

Mineral Land Analyst

Position Title:

Mineral Land Analyst

Job Type:

Full time, permanent

Reporting to:

Manager, Land

Location:

Calgary, Head Office

Company Profile:

Pieridae is a Canadian natural gas company headquartered in Calgary, Alberta. Through several corporate and asset acquisitions the Company has grown into a significant upstream and midstream producer with assets concentrated in the Canadian Foothills, producing conventional natural gas, NGLs, condensate and sulphur.

Management is excited about Pieridae’s opportunities and prospects within our existing asset base in the Canadian Foothills; during the past year Pieridae has strategically refocused on sustaining and growing its upstream exploration and production (“E&P”) and midstream business. Our objective is to continue Pieridae’s pivot toward growing a sustainable and profitable conventional Foothills oil and natural gas business while continuing to explore opportunities to diversify market access for the products we produce.

Position Summary:

The Mineral Land Analyst will be responsible for researching, analyzing, and managing mineral land and contract data to support the company's operations and ensure compliance with lease obligations. This role requires comprehensive knowledge of the oil and gas industry, excellent research and organizational skills, and the ability to collaborate with various stakeholders.

Key Responsibilities:

Land Administration:

- Maintain accurate and up-to-date land records, including deeds, titles, and surveys.
- Assist in resolving land-related issues, such as boundary disputes and landowner concerns.
- Willingness to take on various land tasks as required.
- Works closely with Senior Contract Analyst and JV Representative.

Lease Management:

- Track all lease driven obligations and defaults, including offsets and freehold lease requirements.
- Administer and manage oil and gas leases, contracts, and agreements.
- Draft lease assignments, subleases and continuation/expiry notices, as required.
- Ensure compliance with lease terms, including rental payments, royalty calculations, and expiration dates.
- Co-ordinate, prepare, submit, and track Crown and Freehold continuation applications; update CS Explorer as required and disseminate information to internal and external stakeholders.
- Consult with negotiating Landmen and other stakeholders for the dissemination of changes in lands, rights, interests, and obligations.
- Function as a liaison between the company, landowners, government agencies, and other stakeholders. Respond to inquiries and provide information to landowners and other interested parties. Build and maintain positive relationships with all stakeholders.

- Process internal and external queries and resolve discrepancies (rentals, invoices, accounting queries, working interest ownership, and well relationships).
- Coordinating approvals from geology and engineering for annual rental and surrenders if applicable.
- Pay monthly mineral rentals in CS Land and ensure Crown for both AB and BC are paid electronically. Pulling rental reports for each month and running download process for interfaces to Financial Accounting are performed.
- Contractual administration including aiding and coordination of the timely response of AFE's, Mail Ballots, Rights of First Refusal (ROFR's), Waivers and Notices of Consent, Payout/Penalty Wells and Changes of Operator.
- Maintain accurate and up-to-date lease records and databases.

Title Analysis:

- Review and analyze land and mineral title documents.
- Prepare ownership reports and ensure proper documentation is maintained.
- Coordinate with title attorneys and landmen to resolve title issues.

Regulatory Compliance:

- Knowledge of environmental regulations and sustainability practices in the oil and gas industry.
- Ensure compliance with federal, provincial, and local regulations related to land and mineral rights.
- Prepare and submit required documentation to regulatory bodies.
- Stay updated on changes in legislation and industry best practices.

Data Management:

- Maintaining data integrity of land records - updating the CS Land software and ensuring Pieridae's mineral interest and acreage position is accurately represented.
- Document business processes pertaining to the management of the land assets by collaborating with internal and external stakeholders when applicable.
- Generate reports and provide data analysis as needed. Maintain accurate and comprehensive records in CS Land software.
- Generate reports and provide analysis on landholdings, agreement status, and other relevant metrics.
- Support internal audits and reviews of land records.
- Working or advanced level knowledge of CS Explorer, HIS, GeoScout, ETS, SPIN, BCeid and Microsoft Office suite.
- Monitor changes in legislation and industry standards that impact land administration

Education and Work Experience:

- Graduation from an accredited Mineral Land Program or having a Mineral Land Designation from CALEP.
- 5 - 15 years of experience in land administration within the Alberta oil and gas industry.
- Strong knowledge of land and mineral rights, lease agreements, and title analysis.
- Familiarity with federal, provincial and local regulations related to mineral land management.
- Excellent computer skills with proficiency in CS Land, Abadata, GeoScout, SPIN, ETS and Microsoft Office Suite.
- Excellent organizational and record-keeping skills.
- Strong analytical and problem-solving abilities.
- Excellent interpersonal and critical thinking skills.
- First-rate team skills and experience in working to meet the needs of multiple clients.
- Ability to multi-task and strong time management proficiency.
- Ability to work independently and as part of a team.
- Proven experience in managing mineral and land contracts and leases.

- Familiarity with Canadian land and mineral rights laws and regulations.
- Strong knowledge of land and mineral rights, land acquisition processes, and contract law.
- Excellent organizational and time management skills, with the ability to manage multiple priorities.
- Collaborator and ability to manage multiple tasks simultaneously.
- Proficient critical thinking skills.
- Initiative taking – Self Starter and willing to learn.
- Strong verbal and written communication skills.

Pieridae is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, national origin, age, disability, protected veterans' status or any other legally protected factors.

Accommodation for applicants with disabilities is available on request during the recruitment process.

PLEASE EMAIL RESUMES AND COVER LETTERS TO HR@pieridaeenergy.com