



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 of Parliament 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 in which we live and work, the clients with whom we work, and Canadian society as a whole.

**Corporate Services (CS)** provides support and services to the Library of Parliament in the areas of human resources, finance, materiel management, corporate planning, information technology, and publishing, editing and creative services.

We are currently looking for candidates to staff the following position: **Senior Business Solutions Analyst (indeterminate) and Business Solutions Analyst (anticipatory)**.

Challenge yourself! Join us as we build on the information management (IM) and information technology (IT) capacity of the Library of Parliament. Become part of a group of dedicated professionals who deal with technology every day in a fast-paced and dynamic environment. The Information Technology Directorate provides exciting opportunities to apply your education and knowledge in a wide range of IM and IT areas and projects.

**SENIOR BUSINESS SOLUTIONS ANALYST  
INFORMATION TECHNOLOGY DIRECTORATE  
CORPORATE SERVICES**

*Indeterminate Position*

**MPA-5 (\$92,123–\$108,976)**

(Bilingual staffing – imperative: CBC/CBC)

**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:**

- Knowledge of project management principles, processes and tools.
- Knowledge of business analysis principles, methods, procedures, practices and techniques.
- Knowledge of business process and data management best practices used in an IM/IT environment to configure and support enterprise software applications.
- Knowledge of stakeholder management and customer service best practices.
- Knowledge of product and service management best practices in an IM/IT environment.
- General knowledge of the Library's functions, mandate and role within the Parliament of Canada

**To be considered, candidates must have:**

- A bachelor's degree in management information systems, computer science or a related field OR an acceptable combination of education, training and relevant experience
- A minimum of two years' experience in managing complex IM/IT projects and services, and managing the delivery of end-to-end business solutions using off-the-shelf software, custom applications, websites and business processes
- A minimum of three years' experience in delivering IM/IT solutions using such techniques as stakeholder management, process modelling, business and systems analysis, gap analysis and change management, among others, in order to meet business needs
- Experience managing cross-functional project staff, including business clients, external contractors, developers, and IT system specialists

\*Candidates who do not meet these minimum required years of experience may be considered for an anticipatory process for the position of Business Solutions Analyst at an MPA-4 level (\$82,508 - \$97,601)

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

- A second-language evaluation (Bilingual staffing – imperative: [CBC/CBC](#))
- A pre-employment screening

**Additional Information:**

- This selection process is open to the public.
- This selection process may 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.
- We are committed to providing an inclusive and barrier-free work environment, starting with the staffing process. If you require accommodations during any phase of the evaluation process, please contact us at [LOPCareers-CarrieresBDP@parl.gc.ca](mailto:LOPCareers-CarrieresBDP@parl.gc.ca).

- 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.
- 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.
- Only those legally permitted to work in Canada can participate in this selection process.

**Apply no later than 24 May 2023 – 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 your **full name and 22-LOP-294** in your documents and, if you apply by email, in the subject line of your email.

Send us your application by email at [LOPCareers-CarrieresBDP@parl.gc.ca](mailto:LOPCareers-CarrieresBDP@parl.gc.ca)

Questions? Contact Human Resources at 343-542-4836 or [LOPCareers-CarrieresBDP@parl.gc.ca](mailto:LOPCareers-CarrieresBDP@parl.gc.ca).

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