



JOB DESCRIPTION

Supporting a thriving parliamentary democracy

Job title:	Project Support Officer
Campaign Type:	Internal
Payband:	C / B2 on level transfer
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Team:	Governance Office
Reports to:	Lead Adviser to the Independent Director for Cultural Transformation
Number of posts:	1
Hours:	Full time
Contract type/ duration:	Fixed term for 1 year with the possibility of extension
Issue date:	29/11/2018
Closing date:	12/12/2018 at 23.55

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 Governance Office supports the governing body of the House of Commons, the House of Commons Commission, chaired by the Speaker, and runs the offices of the Clerk of the House of Commons and the Director General. It provides the secretariat for the Commission, the Commons Executive Board and a number of Domestic Committees. It also delivers key corporate functions: Safety, Internal Audit, Risk Management and Compliance.

Job introduction

The Independent Director for Cultural Transformation is being appointed externally to join the Commons Executive Board and to develop and lead the action plan responding to the findings of the Bullying and Harassment of House of Commons Staff report by Dame Laura Cox. The new Director will be responsible for defining and developing the action plan, engaging people at all

levels working for the House of Commons and Parliamentary Digital Service.

A Project Support Officer and a Lead Adviser are being recruited in advance of the Independent Director to ensure that the Director is able to start working on the action plan as soon as they arrive and to help them work effectively within the parliamentary structures and context.

The Project Support Officer role is an exciting opportunity to work in a dynamic and busy team with a real impact on the future of Parliament. It is an excellent opportunity to learn a lot not only about our organisation and different teams, but also about delivering organisational change. The post holder will need to be organised and flexible to adapt to the Independent Director's plans and approach as this project develops.

Key stakeholder relationships

- Lead Adviser to the Independent Director for Cultural Transformation (line manager)
- Independent Director for Cultural Transformation
- Senior managers across the House and Digital Services and their network of personal assistants and private secretaries
- Employees and others working at all levels in the House and Digital Services
- Members of Parliament, their employees and other external bodies working on the Parliamentary Estate
- National and local trade unions officials and other staff bodies including Workplace Equality Networks and the staff association for Members' staff
- External organisations for identifying best practice, benchmarking and creating effective networks

Management responsibility

None

Location

This post will be located on the Parliamentary Estate, Westminster, London.

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. We would consider suggestions about any flexible working pattern, but envisage that this role could be undertaken in four days (long or short days), with one regular day working at home, or as part of a job share.

Net conditioned full-time working hours for staff of the House are usually 36 per week, excluding meal breaks. This determines the basis on which we will calculate any pro rata entitlements (e.g. annual leave). Part time hours are calculated pro rata. The exact daily times of attendance will be agreed with line management.

Further information

Candidates should refer to the House of Commons careers website www.careers-houseofcommons.org 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

- Provide administrative support to the Independent Director for Cultural Transformation and the lead adviser to the Independent Director for Cultural Transformation as required.
- Provide diary management support for the team
- Assist with internal and external communications including managing the SharePoint site and web pages as places for the rest of the organisation to find resources (training will be provided as required)
- Keep accurate notes of meetings, track actions and ensure they are followed up
- Support monitoring of delivery of the team's activities, against set milestones
- Schedule and help administer workshops/events, which may include external visits or speakers, and assist with planning & delivery & recording actions
- Act as Team Records Officer including maintaining electronic records management systems and filing systems in accordance with House procedures
- Provide support in developing and acting on equality assessments as required for new processes or procedures

Qualifications

There are no mandatory qualifications for this role.

SKILLS AND EXPERIENCE	APPLICATION FORM	TEST/ EXERCISE	INTERVIEW
CRITERIA 1 - A can-do customer focused attitude and an ability to work effectively and flexibly to deliver.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 2 - Excellent interpersonal skills, with experience of building strong working relationships, and collaborating with a range of people.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 3 - Proven ability to generate useful fit for purpose working documents, including agendas, clear and accurate notes of working meetings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 4 - Proven experience of working well in a team, including skills around consulting and supporting others, and contributing to positive working relationships, whilst upholding a commitment to equality, diversity and inclusion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 5 - Excellent communication skills including in person, listening skills, and practical digital skills, e.g. experience of using SharePoint, Excel, web content management.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 6 - Excellent organisational skills with the ability to identify and adapt to changing priorities and work under pressure to tight deadlines, planning and prioritising effectively multiple activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>