



JOB DESCRIPTION



Supporting a thriving parliamentary democracy

Job title:	Personnel Security Administrator
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:	Parliamentary Security Department
Section:	Pass Office
Reports to:	Deputy Pass Office Manager
Number of posts:	1
Hours:	Full time, 36 hours
Contract type/ duration:	Permanent
Issue date:	08 October 2018
Closing date:	28 October 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 Parliamentary Security Department (PSD) is responsible for physical and personnel security across both Houses of Parliament and provides support to Members and their staff both on and away from the Estate. Its purpose is to keep Parliament safe and open for business.

PSD sets security strategy, provides expert advice and delivers an operational service. It does this in partnership with the Metropolitan Police Service (MPS) and by working closely with Strategic Estates, In-House Services, Serjeant at Arms Directorate, Black Rod's office, the Restoration & Renewal programme, the Parliamentary Digital Service, and other key stakeholders.

Job introduction

The Security Administrator will work autonomously and bicamerally, supporting the accurate processing of highly sensitive data, ensuring the security clearance, and Baseline Personnel Security Standards procedures within the Palace of Westminster are rigorously adhered to.

The post holder will represent Parliament's "shop window" where the Pass Office is often the first interface, dealing face to face, by email and telephone with Members of both Houses, their staff, House staff, contractors and the media.

The responsibilities of this post require dealing with highly confidential information. As one of the Pass Office Administrators, the job holder may be required to undertake Developed Vetting (DV) clearance. If successful, the applicant would work alongside the Pass Office and an external Government Security agency, and therefore represent Parliament externally and upholding its reputation when embedded within another Government Department.

Key stakeholder relationships

- Parliamentary Security Department
- Serjeant at Arms and Black Rod
- Members, Members staff and staff of both Houses
- House Contractors
- Audit and Compliance
- Government Departments including the Security Services
- IPSA
- Members of the Public
- The Media
- Home Office
- Educational Establishments

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

- To act independently, providing knowledge and advice regarding security vetting and access.
- Ensuring highly confidential information is held securely
- Upholding the reputation and values of Parliament if embedded within an external Government.
- Dealing face to face with Members of both Houses and their staff, senior officials and external agencies and organisations on Pass Office matters
- Drafting letters and emails to Members and staff of both Houses in relation to pass matters.
- Using the Pass Office database and security vetting systems to accurately input data and look up, maintain, create, or amend computerised records
- Checking, cross reference and gathering relevant information and documentation. Follow up / chase missing, late or incomplete documentation or records with Members and other pass applicants
- Ensuring HMG Personnel Security and National Security Vetting Policy are adhered to in relation to security vetting.
- Processing Palace of Westminster Pass Application and Security Questionnaires in line with provisions of the Data Protection Act.
- Dealing with ad-hoc enquiries, face to face, on the telephone, via letter and email whilst maintaining a high level of customer service and upholding the principles of equality, diversity and inclusion at all times.
- Issuing photographic and day passes in accordance with the Palace of Westminster Guidelines.
- Keeping and organising highly confidential records (manual and electronic)
- Undertake other general office duties as required.

Qualifications:

There are no mandatory qualifications for this role.

SKILLS AND EXPERIENCE	APPLICATION FORM	TEST/ EXERCISE	INTERVIEW
CRITERIA 1 Excellent interpersonal and customer service skills with the ability to manage queries from individuals of all levels of the organisation, upholding values of equality, diversity and inclusion at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 2 Ability to work reliably and flexibly as part of a team within a complex, demanding and changing environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 3 The ability to work autonomously, using own initiative to deal with problems by suggesting solutions and taking remedial action.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 4 Takes responsibility for completing tasks by organising own workload, prioritising and remaining calm under pressure.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 5 The ability to work quickly and accurately both manually and on a PC using IT applications effectively.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 6 Communicates clearly, concisely and effectively both orally and in writing.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>