



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.

Our **Information and Document Resource Services (IDRS)** provides high-quality, substantive and timely information, reference and documentation services to parliamentarians and their staff by building, managing, preserving and optimizing access to the Library's information assets.

We are currently looking for candidates to staff the following position: **Records Management Technician**.

The **Records Management Technician** configures the records management functionalities in the institutional repository and develops business processes to facilitate the access, capture, control, maintenance and disposition of records. The incumbent provides support to clients in managing their records and documents, and applies policies and best practices for electronic records.

RECORDS MANAGEMENT TECHNICIAN
INFORMATION AND RECORDS MANAGEMENT
INFORMATION AND DOCUMENT RESOURCE SERVICE

Determinate/Acting/Assignment/Secondment Position (two years)

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

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 relevant legislation, policies and best practices related to records management

To be considered, candidates must have:

- Successful completion of post-secondary education, or an acceptable combination of relevant education, training and experience
- A minimum of three (3) years' experience working with systems used for the management of electronic documents and records
- Experience implementing and testing work processes in systems
- Experience providing support and advice within an Electronic Document and Records Management System (EDRMS)
- Experience participating in projects or collaborating with stakeholders regarding the management of electronic documents and records

Assets:

- Experience implementing digital multimedia asset management systems and workflows
- Experience working with OpenText Content Server 22 (GCdocs)
- Experience working with Microsoft 365 products (e.g., OneDrive, MS Teams, SharePoint)

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, 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.
- 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 5 June 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 23-LOP-12** in your documents and in the subject line of your email.

Send your application by email at LOPCareers-CarrieresBDP@parl.gc.ca.

Questions? Contact Human Resources at 343-542-4836 or LOPCareers-CarrieresBDP@parl.gc.ca.

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