JOB OPPORTUNITY

Director, Governance Procurement and Risk

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 200 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, Governance, Procurement and Risk takes on the role of board secretary and oversees the organization's risk management and procurement functions. As board secretary, this role is critical in supporting the effectiveness and integrity of the organization's governance. Serving as the key liaison between the Board of Directors and management, this position ensures that the Board operates within its legal, regulatory, and ethical obligations. This role is responsible for supporting Board member and committee functions, maintaining accurate records of Board proceedings, facilitating communication, and safeguarding compliance with governance policies and applicable laws.

This position is also responsible for completing and reporting on the organization's annual risk work plans, maintaining risk management documentation, and supporting procurement through legal compliance, stakeholder engagement, agreement drafting and review processes. The role works cross-functionally with internal teams to assess and address areas of operational, strategic, and compliance-related risk, and ensure robust procurement processes and related documents that enable strong and effective relationships with service providers that align with organizational goals and mitigate potential liabilities.

General Responsibilities:

Board Secretary

- Prepare and finalize agendas and meeting materials for Board and committee meetings in alignment with the annual governance calendar.
- Record accurate minutes of meetings, capturing key discussions, motions, and decisions, and ensure timely distribution.
- Track action items and follow up to support continuity and accountability between meetings.
- Maintain official records of Board proceedings, governance documents, and compliance with bylaws and legal requirements.
- Draft or coordinate briefing notes, decision papers, and supporting documentation in collaboration with management and committees.
- Liaise with the Board Chair, committee chairs, senior management, and external advisors to support effective communication and governance processes.
- Manage secure distribution of Board materials through the approved Board portal and oversee document version control.
- Support director and officer appointments, committee structures, and other governance processes, ensuring effective and compliant Board operations.

Risk Management

- Develop and implement annual risk work plans in collaboration with department leaders.
- Track progress and provide regular reports on the status of risk mitigation activities.
- Facilitate the identification and assessment of key risks across departments, including strategic, financial, operational, and reputational risks.
- Maintain and regularly update the organization's risk register and risk matrix.
- Collaborate with internal teams to ensure appropriate risk controls and mitigation strategies are in place.
- Assist in preparing risk-related materials for presentation to senior leadership and/or governance bodies.
- Other duties as assigned.

Procurement Management

- Lead and refine the procurement process and the creation of associated documents, adhering to the procurement policy, in conjunction with the team members and departments procuring services.
- Draft, edit, and review contracts and amendments including, but not limited to, Statements of Work (SOWs), Master Service Agreements (MSAs), Memorandum of Understanding, and other agreements as required.
- Ensure contracts are compliant with internal policies and relevant laws or regulations.
- Work closely with internal stakeholders to define procurement and contract requirements and deliverables.
- Maintain organized and up-to-date contract files and documentation, and supporting Contract Lifecycle Management software.
- Support the negotiation process by identifying and addressing key contractual risks and issues
- Work with outside legal council to ensure all procurement and contract documents have legal review.
- Collaborate with Circular Materials on storage, version and revision control of contracts as well as contract management software.

Collaboration and Administration

- Serve as a liaison between the finance and administration department, the operations department, and other teams on risk and contract-related matters.
- Support internal audits and external reviews related to risk and compliance.
- Provide guidance and training to staff on contract procedures and risk awareness.
- Contribute to the continuous improvement of risk management, procurement and contract processes.

Internal Relationship

- Work closely with the Board Chair, Executive Director, VP Operations, VP, Finance and Organizational Services, VP, Material Regeneration and Business Development, Director, Strategic Initiatives, Director, Collection, Directors, Post-Collection and Manager, Programs Administration to discuss support needs and opportunities.
- Establish and maintain strong relationships with Circular Material's team, in particular the Procurement and Vendor Management team.

External Relationships

- Other third-party service providers and contractors/consultants.

Desirable Skills and Attributes/Qualifications:

Education

- Bachelor's degree in Business Administration
- Risk Management, Legal Studies, or a related field; equivalent experience will be considered.

Experience

- 10+ years of relevant experience in risk management, contract administration, governance or related areas.
- Strong knowledge of governance and experience working with boards, in particular non-profit boards.
- Strong knowledge of risk management frameworks and best practices.
- Experience drafting procurement documents and knowledge of best practices.
- Experience drafting and reviewing legal and contractual documents.

Knowledge/Competencies/Skills

- Excellent analytical, organizational, and verbal and written communication skills.
- Ability to manage multiple priorities and work collaboratively across departments.
- Proficiency in Microsoft Office and risk/contract management tools.
- Experience in a nonprofit or mission-driven organization.
- Familiarity with legal terminology and contract negotiation.
- Certification in risk management (e.g., CRM) or paralegal certification is a plus.

Additional Information:

To apply for this role, please submit your resume via email to jay@otrg.ca and 604-265-3700.

We are committed to advancing a diverse workforce and developing inclusive leadership teams that are representative of the communities they serve. We provide equal employment opportunities to all persons regardless of age, colour, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, provincial or local law. We encourage diverse employees to apply for this position.

We are an equal opportunity employer. In accordance with the Accessible Canada Act, 2019, and all applicable provincial accessibility standards, accommodation will be provided throughout the recruitment, selection and/or assessment process to applicants with disabilities, upon request.