

Harvest Operations Corp. is a diverse energy company, based out of Calgary, 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 taken 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 taken each day.

Harvest is currently looking for a **Manager, Corporate Affairs** to join their team in Calgary. The Manager, Corporate Affairs reports to the General Counsel, and is responsible for the Corporate Compliance and Corporate Service departments. The Manager, Corporate Affairs is accountable in the managing, planning, coordinating, assisting in the performance and reviews of business process, financial risk, compliance and operational assessments through a variety of complex and large-scale risk-based internal audit, vendor audit, compliance audit and review services throughout Harvest and its subsidiaries. Adhering to professional standards, the Manager, Corporate Affairs will also provide valuable recommendations to management through evaluations and recommended improvements to Harvest's risk management, control and governance processes. This is a 10 month maternity leave position.

Key Responsibilities:

- Provide regulatory compliance and operational risk oversight, training and counsel to Harvest in collaboration with the Legal and Regulatory groups;
- Propose regular updates to relevant corporate policies & procedures by staying aware of changes to applicable rules, regulations, laws and best practices;
- Direct Harvest staff in developing standards, processes, analysis and effective reporting to improve management of compliance and operational risks;
- Provide oversight on complex inter-company relationships as they apply to Harvest's activities and conduct detailed assessments/resolutions of potential conflicts of interest issues;
- Conduct risk reviews through independent testing of operational and compliance related processes, as well as relevant aspects of the risk management governance structure;
- Monitor reporting accuracy and appropriate escalation to senior management;
- Approve the annual audit plan, programs and procedures, including assisting in a risk-based scoping and coverage, process mapping, approval of process documentation, oversight of walk-throughs, management assessments of business and IT process design and operating effectiveness, deficiency evaluations, and monitoring progress towards deficiency remediation;
- Identify key risks to Harvest's business by defining Harvest's risk tolerance and specifying processes, information and technology systems and external factors that impact or could impact Harvest;
- Establish, manage and assist in executing audit and review programs for project, vendor, contract and other engagements;
- Provide recommendations to improve the design and operating effectiveness of business processes and controls;
- Communicate the results of work by preparing audit reports and other documentation to appropriate parties, including the Audit Committee, executives, senior management and the Board of Directors;
- Main point of contact between the external auditors on a quarterly and year-end basis for financial audit and special engagements;
- Perform ad-hoc requests by executives and senior management;
- Manage, oversee and police the development and implementation of all company policies and procedures;
- Compile research and analysis of technical and best practice standards for team;
- Mentor Corporate Compliance & Corporate Service team member(s);
- Stay current with all regulatory requirements, and ensuring the Corporate Compliance team stays current;
- Meet with executives and senior management for input into Corporate Compliance activities and to promote our services; including actively promoting and developing an environment within Corporate Compliance that promotes a continuous learning culture; and
- Other duties may apply

Qualifications

- 10+ years of relevant work experience, and management of compliance and/or operations risks.
- Minimum 7 years of business and operational experience in oil & gas with over 5 years in an internal audit/corporate compliance role. Oil and Gas experience is a requirement.
- University degree (Law, Business, Accounting, Finance, Management) and a professional accounting designation (preferably CA, CPA).
- Strong presentation skills with the ability to address a diverse audience.
- Excellent oral and written communication skills.
- Demonstrate the ability to apply professional judgment in the evaluation of entity, business and IT process design and operating effectiveness.
- Exceptional understanding of audit planning and execution, including advanced understanding of audit standards, accounting policies, and audit techniques.
- Working knowledge of all Canadian Regulatory Standards for financial disclosure and internal controls.
- Excellent presentation skills.
- Result driven with the ability to meet strict deadlines.
- Strong organizational and teamwork skills, including ability to manage multiple tasks.
- Ability to facilitate, negotiate and influence at all levels of the organization.

Competencies:

- Excellent team working skills and ability to build consensus among internal stakeholders;
- Ability to resolve complex business situations and determine efficient approaches that can provide permanent solutions;
- Ability to utilize sound business judgment and tailor approaches to drive optimal business outcomes;
- Demonstrate strategic thinking and organizational awareness;
- Ability to create and implement programs and procedures;
- Strong experience in dealing with compliance audits;
- Ability to influence and negotiate both vertically and horizontally;
- Good leadership skills to drive execution;
- Ability to make decisions and take position when necessary.

Harvest Operations Corp. provides competitive compensation and a comprehensive benefit package including both short term and long term incentive plans. Please visit Harvest's website at www.harvestenergy.ca to learn more about our company.

Please send your resume and cover letter to:

Email: careers@harvestenergy.ca

Please reference "Job Posting - #10032 – Manager, Corporate Affairs" in the subject of your email.

We sincerely thank those who apply, however, only those applicants selected for an interview will be contacted.