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
1065/1117

Office
Committee Office

Grade
HL8

Starting Salary
£50,800

Term
This post is Permanent.

Scope of the job

Background
The Committee Office is one of the largest House of Lords offices, supporting around 20 select committees at a time, spanning a wide range of subjects. Its work ranges from year-long inquiries on cross-cutting subjects to technical, but no less important, shorter inquiries on legislation, including on draft bills. Some of the work is carried out jointly with the House of Commons.

The Committee Office has a strong track record of innovation. The work typically involves members of the public (as witnesses) as well as members of the House, and new ways are being sought of engaging with the public and presenting the results of committee work in more readily accessible ways. In January 2018 the Liaison Committee launched a major review of House of Lords committees, the first for 25 years. This review has very recently reported, and the work of Lords committees is set to remain exceptionally interesting and high-profile.

Staff serving Lords select committees provide high-quality and impartial advice and support to enable committees to carry out their functions, contributing to the development of public policy. Committee members can be highly experienced and distinguished in their fields, making for a challenging but motivating experience in advising and supporting them.

The successful candidates may be required to support any committee (including any newly created ones). Depending on the demands on the office as a whole, clerks can move between committees, meaning the post-holder...
may have to become familiar with a new area of policy quickly.

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

The committee chairman and other members of the committee
Other members of the House and their staff (including MPs if working for a joint committee)
Staff of both Houses
The House’s press and media team
Specialist advisers
Civil and public servants
Witnesses, interest groups and members of the public interested in the committee’s work

Main responsibilities

Line management and budgetary responsibilities

The clerk is responsible for managing the resources of the committee effectively. Normally this involves line managing a policy analyst and a committee assistant, including supporting their development. Where a committee uses an external specialist adviser, the clerk manages their work.

Individual committees do not have a budget and committee clerks have no formal budgetary responsibilities. However, the clerk ensures that value for money is achieved in expenditure, where necessary advising the committee on the financial implications of its work. Committee clerks contribute to the budgeting process in the Committee Office.

Other responsibilities of the post

1. Inquiries

For sessional (i.e. permanent) committees and sub-committees:
- Identify suitable topics for inquiries, taking account of wishes of the committee chairman and members.

For special inquiry (i.e. temporary, year-long) committees:
- Provide induction as appropriate for chairman and members of the new special inquiry committee.

For all committees:
- Advise the committee on its programme of evidence, identifying suitable witnesses and having regard to the need for diversity among witnesses.
- Prepare briefing for evidence sessions and possible questions for the committee to ask witnesses.
- Complete inquiries to timetable, including advising the committee on the timing of its inquiry.
2. **Briefing**
   - Give timely and sound advice to the chairman and members on the policy and procedure of the committee’s work.
   - Brief new committee members.

3. **Meetings**
   - Oversee the process of making arrangements for meetings to run smoothly and efficiently.

4. **Reports**
   - Prepare draft reports in line with Committee Office style, which reflect the evidence received and the views of committee members.
   - Be accountable for presenting high-quality draft reports, which need little or no editing.

5. **Scrutiny**
   - **For EU sub-committees:**
     - Provide high-quality written and oral advice to the sub-committee on EU documents under scrutiny.
     - Manage the flow of documents subject to scrutiny effectively.

6. **Visits and inter-parliamentary co-operation**
   - Plan and oversee the organisation of committee visits.
   - Provide briefing for delegations and write up notes afterwards.
   - For certain 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 the committee’s webpages are kept informative, up to date and engaging.

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

Many of the above tasks are carried out collaboratively with the committee’s policy analyst and committee assistant, in some cases involving a specialist adviser.

**Person specification**
The qualifications required for the post are:

| 2:1 degree or equivalent |

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**

**Drafting skills** The ability to draft briefing material and select committee reports clearly, concisely and to a high standard; the ability to produce drafts with minimal supervision and which need little or no editing.

**Intellectual qualities** A broad understanding of Parliament and of current challenges facing the House of Lords (for example, Brexit, Lords reform, restoration and renewal of the Palace of Westminster). Sound judgement and sensitivity to political issues. A record of learning and using new skills, and the ability to adapt quickly to new topics or unfamiliar areas of work.

**Authority and influencing skills** Strong oral communication skills, including the ability to influence and persuade individual members or a committee.

**Management and teamwork** A record of working well in a team (for example listening to the views of others, taking account of their priorities, explaining tasks, encouraging initiative and providing support). The ability to line manage a small team, setting expectations and supporting development, and to manage the other resources of the committee.

**Delivering results** The ability to work well under pressure, manage competing priorities and 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**
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**

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.

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. 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.

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 26 August 2019.

Telephone enquiries
If you wish to find out more information about this post please contact Chris Clarke, Clerk of Select Committees, at clarkechr@parliament.uk or on 020 7219 3330.

No agencies please.