

## Registry Compliance Officer

Are you a passionate advocate for the environment? Do you go out of your way to reduce, reuse, and recycle? Do you envision a waste-free future?

If you answered yes to those questions then we'd like to hear from you.

We are the [Resource Productivity and Recovery Authority](#) (Authority) and our vision is: "A waste-free Ontario where all resources are reused and recycled.

Our mandate from the Government of Ontario is to advance a circular economy by supporting the implementation of the government's [Strategy for a Waste-Free Ontario: Building the Circular Economy](#) and enforcing the requirements of the [Resource Recovery and Circular Economy Act, 2016](#) (RRCEA) and the [Waste Diversion Transition Act, 2016](#) (WDTA).

We are looking for smart, talented and committed individuals to join our compliance team to support the government's efforts to create a clean and healthy environment for generations to come and establishing a new economy in which all waste is reused, recycled and reintegrated.

As a Registry Officer, your primary responsibilities will include:

- Ensuring producer performance against objectives set in RRCEA regulations by conducting compliance and enforcement activities
- Ensuring obligated parties comply with current Waste Diversion Program Plans and Industry Stewardship Plans under the WDTA by conducting compliance and enforcement activities
- Ensure newly obligated parties comply with registration and reporting requirements under the RRCEA by providing support with the Authority's Registry system and by conducting compliance and enforcement activities.

In this role, you will perform a range of activities that will allow you to flex both your analytical and customer service skills, and effect positive change in Ontario.

You're someone who thrives in a dynamic environment. You are detail-oriented. You have an affinity for numbers and data. You can clearly communicate complex ideas. You love digging deep into databases and data models to draw out relevant info and identify larger patterns. Above all, you are mission-oriented, compliance-driven, and guided by your commitment to the Authority's legislated mandate.

### On a practical level, you will:

- Assist in the development of annual reporting for current waste diversion programs
- Develop and execute Data Quality Assurance Processes to ensure data consistency, completeness, timeliness, and credibility
- Analyze complex data sets, translating them into clear and easy to understand reports for key internal and external stakeholders
- Be a direct line of support to our new Registrants, helping them navigate the Registry through expert advice and training

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- Deliver a high level of service for Registrants to ensure customer satisfaction and ongoing user compliance
  - Ensure compliance by conducting audits and investigating compliance issues
  - Develop relationships with member organizations, municipalities and industry stewards to drive program participation and compliance

Data, analytics and reporting will be a big part of being a Registry Officer, but this role is more than just numbers and data. You will be working on the frontlines of a new enforcement and compliance initiative that will require building relationships with producers that will enable us to achieve a waste-free Ontario and build a circular economy.

### **Working at the Resource Productivity and Recovery Authority**

We are a small team and recently formed. We are in start-up mode operating in an entrepreneurial environment. We are looking for team players who know what all hands-on deck means, can hit the ground running, and are ready to make the job their own.

You will be a part of a collaborative team doing ground-breaking and meaningful work with a critical environmental and economic mission.

This is a full-time, permanent position offering a competitive salary between \$50,000 – \$70,000/ year, commensurate with experience. We also offer generous benefits, a defined contribution pension plan, and 3 weeks of vacation. You will work full-time hours Monday to Friday.

Our office is conveniently located on the Yonge subway line at Sheppard Avenue. If you commute to work via the TTC, we will also provide a monthly metro-pass.

### **Qualifications**

- Experience in data management and analysis
- Experience with data modelling and forecasting tools, CRM software, statistical databases and SQL
- Experience in a customer/client service role is essential
- Advanced Microsoft Office skills (Word, Excel, Access, Outlook); experience in Excel working with advanced functions and formulas, LOOKUPS, formatting, databases, mail merge is essential
- Experience working in a regulatory body doing compliance-related work (e.g. environmental stewardship bodies) is a significant asset
- Project management experience is an asset
- Experience working in the non-profit industry is an asset
- Post-secondary degree/diploma or equivalent work experience (a background in accounting and/or economics is an asset)

### **How to Apply**

Click on the link below to complete the application. You will be redirected to a third-party recruiter site.

The online application will allow you to apply for this role as a complete person – not just a resume with key words. The application will assess your qualifications, personality traits and workplace

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preferences, and should take 10 to 15 minutes to complete. After submitting, you'll receive an email inviting you to log in and view your assessment results.

We value diversity and inclusion and encourage all qualified people to apply. If we can make this easier through accommodation in the recruitment process, please contact us with the “Help” button in the application.

We will review applications, with priority given to those who have completed the assessment, and look forward to hearing from you.

[Apply Now](#)