



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.

Our **Information and Document Resource Service (IDRS)** provides high-quality, substantive and timely information and documentation to Parliament and its staff by building, managing, preserving and optimizing access to the Library's information assets.

We are currently looking for candidates to staff the following position: **Corporate Information and Records Management Advisor**.

Working closely with the Manager, Information and Records Management, the **Corporate Information and Records Management Advisor** assists in developing information and records management (IRM) procedures; advises client groups regarding best practices; interprets and applies related legislation and policies; and coordinates and performs frontline IRM program activities.

CORPORATE INFORMATION AND RECORDS MANAGEMENT ADVISOR

INFORMATION AND RECORDS MANAGEMENT INFORMATION AND DOCUMENT RESOURCE SERVICE

Indeterminate

LS-02* (\$71,757–\$ 85,934)

(Bilingual staffing – imperative: CBC/CBC)

* Job Description currently under review

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:

- In-depth knowledge of information management standards, principles and best practices
- Knowledge of the principles and best practices of developing and delivering training and outreach activities, particularly for adult learners

To be considered, candidates must have:

- Completion of college diploma in Records/Information Management or a combination of education, training and work experience relevant to the position
- A minimum of three (3) years' experience developing and implementing records management tools, such as records classification schemes, and records retention and disposition schedules
- A minimum of three (3) years' experience working in an information management or record-keeping environment using electronic document and records management systems (e.g., Open Text Content Server)
- Experience preparing IM recommendations to management
- Experience working with Microsoft 365 products (e.g., OneDrive, Teams, SharePoint)
- Experience with project management and the development and implementation of new procedures, business practices and process enhancements
- Experience in facilitating and providing client service, including responding to queries, sharing information pertaining to policies and procedures, and providing training sessions and workshops

Assets:

- A university degree from a recognized university with specialization in Information Sciences, Archival Studies or Library Science
- Experience evaluating, arranging and describing archives of all media types
- Experience working in a parliamentary or legislative environment
- Experience in gaining buy-in for changes to procedures, policies or information systems

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, 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.
- On 20 June 2022, the vaccination requirement for employees of the Library of Parliament established by the Policy on COVID-19 Vaccination was suspended. The Library of Parliament will continue to follow the situation closely, and should the epidemiological conditions change, we will assess whether there is a need to reinstate the vaccination policy and the associated essential condition of employment applicable to indeterminate, determinate, student and intern hiring.
- 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 22 August 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 22-LOP-161** 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 343-542-4836 or LOPCareers-CarrieresBDP@parl.gc.ca.

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