

Western Canada Director, Collection

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.

SK Recycles 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. SK Recycles is responsible for management and recycling of household packaging and paper, distributed to Saskatchewan residents by businesses. We partner with local governments, First Nations, and Métis communities, private companies and other organizations to collect these materials and work with businesses and organizations to receive, sort, and recycle, so that all packaging and paper can become new materials. To advance packaging and paper recycling, SK Recycles will provide support and education, while expanding opportunities to make recycling easier and more consistent across the province.

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 the SK Recycles office in Saskatoon, the Recycle BC office in North Vancouver or a remote work location.

Position Overview:

The **Western Canada Director, Collection** leads the collection teams in Western Canada, overseeing the deployment and management of multi-channel province-wide collection networks for all obligated program materials in each province. This role ensures the successful collection of each programs' materials in alignment with a Western Canada collections strategy and is responsible for meeting Recycle BC and SK Recycles' program targets, program plan commitments, operational commitments, and approved budgets.

The Director works closely with the executive team to develop long-term strategies for effective and efficient collection. They are responsible for overseeing the implementation of collection procurement strategies and ensuring that they link appropriately with Western Canada collection and post-collection strategies and goals. The Director will provide leadership to the Collection Managers for the oversight and management of the Collection team, collection partners and collection network throughout Western Canada.

The role requires outstanding time management, communication, and leadership skills and an ability to develop innovative solutions that enhance the organization's productivity and performance against targets and objectives.

General Responsibilities:

- Develop, implement and manage collection networks for each province in order to meet each program's regulatory requirements, program plan commitments, annual operating plans, targets and approved budgets while finding efficiencies and synergies across provincial programs.
- Implement and maintain efficient and effective connections to each program's province wide post-collection network, and with the Western Canada Operations strategy.
- Participate in the annual budgeting, fee setting and operational planning process. Working with Western Canada Director, Finance, develop annual collection budgets with input from VP Operations Western Canada and Circular Materials. Provide input into P&E and administrative costs to the Program Engagement team. Participate in supply chain cost analyses and studies as applicable.
- Implement a collection procurement strategy that ensures rates are competitive in the marketplace and that the organizations receive value for money. Develop contract terms, conditions, and amendments. Negotiate collection service provider contracts and amendments, as applicable, within the framework developed with the VP Operations Western Canada. Ensure all collection commercial arrangements are conducted under signed Agreements. Coordinate with legal representation as required and ensure adequate record keeping for all service provider agreements.
- Leverage the contractual tools and procedures developed to date to maximize the amount and quality of the inbound material stream, with an eye on continuous improvement by working in conjunction with the Operations Support Team.

- Facilitate excellent working relationships with Recycle BC and SK Recycles' collection service providers, service providers, industry workings groups and associations, and other related parties.
- Work with the Western Canada Director, Operations Support, in conjunction with Circular Materials, through the development and maintenance of service provider agreements, procedures, protocols, key performance indicators and scorecards to monitor performance and ensure consistent application of program requirements, including service level performance. Ensure on-the-ground presence of Collection team within the collection network to develop and maintain relationships and ensure program performance.
- With support from Program Engagement, implement change management and communication protocols to engage and notify stakeholders prior to execution of changes that impact the collection network in accordance with the service provider agreements. Work together to set tone and expectations for all communication to collection network partners, and collaborate closely with the Indigenous and Community Engagement team. Work in collaboration on development and rollout of collection guides.
- Assist Stakeholder Relations proactively and as needed to ensure consistent, honest, and timely messaging to stakeholders as appropriate. Keep Stakeholder Relations abreast of sensitive operational issues as they occur and engage their help when appropriate for issues management. Provide leadership and support to the consultation processes required by both programs as part of program plan commitments and due process.
- Collaborate closely with the Senior Western Canada Director, Program Development on ensuring the successful design, consultation and rollout of new programs, program plans, major initiatives, and other work as applicable.
- Recruit, orient, direct and performance manage the Western Canada Collection team. Ensure that these areas of the business are integrated and have coordinated operating plans. Also ensure that each of these disciplines is fully optimized with an eye to future growth as well as day-to-day deliverables.
- Manage supply chain performance by a) keeping pace with innovations in collection strategy and technology for obligated materials; b) benchmarking reverse supply chain companies and EPR programs to learn and adopt best practices; and c) participating in working groups, projects, and pilots as applicable to help enhance program offerings, productivity and material volumes and quality
- Signing authority for up to \$25,000 per invoice for budgeted projects.

Skills and Attributes:

- Strong coordination skills with cross-functional teams and external partners to support project implementation and operational changes.
- Ability to develop and manage annual operating plans, prioritize field activities, and support front-line teams with clear communication and guidance.
- Proven experience collaborating with internal departments and external stakeholders to maintain up-to-date commercial frameworks and reporting metrics.
- Strategic planning skills with experience in budgeting, operational planning, and cost analysis to support program development.
- Financial acumen, including experience working with finance teams on budget management and vendor payments.
- Team-oriented mindset with the ability to contribute to multi-stakeholder projects and regional program development.

- Strong communication and issue management skills, including the ability to support media relations and ensure message accuracy.
- Cultural competency and the ability to align program processes with the needs of Indigenous partners and communities.

Qualifications

- Post-secondary education related to business/marketing or general studies.
- At least 7-10 years in an operations environment, preferably with supply chain experience in a business or a private sector/municipal sector waste management environment.
- Ability to conduct detailed analysis and provide summaries and recommendations.
- Excellent verbal and written communication skills.
- Good relationship building skills.
- Excellent organizational skills and ability to effectively create and implement project plans.
- Proficiency in MS Office Excel, Word and PowerPoint and strong operational software management capabilities, including ability to analyze and synthesize data.

Additional Information

- Flexible work arrangement: travel to Recycle BC and SK Recycles office for meetings or activities on a frequency to be determined plus when notified that attendance is required.
- Travel throughout each province will be required to visit stakeholders and collection sites. Valid driver's license required.
- Travel may also be required to attend workshops and conferences.
- Peak work period (quarter reporting, business planning/budgeting) may require extended hours.

To apply for this role, please submit your resume via email to david@summitsearchgroup.com.