

Are you passionate about protecting 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 \(RPRA\)](#), Ontario's circular economy regulator.

Our vision is a circular economy today for a waste-free tomorrow. Our mission is to support compliance with individual producer responsibility through education and enforcement to foster Ontario's circular economy, spur innovation, and protect the environment.

We are looking for a talented and committed individual to join us as a Audit and Risk Officer to support the government's efforts to protect the environment and advance a new economy in which all waste is reused, recycled, and reintegrated.

## **AUDIT AND RISK OFFICER**

The Audit and Risk Officer is responsible for the development and execution of audit and verification procedures, plans and processes related to:

- regulations under the Resource Recovery and Circular Economy Act, 2016, and
- waste diversion programs and industry stewardship plan under the Waste Diversion Transition Act, 2016

### **Practically speaking, you will:**

- Develop and implement audit and risk registry procedures, plans and processes
- Analyze the quality and accuracy of registrant's data reported under the RRCEA and establish the appropriate internal plan required to ensure compliance with regulations and registry procedures.
- Provide registrant services to advise registrants on the regulatory verification requirements and train registrants to comply
- Perform tracking and reporting on audits and verifications post implementation to ensure procedures and plans are being followed
- Identify sources of compliance risk, and assist the Risk and Audit Lead in performing effective audit tests for assessment
- Analyze various supply and performance data to estimate the degree of risk and level of associated risk involved with registrants
- Enable effective assessment of controls, and conduct inspections to identify any potential compliance issues
- Conduct data analytics to support audit and verification initiatives, risk assessment or risk mitigation
- Maintain and ensure the accuracy and consistency of data throughout the data lifecycle to ensure it is reliable, accurate, and stored in the best way possible
- Quantitative development and implementation of risk strategies across the compliance management lifecycle

- Develop and optimize analytically driven risk strategies to determine which registrants to audit
- Develop subject matter expertise of regulations under the RRCEA, regulatory changes and relevant trends/innovations in audit and verification practices in other jurisdictions.
- Prepare definitive conclusions and well-written recommendations when communicating with registrants
- Support development of other registry procedures
- Acts as an advisor to the compliance and enforcement team and other departments within the organization

### **Reporting and Analysis**

- Recommends best practices in data processes
- Develops and executes data processes to ensure data accuracy, consistency, completeness, and reliability
- Creates, analyzes, and reviews reports for internal and external review and presentation

### **Administration**

- Provides administrative support to program committees and projects as required
- Undertakes research to support program committees and projects as required

### **Other Duties**

- Perform other duties as assigned

### **Qualifications**

#### **Education**

- Bachelor's degree/diploma or equivalent work experience in accounting and/or economics
- CPA and or CIA designation required

#### **Experience**

- Four to Six years of regulatory audit and risk experience

#### **Other Knowledge, Skills, Abilities or Certifications**

- Knowledge and understanding of the circular economy
- Experience in resource recovery, including extended producer responsibility, considered an asset
- A strategic thinker with critical analysis skills
- A self-starter with the ability to work independently
- Demonstrated background working in a cross-functional team
- Background with data management and analysis is required
- Attention to detail and accuracy
- Demonstrated ability to analyze, synthesize complex information and produce appropriate reports
- Outstanding research and documentation skills
- Results-driven and metrics focused with a passion for continuous improvement
- Demonstrated organizational skills with the ability to prioritize and thrive in a climate of change

- Strong interpersonal skills and demonstrated ability to work well in a team and with stakeholders; ready to collaborate and pitch in where required
- Excellent oral and written communication and problem-solving skills
- Strong customer service orientation and ability to develop strong stakeholder relationships
- Discretion and judgment in working with confidential information
- Advanced knowledge in Word, Outlook, Excel
- Ability to communicate in French considered an asset

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

This is a 1-year contract role working Monday-Friday from 9:00am-5:00pm, with flexibility as needed. Our highly attractive total compensation plan includes a competitive salary (commensurate with experience), health benefits, personal days and three weeks of vacation.

We have a hybrid work arrangement and support flexible work schedules. **Remote work is expected to be completed from a location within Ontario.** We are conveniently located in North York on the Yonge subway line at Sheppard Avenue.

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

RPRa is committed to maintaining a professional and respectful work environment. RPRa prioritizes the safety and well-being of its employees. Harassment or disrespectful behaviour of any kind by any individual towards our employees will not be tolerated.

We strive to build a team that reflects the diversity of the community we work in and encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, veterans, and people with disabilities.

RPRa welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

**Min: \$82,571 – Mid: \$103,214 salary range**

### **How to Apply:**

All applicants and referrals: submit your resume to HR with the job title in the subject heading via [careers@rpra.ca](mailto:careers@rpra.ca)