

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, successful implementation and maintenance of a risk-based compliance framework as 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:

- Development and implementation of audit and risk procedures for the registry
- Provide registrant services to advise registrants on the regulatory verification requirements and train registrants to comply.
- Perform tracking and reporting on strategy implementations and verifications post implementation to ensure strategies are being followed
- Identify and calibrate the primary sources of 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
- Undertaking complex analytics to support key strategic initiatives for growth, innovation, 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,
- Analyze the quality and content of registrant's data reported under the RRCEA and establish the appropriate internal plan required to ensure compliance with regulations and registry procedures.
- 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
- Stay abreast of various regulatory changes and consult with compliance or relevant unit to evaluate the level of regulatory risk associated with a registrant
- 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

- Six to ten years of regulatory audit and risk experience

Other Knowledge, Skills, Abilities

- 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

Physical Demands

- Office/Desk Job

Working with the Resource Productivity and Recovery Authority

This is a 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 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: \$80,400 – Mid: \$100,500 salary range

How to Apply:

All applicants and referrals: submit your resume to careers@rpra.ca with the job title in the subject line.