



Legislative Assembly Service

SASKATCHEWAN

If you are interested in this opportunity, please submit a cover letter and résumé by 5:00 p.m. (CST) **August 3, 2026**, to:

Kari Olson
Director of Parliamentary Publications
Tel: 306-787-2290
Email: careers@legassembly.sk.ca

Please quote competition 2091034 in the subject line of your email.

Clearly indicate in your résumé or cover letter where and how you have gained the required knowledge and qualifications. Selections for interview will be based on this information. Applications without a cover letter will not be considered.

Thank you for your expression of interest. Only candidates selected for interview will be contacted.

To learn more about the LAS and our Vision, Mission, and Values; and to find further information about the position, salary and benefits, please visit

<https://www.legassembly.sk.ca/las/employment/>

Hansard Manager (Permanent, Full-time, Onsite)

****Please note that this position is currently under review and aspects of the role may be refined as part of the review process. ****

Imagine working at the heart of Saskatchewan's democratic process, where your operational management expertise contributes directly to the preservation and accessibility of parliamentary debate and the official records of the Legislative Assembly. Based in the historic Legislative and Walter Scott Buildings in beautiful Wascana Park, this role offers a unique opportunity to contribute directly to the preservation and accessibility of parliamentary debate through leadership in editorial operations, excellence and innovation. The Legislative Assembly Service (LAS) is dedicated to enhancing parliamentary democracy by providing impartial, non-partisan support to the Legislative Assembly. Our mission is to foster a transparent, participatory democracy, with a team committed to supporting the institution of parliament for the people of Saskatchewan.

The Parliamentary Publications branch of the LAS produces verbatim records and indexes of the debates which take place in the Legislative Assembly and its committees. The verbatim records are known as *Hansard*. They are published in English, as well as French when spoken. The branch is a deadline-driven environment as the verbatim is published quickly following a meeting's adjournment. Reporting to the Director of Parliamentary Publications, this position is responsible for the timely, accurate, and cost-effective production of the Assembly's verbatim publications. Additionally, the position is responsible for the planning, managing, and coordination of *Hansard* operations, ensuring the highest standards of quality and accuracy are maintained.

What You'll Do:

- Provides leadership and direction to the *Hansard* team including recruitment, training, performance management, workforce planning and setting performance expectations, coaching and promoting a respectful collaborative and high-performing work environment.
- Oversees budgeting, resource allocation, and operational projects to ensure the timely, accurate, and cost-effective production of *Hansard* publications.
- Establishes publication policies, quality standards, and records management practices to support consistency, accuracy, and compliance.
- Leads innovation initiatives by implementing emerging technologies and automated solutions to enhance publishing efficiency and user experience.
- Directs all aspects of *Hansard* production, editing, and research to maintain the integrity of parliamentary records, while driving continuous improvement in production processes and editorial standards to ensure high-quality outputs.

What You Bring:

- Expertise in transcription and editing as well as proficiency with transcription software and tools used for recording and producing verbatim documents.
- Valuable skills include teamwork, effective communication, and the ability to manage competing priorities in tight timelines. Additionally, financial management, project management, process and production analysis and change management skills are essential.
- Knowledge is typically gained through a university degree in Print Media, Media Arts, Communications, English, Journalism, Information Science, History, Business, or a 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.

All employees of the Legislative Assembly Service are required 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.