Medicine Hat
The Gas City

JOB DESCRIPTION

JOB TITLE: BUSINESS ANALYST

REFERENCE NO: 100455

DIVISION: ENERGY & UTILITIES

DEPARTMENT: UTILITIES BUSINESS DEVELOPMENT & SUPPORT

APPROVAL DATES: BY: ______________ DATE: MAY 26/2020
ENERGY & UTILITIES COMMISSIONER

BY: ______________ DATE: May 25, 2020
GENERAL MANAGER OF HUMAN RESOURCES

GENERAL DESCRIPTION:

This position is accountable for developing and providing recommendations for improving business results through credible financial, market and competitive analysis. This position will research, gather and collate data and insights to inform the development of both short term and long term business strategies and to assist with department decision making.

ORGANIZATIONAL RELATIONSHIPS:

- Reports to the Utilities Business Development & Support (UBDS) Manager they support.
- Identifies, develops relationships and engages directly with both internal and external stakeholders such as electric generation, NGPR production, Gas & Electric Distribution, Environmental Utilities, and fellow co-workers and staff across other City departments.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

This position works across three different areas of client focus: marketing & transportation, asset optimization, and business support.

- Responsible for providing analysis that will assist in optimizing Energy & Utility assets, inform credible investment decisions, optimize revenues, support commercial deal development and management, and monitor and provide solutions to mitigate risk and facilitate continuous business improvements.
- Responsible to support business development efforts including any related commercial agreements, and as applicable, rate design and/or management or commodity positions.
- Monitors business results, the competitive landscape, economic and legislative requirements, to identify trends, effects on strategies and to provide recommendations via credible business cases to define and shape opportunities.
- Assess rapidly changing market conditions within relevant industry. Assist with defining, analysing and recommending utility business initiatives and strategies to improve business results and to manage business risk utilizing sound financial direction and key performance indicators.
- Responsible for tracking and evaluating transactions, (depending on industry: pool pricing, pricing gas, bid offers) various pricing and bid offers.
- Assists in the preparation of annual budgets including operational and capital budget planning for Energy & Utilities division. In addition develops, supports and assists with explanations for Management Variance Reports, revenue forecasting, and variance analysis.
- Responsible for implementing advanced strategies (i.e. data mining techniques) to gather, review and analyse data; prioritize business needs, identify improvement opportunities and create conceptual models including life cycle financial models of key assets, complete with sensitivity analysis.

- Other related duties as assigned, including coverage support for other Business Analysts.

Marketing & Transportation:

- Manages daily and monthly NGPR production and gas purchase forecasts for balancing of the City's "gas position" on the NGTL system.
- Responsible for the transaction of commodities on electronic trading platforms, such as the Intercontinental Exchange to ensure the City is physically balanced within the daily tolerance allowed by the NGTL system.
- Monitors all NGPR production stations, Gas Distribution (via SCADA) and Electric Generation consumption (via NGTL deliveries).
- Examines changes to Inter-Alberta NGTL tolerance changes, transportation curtailments, tolls and tariffs by way of identifying, evaluating and providing information on regulatory issues of importance to NGPR staff and stakeholders.

Asset Optimization:

- Responsible for the daily bids in the ancillary service market and daily submission of Electric Generation's power into the energy market.
- Assists in market bidding analysis to optimize the electric generation assets.
- Participates in development and implementation of regional and provincial energy policies and operating practices.
- Evaluates success in meeting energy resource acquisition targets for amounts and costs. Provides business development analysis and business effectiveness (cost control) support.
- Models variable costs based on forecast hourly loads and market variables to assist in guiding hourly Energy Trading System decisions.
- Provides back up for the calculation of the CMH Payment-in-lieu-of-Tax (PILOT) owing to the Balancing Pool in accordance with Alberta Regulation 235/2003.

Business Support:

- Following cost of service principles, responsible for the development of: competitive and sustainable electric, gas, water, sewer and solid waste rate structures and tariffs to meet utility revenue requirements.
- Gather comparative data from other utilities and recommend ratemaking strategies.
- Monitor provincial direction related to customer service, in particular, applications to Alberta Utilities Commission that pertain to City of Medicine Hat interests, including retail code of conduct and other tariff related issues.
- Works closely with the Environmental Sustainability Officer to support environmental initiatives including HAT Smart programming and others intended to achieve environmental objectives.

REQUIRED COMPETENCIES:

General:

- Strong business acumen with financial, accounting, economic, business, and/or marketing background.
- Naturally curious with ability to independently identify, research and analyse a broad spectrum of trends that can impact business results.
- Advanced knowledge in use of personal computers and software applications in a network environment including the proficient use of email and internet applications.
- Strong interpersonal and communication skills, both orally and in writing, including the ability to document procedures and write persuasive business cases.
- Proven ability to establish and maintain effective working relationships with operating departments, and industry contacts.
- Ability to handle confidential information in a responsible manner.
- Strong ability to prioritize competing priorities with a proven ability to work under pressure and meet short timelines.
- Knowledgeable of contract principles and language.

- Awareness of the applicable industry, its trends and related risks and opportunities. Positive attitude, self-motivated, energetic to contribute to a team environment and a continuous learner.

Marketing & Transportation:

- Advanced knowledge of both gas and oil marketing along with transportation arrangements pipeline terminal arrangements, regulatory matters and other marketing activities.
- Proven ability in scheduling experience and familiarity with Torrens Land Systems.
- Knowledge of electronic filing systems including internal filing/retrieval with NGX/ICE, electronic gas trading platform.
- Strong knowledge of commodity trading on electronic trading platforms.

Asset Optimization:

- Understanding of regulatory requirements, payment and pricing, contract interpretation, physical and financial arrangements, facilities and grid interconnection requirements, power plant and market operations and market rules.
- Knowledgeable of contract principles and language or Experience with energy supply and transmission and negotiating energy supply contracts.

Business Support:

- Comprehensive understanding of business administration processes, cost of service and rate design methodologies and principles.
- Fundamental knowledge utilities sector regulations and ratemaking, current provincial and federal environmental and energy regulatory issues, including utility industry implementing agencies and markets.

REQUIRED QUALIFICATIONS:

- Successful completion of a Bachelor's Degree in Business Administration, Commerce, or Economics from a recognized post-secondary institution.
- Five (5) years' experience supporting a business partner including working with energy operations, trading, planning, utilities, small project management, and/or a related field.
- CFA, CPA and/or industry recognized certifications considered an asset.
- A management approved equivalent combination of training and experience may be considered.

May 22, 2020