

Supporting a thriving Parliamentary democracy

Job Title:	Parliamentary Reporter
Salary:	£24,788 (£30,985 per annum, pro rata for 38 weeks)
Allowances:	Unsociable hours payment and additional hours payment
Team:	Chamber and Participation Team
Number of Posts:	5
Contract Type/Duration:	Contracted to work 38 term-times weeks a year. Fixed-term for six months with the possibility of permanency on successful completion of training.

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 Information

As a parliamentary reporter working in our Committee team, you will transcribe what MPs say in the Westminster Hall Chamber and Legislative Committees, as well as evidence given by expert witnesses to Select Committees. While our reports are mostly verbatim, you will use your judgment to turn the spoken word into clear written English.

We pride ourselves on providing Parliamentary Reporters with high quality on-the-job training in what we do and how Parliament works in a course accredited by City, University of London. If you'd like to know more about what it's like to work for Hansard, take a look at our blog.

<https://commonshansard.blog.parliament.uk/2021/10/27/hansard-is-recruiting-applications-open/>.

Hansard's offices are on the Parliamentary Estate, in Westminster, London. The job training is expected to be done largely on site, with a small proportion done remotely. The Estate follows Government public health advice on covid prevention.

After your training, you will work on the Parliamentary Estate, but you could also be asked to work remotely. We are currently trialling working from home on Fridays.

Responsibilities

- Produce accurate reports of Committees, using the digital audio recording of the debates and notes taken by a sub-editor who was present.
- Attend debates in the Westminster Hall Chamber to take notes of what happens, for yourself and colleagues, and to obtain speaking notes and information from MPs, and then use that information, and a digital audio recording, to produce an accurate report of what was said.
- 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 10 minutes of debate within strict deadlines to meet Hansard's production targets (using a typing speed of 60 words per minute, which we will help you to reach by the end of your training period).
- Take part in training and development, including shadowing reporters in the House of Commons Chamber.
- Assist in the training and development of new staff.
- Take up opportunities to join in Hansard and Parliament-wide projects, such as work on the Hansard blog and other publications, exploring new transcription technologies, and outreach; and perform other duties as required.

Security

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level or higher, as described in the job description. All successful candidates are required to pass these checks before an offer can be confirmed.

To enable meaningful checks to be carried out you will need to have lived in the UK for a sufficient period of time. To undergo a CTC, you must have normally resided in the UK for a minimum of 3 years out of the last 5 years.

[Click here](#) for further information.

Hours

Net conditions full-time working hours for staff of the House are 36 hours per week. This excludes daily meal breaks of one hour. The exact daily times of attendance will be agreed with line management.

You will work Monday to Friday. Your working hours will include some long days, because we work whenever parliamentary debates are under way. At times of heavy parliamentary business, you will be required to work more than 36 hours a week so that we can meet Hansard's publication deadlines, but any hours worked above the weekly total can be taken off at quieter times.

Successful applicants will need to commit to full-time hours during their training period, but after that we will consider any request 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.

Workplace Adjustments

As an inclusive employer, the House of Commons supports individuals in need of workplace adjustments. The workplace adjustment process prevents, reduces or removes problems you might face at work. Adjustments can be requested to help with obstacles relating to mental health, and physical or non-physical requirements. You can request a workplace adjustment if you have a disability or suffer from a difficulty or disadvantage in your workplace.

Application and Selection Process

Further details will be provided if you are successful at the initial application stage.

We may ask you to complete a test, presentation or other assessment as a part of your recruitment process.

If you are invited to interview, we will ask you a combination of competency questions and role specific questions solely based on the criteria below. Any presentation or test requirements will be clearly communicated to you well in advance of your interview.

As a Disability Confident Leader, it is important that we are able to make appropriate arrangements or adjustments where necessary in order to create a full and equal participation in the selection process. If you require any reasonable adjustments, please contact the recruitment team to see how we can meet your needs.

Our Values

The House Service is 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 with 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

Criterion 1

The ability to understand complex arguments and report them clearly, and to develop a good understanding of politics and Parliament.

Criterion 2

Strong English language skills, including impeccable spelling and an understanding of sentence structure and grammar.

Criterion 3

The ability to work quickly, independently and flexibly when under pressure, and to meet defined deadlines.

Criterion 4

Good interpersonal skills, and an ability to work effectively with people from different backgrounds as part of a diverse team.

Criterion 5

Proficient in the use of the Microsoft Office suite, and able to become proficient quickly in the use of new software systems.
