

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 **Manager, Compliance & Operations** to support the government's efforts to protect the environment and advance a new economy in which all waste is reused, recycled and reintegrated.

### **Manager, Compliance & Operations**

The Manager, Compliance and Enforcement is a key member of the Compliance and Registry Team and is responsible for the operational day-to-day management of the Authority's compliance and, inspection, including escalating cases for enforcement and investigation using modern regulator principles.

The Manager will lead a team of Compliance Officers and a Compliance Operational Lead, all who have been appointed as Inspectors under the appropriate statute, and who are responsible for the successful execution compliance activities related under:

- the *Resource Recovery and Circular Economy Act, 2016*, and associated regulations, and
- waste diversion programs and industry stewardship plans under the *Waste Diversion Transition Act, 2016*.

This includes carrying out the role of inspector as set out in the legislation.

### **Practically speaking, you will:**

#### **Operational Management (45%)**

- Manages day-to-day compliance functions being undertaken by the team
- Develops compliance plans and processes, and standards as required under the applicable regulations (including all associated internal and external materials) for approval; monitors to ensure effectiveness and provides guidance to the Registrar on improvements
- Ensures the implementation of compliance plans and processes; conducts periodic internal reviews to ensure they are followed and reports the results to the Registrar
- Uses graduated compliance tools, including communicating for compliance, to achieve compliance
- Manages process for files being considered for escalation to the Registrar including appropriate recommendations (e.g., stakeholder relations or penalties)
- Provides strategic direction on the overall priorities of the team using RPRA's risk management framework
- Optimization and continuous improvement of the Authority's compliance framework

- Adheres to modern regulator principles, including communications for compliance
- Provides guidance to the Registrar on engaging with the regulated community through consultations on compliance related topics
- Supports the Registrar concerning issues raised by stakeholders and government and represent RPRA (trade shows, speaking engagements, etc.) as delegated by the Registrar
- Liaises with other staff to ensure efficient and effective exchange of information
- Acts as a cross functional lead representing the Compliance and Registry Team across the organization on projects as directed by the Registrar

#### **Leadership (45%)**

- Manages, motivates and supports the development of the Compliance and Registry Team through informal and formal methods including daily guidance, mentoring, structured training, and individual performance management
- Provides clear direction to the Compliance and Registry Team, fostering a flexible team approach, establishing responsive, effective, and efficient working practices with a proactive approach to issues and challenges
- Ensures the Compliance and Registry Team has been properly trained on the Registry and compliance related legislation, policies and procedures as directed by the Registrar
- Makes recommendations on the orientation, training and professional development requirements for the Compliance and Registry Team
- Champions an organizational culture of collaboration and continuous improvement
- Supports the Registrar in setting team level performance objectives and conducts the evaluation of their direct report's performance against the objectives

#### **Registrant Service (5%)**

- Responds to escalated general enquiries and concerns
- Assist in surge capacity as required

#### **Administration (5%)**

- 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

#### **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. **Remote work is expected to be completed from a location within Ontario.** 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**

Post-secondary education or equivalent experience is required with the following background being considered an asset:

- Legal
- Regulatory compliance
- Policy

### **Experience**

A minimum of five years' experience working in an Extended Producer Responsibility framework and/or a regulatory compliance role and at a minimum of three years managing direct reports.

### **Other Knowledge, Skills, Abilities or Certifications**

- Experience with administrative law tribunals, quasi-judicial proceedings and case management systems is an asset
- Background with Salesforce considered an asset
- Background with data management and analysis considered an asset
- Understanding of baseline financial management considered an asset
- Attention to detail and accuracy
- Demonstrated ability to analyze, synthesize information and produce appropriate reports
- Project management skills and outstanding 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
- Discretion and judgment in working with confidential information
- Knowledge and understanding of the circular economy would be an asset
- Advanced knowledge in Word, Outlook, Excel
- Ability to communicate in French considered an asset

**Target Salary Range: \$100,000 - \$125,000**

**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:**  
Donna McGurk at [Donna@altisrecruitment.com](mailto:Donna@altisrecruitment.com)