



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 Services (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: **Director, Collection Access and Preservation (CAP)**.

IDRS provides an excellent opportunity for you to contribute your knowledge and skills to a dynamic team of information and library professionals. The position of Director, CAP, is an opportunity to contribute to the leadership of a number of key functions at the Library of Parliament and in service of the Parliament of Canada. The Director, CAP will bring dynamic leadership, sound knowledge and a collaborative spirit to this important and evolving role, will support IDRS in realising its vision, and will work within and contribute to a collaborative and supportive executive and management team.

DIRECTOR, COLLECTION ACCESS AND PRESERVATION
COLLECTION ACCESS AND PRESERVATION
INFORMATION AND DOCUMENT RESOURCE SERVICES

Determinate/Acting/Assignment Position (up to 12 months)

LEX-2 (\$136,270-\$160,299)*
(Bilingual staffing – imperative: CBC/CBC)

NOTE: Roles eligible for telework: 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.

*Position eligible for performance pay.

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 strategies, trends and issues related to the management of collections (including historical collections) and collection preservation, all in multiple formats
- Knowledge of parliament and of parliamentary publications
- Knowledge of trends and issues in collection promotion and user support services, including related platforms and practices

To be considered, candidates must have:

- A Master's degree from a recognized university Library and Information Science (MLIS) OR a Master's degree in a related field and acceptable combination of education and relevant work experience
- Experience leading, motivating and managing teams, and implementing change in a fast-paced environment
- Experience successfully collaborating and managing relationships with clients, colleagues, and other stakeholders
- Experience providing strategic and operational advice and recommendations to senior management

Assets:

- Experience analysing and making recommendations on business processes
- Experience making decisions within a context of change and ambiguity

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 employees of the Library of Parliament.
- This selection process will include a second-language evaluation, an interview and may also include a written qualifying 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 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.
- Must be legally allowed to work in Canada.

Apply no later than 2 October 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-230** 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.