



## **Team Lead – Land Administration**

[Apply Now](#)

### **Country**

Canada

### **Location**

Calgary

### **Employment Type**

Employee

### **Requisition Number**

CAN02628

### **Closing date**

Apr-18-2025

## **Company Overview**

**Welcome to CNOOC International. We are a global energy company and subsidiary of CNOOC Limited with a vision of delivering safe, sustainable *energy for all*.**

CNOOC International, the international division of CNOOC Limited, is a global energy company with operations in Asia, Africa, the Americas, the Middle East and Europe. Our successful growth as an upstream oil and gas producer has been achieved by consistently finding and developing world-class assets.

Our business is focused on safely exploring and producing from conventional offshore, unconventional and oil sands assets. As part of the CNOOC Group of companies, which span the entire energy supply chain, our size and capability create a competitive advantage that ensures we deliver long-term value. In Canada, CNOOC International has oil sands assets in Long Lake, located in northern Alberta just south of Fort McMurray, which is a SAGD and partial Upgrader operation with production capacity of 85,000 barrels of bitumen a day. We also have interests in several other oil sands projects, including Hangingstone, operated by Greenfire Resources Operating Corporation and Syncrude's oil sands mining upgrading facility. In addition to our oil sands business, we have shale gas land in Northeast British Columbia, a power station in Balzac, Alberta, and interest in a wind farm in southern Alberta. Calgary is our regional corporate office for all North America.

## CNOOC and You

Your career at CNOOC is about moving forward – learning new skills, broadening experiences, and making meaningful contributions. From personal career development that enables you to fulfill your potential, to **employee programs** that help you make the most of **work life balance**.

We encourage and promote work-life balance by allowing you to participate in our Compressed Work Schedule (CWS) that will give you **two Fridays off per month** and flexible work hours.

In exchange for your dedicated work is a **total rewards** package that not only recognizes your contribution but also provides for your family. We offer competitive Company-paid **benefits** that support **your** mental, physical and financial well-being! Including an annual Wellness Account, a generous paramedical allowance, and access to a team of Virtual Health Care professionals to guide you to the right medical resource. Save for your future by participating in our **Pension plan** and join our **Savings Plan** with Company-matching. We encourage you to further step up for your community by giving you two **paid volunteer days, volunteer rewards and sports grants** to support causes you are passionate about.

Bold ideas, diverse perspectives, and the determination to fuel our success are what set us apart. Therefore, we are seeking a **Team Lead – Land Administration** to join our growing team in **Calgary, Alberta**. This dynamic role will be instrumental in *a range of duties within the organization's Canadian land, joint venture, and commercial portfolio*.

### Your Background

- Minimum ten (10) years of land administration experience and five (5) years of land supervisor experience.
- A well-rounded background in land administration and experience with oil sands assets.
- Strong understanding of land tenure frameworks in British Columbia and Alberta.
- Strong computer skills including MS Excel, Word, PowerPoint
- Proficiency with land-specific software including the Quorum land system, Accumap, Abadata, SPIN II, OneStop, Kermit, and AEP – EDS.
- Excellent interpersonal skills with a demonstrated ability to interact across various levels of an organization, both internally and externally.
- Strong cultural awareness skills and the ability to work across cultures effectively.
- Comfort and ability to thrive in a high-change, fast-paced environment.

### Your Role with Our Team

You will work closely with land and joint venture team staff and will liaise with a range of internal and external stakeholders. Your responsibilities will include: (1) leading of the land administration team; (2) responsibility for all land administration-related duties (surface, mineral, contracts) within the organization; (3) actively working on land administration tasks within a specified area. This position will

require the incumbent to act as a 'working leader' fulfilling both leadership and day to day responsibilities.

Your responsibilities will be as follows:

- Leading and mentoring a team of surface, mineral, and contract land administrators.
- Coordinating workloads within the team to ensure work is completed in an accurate and timely manner as dictated by the needs of the organization.
- Holding regular performance and career development conversations with team members.
- Regularly reviewing departmental processes and precedents for accuracy, efficiency, and compliance to our corporate standards.
- Managing and maintaining our land management system and ensuring the accuracy and reliability of the database.
- Actively contributing to day-to-day business requirements in the following ways:
  - Managing regulatory and contractual obligations.
  - Inputting and maintaining leases and contracts in the Quorum land system.
  - Preparing and processing ION's, ROFR's, NOA's, abandonment notices, and other land related documentation.
- Coordinating the administration of acquisitions and divestments including the preparation of data rooms and confidentiality agreements.
- Leading and facilitating communications, public involvement, and negotiations with external stakeholders, including contractors, landowners, developers, regulatory officials, governmental agencies, and land brokers.
- Assisting with and executing special projects as required.

### **Your Career Development**

The opportunities are limitless when you join our team. Our employees are encouraged to drive their development, enhancing their career through experiences, exposure, and education.

A **mentoring** program, on-demand **e-Learning** courses, and formal **training** opportunities are all ways in which CNOOC International supports your career growth.

### **Closing Statement**

All positions require background checks which could include:

- Criminal police record check
- Education verification
- Credential verification