

EXPRESSIONS OF INTEREST

Section A: Vacancy Summary

Band: B2

Number of Posts: 1

Duration: Six months

Job Title: Education and Engagement Senior Projects Officer

Reports to: Emily Unell

Team: Participation

Directorate: Education and Engagement

Purpose of the Job

You will work across Education and Engagement to ensure that projects and new ways of working are successfully implemented, help to set up monitoring to ensure that they continue to work well and develop strong working relationships with other teams across both Houses.

Eligibility

Applications are invited from all Departments who have been recruited directly by the House of Commons through fair and open competition and have been in post for at least 9 months.

You should also confirm that your line manager is content with your application before proceeding.

Application and selection process

If you wish to apply, as part of the application process you should submit a letter setting out why you are suitable for the post (e.g. relevant knowledge, skills and experience).

All applications will be assessed against the criteria specified for the post, as seen in Section D.

Final selection may be made following informal interviews for those shortlisted.

Date of issue: 3rd October 2019

Closing date: 16th October 2019

Section B: Contacts for Enquiries and Applications

If you require additional information about the post please contact Emily Unell (unelle@parliament.uk)

Section C: More Detailed Information of Post

This is a temporary role in the team and the post-holder will help to support the implementation and embedding of new projects and processes across Education and Engagement. Over the next few months, the team will be undergoing a series of changes in how we work and will also be bringing some projects into our business-as-usual.

The post-holder will work with teams across Education and Engagement to help implement and embed a range of new projects and ways of working, set up monitoring to ensure that they continue to work well and develop strong working relationships with teams across both Houses.

Key responsibilities:

- Work with teams to help ensure that new projects and programmes
- Help to design new processes and ways of working to ensure that new projects and business as usual are successfully implemented
- Manage projects so that they are delivered on time, to budget and to a high quality
- Identify stakeholders for different projects and ensure that they are informed and able to contribute as appropriate
- Maintain positive working relationships with colleagues across E&E, Participation and Parliament
- Evaluate projects to ensure that we build on successes and lessons learned

Section D: Knowledge, Skills and Experience

Essential

- Experience of managing and delivering projects on time, to budget and to a high standard
- Excellent IT skills, with experience of using a wide range of applications
- Experience of embedding new processes and ways of working within teams
- Strong stakeholder management skills and a collaborative approach to work
- Excellent written and oral communication skills, and an ability to advocate for your and the team's work

Desirable

- N/A

Section E: Additional information regarding the post

The post will be based in Richmond House, although we would be happy to discuss the option of some home working.