

JOB DESCRIPTION

Benchmark Job #322

Ministry: Energy, Mines & Petroleum Resources
Branch: Land Management and Policy
Location: Victoria

Working Title: **Senior Mineral Statistician**
Level: Range 27
Classification: Research Officer

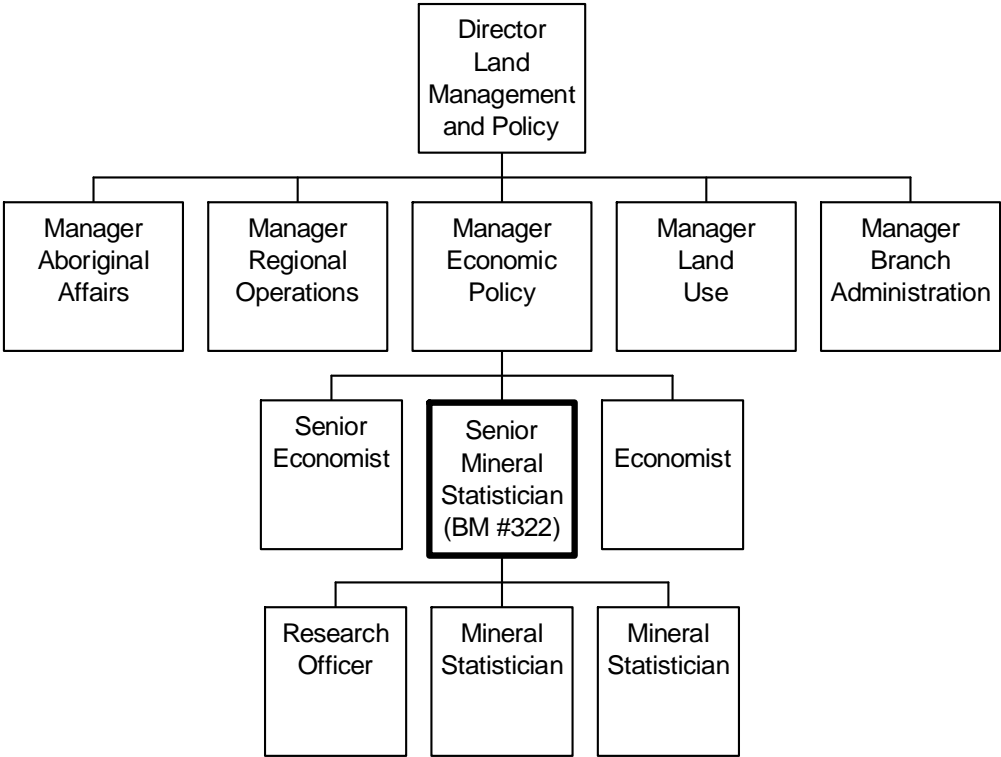
PRIMARY FUNCTION

To manage data and information analyses for all aspects of BC's mineral sector, including production, employment, trade, exploration/development and financial performance.

JOB DUTIES AND TASKS

1. Manages the development and implementation of the computer database management and reporting systems for the branch and division
 - a. coordinates the development and implementation of computerized surveys, databases and reports
 - b. defines the corporate mineral's data and database structure, specifications and reporting requirements
 - c. leads, reviews and assesses processes which ensure data integrity and validation
 - d. develops and implements corporate standards for information and reporting requirements
 - e. coordinates the acquisition and compilation, storage and retrieval of mineral data
 - f. coordinates and approves the dissemination of reports and analyses for the mineral sector
2. Manages the design and implementation of statistical surveys in co-operation with the federal government and industry
 - a. manages the identification, collection, analysis, evaluation and presentation of mineral data
 - b. identifies and defines objectives for staff to develop and conduct studies
 - c. plans, develops, evaluates and contributes to ministry policy requirements for surveys
 - d. monitors current conditions in the industry and the world market and recommends ministry strategies to assess impacts
 - e. forecasts and analyzes activity levels, government revenues
 - f. leads the development of statistical surveys with federal government departments and provincial ministries, ensuring relevance, quality and integrity
 - g. coordinates statistical survey design, implementation and administration, ensuring adherence to ministry and sector deadlines and quality control requirements
 - h. coordinates the organization of statistical information to support economic analyses and policy development
3. Supervises staff and performs other related duties
 - a. Supervises, recruits and trains staff (3 FTEs)
 - b. plans, schedules, assigns and reviews work
 - c. sets work priorities and standards
 - d. conducts formal appraisals of work performance
 - e. determines project costs and cost recovery to be charged to clients
 - f. represents the province on Federal-Provincial committees, providing authoritative advice on mineral statistics

ORGANIZATION CHART
Benchmark Job #322



REASON FOR CLASSIFICATION

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Job Title: Senior Mineral Statistician

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand all related issues of a significant program to plan, organize and develop the BC Mineral Sector forecast of industry and world market conditions and to provide authoritative advice to ministry executive, industry and staff, organize and direct statistical/economic analyses and policy development and manage survey design, implementation and administration.</p>	I	305
2	<p>MENTAL DEMANDS Judgement to manage database systems and data analyses to forecast current and future conditions for the provincial mineral sector, represent the province at federal-provincial meetings, manage and coordinate information reporting and dissemination requirements and define sectoral database structure specifications and requirements.</p>	H	250
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic negotiation skills to gain consensus and cooperation from federal government departments and provincial ministries on survey design, results analyses and framework to be followed.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Some coordination and dexterity required to keyboard to update data on mineral sector with minimal requirement for speed.</p>	B	10
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general ministry policies and goals to plan research studies and economic/statistical analyses, plan, lead and contribute to data management and reporting for BC's mineral sector, and coordinate the definition and setting of computerized database and survey specifications.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to determine project costs and cost recovery to be charged to client branches.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Major responsibility to develop corporate standards for information and reporting requirements of data and information analyses for BC's mineral sector.</p>	F	43

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise staff, appraise employee performance and take disciplinary action (3 FTEs).	DE	20
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility for own well-being and safety in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory requirement to frequently scrutinize reports and data sets.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently visually focus attention to computer screen while conducting statistical/mathematical analysis and preparing reports.	C	12
12	SURROUNDINGS Exposure to office setting with minimal disagreeable requirements.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 890.5

Level: Range 27