

Job Description

Details of a current vacancy in the House of Lords. To apply for this post, please ensure you complete all sections of our online application form found at <http://www.parliament.uk/about/working/jobs/>

Job Description

Job title

Executive Officer (Lord Speaker's Office)

Reference number

2086

Office

Lord Speaker's Office

Grade

HL5

Starting Salary

£29,400

Term

This post is permanent.

Scope of the job

Background

The primary role of the Lord Speaker is to preside over proceedings in the Chamber, and to represent the House of Lords both at ceremonial events and as a non-political spokesperson for the House. He is Chairman of the House of Lords Commission, a member of the Procedure and Privileges Committee, and has political responsibility for security in the Lords part of the Parliamentary estate. The Lord Speaker acts as an ambassador for the Lords both at home and abroad, explaining and promoting the work of the House of Lords and its vital contribution to the UK's parliamentary system. In addition, he has frequent meetings with members of the House, officials and people working outside parliament.

The Lord Speaker's Office is managed by the Principal Private Secretary who is the Head of Office. The Private Office team comprises a Private Secretary, two Assistant Private Secretaries, a Diary Manager, an Events and Outreach Officer and an Executive Officer [This advertised post]. The postholder will be managed by an Assistant Private Secretary. On days the House sits, the office is fully operational between 9.30am and 6.30pm.

Main objective

The post holder's time will be primarily focused on providing administrative support to the panel of Deputy Speakers and the Lord Speaker's Office as a whole. In undertaking this role, the post holder will interact regularly with individual Peers and their staff, and with staff of the Administration.

Key internal and external relationships

Lord Speaker

All colleagues in the Lord Speaker's office.

Assistant Head of International Relations.

All levels of House of Lords Administration staff, including the Clerk Assistant

Members of the House, especially the panel of Deputy Speakers

Members' staff

Main responsibilities

Line management and budgetary responsibilities

This post has no line management or formal budgetary responsibilities.

Other responsibilities of the post

- Acting as the main point of contact for the Deputy Speakers, including arranging the weekly Woolsack and Grand Committee rota, arranging weekly Deputy Speaker meetings and providing an agenda.
- Processing the Lord Speaker's Office's invoice authorisation forms, querying invoices and allocating payments to specific budgetary codes.
- Compiling quarterly transparency data for the Lord Speaker's Office and assisting with responding to FOI requests.
- Maintaining an accurate record of incoming and outgoing correspondence. Acting as records officer, ensuring the Lord Speaker's Office adheres to the Administration's records management policy.
- Providing the House of Lords Commission secretariat with administrative support where required.
- Undertaking general office management tasks and other duties to support the work of the Lord Speaker alongside the Private Office.

Person specification

The qualifications required for the post are:

A minimum of 5 GCSEs at grades A-C or equivalent

The knowledge, skills and experience required for the post are outlined below. Each element will be assessed in the examples you provide in your application form. Should you be shortlisted these areas will be assessed in more depth at interview and, if appropriate, in a test.

Our Values

The House of Lords Administration has four values: respect, inclusivity, professionalism and responsibility. Our behaviours sit alongside our values, translating them into day-to-day actions and demonstrating how we bring our values to life. They outline what we can expect from each other at work and ensure we all play our part in building an inclusive and respectful workplace culture.

The [values and behaviours](#) are applicable to everyone who works for the House of Lords. As colleagues and representatives of the Administration, everything we do and say counts.

The post holder will be expected to operate in line with the House of Lords workplace values which are:

Respect - We treat people with respect and expect to be treated with respect.

Inclusivity - We embrace and value difference and diversity –whether from

a person's race, gender, other characteristics, background or experience.

Professionalism - We aim for and value a high level of skills and expertise. We act with integrity and openness, putting public service first.

Responsibility - We take ownership of our work and actions. We hold each other to account, take appropriate risks and continue learning.

Competencies:

Essential

- **Collaboration and Teamwork** - Effective team working skills, with an ability to share best practice and to show flexibility towards covering the work of the office.
- **Building Working Relationships** - Excellent interpersonal skills and the ability to build and maintain good working relationships, both orally and in writing, with a broad range of people at all levels within the Administration.
- **Problem Solving and Attention to detail**– Good attention to detail with proven administrative skills. Experience of using initiative to solve problems.
- **Professionalism, Tact and Discretion** - Excellent judgement and the ability to use tact and discretion at all times.
- **Prioritisation and Delivering at Pace** – The ability to prioritise own workload and experience of working under pressure and on one's own initiative to tight deadlines; and
- **Knowledge and experience of IT systems** - Good IT skills, including proficiency with Microsoft Word and Excel.

Desirable

- An understanding of the role of the Deputy Speakers in supporting the Lord Speaker's role in the Chamber.

Terms and conditions

Salary and allowances

The post is paid in accordance with House of Lords grade HL5 (£27,244 per annum). Pay increases usually depend on performance as assessed in annual performance reviews, up to the current band maximum of £31,738.

Salary is paid monthly by bank transfer.

Probation

There is a probationary period of six months.

Term and hours

The post is permanent and is for 36 hours per week (excluding break-time).

Consideration will be given to candidates expressing a wish to perform the role on a flexible working arrangement such as those set out below:

- Home working (Fridays only)

Benefits

As an employee of the House, you will be entitled to our benefits such as a season ticket loan, a Parliamentary Health and Wellbeing Service, including access to a dedicated Employee Assistance Programme and many more. Full details can be found on our [Employee Benefits](#) page.

Pension

The House of Lords participates in the [Civil Service Pension Schemes](#). As an employee of the House, you will be entitled to join one of these highly competitive pension scheme arrangements.

Annual leave

Annual leave entitlement is 30 days (increasing to 35 days after one year's service) plus public and bank holidays. In most offices annual leave may be taken only during periods when the House is in recess and must always be agreed in advance with the line manager and Head of Office.

Inclusion and Diversity

The House of Lords Administration is committed to increasing diversity and maintaining an inclusive workplace culture. We welcome applications from all candidates regardless of their age, caring responsibilities, disability, gender/sex, gender reassignment/trans status, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation and socio-economic status. The Administration will also consider flexible working arrangements and reasonable adjustments.

We welcome and encourage job applications from people of all backgrounds.

Pre-appointment checks

For external candidates, appointment depends on satisfactory references, health and security checks and where necessary proof of qualifications.

Successful candidates' publicly open social media profiles will also be checked under this stage of the process and information obtained may be used to review suitability for the job role.

Baseline Security Standard

The House of Lords (along with all government departments) has to comply with a Baseline Security Standard. The standard requires that we ascertain the identity of the applicant, their right to work in the UK, their employment or academic history over the last three years, and their address history over the last three years.

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 see the [National Security Vetting booklet](#) for further information.

In addition, applicants are required to give a reasonable account of any significant recent periods of time (more than six months) spent abroad.

Applicants who have been unemployed or self-employed for over six months in the last three years (whose last three years' employment/academic history are not covered by references) will be asked to provide further documentation to prove their history.

Returning your completed application

Please complete your online application by 12:00 noon on Monday 14 November 2022.

If you require any reasonable adjustments during the application process, please contact HLHumanresources@parliament.uk or call 020 7219 3185.

Telephone enquiries

House of Lords job vacancy

If you wish to find out more information about this post please contact Kate Long, Private Secretary to the Lord Speaker on 020 7219 4423 or Geoffrey Wallis, Assistant Private Secretary to the Lord Speaker on 020 7219 6058.

No recruitment agencies please.