



# JOB DESCRIPTION



*Supporting a thriving parliamentary democracy*

<b>Job title:</b>	<b>Committee Support Apprentice</b>
<b>Campaign Type:</b>	<b>Concurrent</b>
<b>Payband:</b>	<b>D1</b>
<b>Pay range:</b>	<b>£22,685 - £25,719 (<i>Appointment will normally be made at the minimum of the pay range</i>)</b>
<b>Team:</b>	<b>Chamber and Committees</b>
<b>Section:</b>	<b>Committee Office</b>
<b>Reports to:</b>	<b>Senior Committee Assistant or Second Clerk of the Committee</b>
<b>Number of posts:</b>	<b>2</b>
<b>Hours:</b>	<b>36</b>
<b>Contract type/ duration:</b>	<b>Fixed term for 18 months</b>
<b>Issue date:</b>	<b>20<sup>th</sup> May 2019</b>
<b>Closing date:</b>	<b>16th June 2019 at 23:55</b>

## The House of Commons

The House of Commons and the iconic Palace of Westminster are key elements of the UK Parliament. 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 Chamber and Committees Team supports the business of the House and its Committees. The Committee Office, which sits within the Chamber and Committees Team provides general and secretariat services to select committees.

## Job introduction

The Committee Support Apprentice provides administrative support to the Committee(s) in which they are based. They support the work of the Committee(s) across all of its functions, which could include monitoring correspondence received by the Committee, preparing papers, and formatting evidence for publication on the Committee's website.

## Key stakeholder relationships

- Committee team (including media team and Web and Publications Unit)
- Committee Chair and staff
- Committee Members and staff
- Members of the public
- Policy stakeholders – charities and campaigning organisations

## **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 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, a minimum of 16 hours per week. 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.

20 per cent of time in the role will be spent in off the job training, including training provided by the apprenticeship training provider, and internal House training. This will not necessarily look like 1 day per week spent in training but will total 20 per cent across the time in role.

## **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](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**

- *To provide administrative support for Committee meetings, by helping to prepare the room and to greet witnesses and members of the public;*
- *To assist in managing the Committee email inbox: logging emails, sending out template responses where applicable, referring emails to other Committee staff;*
- *To help with preparing and circulating papers for the Committee and minutes of the Committee's meetings;*
- *To prepare written evidence received by the Committee for publication on the Committee's website; and*
- *To answer telephone enquiries.*

**Qualifications:**

The following qualifications are required for this role:

**Essential**

- GCSE at A\*-C/4-9 in Mathematics (or equivalent)
- GCSE at A\*-B/6-9 in English (or equivalent)

Please note: These roles are completing an apprenticeship. If you have a degree in an unrelated field and the required GCSE/A levels (or equivalent) you are eligible to apply.

If you have a degree in a similar field to the apprenticeship, please contact the Recruitment Team on [recruitment@parliament.uk](mailto:recruitment@parliament.uk) or 020 7219 6011 as you may not be eligible to apply for this particular apprenticeship.

<div>SKILLS AND EXPERIENCE</div>	APPLICATION FORM	TEST / EXERCISE	INTERVIEW
<b>CRITERIA 1</b> Communicating: Good written and oral communication skills, with the ability to express information in a clear manner with good attention to detail.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 2</b> Planning and organising: Ability to plan own workload to achieve deadlines. Recognises when additional support is needed to achieve tasks and knows when to seek support.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 3</b> Working with people: Ability to work inclusively and flexibly within a team, recognizes the important of diversity and inclusion, positively accepts constructive feedback and acts on advice given.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 4</b> IT skills: Ability to use Microsoft Office suite, including Word and Outlook. Has the capability to learn new IT skills, including internal systems.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 5 (Desirable)</b> Parliament: An interest in, and some knowledge of, Parliament and politics	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>