



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 **Parliamentary Information, Education and Research Services (PIERS)** provides high-quality, substantive and timely information, research and analysis to parliamentary committees, individual senators and members of the House of Commons, and parliamentary associations and delegations.

We are currently looking for candidates to staff the following position: **Information and Research Technician**.

**Information and Research Technicians** work in teams to provide parliamentarians and parliamentary clients an impartial, confidential and bilingual reference service covering a wide variety of topics and issues of interest. Technicians also respond to information requests from the general public about the role, history and work of the Parliament of Canada.

**INFORMATION AND RESEARCH TECHNICIAN  
CENTRAL SERVICES  
PARLIAMENTARY INFORMATION, EDUCATION AND  
RESEARCH SERVICES**

*Anticipatory Staffing*

**LT-4 (\$62,179 – \$71,095)**

(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.

\*Job description is currently under review

\*\*Rates of pay indicate economic increases up to 2019

**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 search tools and techniques used to retrieve information from catalogues, online databases and websites
- Knowledge of the Canadian parliamentary system, the federal government and parliamentary publications
- Knowledge of current affairs that are of interest to parliamentarians and the general public

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

- A Library Technician diploma OR a bachelor's degree with some training or experience in a field related to the position

**Assets:**

- Experience providing information or reference services
- Experience working in a library, information centre or parliamentary environment

**Operational Requirement:**

- Information and Research Technicians may be required to work an evening duty shift every few weeks during sitting periods

**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 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.

- Education and experience requirements will be used to determine which candidates will be asked to participate in the next stage of the selection process.
- 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.
- 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 Monday May 23, 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-42** 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.**