



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, 4 weeks' vacation leave, learning opportunities to support professional and career development, competitive salaries and more!

The **Public Education Programs (PEP)** section delivers the Library's public, educational and visitor programs, which help to educate and inform Canadians about Parliament and its institutions with a variety of tools and resources, including guided tours, exhibits, and print and web resources.

The PEP section includes the Parliamentary Guide Program, which involves the delivery and facilitation of a variety of services for parliamentarians as well as on-site programs for the public on behalf of Parliament.

We are currently looking for candidates to staff the following position: **Interpretation Officer**.

Interpretation officers work in a dynamic team environment and serve as the public face of Parliament. They are responsible for conceiving and delivering high-quality guided tours of the Canadian Parliament; for recruiting, training, mentoring, managing and evaluating the work of a team of parliamentary guides; and for coordinating daily tour schedules.

**Interpretation Officer
Parliamentary Tour Program**

**Public Education Programs
Parliamentary Information and Research Service**

*Determinate positions / Anticipatory staffing**

MPA-2 (\$60,939–\$72,087)
(Bilingual staffing – imperative: CBC/CBC)

* 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 candidate demonstrates the competencies listed in the [Professionals and Technical Specialists Group \(sub-Group C\)](#).

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

- Best practices in visitor services
- Theories, methods and techniques of heritage interpretation and their practical application
- How the Canadian Parliament works, of its history, activities, and the art and architecture of the Parliament buildings
- Methods, techniques and practices of developing and delivering training sessions



To be considered, candidates must have:

- Successful completion of post-secondary education in a field related to the duties of the position, or an acceptable combination of relevant education, training and experience
- Experience in the delivery of historical and/or cultural interpretive programs
- Experience in supervision in a cultural or educational milieu, or in a recreational or visitor service environment
- Experience in dealing with a diverse clientele

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

- A successful second-language evaluation (Bilingual staffing – imperative: [CBC/CBC](#))
- 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, the Office of the Parliamentary Budget Officer and the public service.
- This selection process will include a second-language evaluation, an 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 staffing 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.
- Education and experience requirements will be used as to determine which candidates will be asked to participate in the next stage of the selection process.
- Satisfactory references and proof of education are essential conditions 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 August 22, 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 education and experience requirements of the position. Please quote **Staffing Process 18-LOP-69** 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.