



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.

The **Information and Collection Service** selects, curates, manages, preserves, and ensures access to the Library's collections and information resources for clients through the provision of collection, reference, and information services.

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

The Branches and Reference Services section is responsible for providing timely, reliable and authoritative reference services on a wide range of topics in person, over the phone and by email. Within this context, the **Senior Research Librarian** supports the operations of the Branches and Reference Services team and mentors a team of Research Librarians in the delivery of information and reference services. The Senior Research Librarian is also responsible for reviewing and providing quality assurance for the responses sent to parliamentarians.

### SENIOR RESEARCH LIBRARIAN BRANCHES AND REFERENCE SERVICES INFORMATION AND COLLECTION

Anticipatory Staffing

LS-03 (\$92,404 - \$110,507)

(Bilingual staffing – imperative: CCC/CCC)

**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.

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 Canadian Parliament, the federal government and current affairs
- Knowledge of the principles, practices and current developments in the provision of reference services
- Knowledge of search methods, techniques and tools associated with retrieving and evaluating information

**To be considered, candidates must have:**

- A master's degree in Library and Information Sciences or Library and Information Studies from an ALA accredited program
- Extensive \* experience in conducting in-depth searches using print and online sources
- Extensive \* experience in providing reference and information services
- Experience in providing written responses to requests for information in English and French

\* Extensive experience is defined as three (3) or more years carrying out these functions.

**Asset(s):**

- Experience in training team members in reference services, library procedures, the parliamentary context, or the use of electronic databases or other specific resources to meet client requirements.
- Experience in coaching, mentoring, or providing professional support to team members.
- Experience in project management.

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

- A second-language evaluation (Bilingual staffing – imperative: [CCC/CCC](#))
- 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](mailto: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 11 March 2024 – 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-327** in your documents and in the subject line of your email.

Send your application by email at [LOPCareers-CarrieresBDP@parl.gc.ca](mailto:LOPCareers-CarrieresBDP@parl.gc.ca).

Questions? Contact Human Resources at [LOPCareers-CarrieresBDP@parl.gc.ca](mailto:LOPCareers-CarrieresBDP@parl.gc.ca).

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

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