



Supply Chain Business Insights Analyst (SCORE Program)

18-MONTH CONTRACT OPPORTUNITY (RENEWABLE)

WHO WE ARE:

Toronto Global is a not-for-profit investment attraction agency that supports the expansion of foreign-owned businesses to the Toronto Region. We represent the cities of Toronto, Mississauga, and Brampton as well as the Regions of Durham, Halton, and York. We also work closely with the Government of Canada, the Province of Ontario, and Municipal partners.

SCORE PROGRAM OVERVIEW:

Toronto Global has secured funding to develop a new initiative called the Supply Chain Onshoring, Resilience, and Expansion (SCORE) program to better understand local supply chain capacity while identifying gaps, risks, and opportunities caused by global disruption. Services and capabilities will be developed to complement the ongoing work underway in Ontario to help recruit and relocate (“onshore”) foreign firms across the global supply chain. These capabilities will also serve select domestic firms to enhance business development, create new strategic partnerships, explore operations optimization, and improve overall continuity planning. The SCORE program is outside Toronto Global's core mandate, but strongly related to the organization's work in facilitating Foreign Direct Investment (FDI) to the Toronto Region.

To reflect Ontario's supply chain strengths and to manage the overall project scope, SCORE will place emphasis on the following sectors:

1. **Advanced Manufacturing** with a specific interest in high-impact manufacturing capacity.
2. **Food and Beverage** including packaging, processing, production, etc.
3. **Life Sciences** which will cover PPE, medical devices, pharmaceuticals, and more.

The core SCORE program will be built in phases around the following three pillars:

1. Supply Chain **Development**
2. Supply Chain **Resilience**
3. Supply Chain **Innovation**

With funding provided by FedDev Ontario for a period of two years, SCORE represents a pivotal new opportunity for Toronto Global to leverage incremental project funding to deliver economic growth in the Toronto Region and across the Province.

OUR PEOPLE, PERKS, AND CULTURE:

We're an enthusiastic team of smart, innovative, and dedicated professionals. Our culture is built on making sure individual team members can contribute to something greater, whether that be having a voice on one of our internal task forces or getting involved in team social or business events to fuel your professional development.

Interested in health, self-care, and planning for the future? We've got you covered! In addition to a competitive base salary, this opportunity includes access to health benefits, a strong employee assistance plan, and an opportunity to participate in our OMERS pension plan. We love driving the growth of the Greater Toronto region through our work and we do it proudly. We are high achievers, but this doesn't interfere with our sense of humour, endless curiosity, and our desire to have fun!

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POSITION SUMMARY:

This position reports directly to the SCORE Program Manager with a dotted line to Toronto Global's Talent & Business Insights Team. The successful candidate will be responsible for the refinement of critical business insights and value proposition material that relate to the supply chain through 1) original research and maintenance of data sets; 2) by supporting various research projects related to the identified focus sectors; and 3) by leveraging partnerships with relevant associations, think-tanks, institutes, cluster/industry groups, and other key funding partners. A core function of the role is the translation of data and research into communication tools that support both internal and external stakeholders of the SCORE program. The deeper market research and intelligence gained on the supply chain make this an impactful opportunity which will enhance the narrative about what makes the Toronto Region so attractive to foreign investment while helping to promote the competitive advantages that position this area as an ideal location for corporate expansion.

KEY RESPONSIBILITIES:

- + Work collaboratively to develop deeper insights and understanding on the identified core sectors of SCORE.
- + Develop and maintain critical datasets and qualitative materials relevant to parts of this Region's supply chain.
- + Manage and maintain in-house databases and support the development, implementation, and ongoing improvement of SCORE's internal knowledge base (powered by the Notion platform) to support consistency, quality and overall optimization while ensuring data accuracy in the development of client-facing materials.
- + Conduct qualitative and quantitative research to strengthen the Toronto Region's supply chain value proposition as a competitive advantage while adapting the data as needed to fit customized business proposals.
- + Work collaboratively across departments to translate insights into content for use across a variety of communications vehicles including business case material, presentations, brochures, blog posts, team meetings/presentations, maps, lead generation campaigns and other material as requested.
- + Prepare summaries and information articles regarding key parts of the supply chain in the Toronto Region for the website, news monitor and other publications, briefings, etc.
- + Develop and support strategic partnerships by ensuring data/methodologies, research, and SCORE's sector-specific value propositions are aligned with key relevant partner organizations.
- + Directly assist Toronto Global's Business Insights team to ensure existing data and tools are being leveraged effectively to support client inquiries and to ensure that client-driven customer research is incorporated into general sales and marketing tools as required.
- + Lead and role model a culture of teamwork, collaboration, regionalism, and meaningful client-centricity.
- + Constantly update personal knowledge of the Toronto Region and build a good understanding of Toronto Global's core value proposition as it directly relates to the SCORE program's KPIs.



REQUIRED SKILLS:

- + An undergraduate degree required with a preferred focus in a related discipline that may include business, analytics, marketing, social science, economic development, etc.
- + A Masters' degree in a related discipline would be an asset but is not a requirement.
- + A minimum of 3 years of related professional analytics experience is strongly desired.
- + Experience undertaking both qualitative and quantitative research involving leveraging data from sources such as Statistics Canada or U.S. Census Bureau, market research reports, real estate / salary reports, international trade databases, industry publications, venture capital and investment data, etc.
- + Experienced in sourcing, compiling, and interpreting data to deliver data-driven insight and communications.
- + Understanding of data visualization best practices and ability to translate and visualize data into user-friendly tools and materials is strongly preferred.
- + Must be equally content contributing to group projects as they are undertaking individual assignments.
- + Experience working on complex research and data projects from inception to completion is strongly preferred.
- + Excellent written and verbal communication skills and well-developed interpersonal skills with experience developing strong partnerships with both internal and external stakeholders.
- + Comfortable and proficient using Microsoft Office 365 applications (PowerPoint, Excel, SharePoint, Word, etc.).
- + Should have intermediate skills in Excel including knowledge of Pivot Tables, VLOOKUP, Macros, etc.
- + Familiarity with Enterprise Content Management Systems (such as Templafy, Xpertdoc, OpenText, Atlassian etc.) is an asset but not a requirement.
- + Familiarity with productivity software (such as Notion, SharePoint, Evernote etc.) is an asset but not required.
- + The Ideal candidate should be proactive, comfortable with a degree of ambiguity and confident in their ability to produce client-ready reports on a tight deadline.
- + Must have a passion for analytics, business, innovation, Canada, and of course the Toronto Region!

HOW TO APPLY:

Interested candidates are encouraged to submit their resume and cover letter to jbecker@torontoglobal.ca. In the subject line of your email, please include the job title of this role and your full name. We sincerely thank all candidates for their interest in Toronto Global, however only those selected for an interview will be contacted.

Toronto Global is committed to diversity, equity, and inclusion in the workplace because we believe it contributes to innovation, better decision-making, and a deeper understanding of the community we serve. We are dedicated to fostering a barrier-free environment where accessibility, empowerment, and respect are key drivers of our team's success. To ensure our recruitment practices are fair and equitable, accommodations are available at all stages of the process upon request.

At Toronto Global, we strive to provide everyone with the assurance that they can show up as their true selves at work and achieve their full potential. Thank you for your interest and we look forward to hearing from you!