



HOUSE OF COMMONS ADMINISTRATION'S CAREER PORTAL



HoC Career Portal > Current Opportunities

Editor

The recruitment and selection documents that can be downloaded from this website using the links provided are presently under review to comply with Web accessibility standards. In the interim, please send all requests for accessible versions of these documents to hr.rh@parl.gc.ca. Thank you.

Selection Process No.	Service Area
2223-2022-040	Procedural Services
Closing Date	Function
2022-06-19 23:59	Parliamentary Information and Publications
Position(s)	Classification(s)
Editor	RPG-D
Salary	Area of Selection
RPG-D: \$75,821 - \$95,938	Open

Language Profile

French or English Essential

- Reading comprehension: -
- Written expression: -
- Oral interaction: -

Your Challenge

"If you know the difference between principle and principal, and have a strong opinion on the serial comma, then this might just be the job for you"!

The House of Commons Procedural Services is currently looking to staff the position of Editor.

The Organization:

Procedural Services provides a full range of procedural and legislative services to the Speaker, Members of Parliament and Officers of the House of Commons. Parliamentary Publications produces timely and accurate parliamentary information in both official languages and ensures that Members of Parliament and the general public can access this information in various formats. This involves the capture, transediting, editing and publishing of the debates of the House of Commons and the proceedings and evidence of both the House and its joint committees.

About the Role:

In this position, you will be responsible for providing, in a timely manner, editing services for the transedited text of proceedings of the House of Commons, committees and other parliamentary organizations, as well as other parliamentary publications, in order to ensure their linguistic clarity, accuracy and consistency with parliamentary and House standards. You will participate in the training and evaluation of personnel involved in the transediting and editing processes. The successful candidate may work on either Hansard (Debates) or committees evidence in the long term.

The ideal person:

The ideal person possess the ability to work in a fast-paced, high-profile publishing environment and under constant pressure while meeting strict time and quality standards. He/she demonstrates effective teamwork and interpersonal skills to interacts regularly with colleagues. The incumbent possess strong communication and consultation skills to discuss with various partners, Members of Parliament and their representatives.

Top reasons to join the House of Commons Administration:

- Work at the Heart of democracy
- Work-life balance / Flexible schedules / 35-hour work week
- Resources to promote well-being
- Learning, professional development and advancement opportunities

Everyone is Welcome!

The House of Commons is committed to building and maintaining an inclusive, diverse, respectful and barrier-free environment. We strive to make our organization a place where everyone feels they belong.

If you require accommodation during the application or assessment process, please contact hr.rh@parl.gc.ca for additional support.

Prerequisites

Education

- Successful completion of secondary education OR acceptable combination of education, training and relevant experience

Experience

- Extensive experience in the field of text production (transcription, transediting or editing);
- Advanced command of the English language, syntax, grammar and spelling;
- Experience in operating a computer in a work environment (e-mail, Internet);
- Experience working autonomously and under constant pressure.

Competencies

Candidates will be evaluated against the House of Commons Administration Competency Framework – Specialized Support.

Outcome

The purpose of this selection process is to staff the position of Editor (either French or English) on a seasonal part-time basis and to create a pool of qualified candidates that may be considered to staff future vacancies for this position or for other similar and/or related positions on a part-time and/or full-time, indeterminate and/or determinate basis. Please note that you will be selected to work only in English or in French and that when the House is sitting, the working hours could be on a full-time basis.

Essential Information

- ****Effective November 22, 2021, all individuals entering the Parliamentary Precinct are required to be fully vaccinated against COVID 19, unless accommodated based on a medical contraindication. Individuals are considered to be fully vaccinated against COVID-19 fourteen (14) days after they have received the recommended doses of one vaccine or combination of vaccines approved by Health Canada.**
- ****As part of the application process, candidates will be asked to identify their vaccination status. The successful candidate must show proof of vaccination, or medical contraindication.**
- ****In the event that a candidate is selected to be assessed on-site, proof that they are fully vaccinated will be required along with government issued ID at that time.**
- In response to the COVID-19 pandemic and further to public health guidelines, preventative measures are being taken to ensure health and safety during the recruitment process.
- Assessments and interviews may be held in-person or virtually and the use of technology may be required. For any questions regarding use of technology, please contact hr.rh@parl.gc.ca.
- Position location: Ottawa, Ontario
- Please note that only applications submitted through our Career Portal will be accepted. Applications must be submitted no later than 11:59 p.m. (Eastern Daylight Savings Time) on June 19, 2022.
- Please note: candidates will be selected for further evaluations and assessments based on their submitted application (including but not limited to: resume, cover letter, survey responses, education, etc.) and the ability to demonstrate how they meet the pre requisites and assets within the poster.
- Please save a copy of the notice of job opportunity as well as all related documents. Once the closing date has passed, these documents will no longer be available.
- If you have any questions regarding the application process, please contact Recruitment and Selection at hr.rh@parl.gc.ca before the closing date and time of the recruitment and selection process. We will respond to enquiries within 24 hours (excluding statutory holidays and weekends).
- Relocation and travel expenses incurred during the recruitment and selection process are the applicant's responsibility.
- A variety of assessment tools may be used to assess candidates.

House of Commons Administration – Work at the centre of Canada’s democracy!