

**Job Class Profile:** **Mineral Industry Analyst IIA****Pay Level:** **CG-41**      **Point Band:** **950-993**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	7	5	3	4	7	6	5	1	4	
Points	327	83	19	19	210	130	103	21	43	955

**JOB SUMMARY**

The Mineral Industry Analyst IIA is responsible for facilitating the Department's responsibilities relating to the mining industry in Labrador. Work involves conducting mineral industry analysis, quarry inspections, prospector assistance and community relations. Mineral industry analysis work involves primary responsibility for economic, statistical and business analysis relating to the global markets for the development and evaluation of mineral policy and for the evaluation of existing and future projects. Quarry inspection work involves primary responsibility for technical inspections that comply with the Quarry Materials Act relating to quarry applications and permits.

**Key and Periodic Activities**

- Plans, organizes, conducts and oversees a continuous program of in-depth metal markets and company analysis with respect to mining industry growth patterns, capital requirements, employment, infrastructure requirements, exploration activity etc., to ascertain the effectiveness of government policies and to identify opportunities for mineral development, including value-added processing potential.
- Prepares and maintains up-to-date economic and business status reports on provincial, national, and international mining companies and operations.
- Monitors and implements the Mining Act and Regulations in assigned segments of the mining industry by maintaining contact with representatives of various companies and other agencies by regular visits to project sites, attending community or company meetings, and participating in committees or panels within the mining industry in Labrador.
- Monitors and implements the Quarry Materials Act and Regulations by conducting technical inspections of quarries pre and post-approval which includes preparing inspection reports, preparing court documents and exercising powers of an inspector under the Quarry Materials Act.
- Prepares and incorporates economic, financial policy recommendations, current status or issues relating of the mining operations in Labrador into briefing material for the Minister and Executive level.
- Provide assistance to prospectors and exploration companies in the Labrador area by locating maps, assisting with claim applications, assisting with research and report preparation. Also maintains a Prospector Assistance Room at the Labrador office where maps, files and reports are kept and organized.

Key and Periodic Activities
<ul style="list-style-type: none"> <li>— Prepares articles for MINFO(Department Publication), and conference publications through researching and writing.</li> <li>— Monitors and evaluates levels of taxation (local, national, and international) as it applies to the mining industry and prepares reports that illustrate the Province's relative competitiveness to other jurisdictions.</li> <li>— Provides pertinent information on aboriginal issues as they relate to specific development proposals and overall mineral development policy.</li> <li>— Attends conferences to represent the department, promote the mining industry, gather information and meet contacts in the Mining Industry.</li> </ul>

## SKILL

Knowledge
<p><b>General and Specific Knowledge:</b></p> <ul style="list-style-type: none"> <li>— Industry trends.</li> <li>— Use of Global Positioning System (GPS) equipment.</li> </ul> <p><b>Formal Education and/or Certification(s):</b></p> <ul style="list-style-type: none"> <li>— Minimum: Undergraduate Degree in Business, Economics, Geology or other related field.</li> </ul> <p><b>Years of Experience:</b></p> <ul style="list-style-type: none"> <li>— Minimum: 3 - 4 years.</li> </ul> <p><b>Competencies:</b></p> <p>Database, spreadsheet management.</p> <p>Written and oral communication skills.</p> <p>Analysis and assessment skills.</p> <p>Ability to apply established techniques.</p>
Interpersonal Skills
<ul style="list-style-type: none"> <li>— A range of interpersonal skills are used such as: listening; asking questions to obtain information; facilitating meetings; making formal presentations; gaining the cooperation of others to complete work; communicating complex information to others; and dealing with upset or angry people.</li> <li>— This skill set is important as work requires acting as a liaison between the department and all public stakeholders in the mining industry in Labrador.</li> <li>— Most significant contacts are with: the Manager and other analysts to carry out and obtain approval for tasks and activities; co-workers and other analysts to coordinate job tasks; and Manager, Quarry Materials to carry out and obtain approval for tasks and activities.</li> </ul>

## EFFORT

Physical Effort
<ul style="list-style-type: none"> <li>— The demands of the job generally do not result in fatigue requiring periods of rest.</li> </ul>

- Many duties require sitting at a desk using a computer, therefore, fine finger or precision work is a regular occurrence.
- Occasionally required to climb embankments during quarry inspections and to use a GPS in the field.

### Concentration

- **Visual** concentration is necessary for reading reports and researching material, data analysis and using a computer.
- **Auditory** demands are required when conducting inspections in mines and quarries to ensure safety.
- Use of a computer and driving requires **eye/hand coordination**.
- **Higher than normal level of attentiveness/alertness** is required when working around large haulage trucks when conducting inspections.
- **Time pressures and deadlines** are experienced when preparing status reports, articles, briefing notes for specified deadlines.
- Data analysis and statistics used for economic forecasting requires **exact results and precision** and can be **repetitious and require alertness**.

### Complexity

- Tasks range from repetitive/well defined to different and unrelated.
- Challenges/problems/issues regularly must be defined and practical solutions found, but occasionally can be addressed by following standardized work processes, procedures and/or guidelines.
- A typical challenge is collecting data from the mining companies and performing technical inspections. Analysis of this data is required to ensure it is current and correct. During quarry inspections there may be boundary disputes between local companies which requires research and resolution.
- Work requires keeping abreast of trends and developments in the mineral industry as in-depth analysis is required to determine mining industry growth patterns.
- Reference material available includes departmental database, maps, mining publications, internet, a variety of reports, applicable acts and regulations, managers and co-workers.

## RESPONSIBILITY

### Accountability and Decision-Making

- Works tasks and activities are moderately prescribed or controlled.
- Without formal approval can plan personal work schedule particularly as it relates to analysis and quarry inspections and exercises powers of an Inspector under the Quarry Materials Act.
- Large office expenditures, committee work and attending speaking engagements require supervisory approval.
- Some work is conducted independently which requires exercising a high degree of discretion and judgement such as when talking to the public, or when performing inspections or doing site visits.

### Impact

- Impacts generally affect the immediate work area/department/government as well as externally with clients and the general public.
- Work activities impact resources such as: equipment; processes and systems; information; health and safety; corporate image; and local companies.
- The consequences of a mistake or error can impact the department, organization and general public with regards to information and corporate image should incorrect information be reported and subsequently released by the department. Also, if quarries are not accurately inspected, royalties will not be recorded properly impacting on finances. There are, however, checks and balances (i.e. supervisory review) in place to ensure that errors are limited and detected early.

#### **Development and Leadership of Others**

- Does not have formal supervisory responsibility and is not required to provide leadership and development to others.

### **WORKING CONDITIONS**

#### **Environmental Working Conditions**

- Required to wear safety equipment such as hard hat, safety boots, reflective vest and safety glasses when visiting quarries and mine sites.
- There is limited likelihood for injuries or illnesses resulting from hazards if normal precautions are followed.
- Occasionally exposed to unusual/distracting noise, dirt, dust, glare, fumes, limited lighting, dangerous heights or depths, wet or slippery surfaces, temperature extremes, physical dangers, heavy machinery and travel.