



The **Library of Parliament** is a non-partisan organization providing stimulating and rewarding work supporting 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, shorter work weeks during the summer and winter breaks, 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 we live in and work in, the clients we work with, and Canadian society at large.

Our **Parliamentary Information, Education and Research Services (PIERS)** provide high-quality, substantive and timely information, research and analysis to parliamentary committees, individual senators and members of the House of Commons, and parliamentary associations and delegations.

We are currently looking for candidates to staff the following position: **Research Assistant**.

Research assistants provide research and analysis to parliamentarians and their staff by responding to their queries. Research Assistants also support the work of Analysts and Librarians, as well as other individuals across PIERS and the Library.

RESEARCH ASSISTANT
PARLIAMENTARY INFORMATION, EDUCATION AND RESEARCH SERVICES

Indeterminate/Determinate Positions

AWL-01 (\$61,199 – \$75,188)
(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 Parliament of Canada, federal legislation, the federal government and current affairs
- Knowledge of one or more fields under the Parliament of Canada's jurisdiction

To be considered, candidates must have:

- A bachelor's degree in a field related to the position
- Experience preparing written material, including reports, publications, briefing notes, correspondence or presentations

Assets:

- Excellent written and verbal communications skills
- Experience producing high-quality and informative visual elements
- Experience working with datasets and quantitative research methods
- Knowledge of or experience in applying Gender-based Analysis Plus (GBA Plus)
- Experience presenting information to diverse audiences

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.
- Education and experience requirements will be used to identify candidates who will be asked to participate in the next stage of the selection process.
- This selection process will include 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 to be considered for 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 22 November 2021, the Library implemented its Policy on COVID-19 Vaccination which requires that all employees be fully vaccinated. The requirement for employees to be fully vaccinated will apply whether they are teleworking or working on-site. This is an essential condition of employment that applies to indeterminate,

determinate, student and intern hiring. Should you reach the point in the selection process where it is necessary to verify terms and conditions of employment, the hiring manager or Human Resources will contact you in order to complete an attestation and verify your proof vaccination prior to your start date.

- Satisfactory references and proof of education are essential conditions of appointment.
- Travel and relocation expenses are the responsibility of the candidates.
- The successful candidate must be legally allowed to work in Canada.

Apply no later than 15 May 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 21-LOP-497** in your documents and, in the subject line of your email.

Send us your application:

By email: LOPCareers-CarrieresBDP@parl.gc.ca

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.