

EXPRESSIONS OF INTEREST

TEMPORARY VACANCY: Cultural Transformation Project Manager CCT

Section A: Vacancy Summary

Band: A2

Number of Posts: 1

Duration: Six months

Job Title: Cultural Transformation Project Manager (CCT)

Reports to: Head of CCT Team Services

Directorate: CCT Team Services

Department: Chamber and Committees Team

Purpose of the Job

To assist in the delivery of the CCT Cox Action Plan.

Eligibility

Applications are invited from House of Commons or PDS staff from all grades who have been recruited directly by the House of Commons or PDS through fair and open competition and have been in post for at least 9 months. Please confirm in your supporting statement/letter that you meet these criteria.

You should also confirm that your line manager is content with your application before proceeding.

Application and selection process

If you wish to apply, as part of the application process you should submit a letter of up to 1,000 words setting out why you are suitable for the post (e.g. relevant knowledge, skills and experience).

Your application should be submitted via the recruitment portal-

<https://www.parliament.uk/about/working/jobs/>

All applications will be assessed against the criteria specified for the post, as seen in Section D. Final selection may be made following informal interviews for those shortlisted.

Date of issue: 9 October 2019

Closing date: 23 October 2019

Section B: Contacts for Enquiries and Applications

If you require additional information about the post please contact Ed Beale, Head of CCT Team Services.

Section C: More Detailed Information of Post

This is a new post which is intended to support the delivery of the [CCT Cox Action Plan](#), which has many elements with different owners. Sitting within Team Services, the Cultural Transformation Project Manager will assist with ensuring that the Plan is kept on track during the initial period of roll-out and implementation and that it brings about real change within the culture of CCT. The postholder will plan and implement some actions directly but will also work closely with others and will ensure that CCT actions are coordinated with House-wide initiatives, such as the Values.

The post holder will be required to:

- Actively participate in the CCT Cultural Transformation Group, leading on the coordination of CCT-wide efforts to improve culture
- Ensure that cultural transformation is underpinned by the House Values and CCT's commitment to inclusion and diversity; leading on streams of work in these areas as appropriate
- Lead on championing and embedding House-wide cultural change initiatives in CCT
- Conduct a scoping exercise to prepare for a potential review of CCT's leadership and promotion processes
- Assist the Head of Team Services by monitoring office-level progress against the CCT Cox Action Plan
- Assist the CCT Management Board with the development of a post-April 2020 cultural transformation strategy
- Attend meetings of the CCT Management Board (CCTMB), the Committee Office Management Group (COMG) and the Chamber Business Team Management Group (CBTMG) to ensure that cultural transformation remains at the heart of CCT's priorities
- Work to embed cultural transformation in business as usual practices and business planning processes
- Assist with office-level cultural transformation initiatives, as appropriate

Section D: Knowledge, Skills and Experience

Essential

- Demonstrable interest in cultural transformation and/or diversity and inclusion
- Knowledge of CCT structures and culture
- Communications skills, both oral and written
- Planning and organisation skills to undertake projects
- Leadership skills and ability to act as a champion of the new Values
- Ability to work with and influence colleagues at all levels of seniority within CCT and in other areas of the House to achieve change

Desirable

- Familiarity with House-wide initiatives on cultural transformation
- Familiarity with House and CCT business planning processes
- Change management experience, preferably related to culture or people
- Ability to work as part of a team but also independently, as necessary

Section E: Additional information regarding the post

The post will be based in 14 Tothill Street and is expected to work for 36 hours per week. The post does not involve any direct line management responsibilities.