



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.

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

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

As **Staffing Officer**, you will develop innovative recruitment strategies, provide advice, guidance and support to managers in the areas of recruitment and selection, in addition of managing full cycle recruiting process ensuring a smooth and positive candidate experience.

**STAFFING OFFICER  
HUMAN RESOURCES  
CORPORATE SERVICES**

*Indeterminate Position*

**MPA-2 (\$66,787 – \$79,005)**  
(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:**

- General knowledge of various human resources disciplines and how they interact with one another
- Specialized knowledge of processes, methods and best practices related to recruitment and staffing
- Knowledge of laws and regulations that govern or influence Parliamentary employment such as the *Parliamentary Employment and Staff Relations Act*, the *Canada Labour Code*, the *Official Languages Act*, the *Human Rights Act* and the *Employment Equity Act*.

**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 education, training and experience
- Experience with full-cycle recruitment for a variety of roles
- Experience providing advice to hiring managers on their staffing requirements and recruitment strategies
- Experience using a Human Resources Information System /Applicant Tracking System

**Assets:**

- Experience using social media and various advanced sourcing techniques
- Experience developing and executing recruitment strategies pertaining to inclusion, diversity and equity

**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.
- 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 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 4 December 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-354** in your documents and in the subject line of your email.

Send us your application:

By email: [LOPCareers-CarrieresBDP@parl.gc.ca](mailto:LOPCareers-CarrieresBDP@parl.gc.ca)

Questions? Contact Human Resources at 613-617-0943 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.**