

Job opportunity

The Corporation of the Town of Orangeville invites applications for the position of

Advisor, Special Projects

Corporate Services department

(Two-year contract position, 35 hours per week)

Located on the north-west edge of the Greater Toronto Area, less than one hour's drive from Toronto and just moments away from the natural beauty of the Niagara Escarpment, the Town of Orangeville (Town) offers an excellent combination of location, small-town charm and urban amenities. Situated in the picturesque natural setting of the Hills of Headwaters, Orangeville is home to over 30,000 residents and is the largest urban community and regional service centre within Dufferin County.

Orangeville is a great place to raise a family, with an excellent quality of life and a strong sense of community. The Town is committed to a values-based, thriving and collaborative work environment that supports our employees' success. Our values of respect, integrity, team and excellence (RITE) aren't just words, they're what we live by every day. They guide how we work together, do what is "RITE", make decisions and support each other. These values form the foundation of our workplace culture, helping us grow stronger as a team and better serve our community. Our employees are passionate about delivering high-quality programs and services to our residents and are proud to contribute to making Orangeville one of the exceptional places to live in Canada.

Position description

The Town has a contract opportunity available for the position of Advisor, Special Projects. **This is expected to be a two-year contract position starting in April 2026.**

Reporting to the General Manager, Corporate Services, this role ensures strategic priorities and values of the Town are developed and supported. This is accomplished through translating corporate initiatives into project plans; continuous and effective research; creating and leading project teams; collaborating with stakeholders; reporting to committees and preparing recommendations. This role also collaborates with the Corporate Services Management Team and supports other departmental initiatives.

Job duties

- Identifying, building and fostering relationships for project implementation and success outcomes; acting as an advisory subject matter expert to meet corporate service standards; collaborating with external partners and stakeholder groups; guiding project leads and teams regarding corporate goals and objectives;

delivering judgment and perspective that result in customer service satisfaction; and keeping abreast of issues that may impact Town corporate initiatives.

- Monitoring legislation, Council agendas, and reports to identify potential impacts on the organization; staying informed on local issues and community priorities to support engagement with stakeholders; and preparing briefing summaries to support leadership in meetings or public forums.
- Developing reports, proposals and recommendations to management for effective decision-making; continuously reviewing project direction and progress to provide subject matter expertise, reporting and communication to key stakeholders and senior management; preparing reports and updates to senior management and Council; and developing and maintaining a corporate reporting framework.
- Designing and maintaining dashboards to support decision making; leading the annual reporting process on progress toward the Town's Strategic Plan, including data collection, analysis, and final report preparation; preparing semi-annual reports on government relations activities, outcomes, and emerging issues; co-ordinating and producing the Town's annual Equity, Diversity, and Inclusion (EDI) report; and managing and delivering reporting for other corporate-wide initiatives.
- Providing project management expertise to support solutions and changes to meet corporate key strategies; designing and developing the overall project delivery strategy, including creation and execution of project plans and risk management; leading and managing project life cycles from inception and business case to deployment and post-implementation review; developing outlines, descriptions and implementation plans; and providing support to project leads and sponsors.
- Applying project management principles and strategies by researching, analyzing and evaluating methods to ensure scope, milestones, and targets are achieved; identifying issues and challenges; identifying and resolving issues related to project development, progress and implementation; providing support, analysis, and advice to leadership; troubleshooting matters of importance to management and providing recommendations to aid in resolution; and supporting corporate committees for shared initiatives.
- Using expense management to meet corporate policies and guidelines; establishing and recommending budget requirements to ensure effective resource and expense management; identifying pressures, operational requirements, and ensuring tracking of specific areas or projects; managing and monitoring project's expenditures and revenue; and continually reviewing programs with a heightened awareness of cost recovery.
- Leading the implementation of the Town's Equity, Diversity and Inclusion (EDI) Strategy, translating strategic goals into actionable initiatives; fostering and managing partnerships to advance EDI objectives, including collaboration with departments, organizations, and external stakeholders; co-ordinating and delivering the Town's annual EDI reporting, including performance measurement,

analysis, and outcomes; and managing the EDI strategy budget end-to-end, including planning, monitoring expenditures, and ensuring alignment with priorities.

- Other duties as assigned.

Qualifications

- Post-secondary degree or diploma preferably in Business Administration, Public Administration or equivalent in related field.
- 3 years' experience in an advisory, project-based environment.
- Proven Project management experience
- Political acumen
- Strong Customer Service and People Management skills; interface with internal and external stakeholders and resolve issues to meet corporate service standards
- Well-developed relationship management skills to interface with a diverse group.
- Demonstrated political sensitivity and ability to maintain confidentiality.
- Strong Organizational skills: Detail oriented, well organized and able to prioritize complex tasks and meet critical deadlines
- Strong Analytical skills for complex problem solving
- Computer proficiency in Microsoft office/software
- Valid Class G Driver's license.

Successful candidates will be required to complete a background check, including but not limited to a Criminal Record Check, in accordance with the duties of this position.

Salary range: \$88,827.83 to \$103,916.18, Band 10 on the Town's 2026 pay grid plus a contract benefits package.

Qualified candidates are invited to apply no later than 4 p.m. on **February 19, 2026**. Applications may be submitted online at orangeville.ca/jobs or in person at Town Hall, 87 Broadway, addressed to Human Resources. Please do not email your application. Please note that only those who are selected for an interview will be contacted by Human Resources.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including police record checks, may be required as part of the hiring process for certain employment or volunteer positions. When requested, applicants are required to provide a police record check as a condition of their offer of employment. Police record checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of police record check required will be indicated in the job posting qualifications.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process, and applicants are asked to make their needs known in advance. By submitting your personal information to the Town of



Orangeville, you consent to the collection, use and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Orangeville. Questions about this collection should be directed to the manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.

The Town recruitment software has applicant tracking capabilities, including the use of artificial intelligence (AI) to assess applications.

Questions about this posting?

Human Resources, Town of Orangeville

Email: hr@orangeville.ca

Phone: 519-941-0440 ext. 7304