

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, Portfolio Management and Strategic Initiatives 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, Portfolio Management and Strategic Initiatives**

The Manager, Portfolio Management and Strategic Initiatives is responsible for planning, leading, executing and reporting on strategic and transformational projects aimed at achieving the strategic goals and objectives of RPRA. Provides vision, leadership, advice and expertise to all business areas across the organization through excellence in project management, process analysis and change management. Ensures all departments across the organization are equipped with the governance tools to plan, manage, implement and track key initiatives and performance and ensure the organization successfully meets its commitments.

The Manager, Portfolio Management and Strategic Initiatives is a key support in helping to ensure efficient, aligned and risk-based decision-making and quality management by RPRA's Chief Executive Officer and executive management team across its organizational portfolio. Responsible for identifying and assessing opportunities for ensuring alignment of the portfolio to RPRA's business plan objectives and strategic plan.

Provides leadership into enterprise level integration of strategic projects and change management requirements for key organization-wide initiatives. Develops and communicates project management, process analysis and change management strategies, governance models/structures, frameworks, controls, standards, compliance requirements and methodologies aligned with the RPRA's strategic vision and direction, to manage the effective delivery of RPRA portfolio of projects, minimize risks and realize operating efficiencies and organizational effectiveness.

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

Oversight on governance, risk management and reporting for key organizational projects and initiatives, including but not limited to (70%):

- Guiding portfolio of key projects through development and into final phases

- Developing and implementing a process for portfolio management and reporting
- Identifying portfolio dependencies and risks
- Coordinating with internal teams for portfolio health check assessments
- Leading regular interactions with the executive team to inform, alert, negotiate and maintain a continuing good relationship and shared vision for portfolio outcomes
- Engaging internal stakeholders within dependent functional areas, such as information & information technology, finance, and legal
- Championing innovative and value-add solutions for portfolio deliverables and implementing plans to achieve desired outcomes.
- Developing communication vehicles for executive management teams including risk assessment, dependencies, strategic alignment and budget
- Assess portfolio viability within appropriate timelines and interdependencies, including, but not limited to:
  - Developing and assessing initiative proposals and business cases;
  - Creating executive management reports for portfolio risks, budget, monthly status, recommendations, health checks;
  - Preparing Board updates and presentations
  - Helping to design and manage communication plans and strategies;
  - Managing standard change management practices
  - Monitoring and advising on portfolio health check assessments;
  - Contributing to the development of portfolio artifacts for terms of reference, concept documents and business cases.
  - Developing and facilitating agenda for portfolio committee meetings.

Manages RPRA's annual business planning process and other key projects (30%):

- Project management lead for the creation of the annual business plan and strategy development in collaboration with department executives and management
- Oversight and reporting on business plan objectives
- Supporting the identification of projects and initiatives and associated resourcing and budget needs over the planning period
- Supporting the executive team in identifying business plan priorities, activities and KPIs
- Act as project management lead for other key strategic projects in the organization, as need arises

## **Qualifications**

### **Education**

- A bachelor's or master's degree in computer science, information systems, business administration, public administration or other related field, or equivalent work experience.

### **Experience**

- 7 to 10 years of experience in developing and implementing business transformation initiatives, leading process reviews, needs assessment and implementation through project management and change management disciplines
- Experience with increasing leadership responsibilities in project management, risk management, or a related area
- Demonstrated experience in managing "upwards" among executive team members
- Experience in strategy and/or quality management design and implementation
- Experience in leading and implementing complex change within the broader public sector with the ability to develop and communicate the portfolio objectives, inspire, coach and motivate staff, champion change and maintain alignment with the business strategy.

## Other Knowledge, Skills, Abilities or Certifications

- A high degree of political sensitivity/acumen, sense of discretion, astuteness and the ability to use the informal decision-making structure of the organization to achieve program success, deal with sensitive issues and overcome obstacles.
- Sound knowledge and understanding of contemporary best practices in the interaction with people and understanding how they contribute to success in the workplace.
- Excellent verbal and written communication skills, including the ability to influence and “sell” the program goals and objectives to the business and technology stakeholders.
- Strong business acumen, including industry-specific and domain-specific knowledge of the organization and its business units. Familiarity with industry trends and innovation.
- Ability to influence and negotiate in an environment with high competition for resources and ability to create a commitment to the required change.
- A high level of empathy and demonstrated ability to build high levels of credibility within diverse work groups by implementing effective communication strategies as well as the ability to develop productive and sustainable partnerships with a range of key internal and external stakeholders.
- Demonstrated ability to research, analyze and interpret complex information and assess various options.
- Exceptional skills in planning, project management, change management, continuous improvement, people change, risk assessment, analysis and reporting.
- Ability to exercise sound judgment and solve problems based on consideration of all critical factors, including long and short-term impacts and stakeholder interests.
- Demonstrated knowledge, skills and experience in strategic planning, business planning, operational management for complex, cross-functional projects and initiatives
- Ability to develop programs and deliver them with financial and resource constraints.
- Experience with at least one project or program management methodology, such as Project Management Institute’s (PMI’s), Project Management Body of Knowledge’s (PMBOK) or Agile methodology.
- Deep understanding of current and emerging technologies as well as how other organizations are employing current and emerging technologies to drive digital business.

## 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, personal days and three weeks of vacation.

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.

RPRRA 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: \$97,284 – Mid: \$121,605 salary range**

**How to Apply:**

*Internal applicants, external applicants and referrals:* submit your resume to HR via [careers@rpra.ca](mailto:careers@rpra.ca) with Manager, Portfolio Management and Strategic Initiatives in the subject