

JOB DESCRIPTION



Supporting a thriving parliamentary democracy

CAMPAIGN TYPE:	Concurrent
JOB TITLE:	Participation R&R Workstream Lead (Access and engagement)
PAYBAND:	A2
PAY RANGE:	£50,870 – £62,643
TEAM:	Participation
SECTION:	Strategy
REPORTS TO:	Senior manager within the Participation team
NUMBER OF POSTS:	1
HOURS:	36 hours p/w
CONTRACT TYPE/DURATION:	2 years with the possibility of extension and/or permanency
ISSUE DATE:	3 May 2019
CLOSING DATE:	23 May 2019

The UK Parliament

The UK Parliament works at the heart of the UK democratic process, playing the leading role in checking and challenging Government, making and shaping laws, and debating and agreeing UK citizens' rights, responsibilities and freedoms.

Parliament has two Houses that bring local voices and expert opinion together; the House of Commons and the House of Lords. Much of the work of Parliament takes place at the Palace of Westminster, a World Heritage site. Over 2,000 people work impartially behind the scenes to support the democratic process; from facilitating Chamber and committee business to estates management, security, catering, communications, digital services, public engagement and more.

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

Background to Restoration and Renewal

The Palace of Westminster Restoration and Renewal Programme (R&R) has been established to tackle the significant work that needs to be done to protect and preserve the heritage of the Palace of Westminster and ensure it can continue to serve as home to the UK Parliament in the 21st century. Parliament agreed in early 2018 that the ‘best and most cost-effective way’ to carry out the restoration and renewal of the Palace in one single phase is to temporarily move out of the building.

Team information

The Participation Team works to engage citizens and shape Parliament in the interests of the public. We reach out to communities and audiences across the UK, promoting an understanding of the role and relevance of both Houses, inspiring people to get involved and empowering people to have a voice.

Our well-established public engagement activities continue to expand, reaching over 1.5 million people every year; of these, about 500,000 are directly engaging in activities in Westminster and over 1 million in outreach and engagement activities across the UK. These activities include public tours of the Palace of Westminster including the House of Commons and House of Lords, and education workshops in our world-class education facility onsite.

R&R presents a unique opportunity and a huge challenge in respect of the Participation Team’s work; collaborating with teams across both Houses to maximise these opportunities is a key priority for the Participation team. Three initial workstreams will be established within Participation covering preparations for decant, public access and engagement during R&R and future ambition/planning.

Job introduction

This is a new role to support the work of the Participation team in preparing for Restoration and Renewal. The Public Access and Engagement Workstream Lead will be responsible for exploring the opportunities and potential for public access and engagement during R&R, supporting the teams across Participation in planning for and managing the transition to the new arrangements and acting as a liaison between the Participation team, R&R programmes and the wider Public Engagement Group.

This is a unique and exciting opportunity to plan and lead change, working with stakeholders at all levels and in collaboration with other significant programmes being delivered across Parliament.

Key stakeholder relationships

- Participation Management Board
- Participation R&R workstream Leads
- Participation team
- Public Engagement Group (PEG)
- Strategic programmes linked to restoration and renewal (R&R, NEP, and AAP Programmes)

Management responsibility

Not immediately; potential for line management responsibility after the first year.

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.

Net conditioned full-time working hours for staff of the House are usually 36 per week, excluding meal breaks. This determines the basis on which we will calculate any pro rata entitlements (e.g. annual leave).

For further information:

Candidates should refer to the House of Commons careers website 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

- Scope and establish the workstream in full, identifying projects, deliverables, timescales and any resourcing requirements
- Coordinate a Participation working group to:
 - Explore the opportunities and potential for a range of access and works tours during R&R; make the case for public access through e.g. scaffolding/behind-the-scenes tours etc. throughout the programme of works, building a body of evidence
 - Model potential visitor experiences, both on-site and virtual, using a range of 'hooks' for public engagement with the ability to attract new audiences; collate best practice and new thinking in respect of innovative access during works' programmes
 - Explore and develop opportunities for other visitor experiences related to decant locations e.g. outdoor tours, linking the HoC and HoL decant locations, possible links to UNESCO world heritage site etc.
 - Contribute to the R&R programme's public engagement and consultation framework
 - Agree strategies for involving/engaging/communicating with existing audiences
 - Contribute to wider public realm, interpretation and links to UNESCO world heritage site thinking
 - Ensure the views, input and expertise of all Participation staff contribute to development of plans
- For new/changed activities, ensure resourcing/infrastructure/technological requirements are known and understood; develop implementation plans
- Feed in Participation's views as required to the R&R programme's stakeholder engagement plan
- Collate public feedback and input from Participation's audiences as required and feed in to the programme
- Input the views of the working group to the Public Engagement Group and other fora as required
- Support teams across Participation with planning for, and implementing, transition.
- Support the work of the wider Participation team as required, in order to deliver the strategic objectives of both Houses

SKILLS AND EXPERIENCE Please list the skills and experience required to carry out the duties of this post. These will be your selection criteria. Having done this, you should then identify the method that will be used to test each criterion. Each criterion should be tested at least once. You will have the opportunity to discuss your criteria and selection process with your Campaign Manager before recruitment commences.	APPLICATION FORM	TEST / EXERCISE	INTERVIEW
CRITERIA 1 – Stakeholder Engagement Excellent interpersonal skills with the ability to develop strong, positive relationships and build credibility quickly; experience of successfully working with a range of internal and external stakeholders at all levels.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 2 – Persuading/influencing Strong relationship management skills; experience of negotiating and influencing at a senior level and delivering effectively on projects with multiple stakeholders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 3 – Project Management Proven experience of delivering projects or programmes in the heritage sector; demonstrating the ability to deliver multiple activities or projects simultaneously and across team boundaries.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 4 – Communication Excellent written and verbal communication skills with the ability to present complex information clearly and effectively in appropriate styles at all levels, including experience of drafting and developing papers at a senior level.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 5 – Change Management Experience of successfully managing and delivering change within a complex heritage environment, working with a diverse range of partners taking account of differing needs and priorities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<p>CRITERIA 6 – Strategic planning</p> <p>Aptitude in planning, organising and delivering complex, multiple activities; experience of leading on strategy development and implementation of initiatives across more than one team.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>CRITERIA 7 – Innovation</p> <p>Proven ability to come up with creative and innovative solutions to problems taking into account business context and constraints; handling ambiguity and different viewpoints sensitively.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p>CRITERIA 8 – Role specific knowledge</p> <p>Experience of working in the heritage and/or public engagement sector with knowledge and understanding of best practice in respect of on-site and virtual visitor experiences.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>