 **JOB DESCRIPTION**

***Supporting a thriving parliamentary democracy***

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| **Job title:** | Senior Committee Assistant |
| **Campaign Type:** | Concurrent |
| **Payband:** | B2 |
| **Pay range:** *(Appointment will normally be made at the minimum of the pay range)* | £ 30,985 - £34,000 per annumIt may be possible for high contributors to be paid up the maximum of the pay band (currently £36,532) |
| **Team:** | Chamber and Committees Team |
| **Section:** | Committee Office |
| **Reports to:** | Clerk of the Committee |
| **Number of posts:** | 2 (possibility of additional vacancies in the Committee Office) |
| **Hours:** | Full time, 36 hours per week |
| **Contract type/ duration:**  | Fixed Term for 12 months with the possibility of extension and/or permanency |
| **Issue date:** | 16 January 2019 |
| **Closing date:** | 3rd February 2019 at 23:55 |

**The House of Commons**

The House of Commons and the iconic Palace of Westminster are key elements of the UK’s “Mother of all Parliaments”. Around 2,500 staff work behind the scenes at the House of Commons, supporting the democratic process in many different ways. We are politically impartial and take great pride in the vision and values which guide our work.

It takes a huge range of skills and experience to keep the House of Commons running, and we all contribute to supporting a thriving parliamentary democracy.

**Team information**

Select committees consider policy issues, and scrutinise the work and expenditure of Government departments. Select committees conduct inquiries mainly by collecting written evidence and questioning witnesses at committee meetings. A report is produced with the committee’s findings at the end of the inquiry.

The successful candidate will play a key role in achieving these aims by working as part of a team, making sure that administrative arrangements are in place for the smooth operation of the committee in all aspects of its work, in what can often be high profile work environment.

**Job introduction**

Senior Committee Assistants (SCAs) in the Chamber and Committees Team (CCT) are responsible for the day to day administrative management of the committee to which they are assigned. Working as part of a small committee team, SCAs are expected to lead on administrative matters, financial management, organising UK and overseas committee visits, liaising with Members of Parliament and their staff, drafting correspondence, and liaising with the Committee Office’s Web and Publications Unit over the committee’s website and report publications.

We are recruiting ahead of need as part of our workforce strategy and the post holders may spend a few months on temporary assignments and training, or may be placed immediately with a committee team.

**Circulation Pool**

This position sits within a defined pool of similar roles within the Chamber and Committees Team. The post holder can be circulated to any other suitable Senior Committee Assistant post at the same grade within the Team to meet business need. Postholders should expect to circulate within 5 years. Circulation has no impact on pay.

**Key internal relationships**

Members of immediate Committee staff team

Wider staff in Committee Office and CCT more widely

Committee Chair, other Committee members and their staff

Web and Publications Unit

Media and Communications Officers supporting the work of the Committee

Print Services

Travel Office

Hansard

Broadcasting team

In-House Services Team

Parliamentary Archives

PDS

**Key external relationships**

Witnesses and those wishing to submit evidence

Members of the public

Specialist Advisers

Government Departments

**Management responsibility**

There are some roles on committee teams where the Senior Committee Assistant will have line management responsibility.

**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 usually eligible for vetting (but we assess each case individually).

**Hours**

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.

**Bands A – E Positions**

**(full-time)**

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 be agreed with line management.

**For further information:**

Candidates should refer to the House of Commons careers website <https://www.parliament.uk/about/working/jobs/> or contact **Recruitment@parliament.uk**or 020 7219 6011.

**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 complete on-line test. The final stage will be a competency based interview.

**Key responsibilities**

The House of Commons wishes to attract candidates from as wide a range of backgrounds as possible. You are not expected to know everything about the work of Parliament, or know how to perform unfamiliar tasks without some training, support and supervision in the early stages. You have nine months in which to show you fully meet the requirements of the job.

* **Administration**:
	+ Lead on liaison with Members of Parliament, Specialist Advisers, witnesses and other stakeholders as required, in relation to administrative arrangements;
	+ the distribution of committee papers.
* **Committee Office Database**: ensure that the Committee Office database is up to date and contains the information required to produce a publishable report at the end of the Parliamentary Session.
* **Web and publications**: work with, and commission, services from the Web and Publications Unit. Liaise with the Media and Communications Service:
	+ Preparing written and oral evidence including formatting, inserting headings and editing for publication on the internet;
	+ Ensure that administrative arrangements for producing a committee report are in place, including proofreading the draft report before publication;
	+ Draft items such as operational notifications for committee websites and social media, making sure that draft items are ‘web ready’.
* **Financial management**: reconciliation of the management accounts; processing expenditure using The House of Common’s financial software; preparation of End of Year expenditure; keeping within budget during the organisation of an overseas visit.
* **UK and overseas visits**: responsibility for the organisation and attendance on UK and overseas visits if required of UK and overseas visits under the direction of the Clerk; Liaison with the House of Commons Travel Office and Foreign Office to make travel arrangements, and put together an itinerary; and preparation of an application for funding.
* **Draft correspondence**: Draft substantive and routine correspondence and informal/formal notes of meetings; forward planning of resource requirements and commissioning work from others as required.
* **Records Management**: Ensure that any electronic and hard-copy records are archived in accordance with the House of Commons Records Management Policy and act as Records Manager for the committee team (as required).
* **Management**: delegate and supervise tasks to be undertaken by other administrative staff working for the committee team.
* **Training**: Participating in the learning and development of less experienced staff in the wider Committee Office, and act as a point of contact for assisting others with various IT applications.
* Any other reasonable management request.

**Qualifications:**

There are no mandatory qualifications for this role.

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| **SKILLS AND EXPERIENCE** | **APPLICATION FORM** | **TEST/ EXERCISE** | **INTERVIEW** |
| **Criterion 1 - Working with People:** Ability to build good working relationships; to work inclusively and flexibly within a team and with stakeholders to deliver high quality services. |   |   |   |
| Criterion 2 – Communicating: Ability to adapt style of written and oral communication to meet the needs of the audience, including Members and senior colleagues. Provide clear direction and checks for understanding, to encourage positive outcomes. |    |    |    |
| Criterion 3 - Planning and Organising: Highly effective organisational skills with the ability to identify and adapt to changing priorities and work under pressure to tight deadlines; monitors tasks in a systematic and organised way planning and prioritising effectively multiple activities. |    |    |    |
| **Criterion 4 - IT Skills:** Ability to use MS Office applications (especially Word, Excel, Outlook and SharePoint); has the capability to use and learn new IT skills, including content management systems, inputting, retrieving and checking documents on databases. Ability to coach and advise others on the use of IT systems. |    |    |    |
| Criterion 5 - Financial Management Skills: Ability to track and manage financial data; prepare budgets and ensures that expenditure does not exceed the budget limit. |    |    |    |