



LIBRARY OF PARLIAMENT
BIBLIOTHÈQUE DU PARLEMENT

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!

Our **Parliamentary Information and Research Service (PIRS)** provides high-quality, substantive and timely information, research and analysis to parliamentary committees, individual senators and members of the House of Commons, and parliamentary associations and delegations.

We are currently looking for candidates to staff the following position: **Research Librarian**.

Research librarians work with multi-disciplinary teams to respond to reference requests from parliamentarians, including members of the House of Commons, senators, parliamentary associations or delegations, and other parliamentary clients. Librarians have the opportunity to work on substantive research inquiries covering a wide variety of subjects. The work librarians do, whether in person, over the telephone or online, helps parliamentarians to develop legislation that will shape Canada's future and to serve their constituents.

The position of research librarian offers a great opportunity for new or experienced librarians to develop their reference services skills and to acquire a deeper knowledge of parliamentary and government documents. If you are searching for a team-oriented environment that is ever changing, fast-paced, stimulating and rewarding, this position is right for you.

Please note that applications to this job process are accepted on an on-going basis.

RESEARCH LIBRARIANS

**REFERENCE, CURRENT AWARENESS AND USER SERVICES
PARLIAMENTARY INFORMATION AND RESEARCH SERVICE**

Anticipatory Staffing

LS-01 – LS-02 (\$66,822–\$85,934)
(Bilingual staffing – imperative: CBC/CBC)

NOTE: When you apply to this staffing process, you are not applying for a specific job, but to a pool for future vacancies. As positions become available, qualified applicants may be contacted for further assessment.

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 current affairs, parliamentary publications, online search tools and reference sources relevant to Canadian politics and current affairs

To be considered, candidates must have:

- A master's degree in Library and Information Sciences or Library and Information Studies from a recognized university. *Applicants who anticipate graduating in the winter or summer semesters of 2020 may be considered.*
- Knowledge of or experience conducting in-depth searches using print and online sources
- Experience in providing written responses to requests for information

Operational Requirements:

- Librarians may be required to work an evening duty shift every 2-3 weeks (during sitting weeks). These hours would be 10:30AM – 7:00PM or however late the chamber was sitting.

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.
- 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.

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-566** 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.