



Senior Compliance Officer Permanent Career Opportunity

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](#), 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 Compliance Officer** 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 COMPLIANCE OFFICER

Reporting to the Manager, Compliance Market Intelligence, the Senior Compliance Officer is responsible for leading the development of and successfully execution of compliance activities related to:

- regulations under the Resource Recovery and Circular Economy Act, 2016, and
- waste diversion programs and industry stewardship plan under the Waste Diversion Transition Act, 2016.

Following appropriate training and evaluation, this will include carrying out the role of inspector as set out in the legislation.

Practically speaking, you will:

Compliance (60%)

- Supports and advises on the development of compliance plans and processes consistent with a risk-based compliance framework, including the drafting of compliance bulletins and registry procedures
- Develops registrant resources (e.g., FAQs, training resources and presentation materials) to support parties in meeting their obligations under the RRCEA
- Acts as a Subject Matter Expert with regards to regulations
- Monitors relevant programs, reports and marketplace to identify potential issues
- Acts as an advisor to the compliance and enforcement team
- Conducts inspections to identify potential compliance issues that require follow-up and compliance action (Inspections and compliance cases may be conducted from the desk or on site but are expected to primarily be desk inspections)
- Performs appropriate compliance actions associated with cases of non-compliance
- Files, manages, and closes appropriate inspection and compliance cases
- Maintains documentation of compliance activities, e.g., inspection outcomes, follow up compliance activities

- Adheres to modern regulator principles, including communications for compliance
- Implements compliance plans based on the Authority's risk-based compliance framework
- Supports regulated community consultations on compliance-related topics
- Conduct statutory interpretations and interact with the Ministry and RPRA legal counsel, as and when required
- Provides project management and coordination support as required in relation to the overall transition of the Blue Box Program to a regulation under the RRCEA

Registrant and Stakeholder Service (20%)

- Establishes and maintains contact with key stakeholders and Ministry counterparts
- Establishes a high level of satisfaction through all contacts, providing resolution of issues in a timely, accurate and professional manner, answering questions, and providing information
- Provides training to regulated parties on the relevant systems to register and report
- Advises regulated parties of their regulatory requirements and promotes harmonization
- Makes recommendations on the regulated parties system interface to increase the usability of the system

Reporting and Analysis (15%)

- Recommends best practices in data processes
- Develops and executes data processes to ensure data accuracy, consistency, completeness, and reliability
- Creates, analyzes, and reviews reports for internal and external review and presentation

Administration (5%)

- Provides administrative support to program committees and projects as required
- Undertakes research to support program committees and projects as required

Other Duties

- Perform other duties as assigned

Job Qualifications

Education

- Post-secondary level education is required.
- Master's degree/diploma an asset.
- Equivalent work experience to a master's degree/diploma will be considered.

Experience

- Six to ten years of regulatory compliance experience including inspections

Other Knowledge, Skills, Abilities

- Experience in resource recovery, including extended producer responsibility, considered an asset
- Project lead experience an asset
- A strategic thinker with critical analysis skills
- A self-starter with the ability to work independently
- Demonstrated background working in a cross-functional team
- Background with data management and analysis is required
- Background with Salesforce considered an asset
- Knowledge and understanding of the circular economy

- Attention to detail and accuracy
- Demonstrated ability to analyze, synthesize complex 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; ready to collaborate and pitch in where required
- Excellent oral and written communication and problem-solving skills
- Experience writing policy an asset
- Strong customer service orientation and ability to develop strong stakeholder relationships
- Discretion and judgment in working with confidential information
- Advanced knowledge in Word, Outlook, Excel
- Ability to communicate in French considered an asset

Working with the Resource Productivity and Recovery Authority

This is a permanent full-time 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.

Target Salary Range: \$82,571 - \$103,214

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.

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