

## Supporting a thriving Parliamentary democracy

<b>Job Title:</b>	<b>Committee Specialist (Science and Technology Committee)</b>
<b>Salary:</b>	£37,510 B1
<b>Team:</b>	Chamber and Committees
<b>Contract Type/Duration:</b>	Permanent

### Team Information

You will be working in the Select Committee Team (SCT), supporting the work of the House of Commons's [Science and Technology Select Committee](#). Select Committees are cross-party Committees of MPs who examine government policy and spending. You can find out what Select Committees are and what they do, [in this linked leaflet](#) and in [this linked video](#).

The House of Commons Science and Technology Committee looks at whether Government policy and decision-making are based on good scientific and engineering advice and evidence and examines the work of the [Government Office for Science](#) (GO-Science). The Committee is currently working on issues relating to the covid-19 pandemic, Net Zero, space and satellites and the role of research, innovation and technology in the recovery from covid-19.

You will be working as part of a team of seven who work collaboratively to support the Committee. Most specialist roles support a specific committee. Some specialists work across a policy-based 'cluster' of committees working on similar topics or in the Scrutiny Unit, which supports the work of all committees.

Like the House of Commons as a whole, SCT is committed to equality and diversity. We actively encourage applications from people from diverse backgrounds. Our aim is to build a diverse, dedicated and high-performing workforce to keep the House of Commons running smoothly and to support a thriving parliamentary democracy.

### Job Information

Do you have knowledge and experience of issues in science and technology policy? Are you interested in providing impartial policy analysis directly to cross-party committees of MPs? Would you like to help them hold government to account for their decisions and make recommendations about future policy? Do you want to work in an inclusive, fast-paced environment at the heart of British democracy?

As a Committee Specialist, you will provide policy advice and analysis for the Science and Technology Committee. You will be asked to develop expertise in the Committee's area of work. You will advise on, arrange and lead committee inquiries. You will provide written and oral briefing to support committee hearings and produce reports to communicate committee findings. You will also support their media and public engagement work. You will work closely with the MPs who chair and sit on the committee, as well as engaging with high-profile individuals and organisations in the public, private and third sectors within the committee's areas of interest.

You are not likely to have line management responsibilities, but there may be opportunities to develop line management skills by mentoring and supervising other team members. It is crucial for this role that you can act, and be seen to act, in a politically impartial way.

This position sits within a pool of similar roles within SCT (and, to a very limited extent, the Chamber and Participation Team). You may move ("circulate") to any other suitable Committee Specialist post at the same grade within that pool to meet business need or to develop your skills. Your preferences will be considered as part of these decisions and they have no impact on pay. You should expect to circulate within 5 years.

## Responsibilities

Your responsibilities are likely to include:

- advising on possible subjects for the Committee to examine, including terms of reference and calls for evidence for inquiries,
- identifying suitable people to speak to the Committee and preparing briefing material, questions for witnesses and conducting analysis of evidence,
- attending, and providing advice during, committee meetings,
- producing drafts of committee reports and other outputs, including correspondence and media and social media materials,
- proposing, designing, organising and attending Committee events and visits (including overseas), and
- maintaining up-to-date knowledge about the Committee's subject area through research and by building on relevant external contacts and networks.

Structured training programmes and on the job training will be offered to help you develop the knowledge you need to be successful in the role. You will be expected to work collaboratively with colleagues on other committees, the media and outreach teams, the Commons Library, and other parts of the House service, and may have the opportunity to be involved in work on the House's wider activities.

The role is primarily desk-based. Working from home is allowed, subject to discussion with your line manager. There is some requirement to move around the Parliamentary Estate to attend meetings. You may be asked to attend external events or visits.

## Security

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level or higher, as described in the job description. All successful candidates are required to pass these checks before an offer can be confirmed.

You should be aware that if you have resided outside of the UK for a total of more than two of the last five years, you are not eligible to receive security clearance to work on the Parliamentary Estate.

[Click here](#) for further information.

## Hours

We welcome applications from candidates who wish to work part-time, as part of a job share or through another form of flexible working arrangement. 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 condition full-time working hours for staff of the House are 36 hours per week. This excludes daily meal breaks of half an hour and 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 can help remove barriers or difficulty at work that prevents you from carrying out your role to the best of your ability. 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

We will assess your application form against the criteria listed below.

If you are successful at the application stage, you will be invited to interview. The interview will be on the same criteria. We may also ask you to complete a presentation exercise or other assessment as part of the interview process. We will let you know any assessment in good time before your interview.

We currently expect that interviews will take place during the week beginning 7 June.

As a Disability Confident Leader, it is important that we are able to 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

When completing your application form, you should give specific examples of how you have demonstrated each criterion. There is no right or wrong number of examples, but between one and three is usual. One example may be enough if it demonstrates all aspects of the criterion. Your examples should, between them, demonstrate all aspects of the criterion. Examples may come from your working career, your education or life and responsibilities outside work. You may find it helpful to have in mind the STAR method when describing your examples:

Situation: describe the situation you were faced with;

Task: describe the task you had to complete;

Action: describe the actions that you took to complete the task; and

Results: describe the outcome.

Remember, we are most interested in hearing about what **you** have done and **how you have done it** (i.e. the "action" part of STAR) in order to demonstrate all aspects of the criteria and ensure a positive outcome.

---

### Criterion 1

Experience of researching unfamiliar topics and rapidly acquiring specialist knowledge using a range of sources, analysing this information and using it to develop evidence-based conclusions or take evidence-based decisions.

---

### Criterion 2

Strong written and oral communication skills, able to explain complex information clearly, impartially and succinctly to a non-specialist audience.

---

### Criterion 3

Strong interpersonal, teamwork and negotiating skills. Able to build and maintain a broad range of effective working relationships whilst promoting equality, diversity and inclusion.

---

### Criterion 4

Strong organisational skills. Experience of planning and prioritising your own work or activities in a flexible way to meet strict deadlines and achieve high standards of quality.

---

### Criterion 5:

A detailed knowledge and understanding of issues within science and technology policy areas, with relevant policy, research, practical or scrutiny experience and knowledge of the roles of the key individuals and organisations in the field.

---