



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 Division is responsible for the design, development and implementation of strategies, programs, and initiatives to educate and inform Canadians about Parliament and its institutions including tours, exhibits, print and web resources.

We are currently looking for candidates to staff the following position: **Manager, Parliamentary Tour Program.**

The Parliamentary Tour Program supports Parliament and parliamentarians in increasing the public's access to, knowledge of and appreciation for Parliament. If you are looking to work in a dynamic team environment, serving as the public face of Parliament, we are currently looking for a **Manager, Parliamentary Tour Program**, who will be accountable for planning, managing and delivering the operational activities of the Program. The Manager oversees a large team that delivers front-line services, and serves as the representative for visitor service operations with internal, parliamentary and external stakeholders in order to maintain current program activities and to champion initiatives aimed at maximizing public access.

**MANAGER, PARLIAMENTARY TOUR PROGRAM
PUBLIC EDUCATION PROGRAMS
PARLIAMENTARY INFORMATION, EDUCATION AND
RESEARCH SERVICE**

Indeterminate position

MPA-5 (\$92,123–\$108,976)

(Bilingual staffing – imperative: CBC/CBC)

NOTE: This position is not eligible for regular 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:

- Extensive knowledge of public programming and visitor services, including theories, methods and technics
- Knowledge of Canadian and parliamentary history, the system of government and legislative process, and the art and architecture of parliament

To be considered, candidates must have:

- Successful completion of post-secondary education relevant to the duties of the position or an acceptable combination of relevant education, training and experience
- Experience managing human resources, including recruitment and evaluation practices
- Experience in designing training and promoting diversity and inclusion in the workplace
- Experience developing and implementing visitor service initiatives in a parliamentary, government or museum context
- Experience dealing and negotiating with several stakeholders who have competing interests

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 may include a second-language evaluation, a written qualifying exam and an interview. The written exam will consist of situational and knowledge-based questions. The interview will consist of behavioural and situational 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 Wednesday, 12 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-232** 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.