

Are you passionate about protecting Ontario's environment? Do you go out of your way to reduce, reuse, and recycle, and envision a waste-free future? Are you looking for a robust and varied HR role?

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 a smart, talented, and committed Human Resources professional to join our 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

Your goal in this position is to build and administer a highly effective HR function within the Authority. You will examine our current practices and develop HR policies and programs to provide structure and foster a positive and collaborative culture. Your professional experience will equip you to implement procedures that will allow us to do what we do better and more efficiently.

In this role, you'll support and manage the Authority's training programs, organizational development, employee engagement and recruitment for an organization that is going to double in size over the next year. This is a hands-on, tactical role in a fast-moving start-up environment. Your success will depend on your ability to inspire confidence and bring a highly positive, energetic, and approachable attitude towards the HR function.

Practically speaking, some of your responsibilities will include:

- Advise and assist management and staff on interpretation and administration of human resources policies, programs, and relevant legislation
- Administer employee training and development including new hire orientation and onboarding, and ongoing skills development
- Manage all employee files and documentation, and maintain the highest level of confidentiality
- Support the recruitment process including generating job descriptions, coaching hiring managers, conducting interviews and facilitating onboarding activities

- Assist with the establishment of an in-house employee training system, including training needs assessment, management development, production cross-training, the measurement of training impact, and training transfer
- Carry out activities that address issues such as succession planning, superior workforce development, key employee retention, organization design, and change management

You'll be great in this role because you can work independently and problem solve effectively, make decisions, and cultivate HR as a strategic partner in the business.

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.

You will report directly to the Director of Finance and Administration. This is a full-time, permanent position offering a competitive salary between \$62,000 – \$75,000/ year, commensurate with experience. We also offer generous benefits, a defined contribution pension plan, and 3 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

- Post-secondary diploma or degree in human resources, business administration, organization development or a related field or equivalent
- Hold a professional HR designation i.e. CHRP or CHRL.
- Proficiency with principles and practices of human resources administration
- Demonstrated experience with full cycle recruitment, training and development, change management and employee relations
- Demonstrated experience creating programs, policies and guiding organizational development
- Solid knowledge of provincial and federal requirements and regulations, as related to employment law
- Strong computer skills, including MS Office and HRIS applications

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.

Please submit your application by 5:00 p.m. on Friday, June 21.

[Apply now](#)