



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

Governance Support Officer

Reference number

1159

Office

Clerk of the Parliaments' Office

Grade

HL7

Starting Salary

£40,400 per annum

Term

This post is permanent.

We will consider secondments to a successful applicant coming from the Civil Service, House of Commons/PDS.

Scope of the job

Background

This is an excellent opportunity to work at the heart of Parliament, supporting effective corporate governance in the House of Lords.

The role of the House of Lords Administration is to support and strengthen the House and all its members in carrying out their parliamentary functions. It employs over 650 people, and its resource budget for 2022/23 was around £147m.

The Administration is led by the Clerk of the Parliaments (its Chief Executive) and the Management Board, who are accountable to the House through the House of Lords Commission. The Commission is supported in its work by the House of Lords Services Committee and the House of Lords Finance Committee, two Committees made up of House of Lords members.

The postholder will work with the Clerk of the Finance Committee and Services Committee to support those two Committees and their Chairs in contributing to the sound, effective and transparent governance of the House Administration. The Finance Committee scrutinises the Administration's financial plans and spending, while the Services Committee oversees member-facing services in the House.

The postholder will be line managed by the Clerk of the Finance Committee and Services Committee. The postholder will work closely with the Clerk in ensuring that the Committees have the clear and precise information they need to fulfil their roles, and can communicate well with the House's members about the work of the Committees and the areas they oversee.

Further information about the House of Lords Administration can be found here: <https://www.parliament.uk/business/lords/house-lords-administration/>.

Close liaison with colleagues in the Commons, and services which support both Houses, such as the Parliamentary Digital Service and Strategic Estates, will be essential. The postholder will need to form constructive and effective working relationships across the Lords, and with Commons and joint services colleagues, and will need to communicate effectively with a wide range of people, including senior managers and members of the House.

Main objective

The postholder will be responsible for providing a high level of executive support to the governance bodies of the House of Lords in their work, particularly as it relates to finance, estates and facilities issues.

Key internal and external relationships

- Chairs of the two Committees
- Head of Governance and other colleagues in the Governance Team
- Clerk of the Parliaments
- Chief Operating Officer
- Colleagues in the Clerk of the Parliaments' Office
- Director of Facilities and Department of Facilities
- Director of Finance and Finance Department
- Other House of Lords offices
- Parliamentary Digital Service (joint department)

Main responsibilities

Line management and budgetary responsibilities

This post has no line management or budgetary responsibilities.

Other responsibilities of the post

- Support the Clerk of the Finance Committee and Services Committee in ensuring that the Committees receive high-quality papers; this will include drafting papers under the direction of the Clerk, analysing and providing advice on draft papers from other offices, and pursuing comments provided by senior postholders;
- Take responsibility for the maintenance of Committee forward plans, and the commissioning of papers and responses to Question for Written Answer (QWA);
- Manage the paper and QWA submissions and review processes for the Finance and Services Committees (including negotiating with other offices) to ensure deadlines are met;
- Collaborate with other officials supporting Lords governance bodies to ensure a smooth flow of issues through the governance chain;
- Work with member-facing services and the Internal Communications team to develop effective communications relating to services and the Committees' decisions for members and staff;
- Develop relationships with key stakeholders (see above) to understand their approaches and requirements;
- Draft accurate minutes, and track decisions and actions arising out of

- Committee meetings;
- Take responsibility for updating the Handbook on facilities and services for Members and their staff annually, seeking contributions from other teams, collating those changes, and proof-reading the revised draft;
- Supporting the work of the wider House of Lords Governance team;
- Other tasks necessary to ensure the smooth functioning of the Services Committee and Finance Committee.

Person specification

The qualifications required for the post are:

No specific qualifications are required for this role but experience of providing support to a governance body would be desirable.

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.

Our Values

The House of Lords Administration has four values: respect, inclusivity, professionalism and responsibility. Our behaviours sit alongside our values, translating them into day-to-day actions and demonstrating how we bring our values to life. They outline what we can expect from each other at work and ensure we all play our part in building an inclusive and respectful workplace culture.

The [values and behaviours](#) are applicable to everyone who works for the House of Lords. As colleagues and representatives of the Administration, everything we do and say counts.

The post holder will be expected to operate in line with the House of Lords workplace values which are:

Respect - We treat people with respect and expect to be treated with respect.

Inclusivity - We embrace and value difference and diversity –whether from a person’s race, gender, other characteristics, background or experience.

Professionalism - We aim for and value a high level of skills and expertise. We act with integrity and openness, putting public service first.

Responsibility - We take ownership of our work and actions. We hold each other to account, take appropriate risks and continue learning.

Competencies:

Essential

Personal Effectiveness

- Excellent organisational and time-management skills, with the ability to manage your own time and deal effectively with conflicting demands.

Organisation and forward planning

- Experience of planning schedules of work and liaising with others to ensure deadlines are set, maintained and met.
- Ability to maintain oversight of both current and future work.

Attention to detail

- Confidence in reviewing and revising documents.
- Strong ability to scrutinise texts and proposals to identify gaps, inconsistencies, difficulties and opportunities.

Communication skills

- Strong written communication skills, experience of drafting a range of documents for a variety of audiences.
- Strong oral communication skills, with the ability to persuade and influence.

Building stakeholder relationships

- Experience of developing effective working relationships and working collaboratively across a range of stakeholders, including with senior managers.

Desirable

- An understanding of governance structures within the public sector
- Minute writing experience

Terms and conditions**Salary and allowances**

The post is paid in accordance with House of Lords grade HL7 (£40,400 per annum). Pay increases usually depend on performance as assessed in annual performance reviews, up to the current band maximum of £49,300. 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 36 hours per week (excluding 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:

- 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.

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 welcome and encourage job applications from people of all backgrounds. For this role we particularly welcome applications from groups which are currently underrepresented within the team, including applications from Black, Asian and minority ethnic candidates, candidates with disabilities and candidates who identify as women.

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 2 April 2023

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

Internal candidates: Please ensure you discuss your application with your Head of Office and your line manager before you submit your application.

Telephone enquiries

If you wish to find out more information about this post please contact Emma Burke on 020 7219 1436/ burkee@parliament.uk.

No recruitment agencies please.