



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 (RE)** 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. A more complete overview of the work of Research and Education can be found [here](#).

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

Research assistants provide research and analysis to parliamentarians and their staff by responding to their queries. Research assistants also support the work of analysts and librarians, as well as other individuals across the Library.

### RESEARCH ASSISTANTS RESEARCH AND EDUCATION

Anticipatory staffing resulting in possible indeterminate, determinate, acting, assignment, or secondment opportunities.

AWL-01 (\$69,242 - \$85,069)

(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 Parliament of Canada, the federal government and current affairs.

- Knowledge of Canada's public policies in one or more of the areas of federal jurisdiction covered by RE, as outlined in the overview document.
- Knowledge of clear and concise writing, and sound research and analytical methods to synthesize information and ensure it is non-partisan and relevant for readers.

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

- A bachelor's degree in a field related to the position, either currently or by spring 2025.
- Experience preparing written material, including reports, publications, briefing notes, correspondence and/or presentations.

**Assets:**

- Excellent written and verbal communications skills.
- Experience producing high-quality and informative visual elements.
- Experience working with datasets and quantitative or qualitative research methods.
- Knowledge of, or experience in applying, Gender-based Analysis Plus (GBA Plus).
- Knowledge of issues that affect Indigenous peoples in Canada OR knowledge of Indigenous legal traditions in Canada OR experience working with Indigenous peoples in Canada.

**Candidates retained in this selection process will be assessed through the following:**

- **Cover letter:** In your application, indicate how you meet each of the education and experience requirements of the position within 500 words in English or 600 words in French. When preparing your cover letter, note that your research, communication, and attention to detail competencies will be evaluated, and will be considered when decisions are made about screening you into the selection process.
- **Second language evaluation:** A minimum result of [CBC/CBC](#) levels in your second official language are required.
- **Interview and exam:** An interview and a pre-interview written exam will consist of behavioural, situational, and knowledge-based questions that will allow the interviewers to assess a variety of competencies.
- A successful **pre-employment screening**

**Additional Information:**

- This selection process is open to the public.
- 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. If you are applying from outside of Canada or you are a foreign student in Canada, you must clearly identify how you meet this requirement to be considered.

**Apply no later than 1 December 2024 – 11:59 p.m. (Eastern Time).**

**Consider applying as soon as possible since hiring managers will review candidate applications on an on-going basis as vacancies arise.**

To apply, please send us your curriculum vitae, along with a covering letter, in accordance with the direction outlined above.

Please quote your **full name and 24-LOP-270** 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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