

Employment Opportunity

Regulatory Compliance Advisor

The opportunity

At the Real Estate Council of Alberta (RECA), we're dedicated to providing an exceptional customer experience in all our interactions. We're looking for team members who share our values and are committed to protecting, informing and elevating Alberta's real estate, property management, condominium management, and mortgage brokerage industries. If you share our passion and purpose, this might be the career opportunity for you.

We are looking for an experienced mortgage professional (Associate, Broker or Delegate of a Brokerage) with a passion for sharing your industry knowledge, a deep understanding of the legislation governing the mortgage brokerage industry. This role works tirelessly to maintain the integrity of the industry, providing confidential practice advisory services and resources to industry members.

The Regulatory Compliance Advisor plays a critical role in supporting the overall strategic plans by bringing awareness of RECA, our role and helping build trust and maintain professional standards within the industry. This role requires a level of comfort with presenting in public forums and a high level of industry expertise.

The Regulatory Compliance Advisor will inform and collaborate with external and internal partners, using their extensive expertise to prepare external communications, course content, recommendations, and other professional materials in the course of their role.

Our employees enjoy a dynamic hybrid work environment, with an emphasis on professional growth and work/life balance. This permanent, full-time position offers a competitive salary, plus a comprehensive benefits package that includes a group health insurance plan, 3 weeks' vacation, a health spending account, wellness spending account, and employer matching RRSP plan.

Role & responsibilities

Consulting with Brokers

- respond to Broker inquiries in a timely manner with information, guidance and advisory services, helping them fulfil their responsibilities as per the *Real Estate Act* and *Real Estate Act Rules*
- promote RECA as a trusted source of information regarding the Alberta mortgage brokerage industry

External Presentations to Brokerages & Industry Groups

- conduct presentations on brokers and other industry members on industry standards
- enhance awareness of RECA and their role with various stakeholders

Act as a RECA Resource

- maintain and update various sources of information, reports, manuals and other industry publications for licensees, consumers and other stakeholders
- assist in competency development, exam questions, and re-licensing course reviews
- respond confidentiality in communications with industry professionals
- support the Stakeholder Engagement Manager by liaising with internal and external stakeholders
- provide leadership, strategic insights and identify trends affecting industry members
- perform additional tasks as assigned by the Stakeholder Relations Manager

Skills & qualifications

- a minimum of 5 year's experience as a mortgage associate, broker or delegate of a brokerage
 - university degree in a field of study related to licensing and regulation of professions (Law, Business Administration or Public Policy) or post-secondary education relevant to industry sectors regulated by RECA is considered an asset
- previous experience in a regulatory environment is an asset

Other desired qualifications include:

- in-depth knowledge of the *Real Estate Act*, Regulations, and Rules
- familiarity with related legislation (e.g. *Condominium Property Act*, *Residential Tenancies Act*, *consumer protection act*, etc.)
- broad understanding of the mortgage industry
- strong interpretive, advisory and communication skills (oral and written)
- experience in policy and legislation development would be an asset

- problem solving and negotiation skills
- flexibility in managing change and multiple priorities
- leadership and sound judgment
- project management skills and the ability to meet deadlines
- analytical skills with pragmatic problem-solving
- excellent interpersonal and organizational skills
- detail oriented with proven customer service mindset
- effective presentation skills (in-person and online)
- ability to work under pressure in a fast-paced environment
- proficiency in Microsoft 365 and Teams
- ability to work with individuals from varied experiences and backgrounds

How to apply

If you think this is the job for you, please submit a cover letter and resume to hr@reca.ca . The posting will remain open until a suitable candidate is placed. Please include “**Regulatory Compliance Advisor**” in the subject line of your email. We thank all applicants for their interest. We will only contact those individuals we are considering for interviews. We may consider your application for other job openings at RECA.

About us

As the governing body for Alberta’s residential real estate, commercial real estate, property management, condominium management, and mortgage brokerage licensees, the Real Estate Council of Alberta (RECA) is committed to the public interest by promoting the integrity of the industry and protecting consumers.

RECA’s mandate is to protect consumers, provide services to facilitate the business of licensees. Our work helps protect against, investigate, detect and suppress fraud in the real estate sectors we regulate. As the governing body, we are guided by our commitment to integrity, professionalism, mutual respect, transparency, collaboration and communication.