



JOB DESCRIPTION



Job title:	Quality and Search Executive
Campaign Type:	Concurrent
Payband:	C
Pay range:	£25,654 - £29,771 per annum (<i>Appointment will normally be made at the minimum of the pay range</i>)
Team:	Research & Information
Section:	Indexing & Data Management
Reports to:	Quality Manager
Number of posts:	1
Hours:	Full time, 36 hours per week
Contract type/ duration:	Permanent
Open date:	02/10/2018
Close date:	21/10/2018 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 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.

About the Indexing and Data Management Section

The Research and Information team delivers research, enquiry and information services for Members, their staff and House staff. This post is based in the Indexing and Data Management Section (IDMS) of the House of Commons Library. IDMS adds value to parliamentary information: adding subject tags and other metadata to parliamentary material and managing the [UK Parliament thesaurus](#). We're working with colleagues in the Parliamentary Digital Service and with our users make parliamentary information easier to find and re-use.

Job introduction

As the Quality and Search Executive you will be responsible for reviewing the subject indexing and titles added to parliamentary questions published on Parliament's website. You'll help us to ensure that standards remain high. Indexing helps users retrieve information quickly and accurately, by subject matter. You'll help us to ensure that our approach to subject analysis, vocabulary and data management keeps pace with change and meets users' needs.

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

None.

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, 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 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

Information management:

- Review and maintain the appropriateness of subject indexing and titles for Parliamentary questions, within deadlines and according to established indexing principles and precedents.
- Deputise for the Quality Manager, including publishing titles for written questions to Parliament's website within deadlines agreed with the Commons and Lords Table Offices.
- Assist with the subject indexing of written and oral parliamentary questions
- Contribute to the maintenance of data quality: identifying issues, completing data clean up tasks.
- Contribute to ensuring that our subject indexing policy and practice adapts to changing Parliamentary procedure and meets user needs.
- Contribute to the revision of guidance on procedures related to this role
- Contribute to the maintenance of the controlled vocabularies.

Team working and collaboration:

- Liaise with colleagues in Parliamentary Digital Service to resolve technical issues
- Participate in promoting the services offered by the team, including providing demonstrations to visitors.
- Take an active role in record management and the use of SharePoint for the team, implementing House-required record management policies and working with colleagues to resolve any issues with documents held in SharePoint.
- Help other teams in the Research and Information team, contributing to information management projects.
- Contribute to the success of the Indexing and Data Management Section as a whole.

Qualifications:

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

SKILLS AND EXPERIENCE <i>There is no criteria 2,3,6 or 8 required at application stage</i>	APPLICATION FORM	TEST / EXERCISE	INTERVIEW
Criterion 1: Familiarity with the principles of subject indexing (including subject analysis, term selection, avoiding bias) and the management of metadata to improve findability.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Criterion 2: 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Criterion 3: A team player. Able to work collaboratively and inclusively with others, to create a positive environment and making constructive use of skills and experience within the team while upholding the principles of diversity, equality and inclusion.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Criterion 4: Makes constructive suggestions to improve processes or work practices. Adapts to change and willing to take on new responsibilities to support the goals of the team.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Criterion 5: Awareness of parliamentary business and procedures, together with a good general knowledge and an interest in current affairs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criterion 6: Excellent communication skills, both verbal and written, and a keen eye for detail.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Criterion 7 (Desirable): Experience of using SharePoint and an interest in open data.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>