



The **Library of Parliament** is a non-partisan organization that supports Canadian parliamentary democracy and provides a stimulating and rewarding work environment. We recognize that our employees are our most important asset, which is why we offer excellent benefits, a minimum of four weeks' vacation leave, flexible work schedule options, a 35-hour work week, 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.

Information and Collection 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 seeking candidates to staff the following position: **Information and Research Technician (2 determinate positions)**.

Information and research technicians provide parliamentarians and other authorized clients with bilingual, confidential, authoritative, reliable and non-partisan reference services on a wide range of current topics and issues. Technicians also work as a team to respond to inquiries from the public about the role, history and work of the Parliament of Canada.

**INFORMATION AND RESEARCH TECHNICIAN
INFORMATION AND COLLECTION
BRANCHES, REFERENCE, INFORMATION AND ENGAGEMENT**

Determinate 12 Months (2) Positions / Acting Position / Secondment

LT-4* (62,179 – \$71,095)
(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

* 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 research techniques and tools used to retrieve information from catalogues, online databases and websites
- Knowledge of the Canadian parliamentary system, the federal government and parliamentary publications
- Knowledge of current affairs that are of interest to parliamentarians and the public

To be considered, candidates must have:

- A library technician diploma or a diploma from an accredited post-secondary institution in a related field combined with applicable experience.
- Experience providing customer service to meet clients' needs in a timely manner

Asset(s):

- Experience providing information or reference services
- Experience working in a library or information centre

Operational Requirements:

- Technicians may be required to work an evening duty shift every 3-4 weeks (during sitting weeks). These hours would be 10:30AM - 7:00PM.

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. 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 2 October 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 process number 23-LOP-217** 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 Resources at LOPCareers-CarrieresBDP@parl.gc.ca.

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