



Manager Regulatory Action

Our client, the **Real Estate Council of Ontario (RECO)** (reco.on.ca), is seeking a manager with deep experience understanding and applying rules of evidence to a large volume of cases, as their new **Manager, Regulatory Action**. This is an exciting, new opportunity to lead an essential function in the public interest mandate of RECO. You will oversee and manage cases referred for prosecution or regulatory action across RECO's enforcement streams.

Your extensive background as a paralegal, regulatory compliance manager, lawyer, or in law enforcement, will be essential as you manage the case load and ensure RECO's prosecution readiness. You know what a case file must look like and will be recommending enhancements to set the highest standard for RECO regulatory compliance program processes.

The role will work collaboratively with the regulatory team at RECO including managers overseeing complaints, investigations, audits and inspections, and registration programs, and RECO's in-house legal department. The position reports to the Deputy Registrar, Regulatory Compliance. There is one coordinator who supports the regulatory action portfolio, and the new Manager will be involved in selecting that team member.

The Employer

The Real Estate Council of Ontario regulates real estate agents and brokerages in the province. RECO protects the public interest through a safe and informed marketplace. RECO is a not-for-profit corporation that

is delegated by the provincial government to administer and enforce the *Trust in Real Estate Services Act, 2002* (TRESA) and associated regulations.

RECO's office is connected to the TTC Islington subway station on the Bloor-Danforth line. RECO has a hybrid workplace approach (currently, one day minimum in office per week), although the Manager is expected to be in the office as needed.

Job Purpose and Details

This position requires an individual with experience in leadership and management of cases. The Manager, Regulatory Action:

- Reviews and assesses merits of cases being considered for regulatory action and/or prosecution
- Assesses evidence and the appropriate enforcement path
- Oversees preparation of matters being referred for prosecution or other administrative penalties
- Drives enhancements to case standards and benchmarks across enforcement streams for efficiency and efficacy
- Works directly with litigation to achieve appropriate sanctions in line with guidelines and precedent cases
- Acts as liaison between RECO counsel and witnesses who will be testifying for the prosecution

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115 George Street, Unit 601, Oakville, ON L6J 0A2 • Attn: Jack Shand, FCMC, CAE, Executive Partner
Tel: (905) 274-7438 • Email: recomra@portagegroup.com

We thank all applicants for their interest in RECO. Those selected for an interview will be contacted.
For more information about RECO, please visit www.reco.on.ca

For more information about The Portage Group Inc., please visit www.portagegroup.com

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- Tracks and analyzes regulatory action and enforcement data
- Reports on regulatory actions and outcomes, internally and externally
- Monitors performance against established measures while identifying, mitigating, and monitoring risks
- Provides regular updates to the Deputy Registrar.

Key job functions include planning and resource management, achieving performance measures, operational execution, team management.

Knowledge, Skills and Abilities

Applicants for the Manager, Regulatory Action position will bring to RECO:

- Experience reviewing investigations and case files for completeness, strength of evidence, etc., in preparation for prosecution.
- Demonstrated understanding of the rules of evidence.
- Minimum five years' team management or supervisory experience in an operational leadership role.
- Excellent oral and written communication skills. Including presentation/facilitation skills; able to communicate with stakeholders and all levels of management to express goals, strategies, and concepts; able to build and maintain strong working relationships.
- Excellent organizational, planning, risk identification and mitigation skills. Able to plan and execute activities with generally defined goals and minimal supervision, as well as balance multiple concurrent competition activities and timelines with appropriate prioritization and focus.
- Proficient computer skills, including use of spreadsheets and CRM systems, and experience in data mining and reporting tools.

- Expert attention to detail and analysis skills, able to analyze and synthesize information and flow across multiple inputs, measures, and reports.
- Superior business acumen, strong judgment, and critical thinking; embraces change and leads effectively through change.
- Consultative leadership style with strong impact and influence skills; proven ability to take initiative and provide relevant thought leadership in compliance and law enforcement.
- General understanding of the real estate sector and its governing legislation.

Paralegals or lawyers applying for the role must be in good standing with the Law Society of Ontario.

Application Details

Please note this hiring process is being managed for RECO by The Portage Group (contact: Jack Shand, FCMC).

Qualified candidates are invited to apply with their résumé, and cover letter addressing specific experience for this role, via email to:

The Portage Group

Attn: Jack Shand, FCMC

Email: recomra@portagegroup.com

Compensation for this assignment is based on market data and will interest applicants seeking a salary in the \$120,000 range. Employee benefits including group insurance and retirement savings plan are additional.

Consideration of candidates will begin immediately and continue until a selection is made. Candidates selected for interview will be contacted.

RECO is committed to integration and equal opportunity, which includes accommodating the needs of persons with disabilities.

Questions may be directed to recomra@portagegroup.com



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