



HOUSE OF COMMONS

JOB DESCRIPTION



Supporting a thriving parliamentary democracy

Job title:	Office Manager
Campaign Type:	Internal
Payband:	B2
Pay range:	£30,985 - £34,000 (<i>Appointment will normally be made at the minimum of the pay range</i>) It may be possible for high contributors to be paid up the maximum of the pay band (currently £36,532)
Team:	Chamber and Committees
Section:	Office of Speaker's Counsel
Reports to:	Deputy Speaker's Counsel
Number of posts:	1
Hours:	Full time, 36 hours per week
Contract type/ duration:	Permanent
Issue date:	10/01/2019
Closing date:	27/01/2019 at 23:55

The House of Commons

The House of Commons is the democratically elected House of the UK Parliament. Its responsibilities include checking and challenging the Government on behalf of UK citizens, making and shaping laws, and checking and approving Government spending and taxes.

As well as the 650 elected MPs (Members of Parliament), over 2,000 people work behind the scenes, supporting the democratic process in many different ways. Our teams are politically impartial and work together to deliver the three shared objectives which guide our work:

- Facilitating effective scrutiny and debate
- Involving and inspiring the public
- Securing Parliament's future

The House of Commons is committed to equality and diversity. Our aim is to build a diverse, dedicated and high-performing workforce to keep the House of Commons running smoothly and to support a thriving parliamentary democracy.

Team information

The Speaker's Office provides support to the Speaker of the House of Commons in the execution of his official duties. The Office also provides certain administrative functions for other Members of Parliament.

Job introduction

The Office of Speaker's Counsel provides legal advice to Mr Speaker, the Clerk of the House and all the staff teams in the House.

The Office consists of fifteen qualified lawyers (a mixture of solicitors and barristers), with the support of a part-time paralegal and this new post. Its work falls into four main areas: general legal advice, scrutiny of domestic legislation, support for the European Scrutiny Committee and the Committee on Exiting the European Union, and support for the Joint Committee on Human Rights.

This post has been created to provide administrative and paralegal support for the whole office; the increase in the team's size in recent years has led to an increase in administrative and support work that would be better done by a dedicated team member than piecemeal by individual lawyers.

Key stakeholder relationships

Corporate Services, particularly HR

Speaker's Secretary

Parliamentary Commissioner for Standards

Parliamentary Procurement and Commercial Services team

Staff of the Office of Speaker's Counsel

HM Court Service

Legal advisors to the House of Lords

External counsel

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 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.

Bands A – E Positions (full-time)

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

<https://www.parliament.uk/about/working/jobs/> or contact 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

- Sharing responsibility for financial administration, health and safety and business continuity planning with the Business Manager / paralegal post. Training will be provided on House of Commons finance systems if required.
- Carrying out investigations into personal injury claims by staff, visitors and others on the Parliamentary Estate, writing reports and evaluations of those claims, including assessing probable level of liability, and ensuring that senior staff in Corporate Services and at Board level are kept informed of the House's likely liabilities.
- Acting as "outdoor clerk" for those members of OSC engaged in litigation, by filing papers and liaising as required with the County Court, High Court or employment tribunal, and with counsel's chambers.
- Preparing disclosure lists and bundles for court cases
- Preparing draft costs precedents for High Court proceedings
- Providing administrative support, including filing (hard copy and electronic), to Speaker's Counsel and other members of the team as required
- Any other duties as required from time to time.

Qualifications:

The following qualifications are required for this role:

Essential

None

Desirable

Qualification as a paralegal or legal executive

SKILLS AND EXPERIENCE	APPLICATION FORM	TEST / EXERCISE	INTERVIEW
CRITERIA 1 - Good written and oral communication skills, including the ability to communicate clearly and concisely with senior stakeholders.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 2 - Excellent knowledge of Microsoft Office applications, particularly Word and Excel.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 3 - Good time management and logistical skills, including in particular the ability to produce detailed work under pressure and to deadlines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 4 - Excellent interpersonal skills, including proven ability to operate inclusively and sensitively as part of a diverse team.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 5 - Proven ability to manage and prioritise a varied and changing workload, and make sensible decisions about when to consult more senior members of the team on changing priorities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 6 - Desirable Experience of working with a legal team (either in-house or in private practice), and in particular experience of the practical requirements of litigation. Knowledge of High Court costs precedents an advantage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>