

Harvest Operations Corp. (Harvest) is a diverse energy company, offering exposure to conventional upstream oil and natural gas production and SAGD operations. We are focused on identifying opportunities to create and deliver value with an active development program and a technical approach to maximize our assets. Harvest is committed to protecting the health and well-being of our people, the public and the environment through every decision and action take each day.

Harvest has a full-time permanent position available as a **Operations & Regulatory Coordinator**, reporting to the Team Lead of Health, Safety, Environment, and Regulatory Compliance. This position is based out of the Calgary Corporate office.

**Key Responsibilities:**

- This position requires a deep understanding of regulatory frameworks, excellent communication skills, technical understanding of D&C, production, facilities and operations with the ability to collaborate with cross-functional teams.
- Serve as the supporting point of contact for regulatory bodies, fostering effective communication and maintaining positive relationships.
- Ensure that all operational regulatory requirements, including D13 Inspections, Packer Isolation Testing, Annual Subsurface Pressure Testing, and Surface Casing Vent Flow Testing, are meticulously tracked, compiled, reported on, and submitted.
- Maintain and distribute weekly and monthly reports to various departments, enhancing regulatory awareness and ensuring compliance status.
- Monitor compliance mailboxes and ensure timely distribution and response to regulatory inquiries.
- Investigate regulatory inspections, coordinating recommendations, action plans, and closure of non-compliance.
- Manage regulatory information requests and audits, working closely with engineering and operations to develop evidence-based responses.
- Expertly complete submissions to provincial regulators through systems like DDS/One-Stop and Kermit.
- Complete applications, track, and provide backup information in support of Orphan Well Association reimbursement processes.
- Support Provincial and Federal emissions, chemical, and waste management reporting, working collaborative with the Regulatory Advisor to coordinate consulting services and work orders.
- Administer KPI data collection for department and corporate ESG initiative.
- Meticulously track and report all required data for AER and BCER liability reduction programs, ensuring alignment with Harvest's internal liability database.
- Extend support to the Harvest Health, Safety, Environment, and Regulatory department in its initiatives.
- Continuously streamline and enhance existing processes and procedures related to this role, ensuring efficiency and staying up to date with existing and evolving regulations.

**Skills**

- Excellent project coordination skills with ability to manage multiple tasks and competing priorities, and strong attention to detail and accuracy.
- Extensive computer knowledge with proficiency using Microsoft Office Suite programs and industry-related programs (e.g., Abadata, Wellview, Siteview, AER OneStop/DDS)
- Strong work ethic and the desire to excel in a fast-paced environment, with the ability to remain calm under pressure and coordinate response efforts during incidents.



- Collaboration and teamwork skills to work effectively with various departments and teams within HOC.
- Proven ability to accurately manage multiple priorities with attention to detail.
- Highly organized with the ability to juggle multiple priorities under tight deadlines; works well under pressure in a fast-paced work environment.

**Qualifications**

- Technical science degree or diploma
- 5+ years' related industry experience
- Working knowledge of federal and provincial environment & regulatory Acts, Regulations, Guidelines, Directives and Rules (BCER, AER, & CER)

Harvest provides competitive compensation and a comprehensive benefit package. Please visit Harvest's website at [www.harvestoperations.com](http://www.harvestoperations.com) to learn more about our company.

Please send your resume and cover letter to:

Email: [careers@harvestenergy.ca](mailto:careers@harvestenergy.ca)

**\*Please reference "Job Posting - #10320 Operations & Regulatory Coordinator" in the subject of your email.**

We sincerely thank those who apply, however, only those applicants selected for an interview will be contacted.