JOB OPPORTUNITY

Director, Post-Collection

Who we are

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. Celebrating 10-years of operations, Recycle BC was the first full extended producer responsibility program for packaging and paper in North America.

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 our office and/or remotely.

Position Overview

The Director, Post-Collection directs the activities of Recycle BC's reverse supply chain team in BC, through logistics and the receiving facility (RF) and material recovery facility (MRF) network. The Director leads the development and execution of the provincial post-collection supply chain and is responsible for meeting program targets and Recycle BC operational goals.

The Director is responsible for implementation of post-collection procurement strategies and ensuring that they link appropriately with collection strategies and goals. In addition to optimizing value-generating relationships with vendors, the Director is also responsible for providing assurance over the chain of custody of obligated materials by developing appropriate vendor standards, conducting periodic audits, and ensuring data integrity through the vendor reporting process.

Responsibilities

- In conjunction with the VP, Operations, design and create a post-collection solution that ensures competitive rates in the marketplace while delivering robust, reliable, and efficient post-collection services. Implement the solution as per the approved transition plan. Continue to review areas for cost savings and efficiencies as the post-collection network stabilizes to devise long term strategies for the program and receive best value for money and highest use of materials. Keep abreast of national EPR strategies and opportunities for harmonization with other provincial programs.
- Oversee a reverse supply chain with sufficient capacity to transport, consolidate and process materials in order to meet program plan targets. Maintain regular meetings between Recycle BC and all post-collection partners to address and correct post-collection related issues before they escalate.
- Ensure the operations of the post-collection partners are in compliance with the Post-collection Statements of Work (SOW) and other agreements, or otherwise ensure any changes or modifications proceed by means of the proper authority and documentation. Ensure the post-collection contractors remain in a state ready to accept, transport, consolidate and process the ever-evolving inbound material stream.
- Implement an efficient and effective connection to the province wide collection network for all program materials with sufficient capacity to meet program plan targets. Prioritise system costs vs. siloed post-collection costs. Provide input to other collection services such as promotion and education (P&E) and administration as per the service provider agreements by forwarding observations and data on the reverse material flow which impact collection service, such as contamination, commingling and authorizations.
- Design and implement new strategies for efficient movement of materials across the province through logistics and container types for material, prioritizing ease of collector handling, high volumes, reduction of GHG emissions, etc.
- Manage and oversee the implementation and ongoing operations of Recycle BC's integrated tracking system, ensuring all partners are utilizing the software correctly and that the chain of custody is accurately reconciled. Work closely with all post-collection partners, as well as Circular Materials and other external partners.
- Assist in the development of standard operating procedures to eliminate incentive for unscrupulous behaviour by post-collection partners. Evaluate and analyse data to ensure inbound can be easily reconciled with outbound weight to manage post-collection partners' performance to maintain high standards and value.
- Negotiate post-collection service provider contracts, within the framework developed with the VP Operations. Ensure all post-collection commercial arrangements are conducted under signed Agreements.
- In conjunction with the Programs Support team, employ standards, scorecards and codes of conduct for post-collection service providers (consolidators, transporters and processors), post-collection material reporting and supply chain auditing and oversee their distribution to, and implementation by, service providers/vendors.

- Direct and manage the Post-Collection team in BC, ensuring they are fully optimized with an eye to continuous improvement as well as day-to-day deliverables. Work closely with the Manager, Material Services to ensure Inbound Composition Audits are taken properly and delivered timely by the post-collection service providers. Ensure that these areas of the business are integrated and have coordinated operating plans.
- Manage and build relationships with supply chain service providers and identify new partners that could provide value.
- In partnership with the Programs Support team, support the development and implementation of data tools, scorecards, management tools/KPIs for use by the Recycle BC post-collection team.
- Provide post-collection services for pilots and projects undertaken within the Recycle BC operations network.
- With support from the VP, Operations, manage supply chain performance by benchmarking reverse supply chain companies and EPR programs to learn and adopt best practices.
- Participate on industry working groups and projects as required to represent Recycle BC from a material management perspective.
- Work closely with the Manager, Stakeholder Relations and Director, Collection on the development of stakeholder management plans prior to initiating or executing changes that impact the post-collection or collection network and related commercial arrangements to ensure that the terms and conditions for change in the service provider agreements are followed. Follow dispute resolution protocols should changes or other issues require escalated management.
- Participate in the annual budgeting, fee setting and operational planning process. Develop annual post-collection budgets with input from VP, Operations
- Participate in the Recycle BC supply chain cost analyses and cost studies including waste composition studies.
- Recruit, orient, direct and performance manage the Recycle BC post-collection team.

Desirable Skills and Attributes

Interpersonal/Communications

Internal Relationship

- Collaborate closely with the Director and Managers of the Operations team and the VP Operations to ensure that frameworks related to commercial agreements, reporting metrics respond to the unique needs of the province as well as national standards.
- Work closely and provide direction to the post-collection supply chain team to ensure operating plans are effectively deployed and issues raised are effectively addressed.
- Work with VP, Operations and Circular Materials' Director, Reporting and Analysis, Western Programs - Finance, BIR, Program Reporting and Analysis on development of annual budgets and operating plans, quarterly close process and supply chain cost analyses.
- Work with SK Recycles' Post-Collection team on sharing best practices for managing the post-collection supply chain as well as identifying and implementing synergies across the two provinces.
- Collaborate closely with Circular Materials and Recycle BC field team members on the rollout of supply chain initiatives that will require site support.

External Relationships

- Local Governments and First Nations.
- Collection and Post-Collection service providers.
- Provincial waste management associations and other industry associations and working groups.
- Other EPR programs and member organizations.

- Supply Chain Auditors/Consultants.

Responsibility

Supervision

- Direct reports: Manager, Logistics | Senior Supervisor, Receiving Facilities |Post-Collection Coordinator.
- Indirect reports: Field Services Specialist, Post-Collection | Logistics Specialist.
- 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 financial targets within the approved Recycle BC supply chain 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 programs.

Qualifications

Education

- Post-secondary education related to Business Administration, professional designation from a recognized procurement organization or equivalent experience.

Experience

- At least 7 - 10 years' experience in strategic procurement, operational optimization, waste
- management or logistics contracting.

Knowledge/Competencies/Skills

- Expert knowledge of strategic procurement and contracting.
- Knowledge of waste management, materials management and logistics or related operational business activities.
- Knowledge of processing recyclable materials.
- Strong negotiation and conflict resolution skills.
- Good verbal communications skills.
- Excellent relationship management skills.
- Very strong analytical skills and numbers acumen.

Working Conditions

- Flexible work arrangement: travel to Recycle BC office for meetings or activities on a frequency to be determined plus when notified that attendance is required.
- Flexible work schedule requiring periods of extended working hours to meet deadlines during peak periods (annual budgeting/planning, quarter close).
- Requires travel within BC to meet with collection, transportation and processing partners.
- Valid driver's license is required.

Additional Information

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

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.

Recycle BC is 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.