

Are you passionate about Ontario's transition to a circular economy? Do you go out of your way to reduce, reuse and recycle? Do you envision a waste-free future?

Do you have an affinity for numbers and data? Do you understand supply chain logistics, financial reporting and business processes? Are you familiar with environmental stewardship programs? Do you have a customer service ethos? Do you understand regulatory compliance?

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 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 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.

The role

As a Compliance and Registry Officer, your primary responsibilities will include:

- Ensuring overall compliance with the RRCEA and WDTA, by conducting inspections and investigations as required
- Supporting current and future registrants to understand and fulfill their regulatory requirements
- Ensuring producer performance against objectives set in RRCEA regulations by conducting compliance and enforcement activities
- Ensuring newly obligated parties comply with registration and reporting requirements under the RRCEA by providing support with the Authority's Registry system

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

You will work directly with businesses on site, on the phone and online, to teach and help them understand and comply with the new regulatory requirements. You will apply your customer service ethos by building and sustaining long-term and mutually respectful relationships, focusing on education and voluntary compliance.

You will leverage your understanding of business and waste management practices and your experience with environmental stewardship programs. You will review invoices, bills of lading, financial statements, shipping manifests, export declarations, data reports, contracts, policies, procedures and other sales and shipping documentation as part of your work auditing and investigating businesses to determine compliance.

You will take enforcement actions including issuing warning letters, orders and penalties, working closely with the Authority's Registrar, Deputy Registrar and Program staff.

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

Data, analytics and reporting will be a big part of being a Compliance and 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 \$55,800 – \$70,000/ year, commensurate with experience. We also offer generous benefits, a defined contribution pension plan and three 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 public transit, we will also provide monthly transit support.

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 broader public sector or 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

Our online application will give you the option to apply to this role as a complete person – not just a resume. The application will assess your qualifications, personality traits and workplace 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 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 we can make this easier through accommodation in the recruitment process, please contact us using the “Help” button.

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

[.https://www.fitzii.com/apply/37902](https://www.fitzii.com/apply/37902)