



HOUSE OF LORDS

Vacancy Notice

This notice gives details of a current vacancy in the House of Lords. To apply for this post, please ensure you complete all sections of our online application form found at <http://www.parliament.uk/about/working/jobs/>

Job Description

Job title

Committee Clerk x2

Reference number

2012/2013

Office

Committee Office

Grade

HL8

Starting Salary

£50,800

Term

These posts are fixed term for 2 years with the possibility of extension and/or permanency.

Scope of the job

Background

The Committee Office provides support for investigative select committees of the House of Lords, currently including the European Union Committee, the Economic Affairs Committee, the Constitution Committee, the Communications Committee, the International Relations Committee, the Science and Technology Committee and the Joint Committee on Human Rights. The Committee Office also supports ad hoc committees and pre and post-legislative scrutiny committees. The Committee activity of the House of Lords is currently being reviewed by the Liaison Committee, but is not expected to decrease (and indeed may increase to meet new scrutiny requirements). The successful candidate may be required to support any of these committees or newly-created ones, depending on the demands placed upon the Office as a whole.

Main objective

The Clerk of a Committee takes overall responsibility for the delivery of effective support and advice to that Committee.

Key internal and external relationships

Members of the House and their staff

Staff of both Houses

Specialist Advisers

Civil and public servants

Witnesses and interest groups

Third party contractors of services to committees

General public

Main responsibilities

Line management and budgetary responsibilities

Manage the resources of the Committee effectively, including:

- Manage Committee Assistant effectively and support development, to include providing development opportunities where appropriate;
- Manage Policy Analyst effectively and support development, to include providing development opportunities where appropriate.

Other responsibilities of the post

1. Inquiries:

For sessional Committees and Sub-Committees:

Identify suitable topics for inquiries, taking account of wishes of Chairman Committee, working with Policy Analyst and, where appropriate, EU National Parliament Representative.

For ad hoc Committees:

Provide induction as appropriate for Chairman and Members of new ad hoc committee.

For all Committees:

Complete inquiries to timetable.

2. Briefing:

Give timely and sound advice to Chairman and Members on organisation, procedure and content of Committee's work;
Brief new members.

3. Meetings:

Ensure the Committee Assistant makes all arrangements for meetings smoothly and efficiently;
Send questions to witnesses at least 3 working days in advance.

4. Reports:

With Chairman/Specialist Adviser/Policy Analyst, prepare draft reports in line with Committee Office style, and be accountable for presenting high quality draft reports, which need little or no editing.

5. Scrutiny:

Manage scrutiny work effectively.

6. Visits and inter-parliamentary co-operation:

Plan and oversee organisation of visits;
Provide briefing for delegations and, if attending visits, write up notes afterwards;
In respect of EU Sub-Committees, manage participation in inter-parliamentary co-operation meetings.

7. Information and promotion of the Committee's work:

Organise publicity for inquiries and reports, in consultation with Media Officer; Ensure web pages are kept informative and up to date.

8. Personal development:

With line manager, take share of responsibility for planning development and for seeking out development opportunities.

Person specification

The qualifications required for the post are:

2:2 degree

The knowledge, skills and experience required for the post are outlined below. Each element will be assessed in the examples you provide in your application form. Should you be shortlisted these areas will be assessed in more depth at interview and, if appropriate, in a test.

Essential

Communication

1. The ability to draft with minimal supervision both briefing material and Select Committee reports.
2. The ability to produce written work which needs little or no editing.

Intellectual qualities

3. A broad understanding of the role of Parliament and of current challenges facing the House of Lords (for example, reform, working practices, EU, devolution).
4. Sound judgement and sensitivity to political issues.
5. A track record of learning and using new skills.

Authority and self-confidence

6. The confidence to influence, persuade and to argue a position in discussion with individual Members or before a Committee.

Working with others

7. A record of working well in a team (for example listening to the views of others, taking account of their priorities, explaining tasks, fostering initiative and providing support).

Resilience

The ability to work well under pressure and to deliver results quickly when needed.

Terms and conditions

Salary and allowances

The post is paid in accordance with House of Lords grade HL8 (£50,800 starting salary per annum). Pay increases usually depend on performance as assessed in annual appraisals. Salary is paid monthly by credit transfer.

Probation

There is a probationary period of nine months.

Term and hours

This post is fixed term for 2 years with the possibility of extension and/or permanency and is for 41 hours per week (including break-time).

Consideration will be given to candidates who wish to work part-time. If you are selected for interview please inform the panel of the days/hours you are available to work.

Benefits

Interest-free season ticket loan; eye care vouchers; employee assistance programme; reasonably priced in-house gym; access to Safety, Health and Wellbeing service; membership of a Civil Service Pension Scheme (see below).

Pension

The House of Lords participates in the [Civil Service Pension Schemes](#). As an employee of the House, you will be entitled to join one of these highly competitive pension scheme arrangements.

Annual leave

Annual leave entitlement is 30 days (increasing to 35 days after one year's service) plus public and bank holidays. In most offices annual leave may be taken only during periods when the House is in recess and must always be agreed in advance with the line manager and Head of Office.

Diversity and Inclusion

The House of Lords Administration is committed to increasing diversity & maintaining an inclusive workplace culture. We welcome applications from all qualified candidates regardless of their ethnicity, race, gender, religious beliefs, sexual orientation, age, marital status or whether or not they have a disability. The Administration will also consider flexible working arrangements and reasonable adjustments.

We particularly welcome applications from sections of the community which are currently under represented within the team, including applicants who identify as Black, Asian and Minority Ethnic (BAME).

Pre-appointment checks

For external candidates, appointment depends on satisfactory references, health and security checks and where necessary proof of qualifications.

Baseline Security Standard

The House of Lords (along with all government departments) has to comply with a Baseline Security Standard. The standard requires that we ascertain the identity of the applicant, their right to work in the UK, their employment or academic history over the last three years, and their address history over the last three years.

In addition, applicants are required to give a reasonable account of any significant recent periods of time (more than six months) spent abroad. Applicants who have been unemployed or self-employed for over six months in the last three years (whose last three years' employment/academic history are not covered by references) will be asked to provide further documentation to prove their history.

Returning your completed application

Please complete your online application by 23.55 on 20 January 2019.

Telephone enquiries

If you wish to find out more information about this post please contact Nicolas Besly on 020 7219 6072.

No agencies please.