HOUSE OF COMMONS

# JOB DESCRIPTION

***Supporting a thriving parliamentary democracy***

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| **Job title:** | **Data and Taxonomy Librarian** |
| **Campaign Type:** | **Concurrent** |
| **Payband:** | **B2** |
| **Pay range:** | **£30,985 - £36,532 per annum** *(Appointment will normally be made at the minimum of the pay range)* |
| **Team:** | **Research and Information** |
| **Section:** | **Indexing and Data Management** |
| **Reports to:** | **Data Quality Manager** |
| **Number of posts:** | **1** |
| **Hours:** | **Full time, 36 hours per week** |
| **Contract type/ duration:** | **Permanent** |
| **Issue date:** | **01/05/2019** |
| **Closing date:** | **26/05/2019** |

## The House of Commons

The House of Commons and the iconic Palace of Westminster are key elements of the UK 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

The Research and Information team delivers research, enquiry and information services for Members of Parliament, their staff and House staff.

This post is based in the Indexing and Data Management Section (IDMS) of the House of Commons Library. IDMS manages parliamentary business data, adding value and creating context by linking disparate data sets, and adding subject indexing and other metadata. We also manage the UK Parliament controlled vocabulary. We're working with colleagues in the Parliamentary Digital Service and with our users to make parliamentary information easier to find and re-use.

## Job introduction

As Data and Taxonomy Librarian you will join a small team with responsibility for the quality assurance of parliamentary business data. You will also work closely with the Thesaurus Editor on the creation and maintenance of the UK Parliament controlled vocabulary and supporting its users, including deputising for the Thesaurus Editor in their absence. You'll help us to ensure that standards remain high, and that our approach to vocabulary management, subject indexing and the management of parliamentary information meets the needs of our users.

**Key stakeholder relationships**
Indexers, researchers and information specialists in the Commons and Lords Libraries
Users of our internal search service, such as Members and their staff and the staff of both Houses
Users of our external search service and the written question and answer pages
Colleagues in the Parliamentary Digital Service, particularly the Digital Development Directorate

**Management responsibility**
This post does not involve formal line management. The post involves coaching and providing feedback to other members of the team.

**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).

Please visit https://www.parliament.uk/documents/PSD-Security-Vetting-booklet.pdf for further information.

**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, alternatively you can inform the recruitment team at any stage of the process.

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 attend a competency-based interview.

## Key responsibilities

### Information management:

- Assess and maintain the quality, validity and timeliness of subject indexing undertaken by the indexing team. Ensure standards are followed and understood.
- Deputise for the Data Quality Manager in their absence, ensuring that currency is maximised and production deadlines and quality targets are met.
- Work closely with the Thesaurus Editor on the creation and maintenance of the UK Parliament controlled vocabulary and supporting its users, including deputising for the Thesaurus Editor in their absence.
- Contribute to the maintenance of data quality, identifying issues and proposing solutions.
- Contribute to ensuring that our subject indexing policy and practice adapts to changing Parliamentary procedure and meets user needs.
- Manage and develop guidance on procedures related to this role.

### Team working and collaboration:

- Coach, mentor and assist in the development of indexers, including regularly assuring and providing feedback on the quality of their work.
- Work effectively with information professionals in the House of Commons and House of Lords Libraries
- Liaise with contacts in the Parliamentary Digital Service and the Chamber and Committees team to resolve technical issues and collaborate on enhancements to services.
- Participate in promoting the services offered by the team, including providing demonstrations to visitors.
- Undertake other tasks as assigned by the Procedural Indexing Manager, Thesaurus Editor and/or Head of Section.

### Qualifications:

A qualification in Librarianship or Information Management or a closely related discipline is desirable for this role.

The House is committed to ensuring that all staff have appropriate opportunities to achieve professional and educational qualifications during their employment.

| SKILLS AND EXPERIENCE | APPLICATION FORM | TEST/ EXERCISE | INTERVIEW |
|---|---|---|---|
| **Criterion 1:** A good understanding of the principles of subject indexing - including subject analysis, term selection, avoiding bias - and the management of metadata to improve findability. | ☑ | ☐ | ☑ |
| **Criterion 2:** An understanding of the value and importance of controlled vocabularies in information management. Familiarity with the construction and elements of a vocabulary, and what it can contribute to information retrieval. | ☑ | ☐ | ☑ |
| **Criterion 3:** An aptitude for coaching and developing staff. A capacity for sharing skills, knowledge and learning with colleagues. | ☑ | ☐ | ☑ |
| **Criterion 4:** Identifies and acts on opportunities to improve processes and anticipate the needs of information service users. Uses own initiative to implement change and is willing to take on new responsibilities to support the goals of the team. | ☑ | ☐ | ☑ |
| **Criterion 5:** Good planning and organisational skills. Can prioritise, meet deadlines, and cope with fluctuations in workload. Takes personal responsibility for prioritising workload whilst ensuring a high standard of service. | ☐ | ☐ | ☑ |
| **Criterion 6:** Excellent communication skills, both verbal and written, and a keen eye for detail. | ☑ | ☐ | ☐ |
| **Criterion 7:** Knowledge of, or a demonstrable interest in, Government and Parliament. | ☑ | ☐ | ☐ |