Applications are invited for the post of Clerk of the House of Commons.

The Clerk of the House of Commons is appointed by the Crown as the chief adviser to the House on matters of parliamentary procedure, privilege and broader constitutional issues. The post holder is also head of the House of Commons Service and Accounting Officer for the House’s use of resources. The Clerk is line manager for the Director General of the House of Commons and for the Governance Office. The postholder is an official member of the House of Commons Commission and is an ex officio member of the Commons Executive Board.

This post requires experience in high-level decision-making and strategic people management, strong interpersonal skills, political impartiality and sensitivity, and detailed knowledge and expert understanding of the practices and procedures of the House of Commons.

**Senior Procedural/Constitutional Adviser**

The Clerk of the House of Commons is expected to provide authoritative advice on parliamentary practice and procedure on a daily basis to the Speaker, the Deputy Speakers, the Leader of the House and other members of the front benches, and individual members of the House. The Clerk leads the team of senior table Clerks for the first part of each sitting day in the Chamber of the House.

The Clerk is also responsible for advising on parliamentary privilege. The Clerk is consulted as an authority on constitutional matters affecting the House of Commons in the UK but also by Commonwealth parliamentary authorities. The post holder is required, from time to time, to give evidence on such matters to Select Committees of the House or to Joint Committees of both Houses.

The Clerk represents the House of Commons at national and international level, participates in certain ceremonial occasions and leads effective stakeholder relations on parliamentary business, including with the Speaker and Deputy Speakers, the Commission, Members, the House of Lords and external contacts in the UK and overseas. The Clerk is ultimately responsible for maintaining authoritative records of proceedings of the House and signs or endorses all orders and official communications of the House and provides strategic leadership to efforts to increase understanding of and access to parliamentary proceedings and activities.

**Head of the House of Commons Service**

As Head of the House of Commons Service of around 2000 staff, the Clerk provides strategic leadership and is ultimately responsible for the services provided to meet the strategic...
objectives of the administration of the House, through line management of and delegation to the Director General of the House of Commons.

The Clerk has a particular responsibility for the people working for the House Service, including the promotion of an inclusive culture free from bullying and harassment. S/he is expected to help give strategic leadership to efforts to promote a more diverse workforce and to promote cultural change in line with our Vision for People and in particular to help create an enduring legacy of cultural change following the Cox report into harassment and bullying, including fostering good relations between Members and House staff. The Clerk has a particular responsibility for overseeing the performance of statutory and contractual duties towards employees and others, and for management of the Senior Commons Structure, including through approving recommendations from the independently chaired Senior Remuneration Committee.

The Clerk is responsible for House governance issues through line management responsibility for the Governance Office and shares responsibilities with the Clerk of the Parliaments for the Parliamentary Digital Service which employs around 500 people.

**Accounting Officer, Corporate Officer, Commissioner**

The Clerk is appointed by the Commission as Accounting Officer, with ultimate responsibility for the use of resources in meeting the strategic objectives of the administration of the House. As Accounting Officer, s/he has the same responsibilities as Accounting Officers in the Civil Service in terms of public finances, budget setting, accounting and internal control, as well as attendance at the Audit and Risk Assurance Committees. The net budget requirement of the House of Commons administration for 2018–19 is £540 million. The Clerk is by statute the Corporate Officer, authorized to enter into contracts on behalf of the House and to acquire and manage land and other property, and bears ultimate responsibility for health and safety and for fire safety.

As an official member of the Commission, the Clerk helps set the strategic framework for the House administration and as a member of the Commons Executive Board chaired by the Director-General helps to ensure that the House administration takes decisions within that framework.

The Clerk attends the shadow Sponsor Board on the Restoration and Renewal of Parliament.