



The **Library of Parliament** is a non-partisan organization providing stimulating and rewarding work in support of 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, 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.

Corporate Services provides support and services to the Library of Parliament in the areas of human resources, finance, materiel management, corporate planning and information technology.

We are currently looking for candidates to staff the following position: **Advisor, Labour Relations and Occupational Health and Safety**.

The Advisor provides proactive advice and guidance to all levels of management and employees of the Library of Parliament. He or she works within the dynamic Labour Relations and Occupational Health and Safety team in Human Resources.

ADVISOR, LABOUR RELATIONS AND OCCUPATIONAL HEALTH AND SAFETY

HUMAN RESOURCES CORPORATE SERVICES

Determinate Position / Acting Position / Secondment

MPA-04 (\$82,508 - \$97,601)

(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

* Salaries based on 2021 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 the following practices: labour relations, and/or occupational health and safety,
- Knowledge and application of Federal and/or Provincial and/or Municipal legislation related to labour relations and/or Occupational Health and Safety
- Knowledge of best practices related to various HR disciplines and how they interrelate

To be considered, candidates must have:

- A bachelor's degree from a recognized university in a field related to the position, OR an acceptable combination of education, training and relevant experience
- Experience providing advice and guidance and recommendations to clients on labour relations and/or occupational health and safety (may include policies, programs, initiatives or case management)
- Experience in providing functional advice to all levels of management, including senior executives on complex labour relations issues in a unionized environment and/or experience delivering occupational health and safety legislation advisory services, including interpretation and application of the Canada Labour Code, the Canadian Occupational Health and Safety Regulations, and/or other legislations, policies, guidelines or directives related to OHS

Asset(s):

- Experience in various collective bargaining processes
- Experience working in a unionized environment
- Experience in developing and delivering occupational health and safety-related programs, procedures, and training and awareness sessions
- Experience or a certification in conducting workplace investigations, and hazard and risk assessments
- Experience in disability claims management for work-related injuries and illnesses, including reporting to Employment and Social Development Canada

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 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 24 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-227** 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.
