

Director, Audit and Compliance

Take an active role in ensuring consumer confidence in Ontario VQA wines. You'll direct and implement the compliance program to verify label integrity for VQA wines and coach participating wineries to achieve ongoing compliance.

Working mostly from your home office and at winery production sites, you will coordinate and conduct audits and inspections, and follow up and assist with enforcement and investigations where necessary. You will work with the wine approvals team to integrate the approvals processes with ongoing verification of in-market compliance. If you are an experienced compliance auditor who knows the wine industry, have exceptional relationship skills and are happy in a fast-paced small team environment, this may be the right job for you.

Please send your cover letter and resume to Laurie Macdonald at laurie.macdonald@vqaontario.ca no later than May 7, 2021.

Job description

Job title	<i>Director, Audit and Compliance</i>
Reports to	<i>Executive Director</i>

The mandate of the Ontario Wine Appellation Authority is to regulate the production and labeling of appellation wines in accordance with the *Vintners Quality Alliance Act, 1999* of Ontario and related agreements with the Ontario Government.

The Appellation Authority is governed by a Board of Directors with input from wine industry members and other stakeholders. Appellation Authority staff perform regulatory functions which include testing and evaluating wines, auditing and inspecting wineries and investigating and enforcing compliance, along with providing support to the Board of Directors and committees. The Appellation Authority also sponsors educational programs aimed at raising awareness and knowledge of Ontario's wine appellations and wines of origin, and participates in export development and standards related discussions.

Job purpose

Verify and ensure compliance with provisions of the VQA Act. Manage all compliance activities and carry out and document inspections, audits and investigations. Work with wineries and other stakeholders to assist them in understanding the requirements of the VQA Act. Integrate compliance activities with other aspects of the organization's operations and mission.

Duties and responsibilities

- Oversee and manage compliance related activities of the organization
- Create and implement policies to verify and enforce compliance with VQA legislation
- Manage compliance case files of member wineries, follow up and resolve issues as necessary
- Develop risk-based policies to ensure effective use of resources
- Plan, conduct and report on audits of wineries to verify compliance
- Plan, conduct and report on inspection or investigation activities
- Prepare, confirm and issue compliance orders under VQA Act and verify compliance with orders
- Coordinate compliance activities with information available from wine certification program
- Coordinate quality assurance testing program
- Work with outside investigators or legal counsel and provide written or verbal evidence or testimony before a tribunal or a court
- Liaise with other regulatory or related organizations as necessary
- Develop and maintain professional relationships with member wineries and stakeholders
- Assist wineries and others in understanding regulatory requirements and processes, including seminars, newsletters, web content etc.
- Create, update and follow policies and procedures
- Create and safeguard records with appropriate detail and in a timely manner

Qualifications

Qualifications include:

- Strong written and oral communications with the ability to deal with sensitive and confidential issues and exercise good judgement and tact on a consistent basis
- Familiarity with liquor regulations and their administration
- Knowledge of wine production processes and inventory practices
- Relevant education and experience in inspection or audit role
- Computer literacy, with proficiency in Microsoft Word/Excel, cloud-based applications.
- Proven ability to work independently, excellent attention to detail, strong organizational and time management skills
- Professional, helpful but firm approach to dealing with challenging interactions
- Demonstrated knowledge of standard auditing procedures and their application to inventory and compliance audits
- Experience – 15 or more years in a relevant role(s)
- A valid Ontario driver's licence with a clean abstract

Work Environment

- The work environment includes working from home, regular site visits to retail stores and winery production facilities and attendance at the Authority's North York office
- Periods of sitting, standing and walking in office and manufacturing environments, and driving up to 5 hours are typical
- Physical activity may include lifting and carrying boxes up to 16 kg/35 lbs
- Working hours are weekdays, 7.5 hours daily
- This position is governed by the Authority's work-from-home policy
- Frequent travel within Ontario is required.
- The incumbent will be expected to assist with or assume duties not detailed here when other staff are absent

Benefits

- Vacation allowance – 15 days annual paid leave
- Benefits – Comprehensive benefit coverage (group vision, dental, health)
- RRSP matching (5%)

Direct reports

None