

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

## **SENIOR STAKEHOLDER RELATIONS ADVISOR**

RPRA is seeking an experienced and collaborative professional to join the organization as a Senior Stakeholder Relations Advisor. The successful candidate will provide strategic advice and assist the Director of Programs and Stakeholder Relations in developing and executing RPRA's stakeholder engagement strategies.

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

- Under the direction of the Director of Programs and Stakeholder Relations develop, enhance and implement RPRA's stakeholder engagement strategy, including maintaining, and enhancing strong and effective relationships with a broad network of RPRA stakeholders
- Lead strategy development for individual campaigns
- Develop and implement stakeholder engagement and management strategies in support of RPRA's mandate and strategic priorities and objectives
- Provide project management support to the Director of Programs and Stakeholder Relations by developing and maintaining milestone schedules and tracking the development of deliverables and execution of tasks to ensure deadlines are met
- Build and maintain strong relationships with internal and external stakeholders, fostering collaboration and open communication
- Build and maintain positive and effective working relationships with program stakeholders, including industry associations, producer businesses, producer responsibility organizations (PROs), municipalities, and waste management service provider businesses.
- Track and analyze stakeholder feedback, incorporating insights into future initiatives to enhance engagement efforts
- Identify and manage stakeholder concerns, escalating issues when necessary to mitigate risks
- Support the management of RPRA's Advisory Councils
- Lead the implementation of RPRA's Annual Registrant Survey

- Lead the establishment, management and coordination of stakeholder working groups
- Lead strategy development in support of the delivery of RPRA's stakeholder consultations
- Proactively identify opportunities for RPRA's participation in stakeholder events, including speaking opportunities for RPRA executives at conferences, webinars, event series, roundtables and tours.
- Apply research and policy analysis methodologies and techniques to identify and gather appropriate and reliable information including, gathering market intelligence, conducting jurisdictional scans and literature reviews, coordinating interviews, leading consultations, and other applicable methodologies to gather information and data.
- Prepare and deliver reports, briefing notes, presentations, and communication materials for stakeholders and senior leadership, to provide advice and insights in support of the achievement of RPRA's strategic goals.
- Develop policies, procedures, calendars and other systems to support RPRA's stakeholder engagement function
- Develop and implement processes to ensure a high level of service is maintained to all stakeholders
- Act as back-up to the Director of Programs and Stakeholder Relations
- Other duties and tasks, as assigned

## **Qualifications**

### **Education**

- Post-secondary degree or equivalent work experience in public policy, business, political science, environmental studies, journalism or communications, project management, or a related subject

### **Experience**

- Minimum 5 years' experience in stakeholder relations, government relations, or communications role.

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

- Understanding of Ontario's circular economy regulatory framework
- Understanding of key stakeholders in Ontario's waste management industry
- Demonstrated experience in relationship building, stakeholder management, and planning
- Exceptional communication, writing and editing skills; the ability to translate technical and complex information into clear, concise, and engaging content
- Strong collaboration, interpersonal, relationship management, and diplomacy skills
- Proven ability to multi-task and work as part of a team and independently to meet deadlines efficiently and accurately
- Strong organizational and time management skills
- Strong document management skills with the ability to create and maintain an easy-to-use electronic file management system/process
- Ability to handle confidential and sensitive information
- Ability to work well and stay calm under pressure
- Strong customer service orientation

- High level of professionalism; ability to take self-initiative and be proactive
- Proficiency in Word, Outlook, Excel, and PowerPoint

### **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: \$75,065 – Mid: \$93,831 salary range**

#### **How to Apply:**

All applicants and referrals: submit your **resume and cover letter** to HR with the job title in the subject heading via [careers@rpra.ca](mailto:careers@rpra.ca)