



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 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.

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: **Client Liaison and Translation Coordinator**.

The **Client Liaison and Translation Coordinator** acts as the liaison between Public Services and Procurement Canada's Translation Bureau and Library of Parliament internal clients by recommending and negotiating deadlines with all parties as required. The person in the position also receives Library of Parliament inquiries from internal clients related to Publishing, Editing and Creative Services, and is responsible for the efficient handling of service requests, client feedback and complaints. The Client Liaison and Translation Coordinator tracks these interactions, records relevant information, produces statistics and generates reports that provide key data for planning and performance evaluation purposes.

The **Client Liaison and Translation Coordinator** is responsible for coordinating the efficient delivery of translation services for Library of Parliament content owners. The Client Liaison and Translation Coordinator sets priorities for all translation requests and ensures that clients' requirements are clear before submitting translation requests. The person in the position monitors deadlines to ensure the timely delivery and distribution of translated documents.

CLIENT LIAISON AND TRANSLATION COORDINATOR
PUBLISHING, EDITING AND CREATIVE SERVICES
CORPORATE SERVICES

Anticipatory Staffing

CGS-5 (\$58,755 – \$66,294)

(Bilingual staffing – imperative: CCB/CCB)

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 methods for compiling data and generating tables, graphs and charts in Microsoft Excel

To be considered, candidates must have:

- A degree or diploma from a post-secondary institution, or an acceptable combination of relevant education, training and work experience
- Knowledge of electronic document and records management best practices
- Experience coordinating translation services and providing services to clients and partners in a high-volume, time-sensitive service environment
- Experience tactfully negotiating deadlines according to needs, available options and resources
- Experience managing multiple tasks according to their level of urgency and importance
- Experience using Microsoft Office Suite 2016, including Outlook, Excel, Word and PowerPoint
- Experience compiling data and generating tables, graphs and charts in Microsoft Excel
- Experience building productive working relationships with colleagues and management

Operational Requirements:

- Willingness and ability to work the assigned schedule from 9:00 a.m. to 5:30 p.m. in order to ensure service during core hours of work
- Willingness and ability to work overtime during short, pre-established peak periods

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

- A successful second-language evaluation (Bilingual staffing – imperative: [CCB/CCB](#))
- 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 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.
- 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.
- Must be legally allowed to work in Canada.

Apply no later than 28 August 2022 – 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-163** 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 343-542-4836 or LOPCareers-CarrieresBDP@parl.gc.ca.

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