



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.

**Research and Education** provides high-quality, substantive and timely information, research and analysis to parliamentary committees, individual senators and members of the House of Commons, and parliamentary associations and delegations. This team also administers, through the Public Education Programs, the Library's public, educational and visitor programs, which help to educate and inform Canadians about Parliament and its institutions with a variety of tools and resources, including guided tours, exhibits, educational material and print and web resources.

We are currently looking for candidates to staff the following position: **Senior Project Coordinator (LTVP)**.

The Long Term Vision and Plan (LTVP) is an ongoing initiative that provides a detailed and coordinated approach to renovating, restoring, and modernizing the Parliament buildings. This includes multiple infrastructure and planning projects across the Parliamentary Precinct. The Senior Project Coordinator (LTVP) works with internal Library stakeholders and with external partners to develop, coordinate, and implement infrastructure requirements, operational plans, and occupancy strategies to support the Library's mandate. If you want to contribute to infrastructure planning in a dynamic and multidisciplinary environment, then Research and Education provides an unparalleled opportunity for you to apply your education and knowledge in a range of projects within the Parliamentary Precinct. We are currently looking for a **Senior Project Coordinator** to join our team.

**SENIOR PROJECT COORDINATOR (LTVP)  
LONG TERM VISION AND PLAN  
RESEARCH AND EDUCATION**

Determinate Position / Acting Position / Secondment

MPA-5 (\$102,186 - \$120,880)

(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 the Long Term Vision and Plan (LTVP) for the Parliamentary Precinct
- Knowledge of Parliament, the Library of Parliament, and the relationship between parliamentary partners (Senate, House of Commons, Parliamentary Protective Service, and Library of Parliament)
- Knowledge of project management processes and best practices
- Knowledge of negotiation theories, methods and techniques

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

- A bachelor's degree from a recognized university with specialization in a field relevant to the position, OR an acceptable combination of education, training, and relevant experience
- Experience in partnership development and stakeholder relations, working in collaboration with multiple stakeholders, and representing the institution/organization's position
- Experience working on complex processes and/or multiple projects simultaneously, including project reporting
- Experience in facilities planning or building/tenant operations and logistics

**Assets:**

- Experience in library services and the management of library spaces
- Experience in the strategic review of communications products and media responses

**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 or a post-interview written 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.
- 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 15 May 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-400** 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.**