



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

Communications Director

Reference number

1600

Office

Communications

Grade

SB1

Starting Salary Range

£69,000 - £93,380

Term

This post is permanent.

Scope of the job

Background

The House of Lords plays an important role as the second chamber of the UK Parliament. It has approximately 800 Members and is independent from, and complements the work of, the elected House of Commons.

The Lords has three main roles: helping to make laws; investigating public policy, especially through its select committee work; and holding government to account through questions and debates.

The Lords needs a wide range of skills and experience to support its work as an effective second chamber. This is provided by a team of around 600 staff who together make up the Lords Administration. The Administration is led by the Clerk of the Parliaments who chairs the Management Board. Strategic oversight is provided by the House of Lords Commission which is chaired by the Lord Speaker, Lord Fowler.

There are considerable challenges for the UK Parliament as a whole, and the Lords specifically, and the House is very much in the public eye.

We need an enthusiastic and talented Communications Director to lead the House's communications work, both external and internal, and to head the Communications team.

Main objective

The aims of the 18-person Communications team include: increasing understanding of the role and membership of the House; promoting the impact and outcomes of the House's work; highlighting the relevance of its work to UK citizens; ensuring that the House is open and accountable to the public; and delivering the best possible internal communications to Members and staff.

The Communications Director and their team work closely with colleagues in the Commons on all communications matters relating to the UK Parliament as a whole.

Lords staff are strictly impartial, supporting the work of the entire House, and all of its Members.

Key internal and external relationships

- The Lord Speaker and the Senior Deputy Speaker, and other members of the House of Lords Commission.
- Members of the House.
- The Clerk of the Parliaments and other members of the Management Board – including the Director of Corporate Services, who line manages the post and has Board-level responsibility for the Communications team.
- Teams across the Lords Administration.
- Colleagues in the House of Commons and the Parliamentary Digital Service who support both Houses.

Main responsibilities

Line management and budgetary responsibilities

The Communications Director has overall responsibility for leading and developing the Communications team, and for leading the office's business and financial planning. The postholder currently line manages four heads of teams (Marketing Communications; Press and Media; Enquiry Service; Internal Communications), and an Events and Office Manager.

The postholder is responsible for annual budgets of around £2.6m (the Communications team budget is £1.2m; £1.4m is the Lords contribution to services shared with the Commons for education, public engagement and visitors).

The Director of Corporate Services line manages the post and has Board-level responsibility for the Communications function.

Other responsibilities of the post

- Designing and delivering the external and internal communications strategies for the House.
- Supporting the Lord Speaker and Senior Deputy Speaker's media and outreach work.
- Advising the Lord Speaker and Clerk of the Parliaments on major communications matters, including crisis communications, and where necessary acting as principal content editor.
- Communications planning and management for state events in the UK Parliament, such as addresses by visiting heads of state.
- Staff of the Commons and Lords work closely together, and many services are delivered on behalf of both Houses. Our public engagement, education and visitor services are delivered by the Participation team which is based in the Commons. The Lords Communications Director is responsible for ensuring these services support the objectives of the Lords communication strategy and deliver good value for both Houses including the Lords.

- A major initiative to undertake the “restoration and renewal” of the Palace of Westminster is being led by a separate programme, but the Lords Communications Director will have a role in overseeing and supporting Lords communications insofar as they relate to restoration and renewal.
- Providing leadership across the Administration, as a member of the senior leadership team.

Person specification

The knowledge, skills and experience required for the post are outlined below. Please include examples for each in your application form. Should you be shortlisted these areas will be evaluated in more depth at interview and in an exercise.

Essential

- Extensive high-level communications experience in a high-profile context;
- Experience of successfully developing and delivering communication strategy in complex environments;
- The ability to lead and manage a busy and dynamic communications team;
- The ability to provide high-level advice to senior leaders, confidently and with influence; and the ability to establish excellent working relationships across the UK Parliament and beyond;
- Good judgement, and the ability to work well under pressure in sometimes uncertain circumstances;
- Absolute integrity and political impartiality;
- Excellent oral, presentation and written communication skills;
- The ability to work effectively as part of a senior leadership team, contributing to the delivery and achievement of shared corporate goals including promoting the principles of inclusion and diversity.

Desirable

- A good understanding of the UK Parliament and its constitutional and political framework.

Terms and conditions

Salary and allowances

The post is paid in accordance with House of Lords grade SB1 (£69,000 - £93,380 salary range 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 permanent and is for 41 hours per week (including break-time).

The Administration is committed to greater flexibility in how, when and where people work, to deliver our strategy, meet future challenges, and attract and motivate staff.

Constructive consideration will be given to flexible working arrangements, including a job share. If you are selected for interview please discuss this with the chair of the panel.

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.

Inclusion and Diversity

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 Sunday 2 December 2018**. For Internal applicants please ensure you discuss your application with your Head of Office and your line manager before you submit your application.

Interviews will likely be held week commencing **10 December 2018**.

Telephone enquiries

If you wish to find out more information about this post please contact Jake Vaughan on 020 7219 3187.

No Recruitment Agencies please.