



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 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 in which we live and work, the clients with whom we work, and Canadian society as a whole.

Our **Information and Collection (IC)** services provides high-quality, substantive and timely information, reference and documentation services to parliamentarians and their 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: **Librarian, Information and Special Projects**.

The incumbent develops and provides information services, online and in person, to clients of the Library of Parliament. The incumbent works closely with other members of the Collection Engagement team to develop interactive and user-friendly tools to assist parliamentary clients in accessing, discovering and using the Library's resources and online products. The incumbent engages with clients in various activities related to the orientation and training of the members of the Senate and the House of Commons.

LIBRARIAN, INFORMATION AND SPECIAL PROJECTS

COLLECTION ENGAGEMENT INFORMATION AND COLLECTION

Indeterminate Position

LS-2* (\$71,757 - \$85,934)**

(Bilingual staffing – imperative: CBC/CBC)

Note: While this position is eligible for part-time telework, regular on-site presence is required at Library of Parliament workplaces located in the National Capital Region

* Job Description currently under review

** The salary scale is based on 2019 rates

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 training and outreach tools, techniques and best practices
- Sound judgement and excellent interpersonal relations, in order to work collaboratively to develop instructional library training and online learning products

To be considered, candidates must have:

- A master's degree in Library Science or in Library and Information Science from a recognized university. Candidates with a bachelor's degree in a related field and minimum 3 years' experience in adult education, training and/or learning may also be considered.
- Experience delivering presentations, providing training and orientation, or conducting engagement and promotional activities
- Experience in collating and organizing information effectively, in a user-friendly and intuitive manner for clients

Asset(s):

- Experience writing for the web or experience using Springshare products (LibGuides, LibWizard)
- Understanding of the principles and best practices associated with UX web design and web accessibility, improving how clients with varying needs access, discover and use Library products.

Candidates retained in this selection process will be required to obtain successfully:

- A second-language evaluation (Bilingual staffing – imperative: [CBC/CBC](#))
- A pre-employment screening

Additional Information:

- The Library of Parliament welcomes all candidates to apply and encourages applications from Indigenous persons, racialized persons, 2SLGBTQI+ persons, and persons with disabilities for this position.
- This selection process is open to the public.
- This selection process may include a second-language evaluation, a written qualifying exam, and an interview with a presentation. 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.

- We are committed to providing an inclusive and barrier-free work environment, starting with the staffing process. If you require accommodations during any phase of the evaluation process, please contact us at LOPCareers-CarrieresBDP@parl.gc.ca.
- 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.
- The vaccination requirement for employees of the Library of Parliament established by the Policy on COVID-19 Vaccination was suspended. The Library of Parliament will continue to follow the situation closely, and should the epidemiological conditions change, we will assess whether there is a need to reinstate the vaccination policy and the associated essential condition of employment applicable to indeterminate, determinate, student and intern hiring.
- 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.
- Only those legally permitted to work in Canada can participate in this selection process.

Apply no later than 10 September 2023 – 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 your **full name and 23-LOP-158** in your documents and in the subject line of your email.

Send your application by email at LOPCareers-CarrieresBDP@parl.gc.ca.

Questions? Contact Human at LOPCareers-CarrieresBDP@parl.gc.ca.

We thank you for your interest. Please note that only those selected for further consideration will be contacted.
