



# HOUSE OF LORDS

## Job Description

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

Director of Culture Change, Head of Business Improvement and Change

Reference number

1121

Office

Clerk of the Parliaments' Office (the Governance Office)

Grade

Senior Band 1

Salary Range

£72,500 to £95,964

Term

This post is for a period of three years, with the possibility of extension and/or permanence.

### Scope of the job

Background

The House of Lords is the second chamber of the UK Parliament. It 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.

A team of around 600 staff, the House of Lords Administration, enable the House to do its work.

The Administration is committed to making the Lords a great place to work, as part of an inclusive and diverse Parliamentary community. To help achieve this we are recruiting a new Head of the Business Improvement and Change team, who will be the Director of Culture Change across the Lords Administration.

As Director of Culture Change, the postholder will continue to implement and to develop new work to achieve a positive, open and respectful workplace culture, addressing serious issues which were identified in a report by Naomi Ellenbogen QC on bullying and harassment, and which have been identified by staff through other routes as needing improvement. These are key commitments in the [Administration's strategy](#).

Much work has already been done, including to put the right structures in place to combat bullying and harassment including a Parliamentary behaviour code, an effective independent complaints and grievance process and behavioural training. A Steering Group for Change has been created, consisting of both staff and Members of the House. A series of initiatives is underway to implement the

inclusion and diversity strategy (Focus on Inclusion 2019-21), led by our Inclusion and Diversity team.

Other work is ongoing or already planned, including to set strong parameters for working with Members; for clearer and better supported career choices; engaging inclusively across the Administration; breaking down barriers; working together to translate the high-level values that we agreed last year into practical terms that will help guide and support day-to-day behaviours; and to increase the use of 360 degree feedback to support open and honest working relationships. A leadership development programme is being introduced.

The strands of work now need to come together into a coherent programme to achieve sustained culture change, and any further actions that are needed identified and driven forward. The Director of Culture Change will lead this work.

While culture change will be a key area of work for the Business Improvement and Change team, the postholder will oversee other crucial change work undertaken by the team. In recent months BIC has provided essential change capability to help reinvent services to keep the House working remotely, and to help support the massive adjustments involved in moving to widespread remote working.

The team lead some initiatives, often those which cross departmental boundaries, and in other cases provide advice and expertise to others. In all their change work the small BIC team collaborate closely with colleagues across the Administration: the approach is very much to support and enable change rather than imposing it.

#### Main objective

To direct cultural change work across the Administration, and to lead the BIC team in co-ordinating other change work across the Lords Administration.

#### Key internal and external relationships

- Colleagues across the Administration, including the Learning and Organisational Development, and Inclusion and Diversity, teams in the Human Resources Office, and the Internal Communications team
- Colleagues in the House of Lords and House of Commons engaged in change and transformation work, including the Lords Directors for Restoration and Renewal
- Members of the Lords Management Board
- Members of the Steering Group for Change
- Members including key Members such as the Senior Deputy Speaker
- Colleagues across the wider Parliamentary community including the Commons Service and the Parliamentary Digital Service

### **Main responsibilities**

#### Line management and budgetary responsibilities

The BIC team currently comprises five posts, and we are in the process of expanding it. The postholder will lead the team and will report to the Director of Corporate Services who is a member of the Lords Management Board.

#### Other responsibilities of the post

- Lead and manage the BIC team
- Work with the Management Board and key stakeholders to develop the work around culture change into a coherent programme with a strong vision and drive it forward, helping the Administration to achieve a positive, open and respectful workplace culture
- Oversee the BIC team's other change work, including embedding positive changes in different ways of working, and ways to improve services
- Be the lead change specialist for the Administration, helping to develop and deliver change work and to assess its impact
- Provide corporate leadership as part of the Administration's senior leadership forum

#### Person specification

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.

#### Competencies:

##### Essential

- Substantial experience of change management, including in organisational culture change
- Experience in leading major change initiatives in a complex environment, including managing the impact of change on culture, people and processes
- Excellent people skills, including the ability to forge effective working relationships with people across the Administration, Members and the wider Parliamentary community
- A proven ability to engage and inspire people
- Great communication skills, orally and in writing
- Persistence and resilience
- The ability to manage and lead a diverse team
- A demonstrable commitment to inclusion and diversity

##### Desirable

- A professional qualification relating to change management

#### Terms and conditions

##### Salary and allowances

The post is paid in accordance with House of Lords grade Senior Band 1 (starting at £72,500). Pay increases usually depend on performance as assessed in annual performance reviews, up to the current band maximum of £95,964. Salary is paid monthly by bank transfer.

**Probation**

There is a probationary period of six months.

**Term and hours**

The post is for a period of three years, with the possibility of permanence, and is for 41 hours per week (including break-time).

Consideration will be given to candidates expressing a wish to perform the role on a flexible working arrangement such as those set out below:

- Part-time working (minimum 0.8 of the Full-Time Equivalent)
- Job-share
- Compressed hours
- Home working (1-2 days a week)
- Home working (3-4 days a week)

If you are selected for interview please inform the panel of the days/hours you are available to work.

**Benefits**

As an employee of the House, you will be entitled to our benefits such as a season ticket loan, a Parliamentary Health and Wellbeing Service, including access to a dedicated Employee Assistance Programme and many more. Full details can be found on our [Employee Benefits](#) page.

**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 underrepresented 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.

Successful candidates' publically open social media profiles will also be checked under this stage of the process and information obtained may be used to review suitability for the job role.

### **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.

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 eligible for vetting.

Please see the [National Security Vetting booklet](#) for further information.

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 1 September 2020.

Interview are likely to be held week commencing 14 September 2020.

### **Telephone enquiries**

If you wish to find out more information about this post please contact Jake Vaughan via 020 7219 3036, or [vaughanj@parliament.uk](mailto:vaughanj@parliament.uk).

No recruitment agencies please.