

## Supporting a thriving Parliamentary democracy

<b>Job Title:</b>	Head of Conservation Architecture
<b>Salary:</b>	£63,716 - £75,953 per annum (Pay Band A1)
<b>Team:</b>	In-House Services and Estates (IHSE)
<b>Contract Type/Duration:</b>	Permanent

### Team Information

Parliament's In-House Services and Estates team (IHSE) manages all property and engineering infrastructure across the Parliamentary Estate. The Estate consists of around 14 main buildings ranging from the historic Palace of Westminster to the modern Portcullis House, is located within a UNESCO World Heritage site, and spans 4 conservation areas. IHSE has an annual budget of several hundred £m, split between around 100 ongoing capital projects and operations, and has several multi-million refurbishment projects planned over the next decade to refurbish some historic buildings and replace ageing engineering infrastructure.

The Design Authority manages the lifecycle of the buildings together with providing advice and assurance to the Project Delivery and Maintenance groups. The Design Authority has a core of expert in-house staff providing continuity, direction and support to colleagues, consultants and contractors, and represents the estate with key external bodies. It also manages the records and digital models for the buildings and infrastructures, and leads the Clerks of Works, CDM Safety Advisors and Building Services Consultant contracts. It is staffed mainly by Chartered professionals covering Conservation Architecture, Electrical, Mechanical, Public Health, Electronics, and Control Systems Engineering.

### Job Information

The Head of Conservation Architecture will oversee the strategy for building conservation, provide subject matter expertise, team leadership and keep the long-term programme of conservation works up to date. The post holder will work closely with complementary posts including the Principal Architect, and will eventually become the sole professional head of all conservation architecture.

### Responsibilities

- Lead on conservation matters to meet the long-term needs of the two Houses
- Be the expert client and customer representative for the discipline who establishes and owns the conservation architecture design standards and validates their application
- Lead and develop the team specialising in conservation architecture
- Develops, implements and oversees the strategy and long-term plan for conservation design and management across the Parliamentary Estate

- Monitor and improve the performance of conservation architecture through the collection, collation and analysis of relevant data using digital asset management tools and BIM systems which are being implemented
- Translating the conservation strategy into viable plans and ensuring that they are input into the 25-year programme and budgetary cycle, providing early RIBA stage briefs to enable the works to be subsequently enacted
- Working closely with the Asset Management function and their own team, ensure the condition of the estate fabric is known and recorded, and their refurbishment planned within the 25 year works programme for delivery by others
- Monitors delivery of building works and assures on quality and value for money
- Execute selected project work (mostly feasibility studies) to budget, time and requirements in achieving desired benefit realisation in line with the business case
- Build positive, effective relationships and engage widely with stakeholders, other managers, staff and agencies responsible for the provision of related services, both internally and externally
- Principal point of contact for Projects and Maintenance teams on conservation matters, representing IHSE and the Houses professionally on committees, working groups, review panels and meetings where appropriate, advising on relevant strategies and interventions
- Oversees Parliament's interface with Historic England, UNESCO, the Greater London Authority and Westminster City Council's Planning Authority. Work with and coordinate the wider teams in planning and listed building consent applications
- Support and deliver conservation and heritage engagement with other teams and organisations. Proactively plan so that Parliament's reputation as an exemplar conservationist organisation is enhanced
- Provide content for relevant FOI requests, Written and Oral Parliamentary Questions
- Develop and mentor staff, fostering an environment that encourages personal development and enables individual members of staff to achieve their potential, ensuring equality of opportunity and access to learning and development
- Responsible for the good management and welfare of staff reporting to the post holder, ensuring that all practices and procedures conform with those set out in various guidance.
- Responsibility for staff and consultancy budgets as delegated
- Due to the essential association with the wider organisation of both Houses, the post holder is expected to foster a culture of achieving business excellence, high customer service and professional standards, compliance with statutory regulations and legislation, as well as providing best practice support and guidance

The post holder will report to the Head of the Design Authority, will act with their authority in commissioning and overseeing work, and may occasionally deputise for them.

## 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.

You should be aware that if you have resided outside of the UK for a total of more than two of the last five years, you are not eligible to receive security clearance to work on the Parliamentary Estate.

[Click here](#) for further information.

## Hours

We welcome applications from 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 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.

## 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 can 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 reach out to 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.

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## Skills and Experience

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### Criterion 1

A chartered architect and fellow or member of RIBA or equivalent with experience of design and construction in both contemporary and historic settings, including works to occupied buildings, with innovative, safe and cost-effective solutions, recognizing current legislation and standards.

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### Criterion 2

Wide working knowledge of conservation philosophy, techniques and materials with an understanding of tender processes, contract management, finance, public procurement, listed building and safety regulations. Experience of planning and listed building practice and the roles of Historic England and the local planning authority.

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### Criterion 3

Proven ability to lead a team of technical professionals, with the determination to integrate with other teams, maintain a helpful reputation, and have the desire to pursue an environment where advice is sought willingly and embraced without regulation.

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### Criterion 4

Influences the behaviours of wide variety of stakeholders (including political ones), contractors and colleagues to achieve objectives and manage change, without damaging relationships. Promotes and facilitates effective relationships between staff, managers, consultants and contractors ensuring that everyone is treated with dignity, courtesy and respect.

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### Criterion 5

Ability to identify, build and maintain collaborative and effective working relationships with a wide variety of stakeholders. Excellent interpersonal and communication skills, both written and oral, with proven ability to influence, lead and persuade using a range of techniques at all levels across a complex organization.

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### Criterion 6

Practical IT skills, including capability to apply BIM to historic buildings. Competent in operating inside the CDM Regulations. An understanding of environmental and sustainability issues and their application to historic buildings. Interested in building on knowledge of the history and development of the Parliamentary Estate and the architectural styles of Barry, Pugin, Shaw and Scott. An understanding of the composition and workings of Parliament with Public sector experience and ideally an understanding of political sensitivities.

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