

## Supporting a thriving Parliamentary democracy

<b>Job Title:</b>	<b>Parliamentary Reporter</b>
<b>Salary:</b>	£33,000 per annum, pro rata for 38 weeks
<b>Allowances:</b>	Unsociable hours payment and additional hours payment
<b>Team:</b>	Chamber and Participation Team
<b>Number of Posts:</b>	6
<b>Contract Type/Duration:</b>	38 term-time weeks a year. Fixed-term for six months with the possibility of permanency on successful completion of training.

### Team Information

CPT provides the core services that facilitate Members' legislative and scrutiny work in the House of Commons Chamber, Westminster Hall, general committees and some related select committees, and engages the public with parliamentary business.

The Official Report, also known as Hansard, is the written record of parliamentary debates held in the Commons Chamber, Westminster Hall and general committees. We also provide transcripts of Select Committee meetings.

### Job Information

As a parliamentary reporter, working to tight deadlines, you will transcribe what MPs say in the Westminster Hall Chamber and in Committees, as well as evidence given by expert witnesses to Select Committees. While our reports are mostly verbatim, you will use your judgment to turn the spoken word into clear written English.

You will be provided with high-quality on-the-job training in what we do and how Parliament works in a course accredited by City, University of London. If you'd like to know more about what it's like to work for Hansard, take a look at our blog:

<https://commonshansard.blog.parliament.uk/2021/10/27/hansard-is-recruiting-applications-open/>

### Responsibilities

- Using a digital audio recording and notes taken by a colleague, complete accurate reports of five or 10 minutes of debate within strict deadlines to meet Hansard's production targets (using a typing speed of 60 words per minute, which we will help you to reach by the end of your training period)
- Attend debates in the Westminster Hall Chamber to take clear and accurate notes of what happens, for yourself and colleagues, and to obtain speaking notes and information from MPs and Ministers' officials

- Follow Hansard guidance on in-house reporting style and parliamentary procedure
- Check the accuracy of all spellings, names and quotations
- Work with other parliamentary reporters and sub-editors to ensure that reports are accurate and consistent
- Take part in training and development, including shadowing reporters in the House of Commons Chamber
- Assist in the training and development of new staff
- Take up opportunities to join in Hansard and Parliament-wide projects, such as work on the Hansard blog and other publications, exploring new transcription technologies, and outreach; and perform other duties as required

## 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.

To enable meaningful checks to be carried out you will need to have lived in the UK for a sufficient period of time. To undergo a CTC, you must have normally resided in the UK for a minimum of 3 years out of the last 5 years.

[Click here](#) for further information.

## Hours

Net conditions full-time working hours for staff of the House are 36 hours per week. The exact daily times of attendance will be agreed with line management.

You will work Monday to Friday. Your working hours will include some long days, because we work whenever parliamentary debates are under way. At times of heavy parliamentary business, you will be required to work more than 36 hours a week so that we can meet Hansard's publication deadlines, but any hours worked above the weekly total can be taken off at quieter times.

Successful applicants will need to commit to full-time hours during their 26-week training period, but after that we will consider any request to work part-time or as part of a job share.

## Hybrid Working

Our mission is to support a thriving parliamentary democracy – and today more than ever, this means being ready to carry out our essential functions in Westminster and elsewhere. Since 2020 our workforce is involved in developing new, business resilient capabilities for hybrid working. We support colleagues to deliver excellent services on the parliamentary estate and remotely, while the balance of location varies according to the requirements of each job role.

If you are selected for an interview, please discuss the working arrangements for this role with the interview panel.

## 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 and/or experience a difficulty or disadvantage in your workplace.

## Application and Selection Process

Along with your application form, you will be asked to complete a proofreading exercise at application stage. We may ask you to complete another test, presentation or other assessment as part of the 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.

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## Skills and Experience

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### Criterion 1

The ability to understand complex arguments and report them clearly, and to develop a good understanding of politics and Parliament.

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### Criterion 2

Strong English language skills, including impeccable spelling and an understanding of sentence structure and grammar.

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### Criterion 3

The ability to work quickly, independently and flexibly when under pressure, and to meet defined deadlines.

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### Criterion 4

Good interpersonal skills, and an ability to work effectively with people from different backgrounds as part of a diverse team.

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### Criterion 5

Proficient in the use of the Microsoft Office suite, and an ability to become proficient quickly in the use of new software systems.

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