



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 **Public Education Programs (PEP)** division administers the Library's public, educational and visitor programs, which help to educate and inform Canadians about Parliament and its institutions with a variety of tools and resources, including guided tours, exhibits, and print and web resources.

We are currently looking for candidates to staff the following position: **Interpretation Officer**.

The **Interpretation Officers** work in a dynamic team environment and serve as the public face of Parliament. They are responsible for conceiving and delivering high-quality guided tours of the Canadian Parliament; for recruiting, training, mentoring, managing and evaluating the work of a team of parliamentary guides; and for coordinating daily tour schedules.

INTERPRETATION OFFICER
PARLIAMENTARY TOUR PROGRAM
PARLIAMENTARY INFORMATION, EDUCATION AND
RESEARCH SERVICES

Anticipatory Staffing

MPA-2 (\$66,787 – \$79,005)

(Bilingual staffing – imperative: CBC/CBC)

NOTE: This position is not eligible for telework. The location of work is on site 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:

- Knowledge of best practices in visitor services
- Knowledge of theories, methods and techniques of heritage interpretation and their practical application
- Knowledge of how Canadian Parliament works, of its history, activities, and the art and architecture of the Parliament buildings
- Knowledge of methods, techniques and practices of developing and delivering training sessions

To be considered, candidates must have:

- Successful completion of post-secondary education in a field related to the duties of the position, or an acceptable combination of relevant education, training and experience
- Experience in the delivery of historical and/or cultural interpretive programs
- Experience in supervision in a cultural or educational milieu, or in a recreational or visitor service environment
- Experience in dealing with a diverse clientele

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 position requires frequent weekend work and occasional evening work.
- 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.

- 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 terms and conditions of employment, the hiring manager or Human Resources will contact you in order to complete an attestation and, if you are working on-site, verify your proof 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.
- Must be legally allowed to work in Canada.

Apply no later than Sunday, June 5, 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-18** in your documents and 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 all those who apply. Please note that only those selected for further consideration will be contacted.