



The **Library of Parliament** is a non-partisan organization providing stimulating and rewarding work. We recognize that our employees are our most important asset and, as such, we offer excellent benefits, four weeks' vacation leave, learning opportunities to support professional and career development, competitive salaries, and more!

Our **Information and Document Resource Service (IDRS)** provides high-quality, substantive and timely information and documentation to Parliament and its staff by building, managing, preserving and optimizing access to the Library's information assets.

We are currently looking for candidates to staff the following position: **Assistant Binder**.

The Assistant Binder participates in the preservation of the Library of Parliament collection. The incumbent is responsible for assisting in the creation of various types of binding, preparing material for the binding process, supporting the binders in their work and participating in preventive preservation activities.

Assistant Binder

Preservation and Parliamentary Publications Section Information and Document Resource Service

Two Determinate Positions / Acting / Assignment / Secondment (6 months)

CGS-3* (\$48,307–\$54,893)

*Job description currently under review
(Bilingual staffing – imperative: AAA/AAA)

NOTE: This selection process will also be used to establish a pool of prequalified candidates that could be used to staff determinate and indeterminate positions requiring similar knowledge or competencies.

Our ideal candidates demonstrate the competencies listed in the [Clerical and Administrative Support Group \(sub-Group A\)](#).

For the purposes of this selection process, the following knowledge criteria will be evaluated:

- Knowledge of the techniques of bookbinding
- Knowledge of the principles and techniques of preservation applicable in a library setting

To be considered, candidates must have:

- Experience in crafting or building projects that require great manual dexterity

Assets:

- Experience in artisanal or commercial bookbinding
- Experience in book assembly
- Knowledge of safety protocols for working with large machinery

Candidates retained in this selection process will be required to obtain:

- A successful second-language evaluation (Bilingual staffing – imperative: [AAA/AAA](#))
- A successful pre-employment screening

Additional Information:

- This selection process is open to the public and to employees of the Library of Parliament, the Senate, the House of Commons, the Office of the Senate Ethics Officer, the Office of the Conflict of Interest and Ethics Commissioner, the Parliamentary Protective Service, and the Office of the Parliamentary Budget Officer.
- This selection process will include a second-language evaluation, a written qualifying exam and an interview. The interview will consist of behavioural, situational and knowledge-based questions. Candidates will be required to pass each stage in order to move to the next stage of the selection process.
- Qualified candidates from this selection process may be considered for determinate or indeterminate positions at the Library of Parliament that require similar knowledge and/or competencies.
- Experience requirements will be used to determine which candidates will be asked to participate in the next stage of the selection process.
- Satisfactory references are an essential condition of appointment.
- Travel and relocation expenses are the responsibility of the candidates.
- The Library of Parliament is committed to employment equity.
- Preference will be given to Canadian citizens and to permanent residents who are legally able to work in Canada. Applicants who have a valid work permit may also be considered.



Apply no later than DATE 12 August 2018– 11:59 p.m. (Eastern Time).

To apply, please send us your curriculum vitae, along with a covering letter indicating how you meet each of the experience requirements of the position. Please quote **Staffing Process 18-LOP-57** in your documents and, if you apply by email, in the subject line of your email.

Send us your application:

By email: lopres@parl.gc.ca
By fax: 613-995-9582
By mail: 50 O'Connor Street
Library of Parliament
Human Resources Directorate
Ottawa, ON K1A 0A9

Questions? Contact Human Resources at 613-617-0943 or lopres@parl.gc.ca.

We thank all those who apply. Please note that only those selected for further consideration will be contacted.