



The **Library of Parliament** is a non-partisan organization providing stimulating and rewarding work in support of Canadian parliamentary democracy. 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.

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

Reporting directly to the Parliamentary Librarian, the Director, Communications provides strategic direction and professional leadership in the development, implementation and evaluation of the Library's internal and external communication strategies, plans, products and services to enable the achievement of the Library's mandate, vision and corporate objectives.

DIRECTOR, COMMUNICATIONS
OFFICE OF THE PARLIAMENTARY LIBRARIAN

Determinate Position (2 years with a possibility of extension)

LEX 1 (\$112,300 – \$132,100) *

(Bilingual staffing – imperative: CBC/CBC)

*Rates of pay include economic increases up to 2017; Eligible for performance pay

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 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 communication principles, practices, methodologies and public relations
- Extensive knowledge of current and emerging trends in communications, best practices in digital communications, parliamentary relations and their impact on communications
- Knowledge of the Library of Parliament's structure, mandate, priorities, programs, roles and responsibilities and its partners

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 experience directly related to the position
- Significant** experience in leading the development, implementation and evaluation of communications strategies and plans
- Significant** and recent*** experience in providing strategic communications advice to senior level executives
- Significant** experience in writing and editing communications products
- Experience in leading the management of crisis communications
- Recent*** experience in leading the management of media relations
- Significant** experience in the management of human and financial resources.

**Significant experience is defined as the depth and breadth of experience normally associated with having performed a broad range of various complex related activities acquired over a period of approximately three years.

***Recent experience is defined as experience acquired within the past two years.

Candidates retained in this selection process will be required to have or 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 may include 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 to be considered for 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 Sunday, 19 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-76** 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

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.

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