



## Careers at the Office of the Conflict of Interest and Ethics Commissioner

### Why work with us?

The Office of the Conflict of Interest and Ethics Commissioner is a small parliamentary organization that offers big opportunities.

- We are a friendly, dynamic team of about 50 employees.
- We have an important mission: helping elected and appointed federal officials avoid conflicts of interests.
- We promote innovation, collaboration, and employee growth and recognition.
- We embrace equity, diversity and inclusion, value differences, and support the full participation of all employees.
- We offer competitive salaries, excellent benefits (including a minimum of four weeks of vacation leave and extra “flexible” leave), telework possibilities, and learning opportunities.

The Office is committed to providing an inclusive and barrier-free work environment, starting with the hiring process. Please self-identify if you are comfortable doing so, and we will keep that information confidential. If you need special accommodation at any point, please call Human Resources at 613-995-0723 or [send an email](#).

For more information about the Office, please visit our [website](#).

### About the job

**Selection process number:** 25/26-IAP-CM-06

**Title:** Manager, Human Resources Services

**Positions:** Indeterminate

**Group and level:** ET-06

**Positions to be filled:** 1

**Salary:** \$106,025 to \$128,960

**Work environment:** Hybrid

**Closing date:** March 4, 2026, 23:59, Eastern Time

A pool of qualified candidates will be created.

## **Who can apply?**

This selection process is open to employees of a parliamentary entity, employees of the Federal Public Service and Persons employed in the Public Service of Canada. Preference will be given to Canadian citizens.

This job needs to be done in the National Capital Region. Employees work in a hybrid model. Your presence at the Office may be required on short notice.

We may give priority to candidates who identify as being part of one of the following employment equity groups: women, Indigenous peoples, racial and ethnic groups and persons with disabilities.

## **What are some of the duties of this job?**

The Manager, Human Resources Services is accountable for the development, implementation and continuous improvement of a comprehensive human resources strategy and supporting operational frameworks for the Office of the Conflict of Interest and Ethics Commissioner (Office). The role leads the management and delivery of operational services in a variety of human resources (HR) management disciplines consistent with the Office's role as a separate employer under the Parliamentary Employment and Staff Relations Act (PESRA), and which include staffing and recruitment, classification, succession planning, organization design effectiveness, official languages, employee awards and recognition, personnel security clearance, pay equity, diversity and inclusion. The role serves as a subject matter expert, providing a range of advice and guidance concerning various HR matters, and relative to emerging HR trends in the workplace and within Central Agencies. The role is responsible for leading the planning, development and implementation of various HR instruments (e.g. policies, directives), strategies and initiatives to enable the Office's workforce to effectively contribute to the strategic objectives and priorities of the organization.

## **Your application must clearly explain how you meet these essential qualifications:**

### **Education**

Graduation with a degree from a recognized post-secondary institution with acceptable specialization in human resources management, labour or industrial relations, psychology, public or business administration, organizational development, education sciences, social sciences, sociology, or in any other field relevant to the work to be performed.

### **Experience**

Significant\* experience in managing a full range of HR services to clients including staffing and recruitment.

Significant\* experience conducting research, analyzing, developing options, and making recommendations to senior management on human resources (HR) issues.

Significant\* experience interpreting and applying legislation, policies and guidelines that govern human resources management.

Experience in establishing partnerships and networks with internal and external partners (e.g. central agency officials, communities of practice, other government departments or non-government organizations) on projects, initiatives, policies, or programs.

Experience in managing human resources includes but not limited to supervising staff, assigning work and work objectives, managing performance, and providing feedback to employees.

Experience in preparing presentations or information sessions related to human resources (HR).

**Note:** \*Significant experience is defined as experience associated with having performed a broad range of related activities, which could normally be acquired over a period of approximately five (5) years. Experience will be assessed in terms of the depth and breadth of activities, the complexity and diversity of work handled, as well as the level of autonomy demonstrated.

**The following will be applied/assessed at a later date (essential for the job):**

**Knowledge**

Knowledge of legislation, policies, trends and practices in Human Resources Management in the Public Service and Parliament.

**Ability**

Ability to plan, organize and prioritize concurrent demands and multiple projects to meet client expectations, priorities, and deadlines.

Ability to analyze complex cases and recommend solutions on a variety of human resources facets.

Ability to communicate effectively in writing and orally.

Ability to manage projects.

**Key leadership competencies**

Create vision and strategy

Mobilize people

Uphold integrity and respect

Collaborate with partners and stakeholders

Promote innovation and guide change

## **Language requirements**

Bilingual imperative CBC/CBC

## **Assets**

Experience in providing advice and guidance on Labour Relations matters in adherence with relevant collective agreement, policies and legislation.

## **Operational needs**

Willingness to work extended hours on occasion.

## **Condition(s) of employment**

Security clearance: Secret

## **Communication**

We will contact you by email. It is up to you to check your email regularly, so you do not miss any opportunities. If you do not respond to an email within the stated time, we will not consider your application further. Also, please make sure the email address you give us is valid, works all the time, and accepts messages from unknown senders. Please note that **we will communicate only with those selected for further consideration.**

If we receive a lot of applications, we might use different strategies to manage them. We could consider applying the asset qualification or we may assess and select candidates who demonstrate the greatest breadth and depth of experience related to the merit criteria, or who best meet the qualifications and requirements of the position.

If asked, you must show proof of your education. If your qualifications are from another country, you will need to prove they are equivalent to Canadian standards. You can get more information from the [Canadian Information Centre for International Credentials](#).

In the hiring process, you can use either English or French. When applying, please indicate your preferred language.

You are responsible for any costs for moving or travelling during the hiring process.

## Interested in applying?

1. Your application must include the [application form](#) that clearly outlines how you meet the **education** and each of the **experience criteria** listed in the **essential qualifications** and the **asset qualification** if applicable as indicated in the job poster. Give relevant and concrete examples from your work history. Include specific details that explain how much experience you have, and how and when you gained it. It is not enough to simply state that you meet the qualification, or list current or past responsibilities.
2. **Applications not accompanied by the application form and your resume will not be considered.**
3. Send your application form and resume and [by email](#). Please let us know if you cannot complete the application in the format required.
4. While we thank all those who apply, **we will only contact those selected for further consideration.**

## Questions?

Contact Human Resources at 613-995-0723 or [email us](#).