

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 **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.

#### STAKEHOLDER RELATIONS ADVISOR

The Stakeholder Relations Advisor provides strategic advice and assists the Director of Programs and Stakeholder Relations in the development and implementation of RPRA's stakeholder engagement strategy.

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

#### **Essential Duties and Responsibilities**

- 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.
- 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
- Supports the coordination of RPRA's Advisory Councils, including preparing meeting materials, documenting stakeholder feedback, developing briefing materials for RPRA Board and executive team and integrating council feedback into RPRA's Business Plan
- Lead the implementation of RPRA's annual registrant perception survey including liaising with external vendors, interpreting results, preparing briefing materials for RPRA Board, executive and management team, and developing an action plan to address registrant feedback
- Support the implementation of RPRA's Indigenous Engagement Strategy
- Lead and/or support the implementation of RPRA's stakeholder engagement strategies, including scheduling meetings and communicating with stakeholders
- Lead the establishment, management and coordination of RPRA's stakeholder working groups

- Lead and/or support RPRA's stakeholder consultations, including developing consultation materials and writing consultation reports.
- 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 from a variety of sources, conduct analysis and prepare briefing notes, reports, and presentations to support information needs of the organization, including:
  - Conduct research, jurisdictional scans, interviews, literature reviews, consultations, and other applicable methodologies to gather information and data
  - Analyze data/information and prepare reports, presentations, and briefing notes to provide advice, insights, and support to senior leaders in the organization to support the organization's programs and operations.
- Provide research and analysis support, including writing reports and briefing notes and presentations, as well as project management and coordination services, to support organizational priority projects and initiatives.
- Prepare other briefing materials, presentations and remarks as required
- Develop policies, procedures, calendars and other systems to support RPRA's stakeholder engagement function
- Other duties and tasks as assigned

## **Qualifications**

### **Education**

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

### **Experience**

- Minimum 2 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
- Strong communication skills, both verbal and written with the ability to communicate with all levels of staff
- 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: \$61,416 – Mid: \$76,771**

### **How to Apply:**

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