

Are you a compliance or regulatory professional who's 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](#) (the Authority) and 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.

Our mandate from the Government of Ontario is to advance a circular economy by enforcing the requirements of the [Resource Recovery and Circular Economy Act, 2016 \(RRCEA\)](#) and the [Waste Diversion Transition Act, 2016 \(WDTA\)](#) and their associated regulations.

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

Compliance and Registry Officer

In this role, you'll execute compliance activities related to regulations under the RRCEA and WDTA.

You'll connect with our registrants on compliance-related matters to gather information, and once trained, will act as an investigator on compliance cases. You'll need to think critically, put the pieces together, and when something doesn't add up, investigate and follow-up. You'll also provide light administrative support to program committees and projects, as required.

Practically speaking, you will:

- Review and verify data reported by registrants under the RRCEA (including audit reports) to ensure compliance with regulations and registry procedures
- Conduct inspections to identify any potential compliance issues that require follow up or compliance action (inspections are often done from the desk but may be on-site in some cases), and address cases of non-compliance adhering to the principles of a modern regulator
- File, manage, and close inspections and maintain documentation of compliance activities
- Support consultations with the regulated community on compliance matters
- Implement compliance plans based on the Authority's risk-based compliance framework
- Provide registrant services, including:

- assisting in the development and provision of materials (e.g., FAQs, slide decks, compliance bulletins, etc.) to support registrants
- train registrants on the Registry systems to register and report
- advise registrants on regulatory requirements using communications for compliances tools
- make recommendations on the systems to increase usability
- Assist in identifying and implementing best practices in data processes to ensure data accuracy and consistency
- Create, review, and analyze reports

To succeed in this role, you'll need strong communication and problem-solving skills, and the ability to analyze and synthesize information and produce reports, while maintaining discretion. Your experience in regulatory environments or compliance will serve you well in speaking with registrants ranging from C-suite level executives to neophyte small business owners. You'll need to be able to pivot quickly and adapt your style depending on your task and the type of registrant you're interacting with.

You'll excel in this role if you're someone who thrives in a fast-paced, ever-changing, collaborative environment. You're intelligent, able to adapt quickly to meet the needs of the organization, and not afraid to pitch in wherever needed.

If this sounds like you, we want to meet you!

Working at the Resource Productivity and Recovery Authority

This is a contract, full-time role working Monday-Friday from 9:00am-5:00pm, with flexibility as needed.

During COVID-19, we work remotely and support flexible work schedules. Upon our return to the office, we will continue to support flexible work schedules but depending on the job requirements you'll need to be able to commute to our office. We are conveniently located in North York on the Yonge and Sheppard line at Sheppard Ave.

We are a small team 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'll have plenty of opportunities for growth, development, and mentorship as you learn from our talented team. Our hope is that you'll be able to fine-tune your skills and move upward in our organization.

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

Qualifications

- 2 or more years' experience working in compliance engaging with regulators, or working in any complex regulatory environment

- Post-secondary degree/diploma in regulatory compliance, economics, accounting, or any other relevant field is an asset
- Willingness and ability to pass a criminal background check and credit check
- Experience working with Microsoft Office (e.g., Outlook, Excel, PowerPoint, Word, etc.) and a strong technical aptitude
- Experience working in a collaborative, team environment
- Experience engaging with customers over the phone and excellent phone manner is an asset
- Experience using Salesforce is an asset
- Knowledge and understanding of regulatory environments and/or the circular economy is an asset
- Understanding of basic financial management or a background in data management and analysis is an asset
- Bilingual with full fluency (written and verbal) in both English and French would be an asset

How to Apply

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.

If you are interested and qualified for this role, please submit your CV and cover letter to:

Donna McGurk at Donna@altisrecruitment.com