



## EXECUTIVE DIRECTOR POSTING

### FOR THE SASKATCHEWAN TIRE RECYCLING PROGRAM

POSTED: SEPTEMBER 12, 2017

#### OVERVIEW:

The Tire Stewardship of Saskatchewan Inc. (TSS), a newly established non-profit, environmental stewardship organization is looking for its first Executive Director. Responsible to a Board of Directors, the new Executive Director will oversee, manage and enhance tire recycling in Saskatchewan. The TSS took over as Program Operator of the provincial program effective September 1, 2017.

This position is full-time, permanent and located in Regina, Saskatchewan. Salary and compensation will be competitive and based on experience. A post-secondary degree and a minimum of ten years of experience in a role or roles complementary to this position will be considered. The Executive Director reports directly to the Board of Directors as the executive manager responsible for overseeing the administration, program delivery, and stakeholder relations. The goal of the Board is for Saskatchewan to have the most innovative, efficient and effective tire stewardship program in Canada.

Duties include establishing professional and productive relationships with stakeholders (retailers, collectors, processors and the Saskatchewan Ministry of Environment), managing constructive relationships with contractors, promoting and building awareness of the tire recycling programming, encouraging partnerships with the tire recycling industry to encourage sustainability and innovation, and addressing any program issues or opportunities through policy development and program adjustments.

The Executive Director will understand governance and work closely with the Board, and be responsible for staffing, operations and implementation of the Product Stewardship Program (PSP). The PSP provides the direction for the tire recycling program in Saskatchewan and is updated every three years. The Executive Director will represent the program and the corporation, and will develop a collaborative relationship with the Ministry of Environment. The Executive Director will ensure continuous improvement of the program. The Executive Director will consider the recommendations provided by a program review completed in the first half of 2017. Visit [www.tirestewardshipsk.ca](http://www.tirestewardshipsk.ca) for more information.

#### RESPONSIBILITIES:

- Responsible for communicating effectively with the Board and providing all information and support necessary for the Board to function properly and to make informed decisions.
- Responsible for fiscal management, including planning, preparing and operating within an approved budget, ensuring effective resource utilization and maintaining a positive financial position.
- Responsible for submission to the Board, a monthly financial statement and forecasts that accurately reflect the financial condition of the organization and the program.
- Responsible for the implementation of the scrap tire program to meet TSS' vision, mission and goals.
- Responsible for effective administration of TSS operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for serving as TSS' primary representative to all stakeholders and the public.
- Responsible for establishing and maintaining relationships with all stakeholders.
- Responsible for maintaining a positive image of the TSS.

- Responsible for other duties as assigned by the Board of Directors.

### QUALIFICATIONS, SKILLS AND ABILITIES:

- Preference given to those with a post-secondary degree, perhaps in Business or Commerce.
- Experience working with an environmental stewardship organization considered an asset.
- Five or more years of senior or executive management experience; 10 or more years of relevant experience.
- Ability to create a vision and be able to actualize the vision will be important.
- Demonstrated leadership and collaborative style, based on transparency, honesty and integrity.
- Demonstrated successful program management skills and accomplishments based on goals and targets.
- Understanding of business planning and financial management, including budget preparation, analysis, decision-making, risk analysis, and reporting.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Analytical, problem solving and project management skills.
- Can lead, motivate and coach staff.
- Proven experience working for a policy governance board.
- Strong policy and program development and administration experience an asset.
- Excellent verbal and written communication skills, comfortable in a public relations role.

### SALARY AND BENEFITS:

- Negotiable based on knowledge and experience.
- This is a permanent full-time position.
- Employee benefits package.
- There will be some travel in Saskatchewan and Canada.
- The position is available to be filled as early as November 1, 2017.

### COMPANY PROFILE:

Saskatchewan retailers are required to participate in an approved tire recycling program as obligated within *The Scrap Tire Management Regulations, 2017* (Saskatchewan). Given the wind down of the previous program operator, the importance of this program and industry's interest in ensuring retailers would have continued collection services, the Retail Council of Canada (RCC) and the Western Canada Tire Dealers (WCTD) were the founding members to establish the Tire Stewardship of Saskatchewan Inc. (TSS) as a solution. TSS was established in June 2017 with an initial board. On July 26, 2017, the Minister of Environment approved TSS' request to take over tire recycling programming in Saskatchewan effective September 1, 2017. Initial operations are in place through contracted support until full time staff is hired.

### APPLICATION PROCESS:

Please provide covering letter and resume by email and by September 26, 2017 to:

**Attention:** Colin Fraser, Chair, Board of Directors, Tire Stewardship of Saskatchewan Inc.  
**Email:** [contactus@tirestewardshipsk.ca](mailto:contactus@tirestewardshipsk.ca)

Thank you to all candidates for your interest. Only those shortlisted for an interview will be contacted.

For further information, please contact Doug McNair at [dmcnair@mcnair.ca](mailto:dmcnair@mcnair.ca), on behalf of the Board.