



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 **Regulatory Coordinator**, reporting to the Team Lead of Health, Safety, Environment, and Regulatory Compliance, based out of the Harvest Calgary head office.

**Key Responsibilities:**

- Act as a primary point of contact to regulatory bodies (Alberta Energy Regulator, British Columbia Energy Regulator, Canada Energy Regulator, Orphan Well Association, etc.);
- Ensure all operational regulatory requirements are tracked, compiled, reported on and submitted, including D13 Inspections, Packer Isolation Testing, Annual Subsurface Pressure Testing and Surface Casing Vent Flow Testing;
- Maintain and distribute weekly and monthly reports to various departments to ensure regulatory awareness and compliance status;
- Monitor Harvest compliance mailboxes and ensure timely distribution and response;
- Complete submissions to provincial regulators through DDS/One-Stop, Kermit, etc.;
- Collaborate with various corporate teams and field operations regarding non-compliance events and necessary information compilation, regulatory updates and reporting;
- Complete applications, track and provide backup information in support of Orphan Well Association reimbursement;
- Complete all required tracking and reporting required for Alberta and British Columbia Energy Regulator liability reduction programs and provide support to Harvest's internal liability database;
- Provide support, as required, to liability reduction tracking and acquisition & disposition programs;
- Provide support to the Harvest Health, Safety, Environment and Regulatory department;
- Streamline and enhance existing processes and procedures related to this role and remain current with existing and evolving regulations.

**Qualifications:**

- A minimum of 5 years' experience in the Oil & Gas industry;
- Previous experience with Regulatory tasks and working with provincial regulators and provincial regulations is considered an asset;
- A relevant post-secondary degree or technical certificate is considered an asset;
- Excellent communication, organizational, data management and analytical skills;
- Proven ability to manage multiple priorities and ongoing projects with the ability to prioritize and maintain attention to detail;
- Advanced with use of Microsoft Office applications; experience with other energy industry software such as GeoScout, Wellview, Petrinex and Abadata is an asset.

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 - #10298 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.