



JOB OPPORTUNITY

Manager, Collection

Who we are:

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, or a remote work location.

Position Overview:

The Manager, Collection, Saskatchewan participates in and manages the activities of the Collection team in Saskatchewan. The Manager works directly with service providers and other partners to ensure the operational statement of works (SOW), policies and practices established by SK Recycles are clearly communicated, understood and followed in the field, resulting in increased efficiency and effectiveness of the household recycling system. This role is responsible for overseeing collection operations, including the management of program-led and community-led collection contracts, defining strategic priorities, determining compliance and material quality from collection service providers and optimizing value-generating relationships while administering remediation and intervention as required with collection service providers. This role reports to the Director, Collection.

General Responsibilities:

Management of collection region and team members

- Implement and manage the recycling collection network in accordance with established program plan, collection agreements and annual operational plan and budget.
- Manage Collection Specialists in the oversight and on-the-ground management of collection programs within the defined provincial region.
- Recruit, orient, direct and performance manage the SK Recycles collection team for the province, including summer students; providing effective managerial oversight, ensuring work plan variables and program expectations are achieved.
- Actively monitor field reports, collection data, contamination results and other sources of information to identify collectors with highest priority compliance and quality assurance issues (contamination, IC&I, etc.).
- Manage and build relationships directly with collectors and oversee all aspects of program compliance in the province, including in-field training and managing escalations as necessary.
- Manage the operations of the SK Recycles program-led communities in the province; coordinating with other Collection Managers in BC to ensure alignment and continuity with annual program-led and direct service program projects and requirements. Work with Program Support department on the administration and communications related to these contracts.
- Identify opportunities for program enhancements in program-led areas; monitoring contractors' performance, collection metrics and ensuring these programs pursue high performance standards.
- Promote and support team members involvement in public outreach to support public understanding of the SK Recycles program, share values, and instill trust in the program.

Development and Maintenance of Tools, Standards, and Best Practices

- Participate in the development and roll-out of vendor standards, scorecards and protocols to define operating standards, document templates and design, management of appropriate document tracking, filling and updating for use by the Collection team and oversee their implementation; coordinating with other SK Recycles managers for consistent operation processes.
- Implement contamination oversight and remediation processes including scorecards and audits in cooperation with SK Recycles, Recycle BC operations team and Circular Materials as needed.
- Gather and analyze in-field best practices and make recommendations on how these best practices can be incorporated into the SK Recycles program.

Program operations and strategic development

- Work closely with team members on operational planning, strategic development and prioritization of collection team efforts.
- Manage and build relationships with all SK Recycles and Recycle BC team members and functions for full integration; conduct research and analysis, test ideas and conclusions, and develop plans and strategies

necessary to achieve the program's objectives. Ensure knowledge of Indigenous engagement, GHG reporting, etc., to provide feedback and assistance as needed.

- Participate in the annual budgeting and operational planning process; including onboarding proposals, pilot and project development and annual Operation plan development. Participate in SK Recycles supply chain cost analyses and cost studies.
- Promote and facilitate the implementation of the SK Recycles Program Plan and the collector agreements for consistent and compliant supply chain management by all SK Recycles collectors.
- Conduct public outreach on an occasional basis to ensure understanding of the SK Recycles program; acting as a program ambassador at public events, conferences and speaking engagements to promote trust in and values of SK Recycles.

Internal Relationships

- Coordinate with SK Recycles team, the Recycle BC team and Circular Materials as required on implementation of collection service provider changes, modifications to vendor standards and promotion/education campaigns.
- Work closely with Collection team members to develop plans and processes for effective collection oversight; develop and ensure collection team has necessary information and resources to facilitate collection site communication, training & other support.
- Work with Director, Collection on program planning, project execution, priority development, supply chain analyses and development of annual budgets and operating plans.
- Coordinate with the Post Collection team for effective and efficient supply chain oversight and optimization of program operations.
- Work closely with the Program Support team and Program Engagement team to coordinate process development and outreach activities and support program operations.
- Collaborate with other departments for program support, GHG reporting and onboarding with the Indigenous Relations Team.

External Relationships

- Collection service providers
- Local government/municipal service providers & First Nations and Métis
- Stewardship and related associations
- Extended field services: i.e., summer students, field auditors, etc.
- Commercial partners

Supervision

- Direct reports: Collection Specialists
- Indirect reports: Summer Students
- Oversee the work of outsourced or contracted service providers and ensure they perform in accordance with contracted terms and conditions.

Resources/Budget

- This position is responsible for achieving program plan targets within the approved SK Recycles annual operating plans within the SK Recycles approved budget.

Decision Making

- Hiring, performance management and approval of vacation and travel schedules of direct reports.
- Provide input and make recommendations for operational strategies related to the stewardship program.

Desirable Skills and Attributes:

- Ability to conduct detailed analysis and provide summaries and recommendations.
- Strong negotiation and conflict resolution skills.
- Strong leadership skills with an ability to work independently daily.
- Excellent verbal and written communication skills. Ability to prepare clear and concise administrative and technical reports.
- Excellent interpersonal skills and ability to build strong relationships.
- 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.

Qualifications

Education

- Post-secondary education related to environmental studies, sustainability, supply chain, operations, related disciplines.

Work Experience

- At least 5 years in an operations environment, preferably with supply chain experience in a business or a private sector/municipal sector waste management environment.

Additional Information

Working Hours

- Covering the core hours of operation, 9:00 AM to 3:00 PM local time, this is a full-time position, scheduled forty (40) hours per week, working not less than 37.5 hours per week.
- Extra or flexible hours may be required on occasion.

Remote and/or Field Work

- Remote. Currently, SK Recycles operates in a hybrid capacity, with weekly in-office encouraged to supplement a work from a home-based office. Travel to SK Recycles office in Saskatoon for meetings or activities on a frequency to be determined plus when notified that attendance is required.

Travel

- Travel throughout the province will be required to visit collection sites and meet with various partners. Travel may also be required to attend workshops and conferences, including annual BC and SK planning sessions in BC.
- Use of personal vehicle and valid Saskatchewan driver's license required.

To apply for this role, please submit your resume via email to info@skrecycles.ca.

We thank all applicants for their interest. However, only those under consideration will be contacted.

SK Recycles is an equal opportunity employer. In accordance with the Accessible Canada Act, 2019, and all applicable provincial accessibility standards, accommodation will be provided by Circular Materials throughout the recruitment, selection and/or assessment process to applicants with disabilities, upon request by emailing to humanresources@circularmaterials.ca. This email is only used for accommodation requests.