



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, Labour Relations, Occupational Health and Safety**.

Working in a small, dynamic Human Resources team, the **Manager, Labour Relations, Occupational Health and Safety**, manages all Human Resources services that require compliance with employment legislation such as laws pertaining to labour, occupational health and safety, and human rights.

## **MANAGER, LABOUR RELATIONS, OCCUPATIONAL HEALTH AND SAFETY**

### **HUMAN RESOURCES BUSINESS SUPPORT SERVICES**

*Indeterminate Position*

**MPA-6 (\$96,607–\$ 118,637)**

(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.

**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 the laws, theories, principles, concepts and trends related to human resources management on Parliament Hill
- Knowledge of the collective bargaining process, grievance process and disciplinary process, which includes conducting investigations

- Knowledge of Part II of the *Canada Labour Code* (occupational health and safety) and its regulations

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

- An undergraduate degree from a recognized university in a field related to the duties of the position
- Experience in providing guidance and professional advice to management on complex employee relations and labour relations issues in a unionized environment
- Experience in providing guidance and professional advice to management related to Part II of the *Canada Labour Code* (occupational health and safety)
- Experience mentoring, coaching or managing employees

**Assets:**

- Experience providing labour relations advice and guidance under the *Parliamentary Employment Staff Relations Act*

**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, 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 20 July 2020 – 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-45** 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 613-797-9238 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.**