

Town of Caledon

make a difference



Job Title: Business Analyst, Planning

Closing Date: July 25, 2025

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 Director, Development, this role is responsible for leading business process improvements within the Planning Department to enhance operational efficiency and customer service delivery. You will support data-driven projects through complex research and analysis and manage the development and maintenance of internal procedures related to planning application processes. You will be responsible for providing strategic insights to support continuous quality improvement, acting as a business lead on process modernization, and ensuring the effective use of AMANDA and related systems.

As the Business Analyst, Planning, you will perform the following duties, including but not limited to:

- Lead analysis of departmental trends and processes to develop quality improvement programs
- Design and implement dashboards and reports to track key performance indicators (KPIs)
- Act as the Planning Department lead on AMANDA-related projects and system enhancements
- Conduct business process mapping and workflow analysis for system and process improvements
- Develop and deliver training programs and materials for internal and external stakeholders
- Collaborate with IT and cross-functional teams to ensure optimal performance and integration of planning systems
- Serve as AMANDA Power User, providing frontline support, managing user access and data integrity
- Manage consultant-led projects, including RFPs, budgeting, and project coordination
- Support strategic planning by interpreting data and identifying emerging issues and trends



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

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

The Ideal Candidate

We are seeking a highly analytical and self-motivated professional with a post-secondary degree/diploma in Information Technology, Planning, GIS, or a related field. Our ideal candidate has 3 – 5 years of business analysis or related experience with a focus on data analysis, system integration, and business process improvement in a municipal or planning context.

The ideal candidate will have demonstrated knowledge of business analysis methodologies, data visualization tools, and municipal planning processes. We are seeking an individual with superior analytical and problem-solving skills, a demonstrated ability to work independently and collaboratively across departments, and excellent communication and interpersonal skills.

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

This position offers a salary range of \$85,559.51 - \$106,949.39 plus a competitive benefit package.

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 July 25, 2025 12:00PM EST.

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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