



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, 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, corporate communications, and publishing, editing and creative services.

We are currently looking for candidates to staff the positions of **Coordinator, Classification and Staffing, and Assistant Advisor, Compensation**. Working in a small, dynamic team responsible for a wide variety of human resources (HR) functions, the incumbent provides administrative support services to clients of the Human Resources Directorate and to a team of HR officers and advisors specializing in classification, compensation, employee programs, HR systems, labour relations, learning, occupational health and safety, as well as staffing.

Coordinator, Classification and Staffing and Assistant Advisor, Compensation

Human Resources Directorate Business Support Services

Two Determinate / Acting / Assignment / Secondment Positions (1 year)

MPA-1 (\$49,218 – \$64,686)
(Bilingual staffing – imperative: CBC/CBC)

NOTE: This selection process will 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.

Our ideal candidates demonstrate the competencies listed in the [Professionals and Technical Specialists Group \(sub-Group A\)](#).

For the purposes of this selection process, the following knowledge criteria will be evaluated:

- General knowledge of core HR functions, such as classification, staffing and compensation

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 providing administrative support in a human resources environment
- Experience providing information to managers and employees on administrative processes and procedures
- Experience responding to enquiries from the public and internal stakeholders
- Experience using a human resource information management system
- Experience using MS Office applications, including MS Word, and preparing reports using MS Excel

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 22 July 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-54** in your documents and, if you apply by email, in the subject line of your email.

Send us your application:

By email: stephanie.montcalm@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 613-854-8163 or stephanie.montcalm@parl.gc.ca.

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