RPRA
Resource Productivity & Recovery Authority

Audit and Risk Officer Job Description

November 2026

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 waste-free and prosperous Ontario. And our mission is to support waste reduction and resource recovery by enforcing compliance with Ontario's producer responsibility laws, providing registry services to our regulated community, and reporting publicly on Ontario's progress towards a circular economy.

We are looking for a talented and committed individual to join us as a Audit & Risk 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.

Supervisory Relationships

Reports to: Audit & Risk Manager
Direct Reports: n/a

Job Summary

The Audit & Risk Officer is responsible for executing inspection activities of supply and performance data submitted into the Resource Productivity & Recovery Authority's (RPRA) registry systems. Using a risk-based approach, the Officer will conduct risk assessments, verification reviews, audits and other compliance activities. Reporting to the Audit & Risk Manager, this role expands RPRA's capacity to analyze, verify, and validate data submitted under Ontario's producer responsibility framework, including the *Resource Recovery and Circular Economy Act, 2016* (RRCEA) and its subordinate regulations.

The Audit & Risk Officer ensures that regulated entities report accurate, consistent, and reliable data to support public trust and advance a prosperous, waste-free Ontario.

Essential Duties and Responsibilities

- Analyze the quality and content of registrant's data reported under the RRCEA and establish the appropriate internal plan required to ensure compliance with regulations and registry procedures.
- Analyze various supply and performance data to estimate the level and materiality of risk associated with the supply and performance data submitted by the regulated entities in the registry.
- Identify and calibrate the primary sources of risk, and assist the Risk and Audit Manager in performing effective inspections

- Enable effective assessment of controls, and conduct inspections to identify any potential compliance issues
- Undertaking complex analytics to support key strategic initiatives for growth, innovation, risk assessment or risk mitigation
- Maintain and ensure the accuracy and consistency of data throughout the data lifecycle to ensure it is reliable, accurate, and stored in the best way possible,
- Quantitative development and implementation of risk strategies across the compliance management lifecycle
- Develop and optimize analytically driven risk strategies to determine which registrants to audit
- Perform tracking and reporting on strategy implementations and verifications post implementation to ensure strategies are being followed
- Prepare definitive conclusions and well-written recommendations when communicating with registrants
- Outline verification requirements to regulated entities, supporting compliance through education.
- Support the development and implementation of audit and risk procedures for the registry
- Support development of other registry procedures
- Acts as an advisor to the compliance and enforcement team and other departments within the organization

Reporting and Analysis
- Recommends best practices in data processes
- Develops and executes data processes to ensure data accuracy, consistency, completeness, and reliability
- Creates, analyzes, and reviews reports for internal and external review and presentation

Administration
- Completes relevant case notes and inspection summary reports associated with all inspections, particularly in scenarios where inspection leads to an adjustment of registrant data, or escalation of case for enforcement.
- 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

- Bachelor’s degree/diploma or equivalent work experience in accounting and/or economics
- CPA, CIA or equivalent designation required

Experience

- Two to ten years of regulatory audit and risk experience

Other Knowledge, Skills, Abilities

- Knowledge and understanding of the circular economy
- Experience in resource recovery, including extended producer responsibility, considered an asset
- A strategic thinker with critical analysis skills
- A self-starter with the ability to work independently
- Demonstrated background working in a cross-functional team
- Background with data management and analysis is required
- Attention to detail and accuracy
- Demonstrated ability to analyze, synthesize complex information and produce appropriate reports
- Outstanding research and 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 and ability to develop strong stakeholder relationships
- Discretion and judgment in working with confidential information
- Advanced knowledge in Word, Outlook, Excel
- Ability to communicate in French considered an asset

Physical Demands

- Office/Desk Job

Working with the Resource Productivity and Recovery Authority

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 role, working Monday to Friday from 9:00 a.m. to 5:00 p.m., with flexibility as needed. Our highly attractive total compensation plan includes a competitive salary (commensurate with experience), pension benefits, health benefits, personal days, and three weeks of vacation to start.
We have a hybrid work arrangements and support flexible work schedules. Remote work is expected to be completed from a location within Ontario. Our office is conveniently located at 175 Bloor St East in Toronto.

RPRA is committed to a professional, respectful work environment where employee safety and well-being are prioritized, and harassment of any kind is not 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.

The Resource Productivity and Recovery Authority utilizes artificial intelligence (AI) to screen and assess applicants for this position based on pre-defined, job-related criteria. AI acts as a supporting tool, but all final decisions are made by human HR professionals and hiring managers.

Target salary range: Min: $84,222 – Mid: $105,278

How to apply

Submit your cover letter and resume (Name_JobTitle_2026) with the Subject Line: Name JobTitle - 2026 at: **careers@rpra.ca**