



JOB DESCRIPTION



Supporting a thriving parliamentary democracy

Job title:	Education and/or Children's Social Care Specialist for Education Select Committee
Campaign Type:	Concurrent
Payband:	B1
Pay range:	£37,510 - £40,500 (<i>Appointment will normally be made at the minimum of the pay range</i>)
Team:	Chamber and Committee Team
Section:	Committee Office
Reports to:	Clerk of the Committee
Number of posts:	1
Hours:	36 hours a week
Contract type/duration:	Permanent
Issue date:	30 April 2019
Closing date:	20 May 2019 at 23:55pm

The House of Commons

The House of Commons is the democratically elected House of the UK Parliament. Its responsibilities include checking and challenging the Government on behalf of UK citizens, making and shaping laws, and checking and approving Government spending and taxes.

As well as the 650 elected MPs (Members of Parliament), over 2,000 people work behind the scenes, supporting the democratic process in many different ways. Our teams are politically impartial and work together to deliver the three shared objectives which guide our work:

- Facilitating effective scrutiny and debate
- Involving and inspiring the public
- Securing Parliament's future

The House of Commons is committed to equality and diversity. 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.

Team information

The Committee Office comprises the staff of most Select Committees, the Scrutiny Unit, the Web and Publications Unit, and the Media and Communications Service.

The Committee Office provides support and advice for all aspects of the work of select committees. Each committee has a secretariat, headed by a Clerk. Some policy specialists work for more than one Committee or in policy-based clusters (see below). Others work in the Scrutiny Unit which supports the work of all committees and supports pre-legislative scrutiny.

Job introduction

As a policy specialist working in an inclusive, fast-paced organisation at the heart of British democracy, you will be part of a team that provides impartial policy and research support directly to a Committee of Members of Parliament holding the Government to account. Your work will include:

- advising on possible subjects for scrutiny, including drafting terms of reference and calls for evidence for inquiries,
- preparing briefing material and conducting analysis of evidence,
- attending, and providing advice during, Committee meetings,
- drafting Committee reports and other papers, including correspondence and media and social media materials,
- organising and attending Committee events and visits (possibly overseas), and
- maintaining up-to-date knowledge about the Committee's subject area through research and by building on relevant external contacts and networks.

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.

Key stakeholder relationships

Internal:

- Chair of the Committee.
- Other Members of the Committee.
- Other House staff, working in the Committee Office (e.g. Media Officers, Committee Specialists working on related subjects) or other areas of the House (e.g. House of Commons Library, Parliamentary Office of Science and Technology).
- Specialists may also be asked to support other Committees on related subjects, as the need arises.

External:

- Government departments.
- Other public bodies.
- Individuals and organisations relevant to the committee's subject area: for example, academics, think tanks, NGOs and trade associations.
- Members of the public.

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 eligible for vetting.

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.

Bands A – E Positions

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

Working to the Committee Clerk, Committee Specialists are responsible for ensuring that the Committee has the information it needs to undertake effective scrutiny of Government through public evidence sessions, reports, correspondence and other means. As a Specialist working for the Committee, you would be required to:

- Lead inquiries for the Committee team across the breadth of its remit—supporting the Committee in identifying inquiry topics, planning the inquiry programme, identifying and briefing a diverse range of witnesses and organising public and private meetings of the committee. You will:
 - develop/maintain an up-to-date knowledge about the subject area of an inquiry,
 - liaise with external advisers supporting the Committee's work,
 - provide oral and written briefing (for example, on background and suggested questions for the committee to ask witnesses) and draft committee reports,
 - draft correspondence, media content and speeches, in collaboration with colleagues as required
- Attend all Committee meetings relevant to the inquiries you are managing and meet the Chair and other members of the Committee when required. You may also have the opportunity to organise Committee outreach events and accompany the Committee on visits, both in the UK and overseas.
- Maintain and/or develop a body of knowledge and a thorough understanding of policy issues relevant to your committee's remit and keep the Committee up to date with recent developments by:
 - Maintaining and/or developing a network in the fields of education and children's social care policy
 - horizon scanning, undertaking research in areas of interest to the Committee, analysing published material and continually engaging a network of external experts
 - bringing a diverse range of voices to bear on the committee's work
 - sharing professional knowledge, networks and technical skills with colleagues in other committees and the Commons Library, and across the House service.

Qualifications

The following qualification is required for this role:

Essential

- A 2:1 degree (or equivalent) or postgraduate qualification, **or** comparable work experience in a relevant policy/scrutiny environment.

SKILLS AND EXPERIENCE	APPLICATION FORM	TEST / EXERCISE	INTERVIEW
CRITERION 1: Ability to research often unfamiliar topics and rapidly acquire specialist knowledge using a range of sources, to analyse this information and to develop well-argued, evidence-based conclusions.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERION 2: A sound knowledge of education and/or children's social care policy formed through extensive practical experience in a relevant policy, government, or scrutiny role, or demonstrated through a degree or equivalent or higher level qualification in this field.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERION 3: Excellent written and oral communication skills, including the ability to explain complex information clearly, impartially and succinctly to a non-specialist audience.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERION 4: Strong interpersonal, teamwork and negotiating skills to build and maintain a broad range of effective working relationships, including promoting equality, diversity and inclusion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERION 5: Strong organisational skills and a flexible approach to work, with demonstrable experience of planning and prioritising your own work to meet strict deadlines and to high standards of quality.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERION 6: (DESIRABLE): An understanding of how the work of select committees contributes to policy formation within the contemporary political and media environment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>