



HOUSE OF COMMONS

## JOB DESCRIPTION



***Supporting a thriving parliamentary democracy***

<b>Job title:</b>	<b>Diversity and Inclusion Team Assistant</b>
<b>Campaign Type:</b>	<b>Internal</b>
<b>Payband:</b>	<b>C</b>
<b>Pay range:</b>	<b>£25,654 - £29,771 per annum</b> ( <i>Appointment will normally be made at the minimum of the pay range</i> )
<b>Team:</b>	<b>Corporate Services</b>
<b>Section:</b>	<b>Diversity and Inclusion</b>
<b>Reports to:</b>	<b>Head of Diversity and Inclusion</b>
<b>Number of posts:</b>	<b>1</b>
<b>Hours:</b>	<b>Full time, 36 hours</b>
<b>Contract type/ duration:</b>	<b>Fixed term for 6 months with the possibility of extension/permanency</b>
<b>Issue date:</b>	<b>08 October 2018</b>
<b>Closing date:</b>	<b>11 November 2018 at 23.55</b>

### **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 Corporate Services Team is responsible for corporate strategy and planning. It is also charged with providing efficient, accurate and customer-focused management of human and financial resources.

The Corporate Service team also develops HR, finance and policies and standards to support internal customers across the House, organisational development and monitoring of performance.

### **Job introduction**

The role of the Diversity and Inclusion Team Assistant is to provide high level administrative support to the sexual harassment workstream of the Independent Complaints and Grievance Scheme. The post holder will work closely with the Diversity and Inclusion Programme Manager on the ICGS review and will be responsible for the provision of general administrative duties and secretariat support to the Head of Diversity and Inclusion and the Diversity and Inclusion Programme Manager. The post holder will also provide administration support to the Diversity team where necessary.

## **Key stakeholder relationships**

Members of the Steering Group for the Independent Complaints and Grievance Policy  
Members of each House of Parliament  
Members' staff and Peers' staff  
Clerk of each House of Parliament  
Managers and staff across Parliament and the Digital Service  
HR Advisory Service  
Members' HR Advisory Service  
HR Policy  
Trade Union Side  
Members' staff Trade Unions  
Parliamentary Health and Wellbeing Service  
Members' Hub  
Diversity and Inclusion Manager in the House of Lords  
House of Lords HR  
Peers' staff Trade Unions  
Speaker's Reference Group  
Workplace Equality Networks  
Diversity and Inclusion external experts

## **Management responsibility**

*No.*

## **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](http://www.careers-houseofcommons.org) or contact [Recruitment@parliament.uk](mailto: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**

1. Providing general administration support to the sexual harassment workstream of the Independent Complaints and Grievance Policy, e.g. diary management, scheduling meetings and workshops as required, often with senior stakeholders across both Houses, assisting in specific tasks or studies.
2. Managing all correspondence relating to the workstream including accurate record keeping.
3. Organising and arranging workshops required by the workstream. This will include scheduling the workshops, booking meetings rooms, contacting relevant stakeholders, providing support to the facilitator including taking notes, writing up flipchart notes and creating PowerPoint presentations.
4. Organising and attending any of the workstream meetings. Acting as the secretariat, providing documents for any meetings recording the outputs and pro-actively identifying follow up actions.
5. Ensure that customer care is central to the management and delivery of the workstream.

Any other duties reasonably required of the post holder by the reporting manager.

## **Qualifications:**

There are no mandatory qualifications for this role.

SKILLS AND EXPERIENCE	APPLICATION FORM	TEST/ EXERCISE	INTERVIEW
<b>CRITERIA 1</b> Proven secretariat skills including diary management, organising meetings, drafting meetings, following up on actions, managing a forward work programme with good attention to detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 2</b> Relevant administrative experience including the use of MS Office applications (Word, Excel, Outlook and SharePoint)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 3</b> Demonstrates the ability to take responsibility for completing tasks by organising own work load, prioritising and remaining calm under pressure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 4</b> Good interpersonal and team-working skills: able to build and maintain effective relationships with, and relate to, people at all levels and from diverse backgrounds, including Members, adopting a flexible approach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 5</b> An understanding of, and demonstrable commitment to, the principles of equality, diversity and inclusion in particular sexual harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 6</b> Communicates effectively orally and in writing, in order to draft clear correspondence and respond to queries in a succinct and appropriate way	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>