



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 positions: **Human Resources Generalist, Employee Service** and **Human Resources Generalist, HR Organizational Services**.

The Human Resources Generalist, Employee Services works within a small, dynamic team to provide HR related advice and services directed at employees, with a focus on total compensation and wellness initiatives.

The Human Resources Generalist, HR Organizational Services works within a small, dynamic team to research, develop and implement human resources (HR) programs and policies. They area also responsible for the provision of HR analytics.

HUMAN RESOURCES GENERALIST HUMAN RESOURCES / CORPORATE SERVICES

Three (3) Determinate Positions / Acting Positions / Assignments /
Secondments

(Up to two (2) years)

MPA-4 (\$82,508 - \$97,601)

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 legislation, policies and best practices related to various HR disciplines and how they interrelate
- Knowledge of current HR trends and challenges
- Specialized knowledge of one or more of the following practices: classification, diversity, equity, and inclusion, HR systems, HR analytics, labour relations, learning and training programs, occupational health and safety, recruitment and staffing, compensation and benefits, disability management, return to work, accommodations and/or workplace wellness

To be considered, candidates must have:

- A bachelor's degree from a recognized university in a field related to the position, OR an acceptable combination of education, training and relevant experience
- Experience working in an HR environment
- Experience providing advice and guidance to clients on HR-related subject matter (may include policies, programs, initiatives or case management)
- Experience in interpreting and applying legislation, collective agreements, terms and conditions of employment, policies and directives related to any HR disciplines

Asset(s):

- Experience in project management
- Experience working with the Phoenix Pay System and resolving complex pay issues
- Experience using the Korn Ferry | Hay Group job evaluation methodology
- Experience conducting equity-based analyses (i.e.: GBA+)
- Experience developing and implementing communications and change management strategies
- Experience communicating with clients on complex and sensitive matters
- Experience researching and developing policies and programs related to occupational health and safety, diversity, equity, and inclusion, accessibility, anti-racism, and/or pay equity

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 Dominique.Racette@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 28 March 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-479** in your documents and in the subject line of your email.

Send your application by email to Dominique.Racette@parl.gc.ca.

Questions? Contact Human Resources at 613-302-1863 or Dominique.Racette@parl.gc.ca.

We thank you for your interest. Please note that only those selected for further consideration will be contacted.
