LEGISLATIVE ASSEMBLY of BRITISH COLUMBIA

JOB DESCRIPTION

Job Title	Hansard Researcher	**Classification**	Grid Level 18
Department	Hansard Services	**Position #**	HS5024
Reports to	Research Team Lead	**Date Updated**	August 2025

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

Reporting to the Research Team Lead, the Hansard Researcher provides research support for the *Official Report of Debates* and parliamentary committee transcripts. The Hansard Researcher provides immediate trusted and reliable verification for ambiguous, conflicting or complex references while discerning political nuance and context during live production of transcripts. The Hansard Researcher publishes both draft (Blues) and final official transcripts, ensures that the online version is accurate and complete and coordinates print publication with the Copy Centre. This position also provides information, project coordination and operational support to Hansard Services as well as other departments of the Legislative Assembly (Assembly).

KEY RESPONSIBILITIES

- Provides trusted, reliable and verified research support for editors in the production of chamber and parliamentary committees proceedings including complex, ambiguous or conflicting interventions from Members of the Legislative Assembly (MLAs) or witnesses and maintains up-to-date knowledge of issues related to the work of the Assembly and its committees.

- Monitors Assembly proceedings and the media to identify emerging issues or follow-up actions that may affect the content and topics of editorial research.
- Creates and maintains internal research databases, glossaries, resources and other documentation to support the research and editorial teams; ensures all entries adhere to Hansard editorial style guidelines.
- When non-English languages are spoken in the chamber, verifies language usage with language-specific experts, such as verifying Indigenous language usage, style and use of orthographic characters with community Elders.
- Assembles and posts draft and final transcripts for timely online and print publication to support the work of MLAs and allow British Columbians to follow the work of elected representatives.
- Applies metadata to final transcript files and publishes these to the Hansard document management system.
- Develops and maintains collaborative relationships, acting as a Hansard Services representative, with Members, Assembly, ministry, caucus, and other external stakeholders to ensure accurate and timely responses to Hansard research requests.
- Responds to transcript-related queries from Hansard Services' stakeholders and clients.
- Mentors new research staff and provides supervisory relief for the Research Team Lead, assigning tasks for the team during transcript production and overseeing transcript publication.
- Supports Hansard Services in projects, project coordination and other assignments both internally and cross-departmentally.
- Performs other duties as assigned within scope of work.

ORGANIZATION STRUCTURE

Clerk of the Legislative Assembly of British Columbia
Chief Information Officer
Director, Hansard Services
Reporting Services Manager
Research Team Lead
Hansard Researcher

SELECTION CRITERIA

EDUCATION, TRAINING & EXPERIENCE

- Post-secondary education in history, English, journalism, law, political science, or a related program, plus at least one year of experience in conducting research, editing documents and publishing documents online, or an equivalent combination of education and experience.
- Experience with Microsoft SharePoint is preferred.
- Experience referring to Hansard Services or parliamentary documents for research would be considered an asset.
- Experience with professional standards and style guides would be considered an asset.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of British Columbia and Canadian political history and current affairs.
- Knowledge of British Columbia legislative procedures and the work of parliamentary committees.
- Strong proficiency in keyboarding.

- Skilled at writing accurately, clearly and concisely.
- Skilled at evaluating the quality and reliability of research sources.
- Ability to work with confidential information, exercise discretion in the release of information and provide equitable and non-partisan service to clients.
- Ability to plan and organize assigned work effectively, and under time pressure.
- Ability to adjust own work plan to accommodate needs of the team.
- Ability to work quickly and accurately under continual deadline pressure and during long periods of intense concentration.
- Ability to understand and correctly apply principles of usage in publishing style guides.
- Ability to engage professionally and effectively with colleagues and external stakeholders.
- Ability to use tact and diplomacy in interactions with Legislative Assembly staff and Members.
- Ability to work flexible hours, dependent upon the sitting schedule of the MLAs.