

Divert NS

Inspector/Auditor- EPR (Extended Producer Responsibility) Compliance Officer - Hybrid
Truro, Nova Scotia
Salary: \$70,662 - \$84,625

Divert NS is currently seeking a proactive, attentive, and knowledgeable professional to join their dynamic team. As the EPR Compliance Officer, you will be at the forefront of the Extended Producer Responsibility (EPR) programs, an initiative that aims to drive environmental sustainability in Nova Scotia by encouraging producers to create more eco-friendly packaging and reducing single-use plastics.

About Divert NS

Divert NS is a renowned not-for-profit corporation dedicated to promoting recycling in Nova Scotia. With a track record spanning over 25 years, Divert NS has played a pivotal role in fostering a recycling culture through environmental stewardship, educational initiatives, and comprehensive programs. Divert NS' efforts have positioned Nova Scotia as a recognized global innovator in waste diversion solutions.

The Government of Nova Scotia has enacted legislation that requires the establishment of an extended producer responsibility program for packaging, paper products and packaging-like products (EPR for PPP). This program aims to shift the responsibility for managing end-of-life PPP for consumer products in the province from municipalities to producers. Divert NS has been appointed the oversight agency for EPR for PPP in Nova Scotia.

About the Position

As the EPR Compliance Officer, you will play a critical role in Divert NS' compliance activities related to the EPR Regulation. You will work closely with the Manager of EPR Compliance to administer the oversight program and achieve regulatory objectives. In addition, this role will work to help identify efficiencies where possible.

Key Responsibilities

1. Regulatory Compliance

- Implements best practices for program review and regulatory compliance.
- Supports stakeholders in understanding requirements and achieving compliance.
- Ensures accuracy, consistency, and reliability of data processes.
- Maintains proper documentation following record retention practices.
- Verifies data for compliance with regulations and internal policies.
- Applies compliance framework effectively.

2. Monitoring and Reporting

- Assists in implementing IT systems and processes to track EPR compliance.
- Works with the team to create reporting mechanisms for accurate compliance status updates.
- Generates and review reports for internal and external use.

3. Continuous Improvement

- Helps to develop reporting mechanisms for timely compliance updates.
- Analyzes compliance data to identify trends and areas to enhance compliance efficiency.
- Conducts inspections to identify potential compliance issues that require follow up and compliance action.

4. Stakeholder Engagement and Collaboration

- Support consultations on compliance-related topics.
- Responds to producer requests for information promptly and professionally.
- Assists in developing communication materials like FAQs and slide decks.

Other Duties as Assigned

Qualifications

- Post-secondary education or equivalent work experience in a related subject such as business, environmental science or related discipline.
- Demonstrated data management and analysis experience.
- Proficiency in Office 365, with focus on excel and data analysis.
- Entry level accounting or auditing knowledge is an asset.
- Experience in a regulatory compliance role is an asset.
- Background with Salesforce is an asset.

Required Competencies

- **Communication Proficiency:** Clearly communicates information in various formats.
- **Critical Evaluation:** Applies critical thinking to assess and interpret data.
- **Relationship Management:** Maintains professionalism and strong customer service.
- **Ethical Practice:** Demonstrates ethical behaviour and discretion.
- **Attention to Detail:** Ensures accuracy with exceptional documentation skills.
- **Organizational Skills:** Manages time effectively and prioritizes tasks.
- **Team Collaboration:** Works well within a team environment.

What's in it For You?

Competitive Compensation - Divert NS believes in recognizing and rewarding hard work with a group RRSP program, ensuring employee efforts are valued.

Training & Promotional Development- Join an organization that invests in success. Divert NS is committed to its employee's growth through training initiatives.

Hybrid Schedule- Achieve work-life balance with flexible work arrangements. Divert NS understands the importance of accommodating to an employee's lifestyle and offers employees the chance to work two days a week remotely.

Paid Vacation- Divert NS values well-being and offers paid annual vacation leave, ensuring employees have the time to recharge and relax.

Equity and Diversity Policy- Join a team that celebrates diversity. Divert NS is committed to equity and strives to create a workforce that reflects the diversity of Nova Scotians.

Application Process

If you are interested in joining Divert NS' innovative & passionate team, contact us by email at recruitment@powerupleadership.ca. Please submit your resume and cover letter explaining how your background and experience will meet the needs of Divert NS.

Divert NS is committed to fostering a diverse and inclusive workplace where all individuals are valued, respected, and empowered. They encourage applications from candidates of all backgrounds, perspectives, and experiences.

**[PowerUp Leadership](#) is actively recruiting on behalf of our client, Divert NS.*