



HOUSE OF COMMONS

# JOB DESCRIPTION



*Supporting a thriving parliamentary democracy*

<b>Job title:</b>	<b>Senior Workspace Analyst</b>
<b>Campaign Type:</b>	<b>Concurrent</b>
<b>Payband:</b>	<b>A2</b>
<b>Pay range:</b>	<b>£49,995 - £62,643 per annum</b>
<b>Allowances:</b>	<b>Membership of Professional Body</b>
<b>Team:</b>	<b>Strategic Estates</b>
<b>Section:</b>	<b>Property Planning &amp; Design</b>
<b>Reports to:</b>	<b>Head of Workspace</b>
<b>Number of posts:</b>	<b>Two</b>
<b>Hours:</b>	<b>Full or part time</b>
<b>Contract type/ duration:</b>	<b>Permanent</b>
<b>Issue date:</b>	<b>18 October 2018</b>
<b>Closing date:</b>	<b>11 November 2018 23:55</b>

## The Houses of Parliament

The House of Commons, House of Lords and the iconic Palace of Westminster are key elements of the UK Parliament. Around 3,500 staff work behind the scenes in support of the democratic process. 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 Houses of Parliament running and we all contribute to supporting a thriving parliamentary democracy. The long term management of the buildings are undertaken by the Strategic Estates department.

## Team Information

The Property and Workspace teams provide real estate and workspace advice and services for both the House of Commons and the House of Lords, and their Strategic Programmes. These include the Archive Accommodation Programme, Relocation Contingency Programme, Palace of Westminster Restoration and Renewal, and the Northern Estate refurbishment. The demand for space is established by the two Houses as clients, and the property supply and design requirements are met by the Property and Workspace teams in Strategic Estates.

## Job Introduction

The Senior Workspace Analysts in the Workspace team act as the informed client bringing specialist and professional knowledge in workplace strategy, workspace planning, interior design and architecture to deliver building strategies, workspace optimisation and other corporate objectives. The post-holder will work on workspace matters as part of normal asset management, as part of projects, and for high value strategic programmes.

## Key Responsibilities

- To undertake complex and varied studies, projects and programmes focussed on Workspace planning and property, sometimes of an urgent nature, with loosely defined or conflicting demands, often requiring the application of different techniques and methods, to help define and deliver workspace standards, projects and programmes
- To lead elements of the Strategic Property Asset Management Plan, to define parts of the long term property strategy to meet the demand set by the Houses, including considering acquisitions and disposals
- Owns and maintains the strategy for HOC strategic management of space
- To lead in the preparation of briefs, specifications and tender documents for the appointment of consultant teams, and to review and critically appraise submissions for appropriateness
- To seek and provide advice, views and information on a range of workspace issues such as risk analysis, feasibility and design that will form part of briefings or recommendations to senior Managers, Committees, Members and other senior stakeholders
- To manage consultant and project teams, making resource decisions on own workload and that of team members to effectively achieve work related targets or objectives,
- To manage workspace related project budgets, for the committal of expenditure for projects within your oversight.
- To contract manage and appraise professional services and deliverables, ensuring they meet the required criteria such as Value for Money, professional standards and accepted techniques
- Contribute to the deployment and upkeep of the Planon Integrated Workplace Management System (IWMS), taking the initiative to capture, maintain and measure workspace-related data, and provide workspace-related guidance to IWMS Administrators
- To work collaboratively, constructively, flexibly and inclusively, fostering equality and diversity and to represent the team as required
- To undertake any other reasonable duties commensurate with the role.

## Qualifications

The following qualifications are required for this role:

- **Essential** – Honours Degree in a relevant discipline such as Interior Design, Architecture, Surveying
- **Desirable** – Masters Degree or equivalent; you will be expected to work towards Chartered status

## Management Responsibility

The post-holder may manage consultants and contractors, have matrix management responsibilities on projects, and may occasionally have line management responsibilities.

## **Key Relationships**

Extensive liaison is required with stakeholders at all levels across both Houses to undertake studies and act as informed client whilst preparing property supply solutions. In particular, stakeholders will include:

- Client Requirements and Customer Directors, and Maintenance teams in the House of Commons
- Head of Property & Office Services, Director of Facilities, Black Rod and their teams in the House of Lords
- Head of Property Portfolio, Design Authority and their teams within Strategic Estates
- Programme Directors, Change Managers and staff of Palace Restoration and Renewal, Northern Estate, Archives Accommodation, Relocation Contingency Programmes
- Project Leaders and Assistant Directors in the project delivery team
- Procurement Category Managers, Finance Directors and business partners
- Members of other teams across both Houses – typically heads of offices

Extensive external relationships will be required to deliver workspace solutions, including:

- Consultants, contractors, suppliers and service providers and project managers
- Government bodies, including the Government Property Agency or successors

## **Location**

This post will be located on the Parliamentary Estate, and flexible working practices operate.

## **Security**

Successful candidates will be required to complete pre-employment checks, which includes successful security vetting to Counter Terrorist Check (CTC) level before an offer can be confirmed. This is sometimes dependent on the applicant's residence being outside the UK for a considerable period.

## **Hours**

Full-time working hours for staff of the House are 36 per week, excluding meal breaks, and this determines the basis on which any pro rata entitlements (e.g. annual leave) will be calculated. Exact hours of attendance each day are agreed with the manager. This role is suitable for candidates who wish to work part-time or as part of a job share; if you are selected for interview please state the days/hours you are available to work when arranging the interview.

## **For further information:**

Candidates should refer to the House of Commons careers website [www.careers-houseofcommons.org](http://www.careers-houseofcommons.org) 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.

SKILLS AND EXPERIENCE	CV	TEST / EXERCISE	INTERVIEW
<b>Criteria 1 – Technical</b> <ul style="list-style-type: none"> <li>• Experience of providing objective workplace and workspace advice, producing building/workplace feasibility studies, strategies and options appraisals, including preparing reports, drawings, test fits, presentations or business cases</li> <li>• Ability to act as informed client with regard to workplace asset strategies, workspace planning and design</li> <li>• Experience of delivering property and workplace schemes in a complex environment under pressure</li> <li>• Understanding of managing decant strategies in a complex environment</li> <li>• Competent in using workspace design software</li> </ul>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Criteria 2 – Project Management</b> <ul style="list-style-type: none"> <li>• Plans projects, manages and reports risks and issues, leading and chairing meetings</li> <li>• Prioritises complex and multiple activities, initiating workloads to ensure delivery to time and quality</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Criteria 3 – Procuring and Managing contracts</b> <ul style="list-style-type: none"> <li>• Prepares and assesses tenders and manages contracts</li> <li>• Manages consultants, contractors and other suppliers, ensuring timely delivery of complex tasks and value for money</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Criteria 4 – Analysing &amp; Decision Making</b> <ul style="list-style-type: none"> <li>• Applies a range of analytical techniques to understand complex issues and focus on them to make strategic decisions</li> </ul>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Criteria 5 – Communication</b> <ul style="list-style-type: none"> <li>• Excellent interpersonal, written and oral communication skills, ensuring complex information is delivered in a meaningful way to the receiver</li> </ul>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Criteria 6 – Influencing and Persuading</b> <ul style="list-style-type: none"> <li>• Persuade stakeholders, through a range of techniques, to a particular course of action using credible, evidenced facts, data, empathy and enthusiasm</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Criteria 7 – Desirable</b> <ul style="list-style-type: none"> <li>• Knowledge of workplace design and management software including AutoCAD/Revit; SketchUp, InDesign or Photoshop;</li> <li>• Knowledge and experience of Planon or other Workplace Management Software packages</li> <li>• Experience of contract management, in particular the NEC3 suite</li> <li>• Understanding of Parliamentary context</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

