

Are you a compliance professional who's 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](#) (the Authority) and 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.

Our mandate from the Government of Ontario is to advance a circular economy by enforcing the requirements of the [Resource Recovery and Circular Economy Act, 2016 \(RRCEA\)](#) and the [Waste Diversion Transition Act, 2016 \(WDTA\)](#) and their related regulations.

We are looking for a talented and committed individual to join us as a **Senior Compliance and Registry Officer (SCRO)** to support the government's efforts to protect the environment and accelerate a circular economy in which all waste is reused, recycled, and reintegrated.

Senior Compliance and Registry Officer

The Senior Compliance and Registry Officer is responsible for executing compliance activities related to the RRCEA and WDTA and their associated regulations.

Practically speaking, you will:

- Develop audit and verification procedures and implement related compliance processes as required under the applicable regulations
- Develop processing standards and implement related compliance processes under the applicable regulations
- Support and advise on the development and implementation of compliance plans consistent with a risk-based compliance framework
- Act as a cross-functional project lead representing the Compliance and Registry Team across the organization as directed by the Manager
- Act as an advisor to the Compliance and Registry Team
- Review and verify data reported by registrants under the RRCEA (including audit reports) to ensure compliance with regulations and registry procedures
- Conduct inspections to identify any potential compliance issues that require follow up or compliance action (inspections are often done from the desk but may be on-site in some cases), and address cases of non-compliance adhering to the principles of a modern regulator
- File, manage, and close inspections and maintain documentation of compliance activities
- Support consultations with the regulated community on compliance matters
- Implement compliance plans based on the Authority's risk-based compliance framework
- Provide registrant services, including:

- assisting in the development and provision of materials (e.g., FAQs, slide decks, compliance bulletins, etc.) to support registrants
- train registrants on the Registry systems to register and report
- advise registrants on regulatory requirements using communications for compliances tools
- make recommendations on the systems to increase usability
- Assist in identifying and implementing best practices in data processes to ensure data accuracy and consistency
- Create, review, and analyze reports

To succeed in this role, you'll need to be able to independently execute numerous competing tasks and deadlines with efficiency while maintaining high quality. You'll need to be someone who works well under pressure and thrives in a dynamic, fast-paced environment.

You're a critical thinker with a natural curiosity, able to adapt quickly to meet the needs of the organization, and not afraid to pitch in wherever needed. We'll value the energy and ideas you bring to this role, and we want you to be forward-thinking in helping us grow and improve.

Working with the Resource Productivity and Recovery Authority

This is a permanent full-time role working Monday-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), 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. Upon our return to the office, 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 level education is required in one or more of the following academic backgrounds, or equivalent work experience:

- Accounting (including an accreditation such as CPA, CIA)
- Engineering
- Economics
- Legal
- Regulatory Compliance

Experience:

4 to 8 years' experience in one or more of the following:

- Internal or external auditing
- Certification verification (i.e., experience with accreditation or certification bodies)
- Regulatory compliance experience including inspections

Other Knowledge, Skills or Abilities

- Project lead experience is required
- Demonstrated background working in a cross-functional team
- Experience in resource recovery, including extended producer responsibility, considered an asset
- Background with data management and analysis is required
- Background with Salesforce considered an asset
- Attention to detail and accuracy
- Demonstrated ability to analyze, synthesize information and produce appropriate reports
- 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 and a readiness 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 MSOffice, in particular Excel
- Ability to communicate in French considered an asset

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