

**Job Description**  
**Chief Executive Officer**  
**Divert NS**

**Job Title:** Chief Executive Officer  
**Reports to:** Board of Directors

**General Accountability**

The Chief Executive Officer is accountable for providing strategic direction and leadership to government through the Board of Directors of the Resource Recovery Fund Board Inc., operating as Divert NS. This includes accountability for industry stewardship agreements, waste diversion programs, administration of the deposit-refund system, development of value-added manufacturing for recovered materials, and the education and awareness initiatives related to source reduction, reuse, recycling and composting. In addition, the incumbent is accountable for planning, implementing, and directing programs to meet the resource recovery goals and objectives of the Nova Scotia Solid Waste-Resource Management Regulations. The Chief Executive Officer regularly reports to the Board of Directors and is accountable for all aspects of the day-to-day operation of Divert NS, including financial, administrative and human resource management.

**Specific Responsibilities**

- Develop and define a strategic direction for Divert NS that the Board of Directors can advance to government that will promote the expectations and objectives of the Nova Scotia Solid Waste-Resource Management Strategy.
- Develop an annual action plan for submission to the Minister of Environment and Climate Change that is consistent with the requirements of the Solid Waste-Resource Management Regulations and aligned with the strategic direction for Divert NS.
- Identify opportunities and develop solutions to regulatory impediments to the enhancement of resource recovery management options for the province.
- Identify and promote additional opportunities for sustainable industry stewardship programs that have the potential for further development and establishment of resource recovery and recycling industries within the province.
- Identify priority research and development opportunities in industry stewardship program areas that have the potential to accelerate and establish the province as a centre of excellence in R&D research in recycling and resource recovery.
- Develop an infrastructure system, in conjunction with Nova Scotia Environment and Climate Change, that will support an inventory of the industrial development base and programs available in the province to adequately promote value-added manufacturing opportunities to prospective investors.
- Identify and initiate contact with potential partners, including federal, provincial and municipal governments, industry associations, development organizations, and funding agencies, to identify and address the strategic material capture potential that would enable the ability to secure a stable supply of recovered material for value-added manufacturing opportunities.
- Develop a comprehensive public awareness program to elevate the profile of Divert NS and the successes in solid waste resource recovery in the province as well as a marketing strategy to attract potential investors in waste management ventures to the province and highlight resident consulting expertise that can be exported to a global audience.

## **Qualifications**

- A post-secondary degree in business administration or other relevant fields, such as environmental science or public administration. A master's degree would be desirable.
- Experience in a senior leadership role, with a track record of success in managing complex organizations.
- Experience working in a regulatory agency.
- Knowledge of solid waste management.
- Demonstrated commitment to environmental sustainability.
- An understanding of Extended Producer Responsibility (EPR) programs is a definite asset.

## **Competencies**

The following are essential skill requirements in addition to the qualifications listed above:

### **Strategic thinking**

The ability to think long-term and to prioritize initiatives and decisions that advance Divert's strategic objectives.

### **Stakeholder relations**

The ability to build and maintain strong relationships with government agencies, recycling facilities, and the community, and to effectively represent the organization in public forums and negotiations.

### **Financial acumen**

Understanding and management of financial processes, skills in budgeting, reporting, and financial analysis. Possesses good business sense.

### **Communication skills**

Strong communication and interpersonal skills, with the ability to communicate effectively with the board, stakeholders, staff, and media.

### **Ethical leadership**

A commitment to ethical and responsible leadership, with the ability to adhere to the highest standards of ethical conduct and ensure compliance with all applicable laws and regulations.

### **Inclusive leadership**

Leads with an equity and inclusion lens and creates an environment where all individuals feel valued and supported. Actively works to identify and eliminate biases and barriers to create a more diverse, equitable, and inclusive workplace. Engages in ongoing education and self-reflection to continually improve cultural competency and promote diversity, equity, and inclusion throughout the organization.

### **Human resource management**

The ability to effectively manage and motivate staff and oversee the day-to-day operations of the organization.

### **Data-driven decision making**

The ability to use data and analytics to inform decision-making and to evaluate the effectiveness of programs and initiatives.

**Risk management**

The ability to assess and manage risk and to make decisions that balance the potential benefits and costs of different options.

**Collaborative decision making**

The ability to work effectively with others, including staff, stakeholders, and the board of directors, to make informed and consensus-based decisions.

**Board governance**

Understands the role of the Board and effectively uses the strengths of the Board and its members to maximize the organization as a whole. Understands the difference between operations and governance yet manages both seamlessly.

**Negotiation skills**

Demonstrates strong negotiation skills to effectively resolve conflicts and reach mutually beneficial agreements with stakeholders, including enviro-depots across the province. Considers multiple perspectives and leverages negotiation strategies to achieve positive outcomes.

**Innovation mindset**

Possesses a continuous improvement mindset and seeks new and creative solutions to challenges and opportunities. Develops strategies that consider long-term trends and industry changes. Balances the need for stability with the need for innovation to drive progress and achieve success.