



The **Library of Parliament** is a non-partisan organization providing stimulating and rewarding work. 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 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.

The **Office of the Parliamentary Librarian** provides strategic support and services to the Parliamentary Librarian, senior executives and the Library in a variety of areas, including with respect to legal affairs, corporate communications and the management of the Library's online presence.

We are currently looking for candidates to staff the following position: **Legal Counsel**.

The incumbent provides legal advice and services to the various branches of the Library of Parliament with respect to the principles and implementation of Canadian public law, constitutional law, administrative law, laws of general application, labour law, copyright and intellectual property law, contracts, information law and administrative policy, under the supervision of the general counsel.

LEGAL COUNSEL OFFICE OF THE PARLIAMENTARY LIBRARIAN

Indeterminate/Assignment/Secondment Position

MPA-5 (\$92,123 – \$108,976)
(Bilingual staffing – imperative: CCC/CCC)

NOTE: This selection process will also be used to establish a pool of prequalified individuals 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 theories, principles and procedures of the Canadian parliamentary system, the organization of the Government of Canada and the Canadian judicial system;
- Knowledge of the theories, principles and concepts of Canadian law, including parliamentary law, constitutional law, common law or civil law, administrative law, copyright law and labour law;
- Knowledge of legal methods, techniques and practices, such as statutory interpretation and legal research (electronic and manual).

To be considered, candidates must have:

- A bachelor of laws degree from a recognized university and membership in good standing in a law society of a province or territory;
- Recent experience* conducting legal research and analysis in areas of law related to the Library of Parliament's mandate;
- Recent experience* drafting legal documents.

* Recent experience here is defined as experience acquired within the past five years.

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

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

Assets:

- Experience conducting legal research and analysis in the areas of copyright law, labour law or contracts;
- Experience providing legal services in the public service or experience working in a parliamentary setting;
- Recent experience** providing support services to counsel for the preparation of legal documents pertaining to litigation;
- Recent experience** drafting policies.

** Recent experience here is defined as experience acquired within the past three years.

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, an interview and a post-interview written exam. 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.
 - On 22 November 2021, the Library implemented its Policy on COVID-19 Vaccination which requires that all employees be fully vaccinated. The requirement for employees to be fully vaccinated will apply whether they are teleworking or working on-site. This is an essential condition of employment that applies to indeterminate, determinate, student and intern hiring. Should you reach the point in the selection process where it is necessary to verify the terms and conditions of employment, the hiring manager or Human Resources will contact you in order to complete an attestation, and verify your proof of vaccination prior to your start date.
 - 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 people legally permitted to work in Canada can participate in this selection process.

Apply no later than Sunday, 6 February 2022 – 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-399** 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

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.