



Supporting a thriving Parliamentary democracy

Job Title:	R&R Project Registrar Planning Officer
Salary:	£27,500 per annum (Band C)
Team:	Heritage Collections (In-House Services and Estates)
Contract Type/Duration:	14 months fixed term contract, with the possibility of extension and/or permanency

Team Information

The In-House Services and Estates (IHSE) team aims to deliver a comfortable, safe and efficient environment for Members, their staff and staff of the House to work in; as well as providing a welcoming and functional environment for all visitors to the House of Commons. The department is also responsible for looking after and managing buildings, capital projects and significant assets on the Parliamentary Estate, which itself forms part of a UNESCO World Heritage site.

The R&R Project Registrar Planning Officer role sits in the Heritage Collections Team within In-House Services and Estates (IHSE), reporting to the Heritage Lead for Collections Storage, Standards and Management. The HCT are responsible for the professional management of three collections of national and international importance: the Parliamentary Art Collection, the Historic Furniture and Decorative Arts Collection, and the Architectural Fabric Collection. This Team provides a bicameral service to the House of Commons and the House of Lords, and is responsible for all aspects of strategy, display, collections management, care and conservation, technical and procedural standards, documentation, loans and interpretation.

The Parliamentary Art Collection includes 10,000 artworks, the majority of which are on display across the Parliamentary Estate, and consists of paintings, sculpture, works on paper and other media ranging from ceramics to textiles, medals and political collectibles. The Historic Furniture and Decorative Arts Collection includes 11,000 objects including historic furniture, clocks, silver and ceramics. It is a working collection with many objects in daily use across the Parliamentary Estate fulfilling the role for which they were designed and made. The Architectural Fabric Collection includes over 5,000 items which were commissioned for the Palace of Westminster but have been detached from the built fabric and historic interiors.

The team is in an exciting and challenging period of change as preparations are made for the decant of large areas of the Parliamentary Estate for the Restoration and Renewal (R&R) Programme (<http://restorationandrenewal.parliament.uk>), as well as other associated projects being undertaken across the Parliamentary Estate.

Job Information

The R&R (Restoration and Renewal Programme) Project Registrar Planning Officer will be managed by the Heritage Collections team's (HCT) Project Registrar: Decant and Invasive Survey. Both roles report to the R&R Heritage Lead and support HCT's interface with the R&R Programme. The Palace of Westminster Restoration and Renewal Programme has been established to tackle the significant work that needs to be done to protect the heritage of the Palace of Westminster and ensure it can continue to serve as home to the UK Parliament in the 21st century and beyond. They postholder will act as an interface between Parliament's Heritage Collections Team and R&R Delivery Authority teams to carry out scoping works, support object assessment workstreams and assess the heritage impact of survey and enabling works.

The Project Registrar Planning Officer will play a key role in providing essential information to the R & R Delivery Authority and to Parliament's HCT in advance of project activities taking place to ensure that all teams are aware of Heritage needs, understand the impact that heritage mitigations will have on their schedules and are able to support their implementation a necessary. They will be in a position to answer questions relating to the impact of surveys to the Collections and will convey their proposed mitigations to the Heritage Collections team Project Registrar or R&R Heritage Lead for approval.

Responsibilities

- Support in an administrative capacity towards the delivery of R&R projects including object assessment activities
- Undertake preparatory desk-based analyses of survey requests against Heritage Collections assets in the survey locations
- Follow up desk-based analyses by carrying out initial recces of spaces to be surveyed and confirm that the assets in the spaces match with the desk-based analysis.
- Use these on-site recces to consider any potential survey impacts in the survey space and adjacent spaces and interrogate what each survey will entail and assess the types and levels of risk to Heritage Collections items e.g. dust, vibration, strike risk, theft
- Propose mitigation measures for each survey on a space by space basis e.g. removal/ protection in situ and storage need/duration of Heritage Collections objects and flag associated communications required
- Attend Parliamentary survey stakeholder meetings with and for the Heritage Collections team to note concerns and interpret these concerns.
- When needed, deputise for the Project Registrar as liaison to the Parliamentary Survey teams as required, identifying any conflicts between proposed surveys and proposing streamlining measures where possible.
- Support the Project Registrar to arrange mitigation measures that are approved by the Heritage Collections Team, implementing and supervising work or passing to specialist personnel as the Project Registrar deems appropriate.

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

We offer a range of flexible working options and actively encourage applications from candidates expressing a wish to perform the role in a flexible working arrangement such as part-time working, job-share and compressed 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.

Hybrid Working

Our mission is to support a thriving parliamentary democracy – and today more than ever, this means being ready to carry out our essential functions in Westminster and elsewhere. Since 2020 our workforce is involved in developing new, business resilient capabilities for hybrid working. We support colleagues to deliver excellent services on the Parliamentary Estate and remotely, while the balance of location varies according to the requirements of each job role.

If you are selected for an interview, please discuss the working arrangements for this role with the interview panel.

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 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 Functional Knowledge and Skills

Experience of;

- Working with fine art collections and/or furniture and decorative art collections.
- Working with art technicians and/or overseeing collections moves and protection implementation.

Understanding of;

- Heritage standards and experience of working to recognised industry standards (e.g. SPECTRUM)
- Collections Management systems. This includes the ability to search and analyse relevant data.

Criterion 2 Mitigating Risk

- Ability to identify and assess risk to collections items and of implementing mitigations.

Criterion 3 Planning and Organising

- Time management and organisational skills: ability to adapt and be flexible, using problem solving skills while successfully working to deadlines.

Criterion 4 Working with People

- Mutually supportive and collaborative team working style whilst dealing tactfully and confidently with people at all levels, upholding the principles of equality, diversity and inclusion at all times.
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