

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

PROJECT MANAGER

The Project Manager provides leadership to ensure effective project management based on best practices across all RPRA projects, project related activities and evolving systems, with appropriate linkages and cross-functional integration to enable RPRA to fulfill its mandate in a productive and efficient manner.

Practically speaking, you will:

- Lead projects from requirements definition through implementation, identifying schedules, scopes, budget estimations and implementation plans, including risk mitigation
- Develop and maintain comprehensive project plans, including timelines, milestones and resource allocations using appropriate tools to document and track project tasks, resources and performance throughout the project lifecycle
- Coordinate and track execution of project tasks assigned to internal and external resources to ensure that projects adhere to scope, schedule and budget
- Establish and maintain relationships with project team members, providing regular updates, ensuring alignment and facilitating knowledge transfer
- Prepare and present regular project status reports to senior management and executives
- Proactively identify and communicate project risks, dependencies and mitigation strategies through appropriate management channels and escalate issues, as necessary to ensure that project requirements can be met
- Support cross-functional team members by removing barriers and enabling progress
- Develop and support implementation of change management strategies to ensure successful implementation of process and technology changes
- The following are the initial projects which will be assigned to this role:
 - Development and Implementation of a Risk-Based Compliance Framework
 - Other projects to be determined

Qualifications

Education

- Bachelor's degree in public policy, Political Science, Criminal Justice, Environmental Studies, Business Administration, Engineering, Information Technology or a related field
- PMP certification an asset

Experience

- 5+ years of experience successfully driving cross-functional projects in a complex regulatory, public sector, or not-for-profit environment or an equivalent combination of related education and work experience
- Proven experience managing cross-functional teams and delivering projects using Waterfall, Agile, and Hybrid methodologies

Other Knowledge, Skills, Abilities or Certifications

- Exceptional communication skills, with the ability to convey complex information clearly to senior leadership and stakeholders
- Skilled at presenting to executive-level audiences and facilitating meetings or workshops.
- Ability to proactively identify and manage potential project risks and implement appropriate mitigation strategies
- Excellent critical thinking skills with ability to analyze situations, identify insights and make informed decisions or recommendations
- Demonstrated sound judgment, especially when handling confidential or sensitive information
- Strong teamwork, leadership, and customer service skills
- Highly collaborative with excellent interpersonal skills; builds strong relationships across departments and with external partners
- Ability to manage multiple projects and priorities in a fast-paced, dynamic environment.
- Self-starter with a proactive approach to problem-solving
- Familiarity with the full systems development life cycle (SDLC) is an asset
- Experience with Microsoft Power Platform (Power Apps, Power BI, Power Automate) is an asset

Working with the Resource Productivity and Recovery Authority

This is a 1-year contract 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.

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: \$82,571 – Mid: \$103,214 salary range

How to Apply:

All applicants and referrals: submit your resume to HR with the job title in the subject heading via careers@rpra.ca