



# 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 <https://bit.ly/3G2MV3K>

### Job Description

Job title	Reference number
Clerk of the Parliaments' Office Intern	N/A
Office	Grade
Clerk of the Parliaments' Office	HL3
Salary	
£1,792 for the length of the internship (paid on completion of the full internship)	
Term	
Internship dates Monday 3 July 2023 – Friday 28 July 2023	

### Scope of the role

#### Background

The House of Lords is the second chamber of UK Parliament. It plays a crucial role in examining bills, questioning government action and investigating public policy.

The House is supported by an Administration in carrying out its day-to-day duties. It is responsible for advising on parliamentary procedure and is politically impartial. It also performs a range of corporate functions, from finance and catering to property management and security.

The main aim of the Administration is to support and strengthen the House and its members in carrying out their parliamentary functions, by:

- providing effective services to facilitate the work of the House;
- promoting public understanding of the House of Lords and engagement with its work; and
- making Parliament safer, more secure and sustainable.

We are rolling out a programme of initiatives aimed at elevating the voices and experiences of those from currently underrepresented backgrounds within the Parliamentary community. The House of Lords has identified that those from Black, Asian and ethnic minority backgrounds are underrepresented within our workforce. This internship hopes to showcase the wide variety of opportunities available within the House of Lords and celebrating the diversity of people we employ, showing that opportunities within the House of Lords are accessible to people from all backgrounds.

#### Office details

The Clerk of the Parliaments' Office is made up of a number of different teams, including:

- Private office support for the Clerk of the Parliaments, Clerk Assistant, Chief Operating Officer, Senior Deputy Speaker and Convenor of Crossbench Peers;

- The CoP 'outer office' which supports the daily sittings of the Chamber, including producing the procedural briefs for each day's sitting, and provides administrative support for the whole CoP Office;
- Secretariat support for corporate boards and groups, including the, Finance Committee, Services Committee, Audit Committee, Management Board, Business Planning Group, Steering Group for Change, Additional Support Group, and the Senior Leadership Forum;
- Corporate governance teams which support strategic and business planning, including effective risk and organisational performance management;
- Internal Audit;
- Information Compliance;
- Business Improvement and Change (BIC) Team;
- Lords Restoration and Renewal Team;
- International Relations Team.

The Office is often a focal and co-ordination point for novel, cross-departmental and bicameral initiatives. This post would be based in the private office for the Clerk of the Parliaments (CoP), leading an administrative team supporting the CoP, Clerk Assistant, Chief Operating Officer, Senior Deputy Speaker and Chairs to the Finance and Services Committees. The CoP has a range of corporate and procedural responsibilities. The CoP is the head of the House of Lords Administration (equivalent to the Chief Executive); employer of all staff of the Administration; Corporate and Accounting Officer of the House of Lords; and chief procedural adviser to the House. The office therefore requires a secretariat that can keep pace with changing priorities and deliver consistently professional support.

### **Main objective**

Throughout the internship you will be able to engage in a variety of activities the Clerk of the Parliaments' Office delivers. Examples of activities include:

- Contribute towards research and provide support for ongoing projects.
- Support the creation of briefings to key stakeholders.
- Shadowing at meetings, and providing opinions and ideas on the subject discussed.
- Completing a project relevant to the Office where you have been placed.

### **Key internal and external relationships**

- Wider Clerk of the Parliaments' Office colleagues.
- Senior leaders and managers.
- Windsor Fellowship contact.
- Inclusion & Diversity Team.

The role holder may also have contact with Members of the House of Lords and Member's staff.

## Main responsibilities

- Provide support to private office teams in the Clerk of the Parliaments' Office.
- Provide a professional front-of-house service for the Clerk of the Parliaments' Office.
- Support sittings of the House, including setting up the Chamber and preparing briefs for both the Chamber and Grand Committee sittings.
- Provide high-level secretarial and administrative support to senior staff.
- Help to manage papers and provide summaries and analyses of papers and meetings.
- Help to manage correspondence, both internal and external, including preparing draft letters.
- Provide support to other teams in the Clerk of the Parliaments' Office as necessary.

The internship will begin with an induction morning, providing interns with the opportunity to see and learn about the House of Lords and its relationship with the House of Commons.

## Person specification

We are a values driven organisation.

Our values 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, impartiality 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).

We are also politically impartial, and therefore we would require any interns to uphold this behaviour at all times.

## Competencies

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

- **Organisational Skills**
  - Ability to manage multiple priorities at once, taking ownership for work agreed, seeing things through and learning from setbacks.
- **Communication Skills**
  - Highly developed interpersonal skills: ability to tune in to team dynamics, using this insight to address issues.

- Ability to deliver clear and relevant communication, which can meet the needs of a diverse audience and also tailor to the situation.
- **Working with others**
  - Establishes and builds trusting relationships; motivates and supports others to deliver success.
  - Shows courage, does not shy away from challenges. Deals with issues head on, addressing problems or issues directly.
- **Working in a changing environment**
  - Resilient under pressure and an ability to be adaptable and curious.

### **Desirable**

- **Professionalism, tact and discretion**
  - Ability to handle difficult or sensitive situations and information with tact and discretion.

### **Terms and conditions**

#### **Remuneration**

The post is paid in accordance with House of Lords grade HL3 (£1,792 per month) and will be paid on completion of the internship. Payment will be completed by an external partner,

#### **Term and hours**

The post is fixed term and is for 36 hours per week (excluding break-time).

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

#### **Pre-appointment checks**

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 three of the last five years they may not be 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 11:59pm on 17<sup>th</sup> April 2023.

If you require any reasonable adjustments during the application process, please contact [internships@windsor-fellowship.org](mailto:internships@windsor-fellowship.org)