



# JOB DESCRIPTION



## *Supporting a thriving parliamentary democracy*

<b>Job title:</b>	Programme Manager, Chamber and Committees Team (CCT) Communications Capability and Change
<b>Campaign Type:</b>	Concurrent
<b>Payband:</b>	A1
<b>Pay range:</b> <i>(Appointment will normally be made at the minimum of the pay range)</i>	£62,620 – £69,000 per annum It may be possible for high contributors to be paid up to the maximum of the pay band (currently £75,953) Additional Responsibility Allowance may be payable
<b>Team:</b>	CCT
<b>Reports to:</b>	Paul Evans, Clerk of Committees
<b>Number of posts:</b>	1
<b>Hours:</b>	Full time, 36 hours per week
<b>Contract type/ duration:</b>	Two years fixed term
<b>Issue date:</b>	09/11/2018
<b>Closing date:</b>	25/11/2018 at 23:55

### **The House of Commons**

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 Chamber and Committees Team is made up of three parts:

#### Committee Office

The Committee Office comprises the staff of about thirty select committees, the Scrutiny Unit (a central R&D and surge support service), the Web and Publications Unit (which manages the select committees' website presence and publishes and promotes select committee work on Parliament's website in both traditional and increasingly innovative ways, and through social media), and the Select Committee Media and Communications Service, which provides support and advice for all aspects of select committee media and communications, oversees each committee's media and communications plans and promotes committee work to the media. The Committee Office provides support and advice for all aspects of the work of select committees.

#### Chamber Business team

This team supports the business of the House, providing procedural services and advice including on Parliamentary Questions and legislation. It also supports the committees which consider different types of legislation and several select committees. The Vote Office, which forms part of the team, provides a major in-house design and publishing service.

### Official Report

The Official Report is responsible for the production of Hansard, the edited verbatim reports of public proceedings in the main Chamber, the second chamber known as Westminster Hall, and of all legislative and select committees. It also has responsibility for the AV broadcasting of Chamber and committee proceedings (including those of the House of Lords) and the AV archive of Commons proceedings. It has a major website presence, including most recently the new Historic Hansard service which gives access to two centuries of parliamentary proceedings.

### **Job introduction**

The House and its committees have become much more engaged in the business of communicating what they do. The select committees in particular have embraced social media as a communication and outreach tool. They have increasingly sought to engage directly with the public, and across the committees there is growing use of web forums and other transactional means of engagement. Together with the Participation Service, all areas of CCT are putting increasing effort into reaching out to wider audiences beyond the well-organised 'usual suspects', with a particular focus on hard-to-reach groups. We want to tell the story of what the House and its committees are doing in a more joined-up way, and bring together our traditional media, our website, our social media and our engagement and outreach activities.

The CCT Communications capability and change programme manager is a new post whose task will be to improve the strategic planning and direction of the communication of the parliamentary proceedings for which CCT is responsible. The person will encourage an integrated approach across the 'media and communications' and 'social media' teams (approximately two dozen individuals), encourage efficiency, and streamline output. A large proportion of the work conducted by these teams focuses on promoting the work of the House's select committees, which conduct inquiries and produce reports on areas of public policy.

The rationale for making changes to this area is to increase the impact of the work of the House and its committees, and the public's knowledge of, and engagement with, that work. One of the aims set out in CCT's 2018–21 business plan is to increase the impact of our external communications to achieve the following:

- It is easier for people to understand, follow and interact with the activities of the Chamber and Committees online
- An improved and integrated communications strategy
- Media and social media are brought together within CCT and working effectively with the relevant functions in PDS [Parliamentary Digital Service], Participation and the Governance Office
- Better indicators and metrics for measuring impact.

The programme manager will encourage cross-working between teams, drive improvements to process and delivery, and deliver a joined-up communications approach across CCT. The person will work closely with communication colleagues, including in the Communications Offices of both Houses and in particular the Director of Communications of the House of Commons.

Applicants should have experience of leading change management in a demanding, multi-stakeholder environment, ideally within a communications context. Familiarity with the House's scrutiny and legislative work would be an advantage but is not required.

## **Key stakeholder relationships**

- Chamber and Committees Team Management Board
- Committee Office Management Group
- Chamber Business Management Group
- Editor of Hansard and Director of AV
- House of Commons Communications Office
- Participation Team
- House of Lords
- Members of the Commons Communications Excellence Network

## **Management responsibility**

The successful candidate will line manage the heads of the Select Committee Media and Communications team (Currently at A1 payband) and of the Web and Publications Unit, of which the Social Media team is a component part (currently at A2 payband).

## **Location**

This post will be located in a building on the wider Parliamentary Estate, Westminster, London.

## **Security**

The successful candidate 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**

We welcome applications from candidates who wish to work part-time or as part of a job share. If selected for interview please inform the panel of the days/hours you are available to work.

## **Bands A–E Positions (full-time)**

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

<https://housesofparliament.tal.net/vx/lang-en-GB/mobile-0/appcentre-11/candidate>

or contact [Recruitment@parliament.uk](mailto:Recruitment@parliament.uk) or 020 7219 6011.

## **Application and selection process**

The recruitment process will assess suitability against the criteria for the job set out in the skills and experience section. We will conduct a sift of application forms based on those criteria. Successful candidates will then be asked to complete a written test, which will be a further sifting stage. Candidates successful at that stage will be invited to attend a competency-based interview, which will include giving a short presentation.

## **Key responsibilities**

- joining up the CCT's communications and engagement efforts across the three sub-teams (Chamber Business Team, Committee Office, Official Report)
- ensuring that the CCT's communications and engagement effort has the right mix of skills deployed in the right places, and is being directed in the most efficient and effective manner
- reviewing office and CCT-wide strategic communications plans, providing an integrated approach so objectives feed into and draw from high-level communications strategy
- clarifying roles and responsibilities for committee communications, improving efficiency and streamlining processes as well as improving team cohesion, and aligning communications responsibilities along news/engagement lines
- communicating the House's scrutiny, legislative and other work as one story, working as necessary with the House of Commons Communications Office.
- maximising the potential of collaboration with Parliament's Participation Team (which delivers the public engagement objectives of both Houses), and managing relations with all communication and engagement providers across the two Houses and in the Parliamentary Digital Service
- maximising the potential benefits and effectiveness of CCT's presence on the new Parliament website
- Establishing useful ways to evaluate processes and output.

## **Qualifications**

There are no mandatory qualifications for this role.

SKILLS AND EXPERIENCE	APPLICATION FORM	TEST / EXERCISE	INTERVIEW / PRESENTATION
<b>Criterion 1</b> - Experience of leading change management in a demanding, multi-stakeholder environment, ideally within a communications context.	✓	✓	✓
<b>Criterion 2</b> - Ability to work effectively and build consensus with diverse stakeholders at all levels, both internally and externally	✓	✓	✓
<b>Criterion 3</b> - Imagination and the ability to think creatively and to influence and persuade senior staff colleagues and stakeholders both orally and in writing	✓	✓	✓
<b>Criterion 4</b> - Excellent organisational and coordinating skills, and the ability to lead and deliver multiple workstreams to achieve agreed outcomes to time	✓	✓	✓
<b>Criterion 5</b> – to lead and manage a diverse team through a change process by example, and to demonstrate a commitment to diversity and inclusion in all aspects of work, including in engagement with audiences outside Parliament	✓	✓	✓