



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!

Reporting to the Office of the Parliamentary Librarian, the **Communications** Team is a strategic partner, providing communications advice, strategies and products that promote the Library of Parliament and protect its reputation.

We are currently looking for candidates to staff the following position: **Communications Advisor**.

Reporting to the Director of Communications, you will develop and provide communications strategies, services, products, tools and advice to colleagues throughout the Library of Parliament. Working on a small communications team means that you will gain experience in all aspects of the profession – from writing to strategic planning, from traditional to digital communications, and from routine to crisis communications. If you are a bilingual communications professional who likes variety and wants to work for Parliament, this is the job for you!

**COMMUNICATIONS ADVISOR**  
**COMMUNICATIONS**  
**OFFICE OF THE PARLIAMENTARY LIBRARIAN**

*1 (one) indeterminate position and 1 (one) determinate position*

**MPA-3 (\$73,887 - \$87,404)**  
(Bilingual staffing – imperative: CBC/CBC)

\* Salaries effective 1 April 2021

**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.

**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:**

- General knowledge of the Library of Parliament business operation, the overall mission, vision, and strategic plans
- Knowledge of the Canadian Parliamentary System
- In-depth knowledge of the best practices and trends in communications
- Knowledge of new communications technologies and digital media

**To be considered, candidates must have:**

- A degree from a recognized post-secondary institution in communications or a related field
- A minimum of 3-5 years of communications experience
- Experience in providing expert communications advice on corporate communications matters to clients
- Experience in developing communications strategies and products
- Experience working with social media platforms
- Experience developing and maintaining relationships with colleagues, stakeholders and external partners
- Experience working in a fast-paced environment with changing and conflicting priorities

**Working Conditions:**

- The location of employment is in the heart of downtown Ottawa, however, due to public health guidelines, the successful candidate will be asked to work remotely until new order

**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 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 we live in and work in, the clients we work with, and Canadian society at large.
- 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 Wednesday, March 10<sup>th</sup>, 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-340** in your documents and, if you apply by email, in the subject line of your email.

Send us your application:

By email: [LOPCareers-CarrieresBDP@parl.gc.ca](mailto:LOPCareers-CarrieresBDP@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 [LOPCareers-CarrieresBDP@parl.gc.ca](mailto:LOPCareers-CarrieresBDP@parl.gc.ca).

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