

Supporting a thriving Parliamentary democracy

Job Title:	Energy Adviser
Salary:	£37,510 per annum (B1)
Team:	POST, Research and Information
Contract Type/Duration:	Permanent/ 36 hrs per week

Team Information

The Parliamentary Office of Science and Technology

The Parliamentary Office of Science and Technology ([POST](#)) is an office of both Houses of Parliament, with a Board that includes Members of both Houses. It is the main bridge between the research community and the UK Parliament and aims to ensure that all work undertaken by both Houses is evidence-informed. POST publishes briefings and holds events and seminars each year that connect parliamentarians to leading experts from the research community and other sectors, including Government, the third sector and industry. POST also supports select committees and Library sections to incorporate research evidence into their work, from shaping inquiry terms of reference to sourcing evidence and briefing Members.

Research and Information

POST is part of the wider Research and Information team, which delivers research, information and other services for Members, their staff, House staff and the public. This includes the House of Commons Library, whose work includes:

- Research requests from Members and their staff and committees
- Published briefings on legislation, debates and topical issues
- Training in the use of online resources and library services
- Maintaining our collections of books, periodicals, and online subscriptions
- Providing content and support to procedural and parliamentary systems
- Managing controlled vocabularies to add value to parliamentary material on the intranet and website

It also includes the work of the Information Rights and Security team (IRIS), overseeing compliance with information rights legislation

The Research and Information team and POST are committed to increasing diversity and to maintaining an inclusive workplace culture. We welcome and encourage applications from underrepresented groups.

Job Information

To support the Parliamentary Office of Science and Technology (POST) in providing independent and balanced analyses to both Houses of Parliament on public policy issues with a basis in science and technology, especially those related to energy systems and climate change mitigation.

Responsibilities

- Research and compile briefing material, drawing on external advice and expertise, to analyse a wide range of subjects in science and technology policy as approved by the POST Board. Projects range from ad hoc briefings to more formal peer-reviewed briefings and will require an ability to research areas with which a staff member may not already be familiar. Recent examples include: Sustainable Cooling, Heat networks, Marine Renewables, Bioenergy and Carbon Capture and Sequestration, Climate Change and Aviation and Developments in Wind Power.
- Assist parliamentary select committees as requested, e.g. by providing written or oral briefings on energy and climate change related topics. At COP 26, select committees are proposing to hold several events, which the adviser may be required to help co-ordinate along with other select committee specialists.
- Maintain and develop a network of contacts within Parliament and outside to ensure POST has a good understanding of policy developments in the above field. Key relationships include: Members of the POST Board, the Science and Environment Section of the House of Commons library, the House of Lords Library, House of Commons select committees (particularly BEIS and Transport select committees), House of Lords select committees (particularly Environment and Climate Change Committee), All Party Parliamentary Groups (particularly Climate Change, Energy Studies, Energy Security and Net Zero), Government departments and related bodies (particularly BEIS and the Climate Change Committee), Regulators (particularly OFGEM), Learned Societies and similar bodies (particularly the Royal Society and the UK Energy Research Centre), Research Councils and other funding bodies (particularly EPSRC and NERC) and industry bodies (particularly National Grid).
- Present at knowledge exchange and outreach events with key stakeholders, particularly learned societies and academic institutes.
- Recruit and supervise doctoral and post-doctoral fellows on a 3-month or longer placements with POST.
- Manage the PhD fellowship schemes related to energy and others allocated on a team basis
- Undertake horizon scanning activities to identify and prioritise topics of interest to Parliament, and summarise these as proposals to the POST Board.
- This does not exclude other duties within the job that have been assessed and graded accordingly by Pay Advisers.

Hours

We welcome applications from candidates who wish to work part-time or as part of a job share. If part time, we would consider applications of a minimum of 80% FTE. If a job share application, job share partners must apply together at the same time.

If you are selected for interview, please inform the panel of the days/hours you are available to work, alternatively you can inform the recruitment team at any stage of the process.

Net conditions full-time working hours for staff of the House are 36 hours per week. This excludes

daily meal breaks of one hour. The exact daily times of attendance will be agreed with line management.

Workplace Adjustments

As an inclusive employer, the House of Commons supports individuals in need of workplace adjustments. The workplace adjustment process prevents, reduces or removes problems you might face at work. Adjustments can be requested to help with obstacles relating to mental health, and physical or non-physical requirements. You can request a workplace adjustment if you have a disability or suffer from a difficulty or disadvantage in your workplace.

Application and Selection Process

Further details will be provided if you are successful at the initial application stage.

There will be at least one interview, and possibly a second interview, depending on the number of candidates and the outcome of any first interview. A presentation may feature as part of the process.

We expect the Board to comprise the Environment Adviser, a representative from HR, and the Head of POST.

If you are invited to interview, we will ask you a combination of competency questions and role specific questions solely based on the criteria below. Any presentation or test requirements will be clearly communicated to you well in advance of your interview.

As a Disability Confident Leader, it is important that we can make appropriate arrangements or adjustments where necessary in order to create a full and equal participation in the selection process. If you require any reasonable adjustments, please contact the recruitment team to see how we can meet your needs.

Our Values

The House Service is 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 with our integrity.

Collaborative: We share our knowledge and experience; We work towards a shared vision; We know we work better in a partnership.

Skills and Experience

Criterion 1- Essential

- A bachelor's degree (2.2 or higher) in a relevant scientific discipline
 - EITHER a postgraduate qualification in a relevant subject (e.g. MSc, MEng, PhD or EngD) and/or relevant work experience energy policy and Climate mitigation policy analysis
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Criterion 2

Specialist and Analytical skills

Proven experience of policy analysis and/or excellent skills in science and technology communication (oral and written), that show the ability to absorb complex, technical subject matter and draft succinct, objective and impartial briefings. A knowledge of the work of Parliament, especially its Select Committees including an understanding of political processes and issues, and of government.

Criterion 3

Setting Priorities and Teamwork

The ability to work under pressure and to strict deadlines, setting realistic targets and prioritising effectively between competing priorities to ensure that changing short, medium and long-term demands and deadlines are met. Previous experience of working effectively in a team.

Criterion 4

Impartiality and relationships

Impartiality and a balanced approach to gathering, analysing and assessing evidence, experience of using a range of information and research sources and the ability to communicate effectively with a wide range of key stakeholders. Excellent oral communication and interpersonal skills with the ability to communicate effectively with people at all levels of understanding and a wide range of people including parliamentarians, government civil servants, representatives from industry, non-governmental organisations and academia.

Criterion 5

Diversity and inclusion. Proven experience of contributing to organisational culture change, for example: the ability to foster relationships with, and work with, diverse stakeholders; adapting working style to accommodate others' needs; improving access to services and information for diverse stakeholders/customers.
