



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 positions: **Financial Systems Analyst (stream 1)** and **Human Resources Systems Analyst (stream 2)**

Are you ready to dive into the exciting world of the Library's enterprise ecosystem and make a real impact? We're seeking enthusiastic individuals to join our small, dynamic team. As a **Financial** or a **Human Resources Systems Analyst**, you'll be at the forefront of transforming our organization's operations. You'll work alongside a passionate multi-disciplinary team, leveraging your expertise to optimize business processes using the Unit4 Business World ERP System and SmartRecruiters Applicant tracking System (ATS) to meet our evolving needs. From streamlining workflows to implementing new features, your contributions will directly impact our success.

The **Financial Systems Analyst (stream 1)** is responsible for the support, maintenance, design, configuration and development of the various modules and functions; including expense management, procurement, budget planning and forecasting, and asset management within the Unit4 Business World ERP system, while working collaboratively with clients and end users.

The **Human Resources Systems Analyst (stream 2)** is responsible for the support, maintenance, design, configuration and development of the various HR modules and functions within the Unit4 Business World ERP. This includes self-ID and pay equity reporting, training, learning and performance management. Additionally, the position is responsible for the support, maintenance and enhancements of SmartRecruiters Applicant Tracking System (ATS) which includes configuring system settings, and providing guidance to optimize the recruitment and staffing processes within the ATS framework, while working collaboratively with clients and end users.

**Financial Systems Analyst (Stream 1) & Human Resources Systems Analyst  
(Stream 2)**

**Enterprise Resource Planning services**

**Corporate Planning**

**Corporate Services**

Two 3 years Determinate Positions / Acting Positions / Assignments /  
Secondments / Anticipatory Staffing

MPA-4 (\$91,521 – \$108,262)

(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.

For the purposes of this selection process, the competencies listed in the attached Competency Profiles will be evaluated.

**The following knowledge criteria will also be evaluated for both stream 1 and stream 2 positions:**

- Knowledge of the principles, theories, standards and methodologies of business analysis including the ability to analyse, solve problems and propose solutions.
- Knowledge of the methods and techniques of eliciting and understanding client requirements through various interview and solution-finding methods.

**Stream 1: The following knowledge criteria will be evaluated for the Financial Systems Analyst position:**

- Knowledge of public accounting, procurement or materiel management practices and processes

**Stream 2: The following knowledge criteria will be evaluated for the Human Resources Systems Analyst position:**

- Knowledge of the various human resources functions, including best practices and processes

**To be considered for stream 1 and 2, candidates must have:**

- Post-secondary education in a field related to the position or an acceptable combination of education, training and relevant experience.
- Experience working as part of a multidisciplinary team.
- Experience developing modules or in the implementation of an enterprise resource planning system that meet the needs of multiple client groups.

**Stream 1: To be considered for the Finance Systems Analyst position, candidates must also have:**

- Experience providing support, guidance, and subject matter expertise, in Finance.

**Stream 2: To be considered for the Human Resources Systems Analyst position, candidates must also have:**

- Experience providing support, guidance, and subject matter expertise in Human Resources.

**Asset(s) for both stream 1 and 2 positions:**

- Experience working in Unit 4
- Experience working in SmartRecruiters
- Experience developing, configuring, or maintaining other types of systems (CRM – Customer Relationship Management, ATS – Applicant Tracking System, FMS – Financial Management system)
- Experience applying UX and accessibility design methodologies.
- Experience working with SQL Database

**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, 2SLGBTQIA+ 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](mailto: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.
- 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 5 August 2024 – 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, the position you are applying for and the staffing process number 24-LOP-100** in your documents and in the subject line of your email.

Send your application by email at [LOPCareers-CarrieresBDP@parl.gc.ca](mailto:LOPCareers-CarrieresBDP@parl.gc.ca).

Questions? Contact Human Resources at [LOPCareers-CarrieresBDP@parl.gc.ca](mailto:LOPCareers-CarrieresBDP@parl.gc.ca).

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

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