



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, a minimum of four weeks' vacation leave, learning opportunities to support professional and career development, competitive salaries, and more!

The **Public Education Programs Division** is responsible for the design, development and implementation of strategies, programs, and initiatives to educate and inform Canadians about Parliament and its institutions including tours, exhibits, print and web resources.

We are currently looking for candidates to staff the following position: **Chief, Parliamentary Tour Program**.

The Parliamentary Tour Program supports Parliament and parliamentarians in increasing the public's access to, knowledge of and appreciation for Parliament. If you are looking to work in a dynamic team environment, serving as the public face of Parliament, we are currently looking for a **Chief, Parliamentary Tour Program**, who will be accountable for planning, managing and delivering the operational activities of the Program. The Chief manages a large team that delivers front-line services, and serves as the representative for visitor service operations with internal, parliamentary and external stakeholders in order to maintain current program activities and to champion initiatives aimed at maximizing public access.

Chief, Parliamentary Tour Program

Public Education Programs Parliamentary Information and Research Service

Indeterminate Position

MPA-5* (\$84,056 - \$99,434)**
(Bilingual staffing – imperative: CBC/CBC)

*Job Description currently under review

**Rates of pay include economic increases up to 2016

For the purposes of this selection process, the competencies listed in the attached Competency Profile will be evaluated.

In addition to the Competency Profile, the following knowledge will be evaluated:

Knowledge:

- Extensive knowledge of public programming and visitor services, including theories, methods and techniques
- Knowledge of Canadian and parliamentary history, the system of government and legislative process, and the art and architecture of Parliament

To be considered you must have:

- A post-secondary education in a field related to the duties of the position; or an acceptable combination of relevant education, training and experience
- Experience managing human resources, including training design
- Experience developing and implementing visitor service initiatives in a parliamentary, government or museum context
- Experience dealing and negotiating with several stakeholders who have competing interests

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, 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 written exam will consist of situational and knowledge-based questions. The interview will consist of behavioral, and situational questions. Candidates will be required to pass each stage in order to move to the next stage of the selection process.



LIBRARY of PARLIAMENT

BIBLIOTHÈQUE du PARLEMENT

- 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 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 15 September 2019 – 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 19-LOP-244** in your documents and, if you apply by email, in the subject line of your email.

Send us your application:

By email: LOPCareers-CarrieresBDP@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 LOPCareers-CarrieresBDP@parl.gc.ca

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