



## ***Hansard Manager*** **(Permanent, Full-Time, onsite)**

### **Position Summary**

*Reporting to the Director of Parliamentary Publications, this position is responsible for the timely, accurate, and cost-effective production of the Assembly's verbatim print and electronic publications. The position is responsible for the planning, managing, and coordination of the production and publishing operations, ensuring the highest standards of quality and accuracy are maintained. This includes overseeing all aspects of continuous improvement initiatives and leading innovative projects to enhance publication features and processes.*

### **Primary Responsibilities**

#### **Team Leadership and Operations:**

- Manages a team of regular and sessional employees, ensuring timely and cost-effective production of *Hansard* publications that meet strict deadlines and quality standards.
- Provides leadership and direction to the *Hansard* team by setting performance expectations, coaching and developing employees, fostering employee engagement and accountability, managing employee relation matters, and promoting a respectful, collaborative and high-performing work environment.
- Oversees recruitment, work assignment, scheduling, performance evaluations and promotions of editorial team. Including assessment of staffing needs based on work demands and the volume of parliamentary business.
- Oversees the delivery of editor training programs focused on English language skills, editing practices, verification/reference processes, and technical skills.
- Oversees the creation of educational tools and resources to assist editors in improving their skills.
- Oversees the *Hansard* budget, including forecasting, analyzing work demands, and determining staffing and training needs.
- Lead and Manage *Hansard* projects aimed at improving quality measurement, streamlining processes, advancing publishing practices, and integrating technological innovations.

#### **Strategy and Innovation**

- Establish, update, and enforce publication policies to ensure consistency, accuracy, and high standards in all *Hansard* publications.
- Stay abreast of emerging technologies in publishing and lead the implementation of software and tools to improve production efficiency and user experience.
- Implement and oversee automated solutions for tasks such as formatting and proofreading to streamline the editorial and production process.

#### **Production and Quality Management**

- Leads all facets of the production process, including optimization of production technologies. Ensuring continuous improvement initiatives to enhance efficiency, accuracy, and overall quality in these areas.
- Directs research processes, leveraging advanced tools and methodologies to ensure accuracy, relevance, and factual integrity in all published materials.



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- Ensure the strict adherence to formatting, style, and accuracy standards for all of parliamentary publications, maintaining consistency across all outputs.
- Champions the continuous enhance of editing and production standards, proactively integrating advancements in publishing practices, linguistic trends, and parliamentary discourse to uphold and improve publication quality.

**Job Knowledge**

The position requires expertise in both print and electronic publishing methods as well as proficiency with transcription software and tools used for recording and producing verbatim documents. Additionally, financial management, project management, process and production analysis, teamwork, and change management skills are essential.

Knowledge is typically attained through a university degree in Print Media, Media Arts, Communications, English, Journalism, Information Science, History, Business, or related discipline; supplemented with significant work experience/specialized training in parliamentary procedures, legal requirements, transcription technologies and a practical knowledge of the rules and procedures of the Legislative Assembly and adult education methods.

***Employees of the Legislative Assembly Service are expected to provide non-partisan confidential service to all Members of the Legislative Assembly.***

***The successful candidate will need to provide a satisfactory criminal record check.***