



The **Library of Parliament** is a non-partisan employer providing stimulating and rewarding work. We recognize that our employees are our most important asset; for that reason, 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 seeking candidates to staff the following position: **Manager, Preservation**.

The **Manager, Preservation** is responsible for the preservation of the Library of Parliament's collections, including the circulating collection, and for providing access to and information about the Library's art and artefacts and heritage collections, as well as to historical parliamentary publications and a rich data collection covering the history of the Parliament of Canada.

Manager, Preservation

Collection Access and Preservation Information and Document Resource Service

Indeterminate Position

MPA-6* (\$89,911–\$110,600)
(Bilingual staffing - imperative: CBC/CBC)

*Job description currently under review

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 at the Library of Parliament that require similar knowledge or competencies.

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

The following knowledge criteria will also be evaluated:

- Understanding of the functioning of the Parliament of Canada, including parliamentary processes and publications
- Knowledge of the principles, national and international standards, and best practices associated with digital and print preservation
- Comprehensive knowledge of the theories, principles and practices of library and information science

To be considered, candidates must have:

- A master's degree in Information Sciences or Library Sciences from an accredited university, or an equivalent combination of education and experience
- Experience in a leadership role
- Experience in collaborating and managing partnerships with clients, and internal and external partners

Assets:

- Experience in developing and implementing policies and guidelines
- Experience in managing information or library assets and resources in an information system, such as a database, electronic records management system or integrated library system
- Experience in preserving, curating or managing collections of rare or fragile books or documents, or art and artefacts
- Experience in coordinating or managing projects, including seeing a project through from start to finish as a project lead, champion or manager
- Experience in communicating change management

Candidates selected through this 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 and an interview and may include a written qualifying exam. The interview will consist of behavioural, situational and knowledge-based questions and may also include a presentation. Candidates will be required to pass each stage in order to move to the next stage of the selection process.
- 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 22 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-251** 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 613-797-9238 or LOPCareers-CarrieresBDP@parl.gc.ca

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