

Supporting a thriving Parliamentary democracy

Job Title:	CCT Sandwich Student – Committee Researcher
Salary:	£20,343 per annum (pro rata)
Team:	Chamber and Committees Team
Number of Posts:	2
Contract Type/Duration:	Fixed term for 40 weeks

Team Information

A large part of the work of the House of Commons and the House of Lords takes place in committees, made up of MPs or Lords. These committees consider policy issues, scrutinise the work and expenditure of the government, and examine proposals for primary and secondary legislation. Select committees (see below) operate largely by an investigative process, while legislative committees operate mainly by debate.

Further information can be found at <http://www.parliament.uk/business/committees/>

Job Information

Students allocated to the Committee Office will work for one, or possibly two, of the House of Commons select committees.

Select committees, in most cases scrutinise the work of a particular Government Department conducting inquiries into policy and expenditure issues falling within that Department's responsibilities. They are composed of cross-party backbench MPs. Each committee has a small secretariat which provides politically impartial procedural, specialist and administrative support to it.

You will be required to assist members of the Committee staff with the provision of support to the Committee, including conducting research and undertaking administrative and organisational tasks in pursuance of Committee inquiries or other work, preparation of briefing material for the Committee, assisting in drafting reports for the Committee, and developing a sound knowledge of certain subjects covered by the Committee.

You are likely to be required to engage with a wide range of external stakeholders. You may be asked to brief the Committee orally on subjects which you have researched. You may also be asked, along with other Committee staff, to accompany Members of the Committee on visits.

You may be required to undertake other duties as reasonably required.

Key stakeholder relationships

- Staff on your select committee and in the Committee Office team
- Committee Members (particularly the Chair) and their staff:
- Research and Information Team (HOC Library)
- Media Officer
- Scrutiny Unit staff
- The public (including those who contribute to the Committee's work)
- Stakeholders, in the subject area relevant to the Committee
- Specialist advisers (employed by the Committee)
- Government Departments, particularly the Department scrutinised by the Committee and their agencies and non-departmental public bodies.

Responsibilities

It is essential that all duties are undertaken in a politically impartial manner, and that the confidentiality of Committee proceedings is maintained as required.

The House of Commons wishes to attract candidates from as wide a range of backgrounds as possible. You are not expected to know everything about the work of Parliament, or know how to perform unfamiliar tasks without some training, support and supervision in the early stages. You have nine months in which to show you fully meet the requirements of the job.

Research

- Assist in scoping for inquiries
- Conducting research
- Developing a sound knowledge of relevant subject areas

Written & Oral presentation

- Attend Committee meetings
- Preparing briefing material for evidence sessions
- Organising evidence sessions and briefing witnesses
- Assist in drafting Committee reports

External

- Accompany Members on visits in the UK (with other Committee staff)
- Attend external events as requested and report back on matters of relevance to the work of the Committee
- Liaise with a broad range of external individuals and organisations, including Government Departments, their agencies and other stakeholders (including academics, pressure groups and representative bodies, members of the public).

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.

You should be aware that if you have resided outside of the UK for a total of more than two of the last five years, you are not eligible to receive security clearance to work on the Parliamentary Estate.

[Click here](#) for further information.

Hours

We welcome applications from 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.

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.

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 a 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

Candidates can be studying any discipline but must be on a recognised four-year sandwich/industrial placement course.

Criterion 2

Understands the role and work of Parliament with an understanding of the context in which policy is made.

Criterion 3

Demonstrate good communication skills; both written and oral.

Criterion 4

The ability to assimilate, understand and analyse evidence and an aptitude to work on your own initiative.

Criterion 5

Uses effective interpersonal skills to build and work with a diverse range of people from all backgrounds.

Criterion 6

The ability to work well in a team.
