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 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.

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

POLICY ANALYST

The Policy Analyst is responsible for working collaboratively across the organization to conduct research and analysis; prepare briefing notes, reports and presentations outlining research and analysis findings; providing operational oversight of key program functions; and providing project and program management and coordination support.

Practically speaking, you will:

- Apply research and policy analysis methodologies and techniques to identify and gather appropriate and reliable information from a variety of sources, conduct analysis, and prepare briefing notes, reports, and presentations to support information needs of the organization, including:
    - Conduct research, jurisdictional scans, interviews, literature reviews, consultations, and other applicable methodologies to gather information and data
    - Analyze data/information and prepare reports, presentations, and briefing notes to provide advice, insights, and support to senior leaders in the organization to support the organization's programs and operations.
    - Model and analyze qualitative and quantitative data and/or interpret data/information to develop evidence-based options and recommendations to support program operations
    - Provide research and analysis support, including writing reports and briefing notes and presentations, as well as project management and coordination services, to support organizational priority projects and initiatives.

- Support the oversight and wind up of legacy waste diversion programs under the WDTA, including:
    - Support and/or lead the data and information collection, verification and analysis process related to waste diversion programs, including operational reports, program performance, steward rules, and financial reports.

- o Support the development of plans and methodologies to ensure the completion of RPRA's operational tasks under the approved wind-up plans for legacy waste diversion programs.
- o Support the oversight of legacy waste diversion programs to ensure those programs are complying with all applicable acts and regulations and approved wind-up plans and Minister's directions.
- o Assist in the planning, design, and implementation of RPRA policies and processes relating to waste diversion programs, including identifying gaps, issues, and risks (e.g. regarding program performance and capacity, financial management, or potential non-compliance or legal liability) and developing mitigation proposals.
- o Assist in the review and evaluation of proposed changes to program plans and program operations (e.g. fees, incentives, procurement models) including changes to agreements

- Other Duties
  - o Perform other related duties as assigned

Qualifications

Education
- Post-secondary education or equivalent work experience
- Degree in public policy and administration, management, environmental sustainability, political science, economics, or related subject

Experience
- Two to five years' experience related or relevant experience as a program analyst and/or policy analyst, preferably in a complex regulatory or compliance environment or function

Other Knowledge, Skills, Abilities or Certifications
- Advanced knowledge in MS Office and MS Access
- Demonstrated ability to generate and analyze data, synthesize information, develop recommendations, and author appropriate reports
- Demonstrated organizational skills and ability to prioritize and multitask
- Shows resilience under pressure, and thrives in a climate of change
- Strong interpersonal and customer service skills; demonstrated ability to work in a team and maintain positive relationships with stakeholders
- Understanding of public policymaking process
- Understanding of extended producer responsibility and circular economy concepts, in particular in Ontario
- Basic understanding of financial management and costing
- Results-driven and metrics focused with a passion for continuous improvement
- Project management skills
- Problem-solving and analytical skills
- Attention to detail and accuracy
- Excellent oral and written communication
- Ability to apply discretion and judgment in working with confidential information
- Working knowledge of database technology, query tools, analysis and data report delivery systems is an asset

- Experience in data modeling, working with CRM, statistical databases, and SQL is an asset
- Knowledge and understanding of regulatory environments and/or the circular economy is an asset
- Ability to communicate in French considered an asset

Working with the Resource Productivity and Recovery Authority

We have a hybrid work arrangement and support flexible work schedules. **Remote work is expected to be completed from a location within Ontario**. We are conveniently located in North York on the Yonge subway line at Sheppard Avenue.

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

RPRA is committed to maintaining a professional and respectful work environment. RPRA prioritizes the safety and well-being of its employees. Harassment or disrespectful behaviour of any kind by any individual towards our employees will not be 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.

Min: $66,446 – Mid: $83,058 salary range

How to Apply:

Internal applicants and referrals: submit your resume to HR with the job title.

External applicants: submit your resume to Donna McGurk at donna.mcgurk@altis.com