



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** 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, print and web resources.

We are currently looking for candidates to staff the following position: **Senior Project Coordinator, Visitor Services (LTVP)**.

The Long Term Vision and Plan (LTVP) is an ongoing initiative that assesses site and building conditions and evaluates how best to accommodate evolving parliamentary requirements ensuring a balance of a secure working environment and the need for an accessible and open Parliament for visitors. This includes multiple infrastructure and planning projects across the parliamentary precinct that implicate visitor services and public access. The Senior Project Coordinator, Visitor Services (LTVP) works with internal Library stakeholders and with external partners to coordinate and confirm program requirements, operational plans and occupancy strategies for public access to support the Library's mandate for the provision of visitor services on behalf of Parliament.

SENIOR PROJECT COORDINATOR, VISITOR SERVICES (LTVP)

VISITOR SERVICES SECTION PUBLIC EDUCATION PROGRAMS

*Determinate/Acting/Assignment/Secondment Position (until March 2021) AND
Anticipatory Indeterminate Staffing*

MPA-5 (\$88,545–\$104,745)

(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.

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 the Long Term Vision and Plan (LTVP) for the Parliamentary Precinct
- Knowledge of project management processes, quality control and best practices
- Knowledge of the Parliament of Canada's visitor services programs, resources and public outreach offering

- Knowledge of public programming and visitor services, including associated theories, methods, planning and development
- Knowledge of negotiation theories, methods and techniques

To be considered, candidates must have:

- A bachelor's degree from a recognized university with specialization in a field relevant to the position, OR an acceptable combination of education, training and relevant experience
- Significant* experience in project coordination and liaison
- Experience in visitor services operations, planning and program delivery OR experience in infrastructure and accommodations planning and project management
- Experience in managing multiple projects simultaneously and dealing with various internal and external stakeholders, including acting as a representative for the institution/organization
- Experience in project reporting, including developing risk analyses, mitigation strategies, and briefings for senior management

*Significant experience is defined as being one in which the person's primary responsibilities include these duties and refers to the depth and breadth as well as complexity of tasks that could be expected to have been obtained by carrying out the functions for at least three years.

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 employees of the Library of Parliament and the general public.
- 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.
- 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 23 February 2020 – 11:59 p.m. (Eastern Time).

Note: The application date has been extended. Candidates who have already applied do not need to submit a new application.

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-475** 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.