



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:

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

**Please quote competition 3001672
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/>

Senior Editor (Permanent, Full-time, Onsite)

Imagine working at the heart of Saskatchewan's democratic process, where your editorial expertise contributes directly to the preservation and accessibility of parliamentary debate. 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 by ensuring the accuracy, quality, and integrity of parliamentary publications. 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 Hansard Manager, the position does final detailed review and edit of Hansard publications, provides editorial supervision and training, provides analysis to the Hansard Manager about editing issues, standards, quality, tools, and training.

What You'll Do:

- Conducts final reviews of verbatim transcripts to ensure accuracy, consistency, adherence to Hansard standards, and overall publication quality.
- Enhances the clarity, coherence, and readability of transcripts by resolving complex editorial issues and exercising judgment in the application of Hansard policies and procedures.
- Provides day-to-day editorial leadership by supervising, coaching, and evaluating editors and proofreaders, while supporting training, recruitment, and performance management activities.
- Serves as a subject matter expert on editing and research matters, providing guidance on complex issues, approving content, and supporting the production of high-profile and time-sensitive parliamentary debates.
- Assesses prospective editors through testing and evaluation processes and provides recommendations regarding candidate suitability.
- Develops and delivers editorial training programs, orientation materials, and learning resources to strengthen editing, research, and language proficiency across the team.
- Monitors editorial quality, identifies opportunities for continuous improvement, and recommends enhancements to training, technology, processes, and editorial standards.

What You Bring:

- Strong understanding of multiple editing styles and practices, mechanics of writing and language, reference and research strategies and resources, adult learning styles, constructive feedback and coaching techniques.
- Expert-level knowledge of Hansard editing policy, standards, and procedures; knowledge of Saskatchewan current affairs, politics, history, government, and geography; knowledge of the Assembly's Rules and Proceedings; knowledge of computer applications used in editing, reference and research.
- Knowledge is typically obtained through an undergraduate degree (like English, French, linguistics, history, communications, education) or a combination of education and experience in writing, editing, copy editing, or publishing.

All employees of the Legislative Assembly Service are required to provide non-partisan, confidential service to all Members of the Legislative Assembly.