



The **Library of Parliament** is a non-partisan organization providing stimulating and rewarding work. We recognize that our employees are our most important asset; for that reason, we offer excellent benefits, a minimum of 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: **Corporate Information and Records Management Advisor**.

Working closely with the Manager, Information and Records Management, the **Corporate Information and Records Management Advisor** assists in developing information and records management (IRM) procedures; advises client groups regarding best practices; interprets and applies related legislation and policies; and coordinates and performs frontline IRM program activities.

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## Corporate Information and Records Management Advisor

### Information and Records Management Information and Document Resource Service

*Determinate / Acting / Assignment / Secondment Positions (two years)*

**LS-02 (\$67,951–\$81,376)**  
(Bilingual staffing – imperative: CBC/CBC)

**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.

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**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:**

- Knowledge of Canadian and international information management standards, principles and best practices
- Knowledge of the processes and steps involved in developing and implementing records management tools, such as the Records Classification Scheme and the Records Retention and Disposition Schedule
- Knowledge of the principles and best practices of developing and delivering training and outreach activities, particularly for adult learners

**To be considered, candidates must have:**

- A master's degree in library science or information science from an accredited university or an equivalent combination of education and experience
- Experience in managing information in a knowledge institution (such as a library, archive or research institute) or in a government environment
- Experience in developing, implementing and communicating procedures and policies related to information management
- Experience in working with information systems such as institutional repositories or electronic records management systems

**Assets:**

- Experience in configuring records management in GCDocs (OpenText Content Server)
- Experience in coordinating or managing projects
- Experience in gaining buy-in for changes to procedures, policies or information systems
- Experience in managing change within an organization

**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:**



LIBRARY of PARLIAMENT

BIBLIOTHÈQUE du PARLEMENT

- 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.
- 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.

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**Apply no later than 23 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-273** 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](mailto: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](mailto:LOPCareers-CarrieresBDP@parl.gc.ca)

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