

### **About us:**

Birchcliff Energy Ltd. ("Birchcliff") is an intermediate oil and natural gas company based in Calgary, Alberta, engaged in the exploration, development and production of natural gas and liquids. All of Birchcliff's assets are located in Alberta, where the Company is focused on the Montney/Doig Resource Play. Birchcliff's vision is to be an industry leading producer of profitable and sustainable natural gas and liquids, with the objective of increasing long term shareholder value. Birchcliff has a strong record of success built on its core belief that outstanding people, combined with a strong corporate culture, create a winning environment. Birchcliff offers competitive compensation, stock options and benefits to its employees.

The Birchcliff Surface Land team is currently seeking an experienced Alberta Surface Land Agent/Coordinator to work in our core operating areas. Reporting to the Surface Land Manager, the successful candidate will be responsible for all aspects of surface land acquisition and maintenance. This position is primarily based in Birchcliff's Calgary office, and daily attendance at the office is required. The role will also involve travel to and work within Birchcliff's core operating areas in Pouce Coupe, Gordondale and the Goodfare/Elmworth areas.

### **Requirements and Responsibilities:**

- Work as a key member of the Asset Team on project planning and coordination of surface land acquisition for new capital projects, including:
  - Padsite, pipeline and facility installations on Crown and freehold lands.
  - OneStop RTF applications for water transfers and private access.
  - Communication and reporting with the Asset, Facilities and Operations teams.
  - Landowner and resident meetings relating to new acquisitions.
  - Ongoing communication and reporting with internal teams, including Asset, Facilities, Field Operations, Drilling, Completions, Construction, Reclamation, Mineral Land, Geology and Health and Safety.
  - Coordination and communication with external groups, including surveyors, construction contractors, and water, environmental and forestry consultants.
- Work with the Operations team on surface land maintenance activities, including:
  - Rental reviews and Damage releases.
  - Reclamation notifications (D-56, access and crossing agreements).
  - D-56 updates and D-60 flare notifications.
  - Crown disposition renewals and amendments.
  - Community relations activities, including maintaining and enhancing Birchcliff's reputation within the communities where we operate.
  - Actively contributing to Indigenous Relations initiatives through respectful, community-focused engagement
  - Addressing landowner and resident concerns and inquiries, preferably in person and through brokers when appropriate.
  - Attending community events, as required.
  - Coordinating and distributing weekly and other community updates.
  - Representing Birchcliff at Wapiti Synergy Group meetings in Grande Prairie.
  - Maintaining relationships and communications with local authorities.
- This role requires a combination of work in the Calgary office and at field operations in the Peace River Arch, primarily within the Counties of Saddle Hills and Grande Prairie, Alberta.

**Qualifications:**

- Permanent Alberta Surface Land Agent Licence.
- Alberta Commissioner for Oaths.
- Minimum education, a two-year college diploma or university degree in a related field.
- Active member of CALEP, IRWA or AASLA (or eligible to become).
- Minimum of 10 years of progressive surface land acquisition experience in the oil and gas industry, including specific experience with:
  - Multi-well pads, Montney development, community relations and land acquisitions in the Grande Prairie region.
  - Crown land acquisition, including OneStop applications, First Nations consultation, Water Act requirements and reclamation processes.
  - Regulatory consultation relating to full field development and facilities approvals, including Directive 56 – Participant Involvement Requirements.
- Proven track record of positively and effectively addressing stakeholder questions, concerns, objections and facilitation matters.
- Strong understanding of third-party approval requirements, including crossing agreements, proximity consents, road use agreements and encroachment agreements.
- Solid understanding of surface land administration processes, including document generation, file structure, third-party agreements, road use and file maintenance.
- Experience with Indigenous relations and a solid understanding of Indigenous consultation requirements related to Crown land acquisition in Alberta.
- Other skills and requirements:
  - Self-motivated, well organized, process-oriented team player with a desire to develop skills and build a long-term career at Birchcliff.
  - Strong working knowledge of Microsoft Excel, PowerPoint, Outlook and Access, as well as industry mapping programs such as Abadata and Google Earth, and asset management software including LandWorks.
  - Valid Class 5 driver's licence with a good driving record.

**Application Process**

Interested applicants who meet the criteria's outlined above are invited to submit their resume to [careers@birchcliffenergy.com](mailto:careers@birchcliffenergy.com) with the description "Surface Land Agent and Coordinator" in the subject line of the email.

Birchcliff thanks all applicants in advance for their submissions; however, only those applicants selected for an interview will be contacted.