



# JOB OPPORTUNITY

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## Director, Strategic Initiatives

### 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, Strategic Initiatives, is responsible for advancing key initiatives from concept phase through feasibility, design and implementation. These are initiatives identified by the team or the Director as advancing Recycle BC and SK Recycles strategic objectives. The Director leads cross-functional projects that generate operational efficiencies, enhance value added services, and position Recycle BC and SK Recycles as industry leaders in extended producer responsibility (EPR) and circular economy practices.

Reporting to the Western Canada VP, Operations, the Director collaborates across departments, ensuring initiatives incorporate input from across the organization and other stakeholders, project implementation is well planned and successfully executed and transitioned to the responsible business unit upon implementation.

### **General Responsibilities:**

#### **Strategic Initiatives**

- Identify and evaluate strategic initiatives aligned with Recycle BC and SK Recycles' long-term vision and strategic objectives, presenting results to Sr. leadership team to assess feasibility of each initiative. These initiatives are large in scale and outside the day-to-day bandwidth of regular program operation.
- Lead the development and implementation of the applicable approved initiatives that strengthen network trust and engagement, optimize operational systems, create more value for producers, and/or elevate our people, culture, and capacity.
- Collaborate with Leadership Team to establish measurable goals, KPIs, and tracking mechanisms for each project, ensuring scope, budget, and timeline objectives are met.
- Work cross functionally across the organization and with external partners, with a focus on change management, to ensure successful implementation and uptake of each project. Be intentional about handing off each project to the appropriate operating department(s) upon successful implementation.

#### **Transition Management**

- Work with the Western Canada Director, Governance, Procurement, and Risk and subject matter experts to ensure procurement documents and process are on time and aligned to strategic priorities and best practices. Participate in the evaluation process.
- Manage the successful transition of service providers, whether collection, post-collection, or other essential services, by working across the organization and both incoming and outgoing service providers to ensure seamless transition for internal team, service providers, residents, and stewards as applicable.

### **Direct Service (Program Led) Support and Project Management**

- Working with the Manager, Direct Service Support, ensure direct service and program-led contracts are properly maintained within enterprise systems and ongoing supply of containers and bins.
- Working with the Manager, Special Projects, provide project management services to projects and initiatives throughout the organization as required.
- Lead and develop Strategic Initiatives team to ensure high performance, alignment to values, and succession planning.

### **Other Responsibilities**

- Support the Western Canada VP, Operations and other senior leaders to achieve strategic priorities and harmonization across provincial programs.
- Participate in the annual budgeting, fee setting and operational planning process. Develop annual department/project budgets with input from Western Canada VP, Operations.
- Participate in the Recycle BC supply chain cost analyses and cost studies
- Provide expertise and support across the organization as required to help deliver key results and outcomes.
- Recruit, orient, direct and performance manage the Strategic Initiatives team.
- Contribute to the annual planning cycle, providing recommendations on priorities and resourcing to help achieve strategic priorities.

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

- Excellent organizational, leadership and management skills.
- Strong executional focus and performance orientation. Knowledge of data analysis, reporting and budgeting.
- Very strong capacity to define and execute a business strategy in a very complex business environment. An analytical mindset with great problem-solving abilities.
- Ability to quickly adapt and communicate in changing circumstances. Excellent written and verbal communications skills.
- Well-versed in change management and ability to tolerate and navigate change. Thorough understanding of program management techniques and methods.

### **Qualifications**

#### **Education:**

- Graduate or post-secondary education related to Engineering, Business Administration, Strategy, Sustainability, or related discipline, or equivalent experience and/or a combination of other post-secondary education and years of experience in an business setting.

#### **Experience:**

- At least 7 - 10 years of progressive experience in strategic planning, business transformation, or operations within complex or multi-stakeholder environments.

- Experience leading cross-functional projects, implementing innovation strategies, or managing organizational change.
- Experience in waste management, environmental services, or EPR programs considered an asset.

#### **Additional Information**

To apply for this role, please submit your resume via email to [info@recyclebc.ca](mailto:info@recyclebc.ca) with the subject line: **Director, Strategic Initiatives**.