



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 **Office of the Parliamentary Librarian** provides strategic support and services to the Parliamentary Librarian, senior executives and the Library in various areas, including corporate communications and management of the Library's digital presence.

We are currently looking for candidates to staff the following position:

Desktop Publishing and Quality Assurance Officer.

The **Desktop Publishing and Quality Assurance Officer** is responsible for providing professional and timely desktop publishing and quality assurance services to Library of Parliament content owners, enabling them to produce high-quality documents intended for internal users, parliamentary clients and the general public.

**DESKTOP PUBLISHING AND QUALITY ASSURANCE OFFICER
PUBLISHING, EDITING AND CREATIVE SERVICES
OFFICE OF THE PARLIAMENTARY LIBRARIAN**

Indeterminate Position

CGS-5 (\$66,311 – \$74,819)

(Bilingual staffing – imperative: CCB/CCB)

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:

- Desktop publishing work using Microsoft Word (specifically, the word processing and formatting functions).

To be considered, candidates must have:

- A diploma from a post-secondary institution;
- Extensive experience using Microsoft Office 2013 or 2016, including Word, Excel, Outlook and PowerPoint;
- Experience in desktop publishing and with formatting functions and their effective application in a publishing environment to ensure high-quality professional services;
- Experience proofreading text in both official languages (comparison and grammar);
- Experience working in a high-volume production environment with shifting priorities, where team work is essential to ensure timely and responsive service for clients.

Asset(s):

- Experience with document management practices and a corporate electronic document and records management system, such as OpenText Content Server.

Requirements of the Position:

- Willing and able to work the assigned schedule for Desktop Publishing and Quality Assurance Officers to ensure service during the core hours of work, from 8:00 a.m. to 4:30 p.m., and from 9:00 a.m. to 5:30 p.m. on a rotational basis;
- Willing and able to work overtime during short, pre-established peak periods.

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

- A second-language evaluation (Bilingual staffing – imperative: [CCB/CCB](#))
- 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 will 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.

- 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 July 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 24-LOP-155** in your documents and in the subject line of your email.

Send your application by email at LOPCareers-CarrieresBDP@parl.gc.ca.

Questions? Contact Human Resources at 613-617-0943 or LOPCareers-CarrieresBDP@parl.gc.ca.

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