

Coordinator, IT and Business Applications

 Calgary

 Posting Date: July 3, 2024

 Closing Date: July 19, 2024

COMPANY PROFILE

PrairieSky Royalty holds the largest independently owned portfolio of fee simple mineral title and other oil and gas royalty interests in Canada. PrairieSky Royalty encourages third parties to actively develop its properties, while strategically seeking additional petroleum and natural gas assets that provide it with medium-term to long-term value enhancement potential. The company is located in Calgary, Alberta, and trades on the TSX under the symbol "PSK".

PrairieSky is committed to operating in an economically, socially, and environmentally sustainable manner. We are recognized as a leader in ESG across all industries by Sustainalytics Company ESG Risk Ratings, ranked in the top 1% across all industries in Sustainalytics' Global coverage universe and #1 in the world among global oil and gas producers.

Our core values of honesty, integrity and respect are the foundation of how we conduct business. PrairieSky is committed to providing employees with challenging work and competitive compensation, a safe and inclusive work environment, and opportunities for development and career growth. PrairieSky is an equal opportunity employer that celebrates diversity and recognizes the importance of building a team that embraces a variety of ideas, experiences, and backgrounds.

WHAT PRAIRIESKY OFFERS

- ▶ Competitive compensation and annual allowance.
- ▶ A premier group savings plan with substantial employer matching.
- ▶ Attractive benefits program, including a Health Spending Account and an Employee Assistance Program with enhanced mental health support.
- ▶ Policies focused on supporting work-life balance, including flexible work hours, a generous office closure calendar, and vacation allotment.
- ▶ Eligibility for annual short-term and long-term incentive programs aimed to recognize and reward performance.
- ▶ Education and professional development support.

POSITION

PrairieSky has an exciting opportunity for a Coordinator, IT and Business Applications who will act as a liaison between the business, systems, and end users. The successful candidate will be a highly motivated individual who can support our core applications and lead initiatives with cross-functional teams, subject matter experts, and external services providers. They must be experienced in developing a deep understanding of business requirements and identifying and implementing system enhancements/technical solutions to support them. They should thrive in a fast-paced environment and have a passion for complex problem-solving.

RESPONSIBILITIES

- ▶ This position requires a high level of collaboration with leadership, internal teams, and external vendors/service providers to be the bridge between IT and business process owners to create efficiencies.
- ▶ Provide overarching support for core applications used by our Land, Compliance, Geosciences and Finance teams.
- ▶ Evaluate current systems and identify business and operational requirements using interviews, requirements workshops, business process descriptions, use cases, and document, business and task/workflow analysis. Develop and document requirements specifications using standard templates.
- ▶ Direct initiatives to streamline processes, improve system efficiencies, and launch new systems or system enhancements. Lead system maintenance activities, including patches and upgrades. Develop test plans, complete systems testing, and support user acceptance testing.
- ▶ Manage and execute required stakeholder engagement across project deliverables to support project plan and scope outline.
- ▶ Identify/validate stakeholder change impacts and manage change associated with updates and the adoption of new strategies and tools. Provide technical review of communications and coordinate training of end-users to ensure effective use of applications, including through creating learning content.
- ▶ Deliver and/or participate in standards, policies or process education and awareness.

QUALIFICATIONS

- ▶ At least 5 years of related business systems experience, preferably in the Oil & Gas Industry.
- ▶ A post-secondary degree or diploma in Information Technology, Management Information Systems, Business Administration or equivalent experience.
- ▶ Capacity to develop in-depth systems knowledge. A working knowledge of Oil & Gas applications and processes (including land, geological, production, and economic software tools) is an asset.
- ▶ Adept at learning, analyzing, and developing a thorough understanding of business processes/requirements and developing technical solutions that align with objectives.
- ▶ Experienced in system implementation, optimization, and testing, as well as project management.
- ▶ Requires knowledge of SharePoint, Power BI, and database tools/environments. Familiarity with SQL, PL/SQL is beneficial.
- ▶ Superior problem-solving skills and the ability to work through complex issues.
- ▶ Excellent organizational, communication, and interpersonal skills.

**If interested in this position, please forward a copy of your resume and cover letter to:
humanresources@prairiesky.com.**