

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 an **Compliance 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.

## **COMPLIANCE OFFICER**

The Compliance Officer is responsible for the successful execution of compliance activities related to:

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

Following appropriate training and evaluation, this will include carrying out the role of inspector as set out in the legislation.

## **Essential Duties and Responsibilities**

### **Compliance (50%)**

- Reviews and verifies data reported by registrants under the RRCEA (including audits and verification reports) to ensure compliance with relevant regulations, registry procedures and compliance bulletins
- Conducts inspections to identify potential compliance issues that require follow up and compliance action
- Performs appropriate compliance actions associated with cases of non-compliance
- Files, manages and closes appropriate inspection and compliance cases
- Maintains documentation of compliance activities, e.g., inspection outcomes, follow-up compliance activities
- Adheres to modern regulator principles, including communications for compliance
- Supports regulated community consultations on compliance-related topics
- Implements compliance plans based on the Authority's risk-based compliance framework
- Inspections and compliance cases may be conducted from the desk or on site but are expected to primarily be desk inspections

**Registrant Service (35%)**

- Establishes a high level of satisfaction through all contacts, providing resolution of issues in a timely, accurate and professional manner, answering questions, and providing information
- Assists in the development and provision of materials (e.g., FAQs, Compliance Bulletins, slide decks) for parties regulated to register and report
- Ensures regulated parties are trained on the relevant systems to register and report
- Advises regulated parties of their regulatory requirements
- Makes recommendations on the regulated parties system interface to increase the usability of the system

**Reporting and Analysis (10%)**

- Assists in efforts to identify best practices in data processes
- Executes data processes to ensure data accuracy, consistency, completeness, and reliability
- Creates, analyzes, and reviews reports for internal and external review and presentation

**Administration (5%)**

- 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

**Job Qualifications****Education**

- Post-secondary education or equivalent work experience

**Experience**

- Six or more years' regulatory compliance experience considered an asset

**Other Knowledge, Skills, Abilities**

- Entry level accounting and/or economics knowledge an asset
- Background with data management and analysis considered an asset
- Understanding of baseline financial management considered an asset
- Background with Salesforce considered an asset
- Knowledge and understanding of the circular economy would be an asset
- Attention to detail and accuracy
- Demonstrated ability to analyze, synthesize information and produce appropriate reports
- Project management skills and outstanding 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

- Discretion and judgment in working with confidential information
- Advanced knowledge in Word, Outlook, Excel
- Ability to communicate in French considered an asset

### **Travel Requirements**

- Occasional travel within Ontario

### **Physical Demands**

- Office/Desk Job

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

This is a full time 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.

**Hiring Range: \$68,241 – 85,301**

### **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)