



Project Manager, Regulatory Compliance Permanent Position

The Real Estate Council of Ontario (RECO) is seeking a Project Manager, Regulatory Compliance. We have a permanent position available to start immediately.

About RECO

RECO is a not-for-profit corporation responsible for administering the *Trust in Real Estate Services Act, 2002* (TRESA) and associated regulations on behalf of the province of Ontario to protect the public interest through a safe and informed marketplace. A modern regulator with over 170 employees, RECO is a collegial and dynamic environment where quality work-life balance is valued along with strategic agility, curiosity and empathy in our action. RECO regulates approximately 100,000 registrants in the real estate sector.

Hybrid work environment

RECO has adopted a 'hybrid' environment, which will typically include a minimum attendance in the office of one day per week, with some teams/positions requiring more frequent in-office attendance.

RECO's commitment to diversity and inclusion: They aren't just words to us!

RECO is committed to promoting an equitable, diverse, and inclusive environment that includes awareness, education, and engagement-building opportunities for all employees.

The role

Under the direction of the Deputy Registrar, Regulatory Compliance, the Project Manager is to plan, execute, and finalize projects according to established timelines and budget.

This is an integral role that: supports the Deputy Registrar and compliance program leadership with respect to defining and delivering on strategic objectives and program projects and initiatives; defines and documents each project's scope and objectives, applying sound project management; methodologies and leading practices to manage scope, budget, resources, risks, schedules and work; plans in an effective and efficient manner, overseeing quality control throughout the project life cycle; defines and secures approvals for the necessary project resources and coordinates the efforts of team members and third-party contractors or consultants in order to deliver projects according



to plan; and keeps the Deputy Registrar, regulatory compliance leadership, and key stakeholders apprised of the status of all assigned projects on a regular and as-needed basis through both formal reporting and informal status updates. The Project Manager has the ultimate responsibility for the success of all projects they manage.

Position responsibilities

Planning

- Work with manager to establish/update team plans to support business unit plans and projects
- Work with manager to establish team processes and workflows
- Work with manager to establish team performance measures
- Contribute to team resourcing plan
- Contribute to documentation and reporting standards and templates
- Develop project plans and project control documentation
- Develop business unit risk related control documents

Execution

- Lead, track, and report on the execution of project plans, escalating to project business lead or deputy registrar as appropriate
- Track project risks, escalating as appropriate
- Monitor and report on business unit risks; maintain business unit risk related control documents
- Build and foster positive, collaborative working relationships with colleagues and stakeholders
- Contribute to or support stakeholder engagement, communication and reporting activities

Team Management (as related to cross-functional project teams)

- Identify project resource requirements, onboard assigned project team members
- Lead development of project team roles and responsibilities
- Monitor and manage engagement and performance of team members on a regular and ongoing basis



Self-Management

- Actively participate in coaching and performance management activities, including setting personal goals and development plans
- Engage in formal and informal learning opportunities that support growth in current role and career aspirations; proactively seek out opportunities to contribute to the organization
- Demonstrate self-awareness and emotional intelligence - developed through formal training, inquiry, feedback, and reflection - to be a professional, resilient, confident contributor to the organization

Budget Management

- Monitor and manage project expenses; track and report against approved project budgets

Other Duties as Assigned

- Complete ad-hoc assignments delegated by management
- Support issue resolution escalated by team
- Act as back-up for colleagues and counterparts during absences
- Other duties as assigned

Qualifications and experience

- Post-secondary education or commensurate experience required; project management certification an asset (e.g., PMP, Prince2)
- 5+ years of demonstrated project management experience applying sound project management principles and leading practices to both business and technology initiatives; experience working in both waterfall and agile methodologies, executing projects from inception through to project closeout
- Excellent verbal and written communication skills, including facilitation/presentation skills. Able to communicate effectively with stakeholders at all levels to express goals, strategies, and concepts; able to build and maintain strong working relationships, both internal and external
- Demonstrated experience in personnel management; a persuasive, encouraging, and motivating people and team leader



- Can conform to shifting priorities, demands and timelines by applying excellent critical thinking, analytical and problem-solving capabilities
- Superior organizational, planning, time/workload management, risk identification and mitigation capabilities to plan and execute activities with generally defined goals; reacts to project adjustments and alterations promptly and efficiently
- Works well in a team environment; supportive, collaborative, cooperative, service-oriented; able to defuse tension among project team, should it arise
- Self-directing; able to work with minimum supervision; able to balance/manage multiple concurrent competing activities and timelines with appropriate prioritization and focus in a high-pressure environment
- Experience within a not-for-profit and/or regulated industry an asset

Posting Date: 1/9/2025

Closing Date: 1/23/2025

Job Grade 9

Hiring range: \$88,000 to \$110,000

Qualified applicants are invited to submit a detailed outline of experience specifically addressing RECO's needs in confidence to Human Resources at hr@reco.on.ca.

RECO is committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of persons with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility.

We thank all applicants in advance for their interest.