister.
- Collects information and administers the Province's mineral statistics database.
- Develops and maintains communication networks with other government agencies and departments regarding mineral development and integration of such development with general development plans. Represents the Department on inter-departmental and inter-governmental bodies as required.
- Plans, organizes and prepares various publications (i.e. Minfo, Mining Overview, etc.) that are used to promote the mining industry at conferences and through the general public. Researches

Key and Periodic Activities

- and prepares articles for these publications.
- Administers signed agreements between government and mineral industry companies.
- Represents the Department at various conferences throughout the province and country as an avenue to promote the Province's mineral industry, makes industry contacts and keep up to date on trends in the mining industry.
- Monitors all levels of taxation (local, national, international) as it applies to the mining industry and prepares reports that illustrate the Province's relative competitiveness to other jurisdictions.
- Participates with other staff in devising strategy for the Department's negotiating efforts and with respect to planning and policy alternatives.
- Provides pertinent information on targeted and minority groups as they relate to specific development proposals and overall mineral development policy.

SKILL

Knowledge

General and Specific Knowledge:

- Industry trends.
- Survey and questionnaire development.

Formal Education and/or Certification(s):

- Minimum: Undergraduate Degree in Business, Economics or Geology.

Years of Experience:

- Minimum: 3 - 4 years.
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Competencies:

Database management.

Written and oral communication skills.

Analysis and assessment skills.

Ability to apply established techniques.

Ability to coordinate a range of work or project activities.

Ability to design/develop new methods of surveys and questionnaires.

Interpersonal Skills

- A range of interpersonal skills are used such as: listening; asking questions to obtain information and providing routine and complex information/direction to others; promoting services or ideas; gaining the cooperation of others to complete work; conducting formal interviews; facilitating meetings; making formal presentations to groups; and dealing with upset or angry people.
- These skills are important in order to facilitate the department's main goal of promoting/selling of the province's mineral industry.
- The most significant contacts are with: the Manager/Director; other divisional staff; and the Executive group.

EFFORT

Physical Effort
<ul style="list-style-type: none"> — The demands of the job generally do not result in considerable fatigue requiring periods of rest. — Occasionally required to lift or move objects less than 10 lbs., such as boxes of supplies which also requires walking, bending and stretching. — Majority of tasks and activities requires sitting at a desk using a computer. Fine finger or precision work is required when working on a computer.
Concentration
<ul style="list-style-type: none"> — Visual concentration is necessary for reading reports and researching material, data analysis and using a computer. — Auditory demands are required when listening to presentations by mineral industry and other personnel during meetings or at conferences. — Use of a computer requires eye/hand coordination. — Higher than normal level of attentiveness/alertness is required when driving to a conference or on a field trip to visit a mineral industry company. — Data analysis used for economic forecasting requires exact results and precision and can be repetitious and require alertness. — Time pressures and deadlines are experienced when briefing notes are requested.
Complexity
<ul style="list-style-type: none"> — Tasks range from repetitive/well defined to different and unrelated. — Challenges/problems/issues can be addressed by following procedures and/or guidelines. — A typical challenge is responding to requests from executive staff for information about a specific company, a commodity, or a developed or developing project and could include a wide range of issues. As a result of this request, information must be researched and findings provided under tight timeframes. — Work requires keeping abreast of trends and developments in the mineral industry as in-depth analysis to mining industry growth patterns is required. — Reference material available includes company status reports, mining statistics database, company filings, applicable acts and regulations, internet, publications and co-workers.

RESPONSIBILITY

Accountability and Decision-Making
<ul style="list-style-type: none"> — Works tasks and activities are moderately prescribed or controlled. — Without formal approval can provide non-confidential information to clients and other departments as requested and may also assign/delegate tasks to co-workers and junior staff when assistance is needed in compiling information for publications. — Large office expenditures, committee work and attending speaking engagements require supervisory approval. — Must act independently and exercise a high degree of discretion and judgement in determining what information to include in a briefing note, letter or other form of analysis. Discretion must also be exercised when representing the Department at various conferences throughout the

province and country as an avenue to promote the Province's mineral industry.
Impact
<ul style="list-style-type: none"> — Impacts generally affect the immediate work area/department/government as well as externally with clients and the general public. — Work activities impact resources such as: information; material resources; finances; and corporate image. — The consequences of a mistake or error can impact the department and the organization with regards to information and finances, however, several checks and balances (i.e. co-workers, editors, managers, executives) are in place to ensure that errors are limited and detected early.
Development and Leadership of Others
<ul style="list-style-type: none"> — Does not have formal supervisory responsibility. — May be required to oversee other staff involved with publications and 5-year forecast documents.

WORKING CONDITIONS

Environmental Working Conditions
<ul style="list-style-type: none"> — Not required to wear safety equipment or take any special precautions as work is primarily performed in an office environment. — As a result, there is limited likelihood for injuries or illnesses resulting from hazards if normal precautions are followed. — There is exposure to glare from a computer screen is occasionally required to drive to meetings and/or conferences.