



The **Library of Parliament** is a non-partisan organization that supports Canadian parliamentary democracy and provides a stimulating and rewarding work environment. We recognize that our employees are our most important asset, which is why we offer excellent benefits, a minimum of four weeks' vacation leave, flexible work schedule options, a 35-hour work week, learning opportunities to support professional and career development, competitive salaries and more!

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 in which we live and work, the clients with whom we work, and Canadian society as a whole.

Corporate Services provides support and services to the Library of Parliament in the areas of human resources, finance, materiel management, corporate planning and information technology.

We are currently looking for candidates to staff the following position: **Coordinator, Security and Administrative Services (Determinate position)**.

The Coordinator, Security and Administrative Services coordinates security, accommodations and administrative services including parking, mail, and other tenant services; processes employee screening and fingerprinting services; and maintains a variety of security and administrative systems, databases and records for the Library of Parliament (LOP).

**COORDINATOR, SECURITY AND ADMINISTRATIVE SERVICES
FINANCE AND ADMINISTRATION
CORPORATE SERVICES**

Determinate 12 Months Position / Acting Position / Secondment

CGS-6 (59,072-\$68,983) *

(Bilingual staffing – imperative: BBB/BBB)

Note: While this position is eligible for part-time telework, regular on-site presence is required at Library of Parliament workplaces located in the National Capital Region.

* The salary scale is based on 2019 rates

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:

- Teamwork and collaboration skills to lead and coordinate logistics and deliverables in a cross-functional environment;
- Client service orientation to ensure that services are delivered in a method and format that is best suited to clients' needs and accordance with policies and procedures.

To be considered, candidates must have:

- A post-secondary degree in a field related to the duties of the position, OR an acceptable combination of education, training and relevant experience
- Experience in data entry, manipulation and retrieval techniques using a variety of automated systems and software such as word processing, spreadsheets and databases to input data, generate reports and maintain files;
- Writing skills to provide input to standards, procedures, guidelines and reports.

Asset(s):

- Experience in security practices, security systems operations, technologies, applications and procedures and fire protection and detection systems to coordinate security operations
- Experience in administering tenant services standards and practices to coordinate moves, accommodation requests, the delivery of mail, control and disposal of materiel assets and to resolve problems and liaise with clients, Public Services and Procurement Canada, and private sector landlords

Candidates retained in this selection process will be required to obtain successfully:

- A second-language evaluation (Bilingual staffing – imperative: [BBB/BBB](#))
- A pre-employment screening

Additional Information:

- The Library of Parliament welcomes all candidates to apply and encourages applications from Indigenous persons, racialized persons, 2SLGBTQI+ persons, and persons with disabilities for this position.
- This selection process is open to the public.
- This selection process may 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.
- We are committed to providing an inclusive and barrier-free work environment, starting with the staffing process. If you require accommodations during any phase of the evaluation process, please contact us at LOPCareers-CarrieresBDP@parl.gc.ca.

- 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.
- The vaccination requirement for employees of the Library of Parliament established by the Policy on COVID-19 Vaccination was suspended. The Library of Parliament will continue to follow the situation closely, and should the epidemiological conditions change, we will assess whether there is a need to reinstate the vaccination policy and the associated essential condition of employment applicable to indeterminate, determinate, student and intern hiring.
- 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.
- Only those legally permitted to work in Canada can participate in this selection process.

Apply no later than 16 October 2023 – 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 your **full name and 23-LOP-304** in your documents and in the subject line of your email.

Send your application by email at LOPCareers-CarrieresBDP@parl.gc.ca.

Questions? Contact Human Resources at LOPCareers-CarrieresBDP@parl.gc.ca.

We thank you for your interest. Please note that only those selected for further consideration will be contacted.
