

### **Job Description:**

Reporting to the Surface Land Administration Supervisor within a collaborative team environment, this senior role will be responsible for all elements of surface land administration for an intermediate oil and gas company with operations concentrated within the Montney/Doig resource play in Alberta. This position is required to replace someone who is retiring at the end of Q1-2024. To allow for orientation and process training, we have an anticipated start date in early Q1-2024.

### **Key Responsibilities:**

- Work closely with the Surface Land Administration Supervisor to ensure projects run smoothly and deadlines are met.
- Extensive A&D background as it pertains to surface land including due diligence for potential acquisitions, file reviews and updates, document preparation and post close issues.
- Advanced road use experience and knowledge of road systems, invoicing and maintenance billings, generating and maintaining road use agreements.
- Well versed in all aspects of capital project administration.
- Land title work including landowner changes and registering/discharging encumbrances on title.
- Review and audit surface land acquisition packages, 3<sup>rd</sup> party agreements and new file set up.

### **Required Education / Experience / Skills:**

- Minimum 10 to 15 years' experience in Alberta crown and freehold administration with preference given to CAPLA – CPSA (Certified Petroleum Surface Administrator) designation.
- Proficiency using CGI LandMan, MS Office Suite (Outlook, Word, Excel, Access, PowerPoint), Pandell Roads & Projects, AbaData and/or Accumap mapping programs.
- Exceptional relationship building skills with both internal and external stakeholders and the ability to mentor, work collectively and communicate effectively within a team environment.
- Comprehensive knowledge of government legislation and regulations related to the crown and freehold acquisition and maintenance processes.
- Solid understanding of regulatory, legislative and contractual requirements as well as a working knowledge of first nation consultation.
- Strong work ethic combined with demonstrated analytical and problem-solving skills.
- Excellent written and verbal communication with superior attention to detail.

### **Application Process:**

Interested applicants are invited to submit their resume to [careers@birchcliffenergy.com](mailto:careers@birchcliffenergy.com) with the term "Senior Surface Land Administrator" in the subject line of the email.

Birchcliff Energy Ltd. ([www.birchcliffenergy.com](http://www.birchcliffenergy.com)) offers competitive compensation, stock options and benefits to its employees. The successful applicant will be a highly motivated, well organized, resourceful and enthusiastic individual who enjoys being part of a fast-paced team.

*Applications will be accepted until the position is filled. We thank you in advance for your submission, however, only those selected for an interview will be contacted.*