



JOB DESCRIPTION



Supporting a thriving parliamentary democracy

Job title:	Personnel Security Transformation Programme Manager
Campaign Type:	Concurrent
Payband:	A1
Pay range:	£63,716 - £75,953 per annum (<i>Appointment will normally be made at the minimum of the pay range</i>)
Team:	Parliamentary Security Department (PSD)
Section:	Personnel Security
Reports to:	Deputy Director of Security (Strategy and Services)
Number of posts:	1
Hours:	Full time, 36 hours per week
Contract type/ duration:	Fixed term for 6 months with the possibility of extension
Issue date:	10 January 2019
Closing date:	27 January 2019 at 23.55

The House of Commons

The House of Commons and the iconic Palace of Westminster are key elements of the UK Parliaments. Around 2,500 staff work behind the scenes at the House of Commons, supporting the democratic process in many different ways. 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 House of Commons running, and we all contribute to supporting a thriving parliamentary democracy.

Team information

The Parliamentary Security Department (PSD) is responsible for physical and personnel security across both Houses of Parliament and provides support to Members and their staff when away from the Estate. Its purpose is to keep Parliament safe and open for business.

PSD sets security strategy, provides expert advice and delivers an operational service. It does this in partnership with the Metropolitan Police Service (MPS) and by working closely with Strategic Estates, In-House Services, Serjeant at Arms Directorate, Black Rod's office, the Restoration & Renewal programme, the Parliamentary Digital Service, and other key stakeholders.

Job introduction

PSD is reviewing personnel security, with a view to delivering a more customer-focused approach to passholders and sponsors, digitising many of the processes, and ensuring effective security vetting and aftercare under the Personnel Security Transformation Programme. The programme is still at the early stages and requires a programme manager initially to deliver a strategic outline case. If successful, the programme manager would then go on to develop the full business case. Working with the Head of Personnel Security and key members of her team,

the post holder would deliver a programme of organisational and digital change, ensuring that the programme delivers the maximum possible value to Parliament. It is expected that the full programme of work would take up to two years, though some changes could be delivered more quickly.

The successful candidate will have experience and expertise in the management and delivery of major change programmes and be capable of working with minimal supervision or direction. They will not be expected to have any prior knowledge of personnel security but will be able to apply their expertise sensitively and appropriately to an area that has received no significant investment, particularly in relation to IT, for a number of years.

Key stakeholder relationships

Head of Personnel Security and her team

PDS Digital Portfolio Directorate

EPMO

PSD Directors

Senior staff of governing bodies within Parliament, including the Boards and Commissions of both Houses

Senior managers in In-House Services and Black Rod's Department

Customer Team

Customers including Members, Strategic Estates, HR departments

External suppliers of security vetting and BPSS services

Finance Teams in both Houses

Management responsibility

During the initial phase of development of the SOC this post will not have any line management responsibility. As the programme develops, the postholder will be expected to recruit and manage a programme team, initially estimated to comprise three staff from grades A2 to C. The programme manager will hold and manage the programme budget of around £250,000 per year.

Location

This post will be located on the Parliamentary Estate, Westminster, London.

Security

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than two of the last five years they are not usually eligible for vetting (but we assess each case individually).

Hours

Consideration will be given to 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.

Net conditioned full-time working hours for staff of the House are usually 36 per week. This excludes daily meal breaks of one hour.

The exact daily times of attendance will be agreed with line management.

For further information:

Candidates should refer to the House of Commons careers website www.careers-houseofcommons.org or contact 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.

Key responsibilities

Managing the programme

- Developing the business case in accordance with HMT's Green Book five case model.
- Establishing the programme including the outcomes, timescales, costs and team.
- Managing delivery of the programme, working consistently to maximise the value it delivers to Parliament.
- Ensuring delivery of maximum benefits, and minimal ongoing legacy of cost and complexity.
- Effectively managing stakeholders and dependencies.
- Ensuring that its management complies with the necessary standards and controls (e.g. financial, planning, reporting, management, assurance).
- Applying appropriate controls and monitoring, reporting progress, deviations and seeking approval for any necessary changes from the relevant authorities.

Reporting and Engagement

- Reporting to the Programme SRO, taking responsibility (on their behalf) for delivery and management of the programme, ensuring they are provided the information and support they need to make good and timely decisions.
- Reporting also – as necessary - to key governance bodies on progress of programme delivery and current risks and issues.
- Working with stakeholders and groups to secure business support, leadership, resources and delivery of benefits.

Leadership and Management

- Establishing and maintaining a supportive and stimulating working environment within the programme that generates high capability, high performance and efficient, effective delivery.
- Providing leadership and direction to the project teams and staff working within the programme.

Qualifications:

The postholder will be expected to hold a professional programme or project qualification such as MSP, Prince2 or equivalent.

SKILLS AND EXPERIENCE	APPLICATION FORM	TEST / EXERCISE	INTERVIEW
CRITERIA 1 Experience of successfully managing and delivering a significant strategic change programme within a complex governance environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 2 Strong interpersonal skills with the ability to establish positive working relationships and influence people at all levels within the organisation including a challenging customer base	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 3 Strong teambuilding and management skills with the ability to motivate, lead and develop staff, ensuring resources are organised appropriately and effectively	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 4 Ability to influence and persuade others to take a specific course of action when there is no direct line of command or control and direct others to undertake tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 5 Excellent written and verbal communication skills with the ability to present complex information clearly and effectively in appropriate styles at all levels, including experience of drafting and developing business cases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 6 Understanding of the diverse needs of internal and external customers and keeping them in mind when taking actions or making decisions, including experience of preparing, analysing and/or implementing equality analyses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRITERIA 7 Ability to set objectives and make decisions at the appropriate time, even when faced with significant ambiguity, taking into account the needs of the situation, priorities, constraints and the availability of necessary information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DESIRABLE: CRITERIA 8 Good understanding and experience of public sector procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

