



The **Library of Parliament** is a non partisan organization providing a stimulating and rewarding work environment. We recognize that our employees are our most important asset and, as such, we offer excellent benefits, a minimum of four weeks' vacation leave, 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 we live in and work in, the clients we work with, and Canadian society at large.

Our **Parliamentary Information, Education and Research Services (PIERS)** 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.

We are currently looking for candidates to staff the following position: **Senior Manager, Integrated Reference Services**.

The **Senior Manager of the Integrated Reference Services** leads a team of senior research librarians as well as a team of research librarians who are embedded in each of the PIERS research sections. Embedded librarians are accountable for subject-specific research support to parliamentary clients as well as parliamentary committees and associations. This position is part of a matrix management model that requires regular interactions with reference and research senior managers from across the division.

**SENIOR MANAGER
INTEGRATED REFERENCE SERVICES
PARLIAMENTARY INFORMATION, EDUCATION AND RESEARCH SERVICES**

Determinate/Acting/Assignment Position

MPA-7 (\$110,351 – \$129,587)
(Bilingual staffing – imperative: CBC/CBC)

NOTE: This selection process will also be used to establish a pool of prequalified candidates that could be used to staff determinate and indeterminate positions at the Library of Parliament that require similar knowledge or competencies.

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 and the federal government

To be considered, candidates must have:

- Master's degree in Library Science OR a Master's degree and an acceptable combination of education and relevant work experience
- Experience in developing and implementing projects or initiatives
- Experience in managing human and financial resources
- Experience in working in close collaboration with internal and external stakeholders

Assesses:

- Knowledge of service delivery and effective communications strategies in a digital age
- Experience working in a multidisciplinary team
- Experience leading teams through change

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

- A successful second-language evaluation (Bilingual staffing – imperative: [CBC/CBC](#))
- A successful pre-employment screening

Additional Information:

- This selection process is open to the public and to employees of the Library of Parliament, the Senate, the House of Commons, the Office of the Senate Ethics Officer, the Office of the Conflict of Interest and Ethics Commissioner, the Parliamentary Protective Service, and the Office of the Parliamentary Budget Officer.
- 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.
- 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.
- Must be legally allowed to work in Canada.

Apply no later than Monday, July 5th, 2021 – 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 **Staffing Process 21-LOP-12** in your documents and, if you apply by email, in the subject line of your email.

Send us your application:

By email: LOPCareers-CarrieresBDP@parl.gc.ca

By fax: 613-995-9582

By mail: 50 O'Connor Street
Library of Parliament
Human Resources Directorate
Ottawa, ON K1A 0A9

Questions? Contact Human Resources at 343-542-4872 or LOPCareers-CarrieresBDP@parl.gc.ca.

We thank all those who apply. Please note that only those selected for further consideration will be contacted.