UK Parliament
Digital Service



Candidate Information Pack

Learn about the application process and benefits available to staff in the Parliamentary Digital Service

www.parliament.uk/pds

UK Parliament Digital Service

Supporting a thriving Parliamentary democracy

Candidate Information Pack

Contents

Application process 3
CV and/or Supporting Statement 3
Application Form 3
Interview Process 4
Onboarding Process 4
Security Checks 5
Eligibility 5
Internal Roles 5
Location 5
Restricted Flexibility 5
Increased Flexibility 6
Hours of Work 6
Salary/Allowances 7
Fixed Term Contracts 7
Workplace Adjustments 8
Benefits 8
Data Protection Notice 10
Contact Us 10

Application process

Before you start your application, please ensure you meet the 'Security' and/or 'Eligibility' requirements and are happy with all the requirements regarding the Location, Hours of Work and other sections laid out in this document.

There are two main ways in which we will ask you to submit your interest for a role:

CV and/or Supporting Statement

Captures background detail and experience and any information you feel important to share. As this is a personal document, a CV allows you to present yourself in the most comfortable way.

In addition to a CV, it would be normal practice to ask a candidate to complete a supporting statement to demonstrate how they meet 'The Requirements' of the job description as part of their overall submission. You will have up to 1,200 words to demonstrate this.

Application Form

Captures an individual's work history and presents them with up to five questions to answer, based on the criteria outlined in the job description. When answering each question, try to base your answers on using either the STAR or CAR methods. You can use examples from your previous work history, home life or volunteering. When doing so, please try to remember to keep examples short and to the point.

STAR method:
Situation – explain the situation you had to deal with
Task – describe the task you were given to do
Actions - explain how you did something not just what you did
Results - what was the outcome, what was achieved, was anything learnt?

CAR method:
Context - explain the situation/task to cover the who, what, where and when
Actions - explain how you did something not just what you did
Results - what was the outcome, what was achieved, was anything learnt?

All applications received will be assessed against up to the first 5 criterion as well as any technical proficiencies listed in the job description. Each criterion is scored out of a maximum of 3. A score of 0 in any section will result in your application not being progressed to the next stage of the process.

If you are applying through the Disability Confident Scheme, you must score a minimum of 2 against each criterion to automatically progress to the next stage of the process.

As a Disability Confident Leader, it is important that we strive towards making appropriate arrangements or adjustments where necessary to create a full and equal

participation in the selection process. If you require any adjustments as part of the recruitment process, please contact the Resourcing Team to discuss how we can try to assist with your requirements.

Interview Process

If you are shortlisted, we may ask you to complete a test, presentation, or other assessment as a part of the interview process. All interviews are assessed against all the criterion and technical proficiencies listed in the job description. We will usually state when interviews are likely to occur on the advert but are subject to change. Each criterion is scored from A to E with criterions A to C a pass and a score of D-E a failure.

Interviews are usually comprised of a panel, where you will be asked a combination of competency based and role specific questions solely based on the criterion listed in the job description. Try to use the STAR or CAR methods to structure your answers to questions.

Following an interview, the interview panel will submit a report for approval. Once approved, we will contact the successful candidates to verbally offer a role. If you are unsuccessful, you will be notified by email and be provided with an opportunity to request feedback.

If we find more appointable candidates than we have available positions for, you will be placed onto a reserve list and may be offered the role in a 6-month period.

Onboarding Process

If you accept our conditional offer, you will receive an offer by email along with the below forms which will need to be completed as part of your pre-employment checks (BPSS checks including proof of Right To Work) and returned to the Onboarding Function.

All successful candidates are required to pass these checks before an offer can be confirmed. You will be sent a draft schedule of terms, health questionnaire, pensions form and new joiner form.

Please ensure any information entered and declared is correct and submit any supporting documentation that may be required. As we have a duty of care to ensure public funds are spent appropriately, offers are usually made at the entry level of a salary banding/advertised salary.

Please note, our checks may take several weeks to complete, and we advise successful candidates not to hand in their notice until these have been completed.

Security Checks

Successful candidates will be required to pass our security vetting check to at least Counter Terrorist Check (CTC) level or higher such as Security Clearance (SC) or Developed Vetting (DV). To undergo our security checks, you must have resided in the UK for a minimum of 3 years out of the last 5 years.

Please refer to the advert to check the security clearance level required for a position and refer to our National Security Vetting booklet for further information with regards to what these checks entail.

Eligibility

Under the Asylum and Immigration Act (1971), you must have the right to work in the UK when you apply. To check your right to work, please visit Gov.uk's Prove Right to Work. Please note, we are unable to provide sponsorship if one is required as we do not hold a sponsorship license.

Internal Roles

Any roles that are advertised on the Internal Opportunities jobs board but not on the External Opportunities page are open to Parliamentary Digital Service, House of Commons and House of Lords employees only who have been recruited through fair and open competition. If you are not an employee who has been recruited through fair and open competition and apply for a vacancy exclusively listed on our internal opportunities page, we will be unable to consider your application.

Location

Our mission is to support a thriving parliamentary democracy – and today more than ever, this means being ready to carry out our essential functions in Westminster and elsewhere. Since 2020 our whole workforce is involved in developing new, business resilient capabilities for hybrid working. We support colleagues to deliver excellent services on the Parliamentary Estate and remotely, while the balance of location varies according to the requirements of each job role. Hybrid working arrangements are subject to change in line with business needs.

Restricted Flexibility

Due to business requirements, there are some roles which will have reduced flexibility. The following roles have specific restrictions and are subject to change in line with business needs:

Support Desk Analyst, Service Desk Analyst, and other Support Desk roles
Expected to work on site for 5 days consecutively once every 3 weeks but may be called in to work on site at very short notice in line with business needs.

Increased Flexibility
Some roles have been specifically assessed as being suitable for mainly remote working which can be carried out from any permitted location within the UK. However, there is still a requirement to visit the Parliamentary Estate throughout the year for various business activities. The following roles are subject to change in line with business needs:

Principal Developer, Principal DevOps Engineer, Senior Developer, Senior DevOps Engineer

Local Engagement Officer (region specific)

- Time split between constituency offices assigned to their region(s) and Westminster
- Must have a full clean driver's licence and use of own car with insurance and MOT

Hours of Work

We offer a range of flexible working options and actively encourage applications from candidates expressing a wish to perform the role in a flexible working arrangement such as part-time working, job-share, and compressed hours. Stated net conditioned hours exclude daily meal breaks of one hour. The exact daily times of attendance (start and finish) will be agreed with line management and are subject to change.

A – C Banding: Net conditioned full-time working hours for permanent and fixed staff are 36 hours per week.

SCS Banding: Net conditioned full-time working hours for permanent and fixed staff of are 36 hours per week plus additional hours the service may require.

Day Rate/Contractor: Net conditioned full-time working hours for temporary (contractor) staff are 40 hours per week (a professional day of 8 hours).

Shift Work (Specific Roles)
Due to business requirements, there are some roles which have specific work patterns/are on a rotating shift basis. The following roles have specific conditions and are subject to change in line with business needs. The exact daily times of attendance will be confirmed by line management.

Support Desk/Service Desk Analyst and other Support Desk roles.
Support Desk/Service Desk staff will need to do shifts on a 2-week rota:

Monday – Thursday **–>** 08:00 – 16:15, 09:00 – 17:15, 10:00 – 18:15, 11:00 – 19:15
Friday **–>** 8:00 – 16:00, 09:00 – 17:00, 10:00 – 18:00

Senior Applications Analyst
Four teams working 12-hour continuous shifts (7am to 7pm and 7pm to 7am in rotation), covering seven days a week, five on/four off and four on/five off over a 56-day cycle. The hours of attendance for this post are averaged out at 42 gross hours per week, inclusive of 1.5 hours break, per 12-hour shift.

On-Call Rota (Specific Roles)
The Parliamentary Digital Service currently operates core hours between 8am – 6pm, Monday to Friday. We recognise the importance of supporting business critical services / systems outside of these core hours including weekends and bank holidays.

We are currently trialling an on-call allowance to recognise colleagues who participate in on-call rotas. Once the trial has ended, permanent arrangements for on-call rotas will be agreed across certain teams. If successfully appointed into one of the roles below, you will be expected to participate in on-call arrangements on completion of your probationary period.

On-call is defined as 'non-work time', during which an employee is required to be available to handle job related activities and emergencies affecting business critical systems and services, outside of the core working hours. This list of roles in the On-Call Rota as per below is subject to change in line with business needs.

Senior Developer, Principal Developer, Senior DevOps Engineer

Azure and Virtual Platforms Lead, Messaging Service Owner, Messaging Specialists, Productivity and Collaboration Specialist

Senior Applications Analyst

Salary/Allowances

Some roles attract a market sector allowance (MSA). Salaries advertised with a circa figure i.e., circa/c. £32k will include a MSA that will be confirmed at offer stage if not stated in the advert. Some roles attract a Shift Allowance such as in our IS 247 team. Please check the advert for further information. If you are an internal employee, pay on promotion rules apply for all salary offers.

Fixed Term Contracts

All PDS vacancies advertised as being of a Fixed Term contract on our internal and external job opportunities boards have the possibility of extension and/or permanency unless otherwise stated. Some roles may be advertised with the possibility of extension but not permanency. Please check the advert for further information.

Workplace Adjustments

As a Disability Confident Leader, we support individuals in need of workplace adjustments. The workplace adjustment process prevents, reduces or removes problems you might face at work. Adjustments can be requested to help with obstacles relating to mental health, and physical or non-physical requirements. You can request a reasonable workplace adjustment if you have a disability or suffer from a difficulty or disadvantage in your workplace.

Benefits

We offer an attractive range of benefits for employees. Terms and conditions apply.

Annual Leave: staff start off with 30 days' annual leave for the first full year of continuous service which increases to 35 thereafter (based on your contractual hours and/or based on joining date, with leave year running from November to October) excluding bank holidays.

Maternity Leave: after one year of continuous service, up to six months full salary will be paid for the whole of ordinary maternity leave (26 weeks) and SMP will continue for the first 13 weeks of any additional maternity leave based on your contractual hours.

Pension Schemes: pick from a Civil Service pension scheme with an employer contribution up to 30.3% or a Partnership pension scheme where member contributions are optional.

Gym Membership: access to a subsidised gym located in the Parliamentary Estate on a membership or pay as you go basis, with a network of over 100 centres across the UK.

Nursery: modern and welcoming facility for children aged three months to five years.

Catering Services: access to a range of cafés, bars and restaurants catering for all preferences and budgets in both traditional and contemporary surroundings.

Health and Wellbeing Service: our in-house Health and Wellbeing Service provides advice and guidance to support good health at work including access to an on-site GP.

Post Office & Cash Dispensers: there are two Post Offices on the Parliamentary estate as well as cash dispensers available in three locations.

Travel Office: comprehensive travel service provider that makes planning both domestic and international journeys an easy process including access to a range of potential discounts.

Westminster Abbey Access: access is free for a passholder only which includes a complimentary audio guide upon production of your permanent Parliamentary pass.

Family Visit: you'll have the opportunity to bring family members to the Palace of Westminster, give

them a tour and take them to one of many of the cafés and restaurants.

Prayer/Contemplation Rooms: we have rooms dedicated to religious prayer of all faiths, known by us as the 'Multi-Faith Prayer Room'.

Employee Assistance Programme: offers a 24/7 365 day per year confidential helpline to staff and their families to give practical advice, counselling, and support
Learning & Development: workshops, online resources, career coaching and apprenticeships - we support professional qualifications including time off for study leave.

Mentoring & Coaching: a network of career coaches is available to support staff who are driven to take advantage of the development opportunities.

Inspiring the Future: volunteer in a state school or college near where you live or work to talk to young people about your job and career route.

Professional Subscriptions: employees who are members of a professional body may reclaim the cost of one professional subscription to that body per year subject to the terms and conditions set out in our Staff Expenses Policy.

Eyesight Test: eyesight test free for users of Display Screen Equipment (conditions apply).

Christmas Advance Pay: advance of up to £250 on or around 15th December (providing this amount does not exceed half of net monthly pay).

Staff Recognition Scheme: people who are nominated for going above and beyond will be recognised by senior management, while the top nominations could receive a gift card.

Career Break: apply for a career break to enable staff to meet family commitments or to undertake further education for up to five years in total.

Workplace Equality Networks (WENs)

We value diversity and inclusion and we are committed to making our work more fulfilling, more flexible and more family-friendly. We strive to be more like the country our Parliament represents, by drawing upon the talents of the widest possible range of geographical, career and social backgrounds.

Our WENs provides an opportunity for groups of people to discuss and consider issues relevant to their situation or of interest to them:

- ParliREACH – a support network relevant to race, ethnicity, and cultural heritage issues
- ParliAble – a support network relevant to disabilities
- ParliCare – for those with caring challenges
- ParliGENDER – for gender equality in Parliament
- ParliOUT – a support network relevant to LGBT+ people
- ParliON – to promote inclusion and equality of opportunity, and to raise awareness of issues around socio-economic inclusion

Data Protection Notice

The Parliamentary Digital Service respects your rights to privacy, and we are committed to being transparent about how we collect and use that data. We process and collect personal data in line with our responsibilities under the United Kingdom General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

This privacy notice explains the personal data that we collect from you and how we use the information.

Contact Us

If you experience any difficulties when applying or have any other queries prior to the closing date and time, please contact the Resourcing Team via: DigitalRecruitment@parliament.uk

If you have accepted an offer from us and are currently in the onboarding process or have a query about the On-Call Rota, please contact the Onboarding Function (HR Operations Team) via: DigitalHRDev@parliament.uk

No recruitment agencies please, thank you.

Good Luck!