



Job Title: Legal Analyst
Job ID: 2786
Location: Calgary
Department: Legal-Corporate Resources
Full/Part Time: Full-Time
Regular/Temporary: Regular
Posting Close Date: 02/05/2010

Profile Statements

At Nexen, it's not just what we do that makes us a leader in our industry it's how we do it. Nexen is a Canadian-based energy company with international assets. We're building a sustainable future with our unconventional resource developments and world-class operations. From oil sands, coal bed methane and shale gas in North America to the deep waters of the Gulf of Mexico, the North Sea, offshore West Africa and the Middle East, Nexen is at the forefront of industry innovation and development.

We've earned a global reputation for doing the right thing, giving us the edge in many challenging locations around the world. Our company cares. That means we build relationships with stakeholders based on integrity and open dialogue. And, we strive to minimize the impact of our activities on communities and the natural environment. We do all we can to ensure our employees and contractors go home safely at the end of every work day. Our workplace is exciting, challenging and fun. We encourage initiative and welcome innovative ideas from everyone at any level. We're a company you can believe in.

Nexen has 4,000 employees worldwide and is listed on both the New York and Toronto stock exchanges.

Position Overview

In this position you will be part of the governance team that is responsible for ensuring that Nexen and its subsidiaries conduct business in compliance with applicable corporate legislation with a view to continuous improvement and ongoing implementation of best-in-class corporate governance practices.

Comp Work Statement

This position is eligible for Nexen's Compressed Work Schedule program (CWS). This program provides flexibility in work hours to assist employees in balancing their work and personal lives. CWS participants work eight hours and 40 minutes per day and earn two Fridays off per month, for a total of 24 days off annually.

Job Duties/Responsibilities

Assist with annual governance disclosure to shareholders, including Proxy Circular preparation;

- Manage proxy voting guideline records and other institutional shareholder information;
- Coordinate annual shareholder mailing and meeting;
- Preparation of Governance Office board memos and documents;
- Maintain Categorical Standards for Director Independence, Position Descriptions, Mandates and Roadmaps; complete or manage annual review and update process;
- Complete annual independence review of directors;
- Analyze impacts of new legislation on Nexen's current procedures and practices and recommend and implement revised processes in response to these changes;
- Complete governance best practices research and analysis, as required;
- Co-ordinate maintenance and update of corporate governance sections of external website, including up-to-date biographical information for directors;
- Maintain contacting documents, including current by-laws and articles;
- Audit SEDI filings and Insider Reporting processes; determine and recommend continuous improvements.

Education/Experience

Bachelors Degree or Paralegal / Legal Assistant Diploma with 7 to 10 years experience in corporate secretarial or governance setting;

- Excellent organizational, communication and teamwork skills;
- Excellent technical comprehension, meticulous attention to detail and a high degree of initiative;
- Read, interpret and analyze complex information while exhibiting an understanding of the issues;
- Proven ability to account for the "big picture" while maintaining a keen attention to detail;
- Effectively manages multiple and potentially conflicting priorities;
- Understands and works effectively within a team culture;
- Has the ability to work independently and is a self-starter;
- Aptitude for coaching and mentoring colleagues;
- Proficient with Microsoft Suite of Products and database applications (previous experience with a corporate secretarial database would be an asset).

Core Competencies

Adaptability/Managing Change: Ability to embrace new technologies, meet emerging market demands, respond effectively to changing conditions, apply continuous improvement techniques and create new business opportunities.

Leadership: Ability to achieve desired results by encouraging and supporting the contributions of others possession of required knowledge, skills and experience to work effectively with others throughout the organization.

Teamwork: Knowledge, skill and ability to work effectively with others to achieve optimal collective results.

Communication: Ability to speak and write clearly and succinctly in a variety of settings and styles; ability to secure information, listen effectively and get messages across that have the desired effect.

Technical/Operating Skills: Possession of appropriate technical and operational knowledge, skills and experience to ensure performance at a high level of accomplishment.

Initiative: Think critically and act logically to evaluate situations and generates required steps to ensure success.

Closing Statement

Nexen Inc. offers a competitive compensation and benefits package and excellent opportunities for growth and advancement.

No agency or telephone inquires please.

Only resumes of candidates being considered will be acknowledged.

**PLEASE SUBMIT YOUR APPLICATION ONLINE AT
WWW.NEXENINC.COM/CAREERS BY February 5, 2010**