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**Director, Hansard****XM1, Senior Manager 1**

Regular Full Time

Manitoba Legislative Assembly

Winnipeg MB

**Advertisement Number: 011524**

**Salary(s):** XM1 \$3,802.63 - \$4,787.90 bi-weekly

**Closing Date:** September 20, 2024

**This is a preference competition. All applicants are encouraged to apply, however first consideration for this competition will be given to Indigenous people and visible minorities. Applicants are requested to self-declare at the time of application.**

The Legislative Assembly of Manitoba seeks a Hansard Director who will play a significant role in our organization as the leader of a key Branch in the Assembly. The incumbent is a non-partisan employee of the Legislative Assembly, not a government employee.

**Position Summary**

Reporting to the Clerk of the Legislative Assembly, the Hansard Director is accountable for the uninterrupted and accurate recording and publication of debates of the Legislative Assembly of Manitoba, including both House and Committee proceedings.

The Hansard Director serves as Editor-in-Chief of each Hansard publication and oversees the planning, coordinating, and supervision of all branch activities, including audio recording and broadcast, transcription, proofreading, research, publishing and indexing. During session the Hansard Director is responsible for ensuring that the transcript of House proceedings is available within 24 hours of the House sitting, with an expectation that it will be available by 11:00 a.m. the following day.

The position is one where considerable flexibility is required with respect to hours of work. Overtime and flexible hours that extend into evenings will be required when the Legislative Assembly is sitting.

**What You'll Do**

The Hansard Director's portfolio of responsibilities covers a wide range of duties related to production, personnel, technical and budgetary matters, including:

- Overseeing all aspects of Hansard production.
- Overseeing the provision of audio recording and broadcasting of all House and Committee proceedings.
- Providing direction and oversight for the development and implementation of new technologies.
- Representing the Branch to the Speaker, the Clerk, Assembly and government staff, as well as responding to public inquiries.
- Regularly advising the Clerk on all issues related to Hansard production, including Branch operations, personnel matters and recommendations regarding Hansard policies.
- Managing all aspects of Hansard planning and development.
- Consulting with Hansard offices in other Canadian and Commonwealth jurisdictions regarding policy, services and emerging technology.

## **Your Essential Qualifications**

- Post-secondary degree or diploma in English, Communications, Education or other Social Sciences, with a significant focus on writing and editing. An equivalent combination of education, training and experience will also be considered.
- Extensive experience with writing and editing in a professional environment, along with an in-depth knowledge of English language and grammar, as well as commonly used national style guides.
- Management experience, including recruitment, training, supervision, mentoring, performance evaluations, scheduling and resolving staffing issues.
- Experience working within a professional publishing environment including editing and editorial standards, workflow planning and adhering to deadlines.
- Project management experience, including demonstrated proficiency with budgeting, planning, resource allocation, and service delivery.
- Strong organizational and problem-solving skills, including the ability to respond effectively to changing circumstances, and the capacity to thrive under pressure while maintaining high quality standards and meeting production deadlines.
- Excellent interpersonal skills including demonstrated, respectful leadership abilities and the ability to establish and maintain positive working relationships with a wide range of internal and external stakeholders.
- Ability to work independently in a politically sensitive environment while demonstrating sensitivity, tact, foresight, integrity and good judgment.
- Technical proficiency with Microsoft products, other production software, infrastructure and editing systems, including familiarity with web editing and publishing tools and techniques.

## **Your Preferred Qualifications**

- Familiarity with digital recording and broadcast systems, as well as other relevant technologies.
- Knowledge of languages other than English, including French, Indigenous languages and other languages commonly used in Manitoba.
- Familiarity with the structure and mandate of the Legislative Assembly and with legislative processes and parliamentary procedure.

## **To Apply**

- You must be, and remain, politically non-partisan in both perception and fact.
- You must be legally entitled to work in Canada.
- You must be willing to work a flexible schedule, including working outside of standard office hours.

## **Apply to:**

Advertisement No. 011524  
Legislative Assembly of Manitoba  
Human Resource Services  
302-386 Broadway  
Winnipeg MB, R3C 3R6  
Phone: 204-945-7279  
Fax: 204-948-3115  
Email: [hr@legassembly.mb.ca](mailto:hr@legassembly.mb.ca)

**A Position Description is available to applicants upon request.**

**Your cover letter, résumé and/or application must clearly indicate how you meet the qualifications.**

**We thank all who apply and advise that only those selected for further consideration will be contacted.**

**WHEN APPLYING FOR THIS POSITION, PLEASE INDICATE THE ADVERTISEMENT NUMBER AND POSITION TITLE IN THE SUBJECT LINE AND/OR BODY OF YOUR EMAIL.**

**Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.**