

Supporting a thriving Parliamentary democracy

Job Title:	Head of Internal Communications
Salary:	Pay band A2- £50,870 - £56,000 (Appointment will normally be made at the minimum of the pay range)
Allowances:	£1055.52 (On-call allowance)
Team:	Governance and Strategic Business Resilience Office
Number of Posts:	1
Contract Type/Duration:	Fixed term for Two years with possibility of extension and/or permanency.

Team Information

The Governance and Strategic Business Resilience office supports the governing body of the House of Commons, the House of Commons Commission, chaired by Mr. Speaker, and runs the offices of the Clerk of the House of Commons and the Director General. It provides the secretariat for the Commission, the Commons Executive Board and a number of Domestic Committees. The team are also responsible for key corporate functions including coordinating delivery on R&R through the R&R Director, Internal Audit, Risk Management, Customer and Insight analysis, Communications, Compliance, Emergency Planning and Parliamentary Safety.

The Communications Office leads the communication strategy for the House of Commons, builds and maintains relationships with the media, delivers internal communications activity across all platforms and offers a photography and broadcast facilitation service for the House of Commons. It is a small but busy team delivering high profile ongoing work, campaigns and projects across the House working collaboratively with internal and external teams. The Office also runs the new Communications Centre of Excellence providing core guidance for over one hundred communications colleagues and running events, mentoring and training programmes.

Job Information

The Head of Internal communications will work with colleagues across the House to align communications resource across the House of Commons behind strategic priorities. Line management and development of team members and continual improvement across all aspects of the team's work are key areas of focus in this role.

The successful applicant will report to the Deputy Director: Internal Communications, bringing creative ideas and a thorough understanding of internal communications best practice. The postholder primarily be responsible for delivering effective internal communications and campaigns to engage Members of

Parliament and their staff along with a supporting evaluation programme. They will also manage numerous internal channels such as newsletters, bulletins and the intranet, deliver events and coordinate the internal communications network across the House of Commons.

In return, the Communications Office offers a friendly, collaborative environment, where no two days are the same. Training and mentoring is available through the Communications Centre of Excellence and the team run regular team sessions and away days to share skills and input into wider communications strategic planning.

Responsibilities

- Lead internal communications activity targeting MPs and MPs' staff
- Provide internal communications advice and support to projects, campaigns and teams across the House of Commons
- Line manage team members, developing their potential while role-modelling the House of Commons values
- Develop excellent working relationships with senior leaders including the Clerk of the House, members of the Commons Executive Board and their departmental leadership teams
- Contribute to the development of the House of Commons communications strategy as a member of the Communications Office senior management team.
- Review, edit and approve content and oversee the delivery of effective communications plans
- Measure impact to ensure communications objectives are met
- Support the delivery of effective and inclusive leadership events
- Ensure a focus on continual improvement to increase the reach, impact and inclusivity of internal communications activity
- Work collaboratively to deliver joined-up campaigns which support key business objectives

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.

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.

Skills and Experience

DESIRABLE

- Relevant professional qualification and/or membership of relevant professional body

Criterion 1

Copywriting and verbal communication skills including an ability to translate complex information into compelling content

Criterion 2

Experience of managing people and teams that work together to deliver high quality communications across a range channels

Criterion 3

Expertise in overseeing the delivery of effective communications strategies and plans to multiple audiences – underpinned by robust evaluation programmes.

Criterion 4

Ability to develop strong, productive working relationships with colleagues at all levels across the organisation including at Board level

Criterion 5

Ability to role model the House of Commons values and ensure diversity and inclusion is a core focus in all aspects of the team's work
