



Administrator, Rights Management

(Remote Role)

Are you interested in being at the forefront of a new offshore renewable energy sector in Nova Scotia, Canada? We have an exciting and new opportunity for an Administrator, Rights Management to join the Canada-Nova Scotia Offshore Energy Regulator (CNSOER) as we are now responsible for the regulation of offshore renewable energy development in the Canada-Nova Scotia offshore area.

The CNSOER is in Dartmouth, Nova Scotia, and is the independent joint agency of the Governments of Canada and Nova Scotia responsible for the regulation of renewable energy and oil and gas exploration and development activities that take place in the Canada-Nova Scotia offshore area.

The Administrator, Rights Management, reports to the Director, Resources & Rights and is responsible for providing technical and administrative support to the Resources and Rights staff and the Registrar. Coordinating and maintaining energy rights information databases, coordinating energy rights registrations in accordance with applicable legislation and regulations, coordinating, and maintaining rights issuance and management guidance and policies.

The responsibilities include:

Rights Administration

- Assist the Resources and Rights group with respect to offshore energy rights management and land tenure processes.
- Coordinate the administration of offshore energy licences, including rentals, bid deposits, drilling deposits, work requirements, forfeitures and bid security documents.
- Coordinate the submission, filing and review of Allowable Expenditure applications, Exploration Plans, Work Plans, and other reports submitted by Licence Representatives.
- Coordinate the development of information packages as required for Call for Information, Prequalification and Call for Bids and respective website updates.
- Coordinate Resources and Rights group Board meeting briefing notes.
- Establish and maintain energy rights databases with current information.
- Maintain land tenure-related tracking documents, schedules, and timelines.

Registry

- Coordinate Registry Activities.
- Coordinate enquiries from CNSOER staff, government, industry and public for registry documents and title matters.
- Provide support for preparation of interest abstracts and follow-up with interest holders to obtain proper documentation.
- Prepare the registry and rights information for the CNSOER's website ensuring it is accurate and up to date.

The successful candidate will possess the following qualifications and competencies:

- A community college diploma with one to three years of working experience.
- Well-developed computer skills in a variety of programs such as Word, Excel, and Outlook.
- Ability to work with minimum supervision and direction.
- Strong organizational skills.
- Demonstrated ability to build collaborative relationships.

Compensation: Commensurate with qualifications.

Applications will be marked confidential and must be submitted to:

Tara Jennings, CPHR
Advisor, Audit, Evaluation & Human Resources
Canada-Nova Scotia Offshore Energy Regulator
27-201 Brownlow Avenue
Dartmouth, NS B3B 1W2

Telephone: (902) 422-5588
Email: tjennings@cnsouer.ca
URL: www.cnsouer.ca

Please submit all applications by: September 12, 2025

The CNSOER is committed to employing staff who are representative of the diverse community we serve. If you are a member of one or more of the following designated groups, you are encouraged to self-identify on your cover letter or resume: Indigenous People, African Nova Scotians and Other Racially Visible Persons, Persons with Disabilities and Women in occupations or positions where they are under-represented.

The CNSOER thanks all applicants for their interest; however, only those applicants selected for an interview will be contacted.