



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

Policy Analyst, Constitution Committee

Reference number

1080

Office

Committee Office

Grade

HL7

Starting Salary

£38,625

Term

This post is permanent. The successful candidate will be asked to take up the role as soon as possible.

Scope of the job

Background

House of Lords Policy Analysts provide high-quality research support and analysis for House of Lords select committees, which investigate and report on a wide range of public policy issues.

The post-holder will be the Policy Analyst for the Lords Constitution Committee, a permanent, cross-party select committee. The Committee has two main roles: to scrutinise public bills for constitutional implications, which it then reports to the House of Lords; and to undertake investigative inquiries into broader constitutional issues and publish reports with recommendations aimed principally at the Government. Recent inquiries have looked at the Fixed-Term Parliament Act 2011, Brexit legislation and the constitutional implications of the Government's response to Covid-19.

The post-holder will be part of a team of three; the other team members are the Clerk (team leader) and the Committee Assistant. The post-holder will also work closely with two external, part-time legal advisers.

Main objective

To undertake research, analysis and drafting in support of the work of the Lords Constitution Committee.

Key internal and external relationships

Internal: the other members of the Committee staff team; the two external legal advisers; the Chair of the Committee (Baroness Taylor of Bolton); the other members of the Committee; and other staff in the House of Lords Committee Office; and the House's Press and Media Team.

External: relevant officials across government, the devolved legislatures and the judiciary; and contacts across civil society, think tanks, academics and pressure groups.

The post-holder will be managed by the Clerk of the Committee.

Main responsibilities

Line management and budgetary responsibilities

The post has no line management or budgetary responsibilities.

Other responsibilities of the post

- Suggest and research subjects to be investigated by the Committee and write background briefing material and inquiry scoping notes.
- Identify and contact prospective witnesses and prepare possible questions that members might put to them.
- Analyse and summarise evidence submitted to the Committee, and draft briefing notes on key issues.
- With the Clerk, draft Committee reports.
- Attend Committee meetings and brief the Chair and members of the Committee orally.
- Liaise with a range of people with an interest in the Committee's work and keep up to date with relevant debates and the activity of key stakeholders.
- Other support as required, such as helping organise visits and seminars.

Person specification

The qualifications required for the post are:

Minimum 2:1 undergraduate degree or equivalent qualification.

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 knowledge of the UK constitution, including a sound understanding of the relationships between Parliament, the executive and the judiciary.
- Familiarity with recent and proposed constitutional reforms.
- Excellent research and drafting skills, including the ability to assimilate and summarise large volumes of material, and to produce high-quality work to tight deadlines.
- Good political judgement, including the ability to produce objective and balanced work unaffected by the post-holder's political or other views.
- Strong oral communication skills, including the ability to represent a committee to a wide range of people and organisations.
- Ability to work on own initiative, and as part of a team.

Terms and conditions

Salary and allowances

The post is paid in accordance with House of Lords grade HL7 (£38,625 starting salary per annum). Pay increases usually depend on performance as assessed in annual performance reviews, up to the current band maximum of £46,951.

Salary is paid monthly by bank transfer.

Probation

There is a probationary period of six months.

Term and hours

The post is permanent 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
- Job-share
- Compressed hours
- Home working (1-2 days a week)

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

There is a three-month notice period for resignation from the post.

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 and maintaining an inclusive workplace culture. We welcome applications from all candidates regardless of their age, caring responsibilities, disability, gender/sex, gender reassignment/trans status, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation and socio-economic status. The Administration will also consider flexible working arrangements and reasonable adjustments.

We particularly welcome applications from groups which are currently underrepresented within the team, including applicants who identify as Black, Asian and Minority Ethnic (BAME) and disabled candidates.

Pre-appointment checks

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

Successful candidates' publicly 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 **Monday 5 April 2021**.

If you require any reasonable adjustments during the application process, please contact HLHumanresources@parliament.uk or call 020 7219 3185.

Telephone Enquiries

If you wish to find out more information about this post please contact Michael Torrance, the Committee Clerk, at torrancem@parliament.uk.

No recruitment agencies please.