



## Supporting a thriving Parliamentary democracy

<b>Job Title:</b>	<b>Committee Support Apprentice</b>
<b>Salary:</b>	Pay band D1: £23,443 - £26,752 (Appointment will normally be made at the minimum of the pay range)
<b>Team:</b>	Chamber and Committees Team
<b>Number of Posts:</b>	2
<b>Contract Type/Duration:</b>	Fixed term for 18 months (with the possibility of extension or permanency)

### Team Information

The Chamber and Committees Team supports the business of the House and its Committees. The Committee Office, which sits within the Chamber and Committees Team provides general and secretariat services to select committees. Each Committee has its own committee team, headed by the Clerk of the Committee and including policy specialists and support for the operations of the Committee.

### Job Information

Select committees scrutinise the work of the Government. The Committee Support Apprentice provides administrative support to the Committee(s) for which they work. They support the work of the Committee(s) across all of its functions, which could include monitoring correspondence received by the Committee, preparing papers, and formatting evidence for publication on the Committee's website.

They work closely with the Committee team (including the media team and Committee Online Services). They will also interact regularly with the Committee Chair and members of the Committee and their staff and have contact with members of the public and policy stakeholders.

This role is an apprenticeship. Successful candidates will be enrolled on the Level 3 Business Administration apprenticeship and will complete training for 20% of their time, including from an apprenticeship training provider.

### Responsibilities

- To provide administrative support for Committee meetings, by helping to prepare the room and to greet witnesses and members of the public;
- To assist in managing the Committee email inbox: logging emails, sending out template responses where applicable, referring emails to other Committee staff;

- To help with preparing and circulating papers for the Committee and minutes of the Committee's meetings;
- To prepare written evidence received by the Committee for publication on the Committee's website; and
- To answer telephone enquiries.

## 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. However, to be eligible for the apprenticeship, you must work a minimum of 16 hours per week. We are happy to discuss this further with you. 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 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.

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## Skills and Experience

You need to have:

- GCSE at A\*–C/4–9 in Mathematics (or equivalent)
- GCSE at A\*–C/4–9 in English (or equivalent)

If you do not have these GCSEs you may still apply. Please note that you will need to study towards the functional skills Maths and English test in the first 6 months of your apprenticeship programme.

Please note: These roles are apprenticeship roles. If you have a degree in an unrelated field and the required GCSE/A levels (or equivalent) you are eligible to apply.

If you have a degree in a similar field to the apprenticeship, please contact the Recruitment Team on [recruitment@parliament.uk](mailto:recruitment@parliament.uk) or 020 7219 6011 as you may not be eligible to apply for this particular apprenticeship.

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### Criterion 1: Communication

Good written and oral communication skills, with the ability to express information in a clear manner with good attention to detail.

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### Criterion 2: Working with people

Ability to work inclusively and flexibly within a team, recognizes the importance of diversity and inclusion, positively accepts constructive feedback and acts on advice given.

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### Criterion 3: Planning and organising

Ability to plan own workload to achieve deadlines. Recognises when additional support is needed to achieve tasks and knows when to seek support.

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### Criterion 4: IT skills

Ability to use Microsoft Office suite, including Word and Outlook. Has the capability to learn new IT skills, including internal systems.

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### Criterion 5: Parliament (desirable)

An interest in, and some knowledge of, Parliament and politics.

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