



HOUSE OF COMMONS

JOB DESCRIPTION



Supporting a thriving parliamentary democracy

Job title:	Committee reporter
Campaign Type:	Concurrent
Payband:	C
Pay range:	£26,715 to £29,456 per annum, pro rata (Appointment will normally be made at the minimum of the pay range)
Allowances:	Additional Hours Payments
Team:	Chamber and Committee Services
Section:	Official Report
Reports to:	Committee Sub-editor
Number of posts:	6
Hours:	7 per week
Contract duration/type:	Three months fixed-term, with the possibility of extension and/or permanency
Issue date:	15/07/2020
Closing date:	28/07/2020 @ 23:55PM

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 Official Report, also known as Hansard, is the written record of parliamentary debates held in the Commons Chamber, Westminster Hall and Legislative Committees. We also provide transcripts of Select Committee meetings. We work to tight deadlines to ensure that MPs' speeches are published on our [website](#) within as little as three hours.

Job introduction

As part of our Committee team, you will transcribe debates from Westminster Hall, and Select and legislative Committees. You will be required to:

- transcribe recordings of debates into clear written English, using your judgment to ensure that the report accurately relays the sense of the arguments that were made
- check facts and apply Hansard style
- accurately set out decisions taken in legislative Committees
- work calmly under pressure to meet tight deadlines

You will also use a range of technologies in your reporting, including bespoke automated speech recognition software and digital audio files, and you will work closely with colleagues. If you'd like to know more about what it's like to work for Hansard, take a look at our [blog](#).

Key relationships

- Other Hansard colleagues
- Staff from across Parliament's Chamber and Committees Team
- Members of Parliament and their staff

Management responsibility

No.

Location

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

Successful candidates will be required to attend a two-week training course on starting in their posts, which is full-time and conducted on the Parliamentary Estate, Westminster, London (in compliance with safety and social distancing rules). Thereafter most work may be done remotely.

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.

Minimum of 7 per week, with additional hours likely to be offered.

Successful candidates will be required to attend a two-week training course on starting in their posts, which is full-time and conducted on site in Parliament (in compliance with safety and social distancing rules). Thereafter most work will be done remotely.

Exact daily times of attendance will be agreed with line management.

Successful applicants will need to commit to full-time hours during their two-week training period.

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

Please complete the proofreading test and submit an application form. If you meet the criteria set out in the skills and experience section at the end of the job description, you will be invited to undertake a reporting test and then an interview.

Key responsibilities

- Produce accurate reports of Westminster Hall and Committee proceedings, using the audio recording of the debates and notes taken by a sub-editor who was present.
- Follow Hansard guidance on in-house reporting style and parliamentary procedure.
- Check the accuracy of all spellings, names and quotations.
- Work with other parliamentary reporters and sub-editors to ensure that reports are accurate and consistent.
- Complete reports of five or ten minutes of debate within strict deadlines to meet Hansard's production targets, using a typing speed of 60 words per minute.

Qualifications

There are no mandatory qualifications for this role, but a degree or experience in a relevant field are desirable.

Our Values

The House Service are proud of our organisational values, which will deliver our strategy. We are looking for people who can bring these values to life.

Inclusive: We value everyone equally; We respect each other; We all have a voice

Courageous: We try new things; We own our actions and decisions; We learn from our mistakes

Trusted: We trust each other to do a good job; We are impartial; We build confidence in Parliament through our integrity

Collaborative: We share our knowledge and experience; We work towards a shared vision; We know we work better in a partnership

SKILLS AND EXPERIENCE	APPLICATION FORM	TEST / EXERCISE	INTERVIEW
CRITERIA 1 The ability to understand complex arguments and report them clearly, and a good understanding of politics and Parliament.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 2 Strong English language skills, including impeccable spelling and an understanding of sentence structure and grammar.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 3 The ability to work quickly, independently and flexibly when under pressure, and to meet defined deadlines.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 4 Good interpersonal skills, and an ability to work effectively with people from different backgrounds as part of a diverse team.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 5 Proficient in the use of the Microsoft Office suite; and able to become proficient quickly in the use of new software systems; and a minimum typing speed of 60 words per minute	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>