



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: **Human Resources (HR) Generalist**.

Within the HR Organizational Services team, the HR Generalist is responsible for the research, development and integration of HR programs and policies. This position is also responsible for the provision of HR analytics.

HUMAN RESOURCES GENERALIST HUMAN RESOURCES BUSINESS SUPPORT SERVICES

Two Determinate/Acting/Assignment/Secondment Positions (2 years)

MPA-4 (\$82,508–\$97,601*)

(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 at the Library of Parliament that require similar knowledge or competencies.

* Salaries effective 1 April 2021

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 and inclusion, HR systems, HR analytics, labour relations, learning and training programs, occupational health and safety, recruitment and staffing, 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 in project management
- Experience providing advice and guidance to clients on HR policies, programs and initiatives
- Experience in interpreting and applying legislation, policies and directives related to various HR disciplines

Assets:

- Experience using the Korn Ferry | Hay Group job evaluation methodology
- Experience conducting Gender-based Analysis Plus (GBA+) reviews
- Experience developing and implementing communications and change management strategies
- Experience researching and developing policies

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 February 2021 – 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 20-LOP-336** in your documents and, if you apply by email, in the subject line of your email.

Send us your application:

By email: Nicholas.Vicev@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 343-542-4836 or Nicholas.Vicev@parl.gc.ca.

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