

The Nova Scotia House of Assembly is currently recruiting to fill approximately 18 positions for Legislative Pages during the 2012 Fall Session and 2013 Spring Session. Appointment will be for one academic year, with the possibility of a one-year extension.

LEGISLATIVE PAGES hold a time-honoured position in the British parliamentary system. They work for the Speaker of the House of Assembly, who is the presiding Officer of the House of Assembly. The Speaker presides over the proceedings of the Assembly, maintaining order, regulating debate in accordance with the rules and practices of the House, and ensuring that all viewpoints have the opportunity to be heard. The Speaker also has jurisdiction over all matters concerning Province House and is responsible for day-to-day administration and for ensuring that the legislature runs efficiently.

Legislative Pages provide a variety of services to Members of the Legislative Assembly, legislative and government officials, and the public. Confidentiality, reliability, courteous behaviour, discretion, and the ability to think quickly and make independent decisions are necessary attributes in a page.

Duties of Legislative Pages

Working on the floor of the House of Assembly, Legislative Pages prepare for the daily sittings and provide a range of services to help MLAs do their jobs properly and to facilitate the smooth functioning of the Assembly. Duties can include distributing documents, photocopying, retrieving materials from the Legislative Library, and delivering messages between members. During the Daily Routine, pages assist with the introduction of bills, resolutions, and petitions.

Legislative Pages have extensive contact with the public when handling telephone calls for MLAs, delivering mail and messages, and assisting members of the public who visit the House of Assembly galleries.

Rewards of the Program

If you are selected as a Legislative Page you will become a part of the oldest elected assembly and work in the oldest legislative building in Canada. Province House has witnessed many historic events and continues to do so. Employment as a Legislative Page offers a unique educational opportunity and the chance to experience the legislative process while it happens.

Legislative Pages work in an exciting and fast-paced environment. Former pages have stated that this is one of the most enjoyable aspects of the job. The program provides individuals with the opportunity to improve

upon their existing skills of teamwork and organization, which are necessary to successfully perform the assigned tasks.

Another aspect is the working relationships that pages develop during their time at the legislature. From the outset, pages are exposed to a variety of people, from politicians to reporters, government officials, and the general public.

Participants in the Legislative Page Program gain a better understanding of the political process—a practical application of the theory taught in the classroom. For those interested in pursuing a career in the civil service or even the political arena, this is the perfect chance to experience the process first hand. The program will be of benefit to those who want to enter such fields as law, teaching, business, or journalism, or to those who are looking for ways to round out their experiences. Legislative Pages complete the program feeling that they have made a contribution to the political process in Nova Scotia.

Basic Requirements

Applicants must

- be enrolled in a post-secondary educational institution or be a recent graduate
- possess an academic average of at least 70%
- be available to work five of nine shifts (see Potential Hours of Work) and a minimum of 20 hours per week
- have an interest in the legislative system



Potential Hours of Work

The House meets for four to six weeks in the fall and six to eight weeks in the spring.

Monday	1:00 pm–6:00 pm
	6:00 pm–10:30 pm
Tuesday	11:00 am–4:00 pm
	4:00 pm–8:30 pm
Wednesday	1:00 pm–7:00 pm
Thursday	11:00 am–4:00 pm
	4:00 pm–8:30 pm
Friday	8:00 am–12 noon
	12 noon–4:30 pm

Salary

Legislative Pages are paid \$11.00 per hour.

Dress

A uniform is provided to each Legislative Page at the beginning of their employment period and is returned at the end of the program. Pages are expected to supply appropriate footwear.

Training

Legislative Pages begin their training in mid-September. Training consists of four half-day sessions that will orient new pages to their job responsibilities and introduce them to key individuals at the Legislature.

How to Apply

Application to the program consists of a résumé, two letters of reference, a copy of your latest academic transcript, and a short covering letter explaining how you hope to benefit from participation in the program. Mail or drop off your documentation to

Legislative Page Program
House of Assembly Operations
2nd Floor, Province House
1726 Hollis Street
PO Box 1617
Halifax, Nova Scotia B3J 2Y3

Deadline for Applications

The deadline for applications is February 29, 2012, at 4:30 pm.

Interviews

Interviews for the 2012–2013 Legislative Page Program will take place at Province House during the month of March 2012.

For More Information

E-mail inquiries about the program may be sent to:
pages@gov.ns.ca

For more information on the Nova Scotia Legislature please go to our web page:
<http://ns.legislature.ca>

Nova Scotia House of Assembly Legislative Page Program

2012

Fall Session

2013

Spring Session

*Are you a
university student
or recent graduate
with a keen interest
in the legislative system
and the democratic process?*

**The following information
may be of interest to you.**