



LIBRARY OF PARLIAMENT  
BIBLIOTHÈQUE DU PARLEMENT

## DIRECTOR GENERAL CORPORATE SERVICES

**LEX-04 (EX-04 Equivalent) \$ 193,896 – \$ 228,114 \***

**Location:** Ottawa, ON

**Job Type:** Full-Time, Executive

\* This position is subject to performance pay, in accordance with the pay administration for the Library of Parliament executives.

### **About Us:**

The Library of Parliament is a non-partisan organization that contributes to Canadian parliamentary democracy by supporting both the Senate and the House of Commons as Parliament's knowledge centre. We create, manage and deliver authoritative and relevant information and knowledge for and about Parliament.

The Library provides a stimulating and rewarding work environment, where we work together to provide an outstanding parliamentary client experience, offer expanded access to public-facing Library products and services, and demonstrate organizational excellence, while fostering an inclusive, healthy and safe workplace.

We believe that the excellence for which the Library is known is enhanced by nurturing a workplace that embraces diversity, values differences and supports the full participation of all employees. We are committed to creating and maintaining a diverse workforce reflecting the communities in which we live and work, the clients whom we serve, and Canadian society as a whole. In 2024, the Library was recognized for the third consecutive year, as one of the National Capital Region's Top Employers.

### **Job Overview:**

The Library is seeking a strategic leader for the role of Director General, Corporate Services. As a seasoned and forward-thinking executive, you will oversee and develop the Library's corporate functions, ensuring their alignment with our broader organizational vision and our guiding principles of agility, collaboration, excellence, impartiality, and inclusion.

As one of three directors general on the senior executive team who report directly to the Parliamentary Librarian, you will serve as the executive lead for the following corporate services:

- **Finance:** as the chief financial officer, you will ensure robust financial stewardship, budgeting and reporting, including leading cost-effective procurement strategies that are aligned with best practices;
- **Human resources:** as the chief human resources officer, you will foster a dynamic, inclusive, high-performing and well-supported workforce;
- **Security:** as the chief security officer, you will implement comprehensive security protocols and practices, including emergency preparedness and business continuity planning;
- **Information technology (IT):** as the chief information officer, you will ensure the evolution of IT service delivery, with a focus on innovation and operational effectiveness;
- **Facilities management:** you will optimize the Library's infrastructure so that our spaces support the evolving needs of our organization;
- **Corporate planning:** you will champion organization-wide integrated planning and reporting, including developing and implementing the Library's Accessibility Plan.

### **The ideal candidate will bring:**

- Proven senior leadership experience, including setting the strategic direction for a large cross-functional team, optimizing service delivery, and managing executives.
- Significant\* experience providing strategic advice to the head of an organization on complex financial and human resources matters that have an organization-wide impact.
- Significant\* experience in change management, including delivering on organizational transformations and process optimization.
- Significant\* experience in collaborating and maintaining positive relationships to advance corporate initiatives, ensure service

excellence, mentor and develop staff, and strengthen stakeholder engagement.

\*Significant is usually defined as at least five (5) years of experience.

**Qualifications:**

- Graduate degree from a recognized university and/or professional designation in a field related to the position. A combination of degree and experience may be considered.
- Fluently bilingual in English and French, with strong interpersonal and communications skills.
- A minimum of three (3) years executive leadership experience in a corporate services function.
- Proven leadership experience in finance and in one or more of the following corporate functions: procurement, security, human resources, IT, corporate planning, facilities management.
- Strong strategic thinking and problem-solving skills, and a commitment to innovation.
- Exceptional leadership abilities, with a focus on team collaboration and mentorship.
- Relevant professional certifications (e.g., CPA, CHRP, PMP) are an asset.

**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.
- 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.
- Candidates retained in this selection process will be required to obtain successfully a second-language evaluation (Bilingual staffing – imperative: [CBC/CBC](#)) and a pre-employment screening.
- Satisfactory references and proof of education are essential conditions of appointment.
- Only those legally permitted to work in Canada can participate in this selection process.

## Why Join Us?

- Competitive compensation and benefits package.
- Opportunities for professional growth in an exciting environment at the heart of Canadian democracy.
- A culture of innovation, inclusion, and respect for diversity.
- A chance to have a significant impact on the Library's operations and success.
- One of the National Capital Region's Top Employers.

## How to Apply:

The intent of the process is to fill one position. Interviews and assessments will take place late November and early December 2024.

Persons interested in applying for this position can request an Executive Brief from [LOPCareers-CarrieresBDP@parl.gc.ca](mailto:LOPCareers-CarrieresBDP@parl.gc.ca).

Interested candidates are encouraged to submit their resume and a cover letter detailing their qualifications and experience to [LOPCareers-CarrieresBDP@parl.gc.ca](mailto:LOPCareers-CarrieresBDP@parl.gc.ca) by October 28, 2024.

The Library of Parliament is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

We thank all applicants for their interest, however, only those under consideration for the role will be contacted.