

Town of Caledon

make a difference



Job Title: Advisor, Business Transformation (Contract up to 12 months)

Closing Date: May 6, 2024, 12pm

Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

Reporting directly to the Manager, Strategic Initiatives, this role provides expertise and leadership across for enterprise level business transformation and improvement projects. The role supports the Manager with overall recommendations on enhancing service quality, improving efficiency, and driving performance. As the Advisor, Business Transformation, you will perform the following duties, including but not limited to:

- Lead and facilitate process improvement work and relevant cross-departmental teams that significantly transform the way that business units deliver service
- Manage vendors, when applicable, in the delivery of project work, and liaise between consultants and process service stakeholders
- Identify and make recommendations that result in improved quality and reduced waste
- Develop and oversee the execution of implementation plans and support business units with the development and reporting on measures that demonstrate return on investment and/or improvements
- Lead a continuous improvement program (including a community of practice, speaker series, round tables etc.) that supports development of 'Lean champions' across the corporation and provides them a forum to identify, execute and report on department specific projects
- Apply project management methodologies for the effective delivery of projects assigned
- Liaise with other municipalities and organizations to identify trends in business transformation that positively impact people, process, and technology
- Build effective partnerships with people leaders and multi-divisional 'Lean champions' to foster a culture of continuous improvement and service-orientation
- Perform additional duties and undertake special projects as assigned

The Ideal Candidate

We are



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

seeking a passionate professional with a post-secondary diploma in Business Administration, Public Administration, Economics, Planning, Finance, or closely related field. Our ideal candidate has minimum 3 - 5 years of advisory experience in a related role, providing strategic business and organizational support to a corporation. Experience in the public sector is preferred.

The ideal candidate will have demonstrated ability to motivate, influence decisions, instill accountability and drive results without authority. We are seeking an individual with superior interpersonal skills, a demonstrated ability to exercise significant discretion, and excellent verbal and written communication skills.

The successful candidate for Advisor, Business Transformation will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers an hourly range of \$47.86 to \$58.65.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **May 6, 2024, 12:00PM.***

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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