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!

Business Support Services (BSS) 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: **Manager, Business Solutions**.

The **Manager, Business Solutions** leads information technology (IT) project management, business analysis and portfolio management for the Library's Information Technology Directorate through the provision of advice, services and support.

Manager, Business Solutions

Information Technology Directorate
Business Support Services

Indeterminate Position

MPA-6 ($89,911 - $110,600)
(Bilingual staffing – imperative: CBC/CBC)

NOTE: This selection process may also be used to establish a pool of prequalified candidates that could be used to staff determinate and indeterminate positions requiring similar knowledge or competencies.

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 computer science theories and principles
- Knowledge of business process analysis, standards and best practices
- Knowledge of project management methodologies, planning techniques and delivery practices
- Knowledge of business transformation and change management principles and best practices
- Knowledge of information management/information technology (IM/IT) business portfolio management

To be considered candidates must have:

- Successful completion of a bachelor's degree in the field of computer sciences or a related field, or an acceptable combination of education, training and experience directly related to the position
- Recent* and significant** experience in managing multiple and complex IT projects simultaneously
- Recent* and significant** experience in providing advice and recommendations to various stakeholders, such as senior management, clients, working groups, etc.
- Recent* and significant** experience managing and building relationships with clients
- Recent* and significant** experience successfully negotiating and managing partnerships with other departments or agencies and service providers
- Recent* experience managing human, financial and materiel resources
- Recent* experience in a parliamentary environment or in the federal public service, such as a department or agency, or in a Crown corporation

Assets:

- Experience in leading, mentoring and evaluating multidisciplinary, high-performance teams in the development and implementation of new technology and processes
- Experience in enterprise architecture management and/or application development

*Recent experience is defined as experience acquired within the last five (5) years.
**Significant experience is understood to mean three (3) or more years carrying out these functions.

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.
- Satisfactory references and proof of education are essential conditions of appointment.
- Travel and relocation expenses are the responsibility of the candidates.
- The Library of Parliament is committed to employment equity.
- Preference will be given to Canadian citizens and to permanent residents who are legally able to work in Canada. Applicants who have a valid work permit may also be considered.

Apply no later than December 16, 2018 – 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 18-LOP-235** in your documents and, if you apply by email, in the subject line of your email.

Send us your application:

By email:	lopres@parl.gc.ca
By fax:	613-995-9582
By mail:	50 O'Connor Street Library of Parliament Human Resources Directorate Ottawa, ON K1A 0A9

Questions? Contact Human Resources at 613-617-0943 or lopres@parl.gc.ca.

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