



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!

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 (CS) 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: **Senior Officer, Corporate Planning and Performance Measurement**.

The **Senior Officer, Corporate Planning and Performance Measurement** provides leadership and central oversight in the development, delivery, integration and alignment of a suite of organization-wide planning functions at the institutional level in support of the Library's strategic and business planning, and also provides expert guidance and advice to management, employees and functional leads in support of enhancing Library performance measurement reporting.

SENIOR OFFICER, CORPORATE PLANNING AND PERFORMANCE MEASUREMENT

CORPORATE PLANNING

CORPORATE SERVICES

Indeterminate

MPA-5 (\$92,123–\$108,976)

(Bilingual staffing – imperative: CBC/CBC)

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 Profile will be evaluated.

The following knowledge criteria will also be evaluated:

- Knowledge of the Library of Parliament business operations, the overall mission, vision, programs, services and strategic priorities
- Knowledge of Project Management processes to leverage best practices and to develop new processes.
- Knowledge of integrated business planning and performance reporting frameworks for accountability purposes and to provide meaningful data for evidence-based decision making (including strategic planning processes, performance monitoring, risk evaluation and environmental scanning)

To be considered, candidates must have:

- Successful completion of post-secondary education relevant to the duties of the position or an acceptable combination of relevant education, training and experience
- Experience in leading, monitoring and promoting corporate-wide strategies and/or programs and/or initiatives and/or training and/or awareness activities in the area of strategic planning and performance reporting or in a related field
- Experience in providing expert advice, guidance and recommendations to management and/or senior management
- Experience in managing and coordinating multiple projects and initiatives simultaneously with various stakeholders, including acting as a representative for the institution/organization in working groups or committees
- Experience in establishing and maintaining effective partnerships with functional partners, communities of practice and/or other stakeholders
- Experience in developing, coordinating and/or delivering communication documents, reports, proposals, presentations, or briefings for various audiences

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.

- 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.
- On 20 June 2022, 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 26 March 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 **Staffing Process 22-LOP-475** 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

Questions? Contact Human Resources at 343-542-4839 or LOPCareers-CarrieresBDP@parl.gc.ca.

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