

Job Title	Editor	Classification	Grid Level 18
Department	Hansard Services	Date Updated	February 2026
Reports to	Editorial Team Leader		

PROGRAM AND STRUCTURE

Legislative Assembly staff provide non-partisan services to the institution of Parliament and its elected members in the areas of procedural advice, administrative support and information services. The Legislative Assembly is an autonomous employer, separate from the administrative framework of government ministries and agencies, which operates under the authority of the *Constitution Act* and the *Legislative Assembly Management Committee Act*.

DEPARTMENT SUMMARY

Hansard Services supports the work of Members, officers and staff of the Legislative Assembly of British Columbia, various ministries, and fosters public awareness and understanding of the legislative process by making the proceedings of the House and its committees accessible to all British Columbians. Hansard Services publishes the Official Reports of the Legislative Assembly and Parliamentary Committees and broadcasts Assembly and Committees proceedings. The Official Reports of Debate of the Legislative Assembly of British Columbia (also known as Hansard), provide Members, staff, ministry stakeholders, the media, legal and academic community, as well as British Columbians with a trusted, reliable and researched record of proceedings in the Chamber and in committees. The transcripts and broadcasts are full, accurate and impartial records of the work of the Members of the Legislative Assembly and facilitate Member outreach and communications to British Columbians. Operational deliverables are often expedited and triaged within a high pressure and political environment.

JOB SUMMARY

Under the general supervision of an Editorial Team Leader, the Editor works as part of a team to create accurate, reliable, timely, and high-quality transcripts of the proceedings of the Legislative Assembly. Working within tight deadlines, the Editor implements Hansard editorial and procedural guidelines and conducts research using in-house resources and support, ensuring all transcripts meet Hansards editorial, research, and procedural quality standards. In addition, the Editor participates in departmental projects, mentors colleagues and supports Editorial Team Leaders.

KEY RESPONSIBILITIES

- Transcribes and proofreads transcripts of the proceedings of the Legislative Assembly following Hansard's substantially verbatim reporting policy and applying Hansard editorial and procedural guidelines to ensure that transcripts accurately reflect the words spoken and are understandable, speakers are correctly identified, and parliamentary procedures are correctly reported.
- Develops detailed knowledge of and actively consults Hansard resources, including Hansard style guide, production resources and reference materials, and attains advanced technical proficiency with production-related tools and technologies.

- Applies Hansard editorial style and correct spelling, grammar, and punctuation to produce high-quality transcripts.
- Conducts research using in-house resources and in consultation with the Hansard Research Team to ensure correct formatting of required material.
- Adheres to Hansard production procedures, demonstrates flexibility with task assignments, and completes transcripts within set timeframes in order to achieve Hansard publication deadlines and goals.
- Makes editorial decisions concerning discrepancies and errors in content, reporting unusual issues and decisions to the team leader.
- Actively collaborates as part of a high-performing, results-focused team, including participating in special projects.
- Provides training and mentorship to developing editors and supports Editorial Team Leaders, as assigned.
- Communicates effectively and develops positive working relationships with colleagues, supervisors, and internal and external stakeholders, and demonstrates professional, non-partisan conduct.
- Relieves Editorial Team Leaders and performs supervisory duties as needed.
- Maintains up-to-date knowledge of the issues related to the work of Legislative Assembly
- Monitors Legislative Assembly proceedings and the news media to identify emerging issues that may be reflected in the upcoming transcripts.
- Provides research, analysis and communications assistance in support of the work of other Legislative Assembly departments.
- Performs other duties as assigned within scope of work.

ORGANIZATION STRUCTURE

Clerk of the Legislative Assembly of BC
 Deputy Clerk of the Legislative Assembly
 Director, Hansard Services
 Manager, Reporting Services
 Editorial Team Leader
Editor

SELECTION CRITERIA

EDUCATION, TRAINING & EXPERIENCE

- Post-secondary education in a writing-intensive program (e.g. English, History, Political Science, Journalism, Communications or a related program), plus at least three years of relevant experience, or an equivalent combination of education and experience.
- Experience working with Hansard or parliamentary documents would be considered an asset.
- Experience with professional standards and style guides would be considered an asset.
- Professional training and/or certification in editing preferred.
- Copy-editing experience preferred.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of B.C. current events, Indigenous groups, public figures and geography.
- Strong command of English grammar and punctuation.
- Superior written English language skills.

- Superior proofreading skills.
- Strong proficiency in keyboarding.
- Strong attention to detail.
- General technical competence, including proficiency in Microsoft Word, Outlook, Teams and OneNote.
- Aptitude for learning new software applications.
- Ability to plan and organize assigned work effectively, and under time pressure.
- Ability to work courteously and harmoniously with other members of the team, under stressful conditions.
- Ability to manage a challenging work environment with a demanding workload and ongoing sense of urgency.
- Ability to act independently and without supervision, be resourceful and adaptable to constantly changing situations and be able to set priorities in order to meet all required deadlines.
- Ability to work flexible hours, dependent upon the timelines of house activities.
- Ability to acquire and maintain expert knowledge of in-house style and solid understanding of the production process.
- Ability to effectively work in a team and achieve production goals in a deadline-driven production environment.
- Ability to work independently and coordinate projects/workload with competing priorities.
- Ability to manage confidential and sensitive information, acting with discretion, diplomacy, and impartiality.