



The **Library of Parliament** is a non-partisan organization providing stimulating and rewarding work supporting Canadian parliamentary democracy. 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, reference, research and analysis to parliamentary committees, individual senators and members of the House of Commons, and parliamentary associations and delegations and delivers public education programs and seminars.

We are currently looking for candidates to staff the following position: **Senior Director, Economics, Resources and International Affairs Division.**

Reporting to the Director General, Parliamentary Information and Research Service (PIRS), the Senior Director is accountable for providing executive leadership and management direction for a division engaged in multi-disciplinary research and analysis for parliamentary committees, association and individual senators and members of the House of Commons; and for developing and implementing a proactive research agenda, including through the Library's research publications program. The work of the division covers various subject matters including Economics, Finance, Government Operations, Environment, Agriculture, Resources, Transport, Defence, Trade, and International Affairs, as well as statistical analysis.

SENIOR DIRECTOR, ECONOMICS, RESOURCES & INTERNATIONAL AFFAIRS

PARLIAMENTARY INFORMATION AND RESEARCH SERVICE

Indeterminate Position

LEX 2 (\$125,900–\$148,100)*

(Bilingual staffing – imperative: CBC/CBC)

*Rates of pay include economic increases up to 2017; Eligible for performance pay

NOTE: This selection process may 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 Library of Parliament's structure, mandate, and strategic priorities.
- Knowledge of the structure and functioning of Parliament, including its processes, particularly with respect to legislation and appropriations, and the functioning of parliamentary committees and associations.
- Knowledge of the roles and responsibilities of parliamentarians, including the Speaker of the Senate and the Speaker of the House of Commons, as well as Officers of Parliament.
- Knowledge in research methodology and practices in order to oversee the provision of information, research and analysis to clients.

To be considered, candidates must have:

- A Master's degree from a recognized university in a field related to the position OR a Master of Law degree OR membership in good standing in a provincial or territorial law society OR a bachelor's degree in a field related to the position, combined with a Bachelor of Law / Juris Doctor degree
- Significant** experience in managing a team of highly qualified professionals with specialized qualifications and expertise preferably in a policy-research environment.
- Significant** experience in managing the delivery of complex research and analysis services, including the integration of Gender Based Analysis Plus methodology.
- Significant** experience in establishing and sustaining positive relations with clients who are parliamentarians and/or senior parliamentary officials.
- Significant** experience in the management of human and financial resources.
- A demonstrated commitment to promoting diversity and inclusion in the workplace.

** Significant experience is defined as the depth and breadth of experience normally associated with having performed a broad range of various complex related activities acquired over a period of approximately three years.

Assets

- Experience managing the integration of content-rich visual elements for research products would be an asset.

Candidates retained in this selection process will be required to have or 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 may include a written exam and an interview. The interview will consist of behavioural, situational and knowledge-based questions. Candidates will be required to pass each stage to be considered for 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 believes that the excellence for which it is known is enhanced by nurturing an inclusive workplace that embraces diversity, values differences and supports the full participation of all employees. The Library is committed to creating and maintaining a diverse workforce reflecting the communities we live in and work in, the clients we work with, and Canadian society at large.
- Canadian citizens and permanent residents who are legally able to work in Canada will be considered.

Apply no later than 4 October 2020 – 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 20-LOP-182** 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.