

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](#) (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 an **IT Project Manager** to support the government's efforts to protect the environment and accelerate a new economy in which all waste is reused, recycled and reintegrated.

IT Project Manager

The Project Manager provides leadership to facilitate ensuring all evolving systems and projects are developed with appropriate linkages and cross-functional integration to enable RPRA to fulfill its mandate in a productive and efficient manner.

Practically speaking, you will:

Project Management

- Develops an internal project plan with emerging elements including a discovery period
- Identifies, tracks, and drives project baseline logistics and key benchmarks
- Working with our internal Procurement and Contracts Specialist, captures and develops actions required, i.e. internal communication governance, contracts, billing reporting, etc. to support successful design, completion, and integration of projects
- Track all commitments to support RPRA in driving commitments and success in fulfilling its mandate
- Coordinate internal resources and third parties/vendors for the flawless execution of multiple concurrent projects
- Track dependencies between projects
- Documentation and knowledge transfer to appropriate team members including the development of policies and procedures
- Instilling a project management methodology within RPRA team
- Supporting executive team members in fulfilling their roles

Outcomes resulting from Project Management leadership:

- The Registry system meets design requirements including:
 - Finance – accounting and pay functions
 - Registration
 - Reporting
 - Compliance & Analytics

- Website integration
- Case management/contact centre
- Registry content including registry guides, communication material, terms of use etc.
- Others to be determined as design process progresses

Working with the Resource Productivity and Recovery Authority

This is a permanent 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, a defined contribution pension, personal days and three weeks of vacation to start.

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 subway line at Sheppard Avenue.

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 for you 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

Education

- Degree in a technical field such as Computer Science, Information Technology with 5+ years of related experience or an equivalent combination of education and work experience required.
- PMP certification preferred

Experience

- Proven track record as a project management lead
- Familiarity with a complex regulatory environment or public-sector entity an asset
- Agile methodology experience
- Success delivering on time, on budget to spec projects

Other Knowledge, Skills, Abilities or Certifications

- Ability to assess, assimilate, and integrate across organizational functions
- Knowledge of full systems development life cycle (SDLC) preferred
- Proven ability to work across all different levels of organizational structure as well as external stakeholders or 3rd party vendors
- Early identification of potential risks to budget and schedule developing and implementing appropriate mitigation strategies
- Ability to assess and identify resource requirements within and across projects
- Demonstrated ability to thrive in a dynamic, fast-changing environment
- Comfortable with ambiguity, frequent change, or unpredictability

- Self-motivated and organized to manage multiple and competing priorities
- Known for being a team player ready to collaborate and pitch in where required
- Must have solid oral and written presentation skills; ability to present to leadership/stakeholder audiences.
- Strong team leadership skills and customer service orientation
- Discretion and judgement in working with confidential information

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.

Please submit your CV and cover letter to:

careers@rpra.ca