

Town of Caledon

make a difference



Job Title: Analyst, Innovation (Permanent Full-Time)

Closing Date: November 21st, 2025, 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 to the Director, Office of the CAO & Chief Strategy Officer, the Analyst will play a key role in identifying, researching and evaluating opportunities for innovation across the organization. This role will work closely with the members of the Strategic Initiatives team to identify opportunities for synergy, ensure alignment between strategic projects, digital transformation, and the organization's performance goals. This role will also lead small projects, as assigned, and support overall strategic planning for the Town through data analytics.

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

- Conduct research on emerging trends, industry-leading practices and innovative solutions relevant to the municipal context, including the implementation of an innovation incubator.
- Support the advancement of identified strategic projects through project management oversight, stakeholder relationship management, research, and presentations.
- Scan for and assess potential internal projects that align with the objectives of the innovation incubator; and provide analytical input for strategic decision-making that would support the organization's goals.
- Assist in the development of communications to promote the incubator, and lead outreach efforts to generate employee interest and participation.
- Share data and insights from strategic projects to inform organizational performance improvement efforts.
- Provides reports and information to senior management and staff, when needed, coordinates the development of recommendations, presenting review results to senior management.
- Perform additional duties and undertake special projects as assigned.



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 an experienced professional with a post-secondary degree in Business Administration, Public Administration or a closely related field. Our ideal candidate has minimum of three (3) years' experience in strategic planning, business process management, management consulting or closely related field. Training or certification in project management or process improvement methodology, including Lean Six Sigma, considered an asset.

The ideal candidate will have experience designing and preparing business process maps and developing business improvement plans to streamline and improve work efficiencies. We are seeking an individual with demonstrated ability to influence and make decisions involving broadly defined work, affecting major functions.

The successful candidate for Analyst, Innovation 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 to \$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 November 21st, 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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