



LIBRARY OF PARLIAMENT  
BIBLIOTHÈQUE DU PARLEMENT

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.

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

As a research librarian at the Library of Parliament, you would be responsible for providing timely, reliable and authoritative reference services on a wide range of topics in person, over the phone and by email. Research Librarians work with multi-disciplinary teams to respond to reference requests from parliamentarians, including members of the House of Commons, senators, parliamentary associations or delegations, and other parliamentary clients. Librarians have the opportunity to work on substantive research inquiries covering a wide variety of subjects. The work librarians do, whether in person, over the telephone or online, helps parliamentarians to develop legislation that will shape Canada's future and to serve their constituents.

The position of Research Librarian offers a great opportunity for new or experienced librarians to develop their reference services skills and to acquire a deeper knowledge of parliamentary and government documents. If you are searching for a team-oriented environment that is ever changing, fast-paced, stimulating and rewarding, this position is right for you.

**Please note that applications to this job process are accepted on an on-going basis.**

### RESEARCH LIBRARIAN

Anticipatory Staffing

LS-01 – LS-02 (\$75,790 - \$97,467)

(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.

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 current affairs, parliamentary publications, online search tools and reference sources relevant to Canadian politics and current affairs

**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. *Applicants who anticipate graduating in the winter or summer semesters of 2024 may be considered.*
- Knowledge of or experience conducting in-depth searches using print and online sources
- Experience in providing written responses to requests for information

**Operational Requirements:**

- Librarians may be required to work an evening duty shift every 4-5 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, an interview and a post-interview written exam. 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.

- 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

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-463** 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 613-617-0943 or [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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