

## Western Canada Manager, Special Projects

### Who we are:

The Western Canada team manages two extended producer responsibility programs for residential packaging and paper recycling – one in British Columbia and one in Saskatchewan.

Recycle BC is a not-for-profit organization responsible for residential packaging and paper recycling throughout British Columbia, servicing over two million households or over 99% of BC. We ensure packaging and paper products are collected from households and recycling depots, sorted, and responsibly managed and recycled. Recycle BC provides recycling services either directly to communities or by working in partnership with collectors like local governments, First Nations, private companies, and other not-for-profit organizations. Over 195 communities participate in our recycling collection program, and more are serviced by our recycling depots. Each year over 200,000 tonnes of material are collected from households and depots. Our program is funded by businesses, like retailers, manufacturers and restaurants that supply packaging and paper products to BC residents, shifting costs away from homeowners.

Multi-Material Stewardship Western (MMSW) is a Saskatchewan-based not-for-profit organization that supports businesses supplying packaging and paper meet their obligations under Saskatchewan's Household Packaging and Paper Stewardship Program Regulations. MMSW members – businesses such as retailers, restaurants, importers, manufacturers – help fund household packaging and paper recycling services provided by Saskatchewan municipalities. MMSW works with over 500 communities to support the collection and recycling of over 37,000 tonnes of packaging and paper, diverting more than 85% of collected materials from landfills. In the coming years, the MMSW program will evolve to a full extended producer responsibility program and will operate as a province-wide recycling program to manage collected materials.

### Extended Producer Responsibility

Extended producer responsibility, or EPR, is a policy approach in which producers – the businesses that supply packaging and paper to residents – are financially and, in some cases, operationally responsible for those materials over their full life cycle, including end-of-life management. Recycling programs founded on the principles of EPR have the following benefits:

- Improve recycling rates
- Facilitate investments in recycling infrastructure and technology
- Create an integrated material management supply chain
- Increase program efficiencies
- Support broader promotion and education

EPR is an effective mechanism for improving recycling rates and advancing the circular economy.

### What we care about:

We care about our business and our people. We want to work with a motivated, detail-driven team player who will build great relationships with our dedicated team, residents, our partners, and other interested parties. Our values of innovation, trust, knowledge, service, and integrity should resonate with you.

We offer competitive salaries and an extensive benefits package that includes a professional development benefit, personal wellness benefit, RRSP matching program, and medical/dental group benefit coverage. Any travel expenses incurred related to the position are fully reimbursed and mileage is also reimbursed at competitive rates.

We work in a hybrid work environment that enables team members to work at our office and/or remotely.

### **Position Overview:**

Reporting to the Senior Director, Program Development Western Canada, the Western Canada Manager, Special Projects role leads the planning of special projects for Recycle BC and Multi-Material Stewardship Western (MMSW). The projects are to meet program plan obligations and operational plans. Role requires strong project management skills as well as strategic thinking and tactical implementation skills. This role works closely with the senior management team for Western Canada and interacts with all Recycle BC and MMSW team members related to each project, working in a collaborative environment.

### **Responsibilities:**

- Provide overall project management for the design, procurement and implementation of projects as assigned according to Recycle BC and MMSW requirements.
- Collaborate with individuals and working groups to integrate project and Program Plan activities.
- Ensure our Western Canada strategic priorities in innovation, engagement, leadership, accountability, reliability and trust are maintained throughout assigned projects.
- Manage tasks, track timelines, chair internal meetings and maintain internal decision-making records for assigned projects.
- Conduct research and analysis, develop procedure documents and complete operational activities as required to support assigned projects and operational teams.
- Coordinate with Recycle BC and/or MMSW and Circular Materials departments and team members as required on implementation of projects.
- Manage engagement with stakeholders and service providers involved in applicable projects.
- Establish and manage efficient and effective processes for managing project scope, including setting quality and performance standards and assessing risks.
- Monitor and report on project outcomes and risks to internal teams and managers, escalate issues as required to ensure the successful implementation of the project work plan.

### **Desirable Skills and Attributes:**

- Excellent leadership skills (looking for track record of experience in this discipline), with ability to lead working groups, teams and projects.
- Excellent project management skills (looking for track record of experience in this discipline), with ability to effectively create and implement project plans.

- Superior organization skills: detail-oriented, skilled at multi-tasking, good planning skills, and excellent time management.
- Proficient in Microsoft Office applications, such as Microsoft Word, PowerPoint, and Excel.
- Comfortable in adopting new software tools and technologies where needed.
- Excellent verbal and written communication skills to write clearly and professionally. Ability to prepare accurate and concise reports.
- Good analytical and problem-solving skills. Ability to conduct detailed analysis and provide summaries and recommendations.
- Ability to work independently on a daily basis.
- Excellent interpersonal skills and ability to build strong relationships.
- Self-starter with lots of initiative, someone who can identify opportunities for improvements and has the initiative to make it happen.
- Can-do attitude; willingness to go above and beyond in service and support.
- Familiarity with change management processes.
- Works well on their own and as part of a team.
- Enjoys a balance of planned activities and ad hoc problem solving.

### Qualifications

- Post-secondary education related to business, policy, project management or general studies.
- Project management certifications or skills are a bonus.
- 4 - 6 years in project management roles, preferably in an operations environment.
- At least 5 years in an operations environment, preferably with supply chain experience in a business or a private sector/ municipal waste management sector environment.

### Working Conditions

- Flexible work arrangement: travel to Recycle BC and MMSW offices for meetings or activities on a frequency to be determined plus when notified that attendance is required.
- Flexible work schedule requiring periods of extended working hours to meet deadlines during peak periods (annual budgeting/planning, projects milestones, etc.)
- Requires travel within Canada to visit facilities, technology locations, partners, conferences, etc.
- Valid driver's license is required.

To apply for this role, please submit your resume via email to [Alexandra.Bunardzic@summitsearchgroup.com](mailto:Alexandra.Bunardzic@summitsearchgroup.com).