



JOB DESCRIPTION

Supporting a thriving parliamentary democracy

CAMPAIGN TYPE:	Concurrent		
JOB TITLE:	Reporting Co-ordinator		
PAYBAND:	B1		
PAY RANGE:	£37,510 - £43,361 (Appointment will normally be made at the minimum of the pay range) It may be possible for high contributors to be paid up to the maximum of the pay band		
TEAM:	R&R Shadow Sponsor Body		
SECTION:	Commissioning and Delivery Assurance		
REPORTS TO:	Reporting and Project Controls Manager		
NUMBER OF POSTS:	2	Hours (p/w):	Full Time 36
CONTRACT TYPE/DURATION:	Fixed Term 2 years, (with the possibility of an extension)		
ISSUE DATE			
CLOSING DATE FOR APPLICATIONS			

BACKGROUND AND CONTEXT OF THE ROLE

The Palace of Westminster, a UNESCO World Heritage site, is home to one of the busiest and most historic parliamentary institutions in the world. It is an enduring symbol of our national identity and one of the top five most recognisable buildings in the world, visited by millions of tourists each year.

The House Service are proud of our organisational Values, which will deliver our strategy. We are looking for people who can bring these values to life:

- Inclusive: We value everyone equally; We respect each other; We all have a voice
- Courageous: We try new things; We own our actions and decisions; We learn from our mistakes
- Trusted: We trust each other to do a good job; We are impartial; We build confidence in Parliament through our integrity
- Collaborative: We share our knowledge and experience; We work towards a shared vision; We know we work better in a partnership

However, the fabric and systems of the Palace are in poor condition due to decades of under-investment. Therefore, the Restoration and Renewal Programme was established to tackle the significant work needed to preserve the Palace of Westminster and ensure it can continue to serve as home for the UK Parliament in the 21st century and beyond. It will be the biggest renovation of a historic building ever undertaken in the UK and will provide a properly functioning and safe environment for the thousands of people who work and visit the Palace.

Two separate organisations are being set up, Sponsor Body and Delivery Authority, through legislation to oversee and deliver the programme of works. The Sponsor Body will be a stand-alone organisation, overseeing the Delivery Authority and act as the single client accountable to Parliament. The Delivery Authority will be accountable for delivering the Sponsor Body's requirements to budget and timescale.

This post is required for the Sponsor Body team (SSB) both in its current shadow phase and when it becomes substantive. The SSB is a small organisation increasing to circa 50 staff when it becomes substantive. The Reporting Co-ordinator role will support the Commissioning and Delivery Assurance team who will manage the Sponsor Body's interface with the Delivery Authority on this multi-billion-pound programme.

JOB SUMMARY AND OBJECTIVES

This is a new role to support the Restoration and Renewal (R&R) Sponsor Body in shadow and substantive periods. The Reporting Co-ordinator will be appointed to the Shadow Sponsor Body and transfer to the substantive Sponsor Body in early 2020.

The focus of the post-holders will be:

- the main day to day point of contact between the Sponsor and Delivery organisations on all reporting associated with delivery of the programme;
- to work closely with Programme Management Office (PMO) colleagues; and
- to provide timely and accurate reporting on the status of programme delivery.

KEY ACCOUNTABILITIES

- Contribute to the establishment and operation of timely, accurate and robust programme delivery reporting that meet the client/delivery reporting requirements
- Work closely with the Reporting & Project Controls Manager, the Delivery Assurance Managers and the Secretariat team to ensure that programme delivery status is reported clearly and concisely.
- Support the implementation and management of the shadow Programme Delivery Agreement reporting requirements

KEY RESPONSIBILITIES

- Managing the reporting regime on the status of programme delivery for the Restoration and Renewal Programme.
- Ensuring that specified Sponsor's reporting requirements are clearly defined in terms of required format, content, presentation, style and timing, and are clearly understood by the Delivery Authority.
- Reporting on the key processes that will operate between the Sponsor and Delivery Authority including programme delivery, cost and schedule reporting, change control and management of Sponsor's risk and contingency.
- Managing all of the reporting deliverables within the Programme Delivery Agreement which sets out the relationship between the parties, the key accountabilities of each and the Sponsor's requirements (particularly those relating to programme status reporting) to be delivered during different programme phases.
- Continuous monitoring and challenging of the Delivery Authority's delivery reporting, (currently the Programme Delivery Team), to provide assurance to the Sponsor and key stakeholders that the Delivery Authority is reporting accurately on delivering all of the Sponsor's requirements and meeting its obligations under the Programme Delivery Agreement.
- Managing the reporting interface between the Sponsor and Delivery Authority working with the Delivery Assurance Managers who provide assurance of delivery by acting as the 'eyes and ears' of the Sponsor.
- Reporting on the Sponsor's actions in response to advice and recommendations made by the Delivery Assurance Managers, which may involve high level interventions with the Delivery Authority, (e.g. regarding cost, value, schedule, technical, risk or contingency management).
- Reporting on the management of Sponsor-generated change, and the Sponsor's risks and contingency.
- Supporting the principles of equality, diversity and inclusion, and role modelling them at all times.

Management responsibility

This post does not have any line management responsibility.

There may be additional responsibilities as the Sponsor Body ramps up its activities and shifts focus to commercial activities and the Delivery Authority works through the programme definition, design and procurement, construction and handback phases.

Stakeholder management and relationships

Strategic interfaces, particularly on delivery status reporting, with other significant programmes being delivered by Parliament, such as:

- Archives Collection Relocation
- Northern Estate Programme

Internal:

- The Executive Directors and teams of the Shadow Sponsor Body
- Executive Directors and teams of the Delivery Authority, particularly with the PMO.
- Officers and other senior officials of both Houses, R&R Programme Delivery Director and Northern Estate Programme Director.

External:

- Government Departments and other key stakeholders interested in programme delivery reporting and assurance.

QUALIFICATIONS AND KNOWLEDGE

Essential:

- A relevant Degree or other professional qualification; e.g. programme or project management, commercial, technical, quantity surveying or procurement.
- Experience in programme reporting and controls (client or delivery-side) for a large and complex programme.

Desirable:

- Appreciation of building / construction design and engineering and the risks inherent in these activities.
- Experience of working in a highly complex environment going through significant organisational change.

SKILLS AND EXPERIENCE	APPLICATION FORM	TEST / EXERCISE	INTERVIEW
Criterion 1 – Functional knowledge and experience Experience of reporting on the delivery of major and complex construction or building restoration programmes, including reporting on time, quality, cost, value, risks & opportunities, budgeting and contingency management. <ul style="list-style-type: none"> Good analysis of reports and data. Strong skills in the presentation of written reports in particular. Strong ability to tailor reporting for different audiences. 	✓		✓
Criterion 2 – Communication Good communication and presentation skills, including the ability to interpret and re-present complex programme delivery information clearly and concisely.	✓	✓	✓
Criterion 3 – Stakeholder management Experience of working in a complex, politically nuanced organisation and managing multiple stakeholder relationships. Effective at building trusted relationships, negotiating and influencing.	✓		✓
Criterion 4 – Organisational effectiveness and commercial focus An understanding of the operation of commercial and financial management processes for construction programmes and the key risks to delivery, their identification and mitigation.	✓		✓
Criterion 5 – Working with people Builds strong collaborative working relationships with a wide variety of stakeholders, to appreciate and absorb expertise from a range of relevant disciplines. Promotes a culture of diversity and inclusion, valuing and respecting everyone.	✓		✓
Criterion 6 – Functional knowledge and skills Proficient in MS Office packages including Outlook, Word, Excel, PowerPoint and SharePoint. Demonstrates a high degree of accuracy and reliability, and excellent attention to detail.	✓		✓
Criterion 7 – Contextual knowledge (Desirable) Knowledge, or an understanding, of the UK Parliament and Government including the interrelationship between the House of Commons and the House of Lords.	✓		

ADDITIONAL INFORMATION

The employer will be the House of Commons Service, pending transfer of the functions being undertaken by the Shadow Sponsor Body to the statutory Sponsor Body. The details of the transfer will depend on the legislation empowering the statutory Sponsor Body. However, it is expected that the employment of staff in the Shadow Sponsor Body will transfer under TUPE-equivalent regulations to the new statutory body. This would include a statutory consultation process about the details of any proposed transfer, and any measures envisaged as a result of the transfer.

Location

This post will be located on the Parliamentary Estate, Westminster, London

Security

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than two of the last five years, they are not eligible for vetting.

Please visit: <https://www.parliament.uk/documents/PSD-Security-Vetting-booklet.pdf> for further information.

Hours

Net conditioned full-time working hours for staff of the House are usually 36 per week. This excludes daily meal breaks of one hour. The exact daily times of attendance will need to be agreed with the relevant line manager.

Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview, please inform the panel of the days/hours you are available to work.

Application and selection process

We will conduct a sift-based on the criteria set out in the skills and experience section, and successful candidates will be invited to attend a competency-based interview.

For further information, candidates should refer to these websites – House of Commons careers at <https://www.parliament.uk/about/working/jobs/> and the UK Parliament at www.parliament.uk.

You can contact the Recruitment team at Recruitment@parliament.uk or by telephone on 020 7219 6011.