



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
Human Resources Office Intern	N/A
Office	Grade
Human Resources 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 House of Lords is the second chamber of the UK Parliament and plays a crucial role in examining bills, questioning government action, and investigating public policy. In support of these activities, the House of Lords Administration employs approximately 680 colleagues to provide advice and services which enables the House and its Members to carry out their parliamentary functions effectively.

The Administration has a strong people focus to ensure we support and strengthen the work of the House. The Human Resources Office is a professional HR function which helps to fulfil the people focus. To do so, the office provides various services to the organisation. These services include Business Partnering & Advisory, Recruitment & Onboarding, Learning & Organisational Development, Employee Experience & Reward, Inclusion & Diversity, and Pay & Pensions for the House of Lords.

Main objective

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

- Contribute towards research and provide support for ongoing project.
- Support the creation of briefings to key stakeholder.
- Shadowing at meetings, and providing opinions and ideas on the subject discussed.
- Using policy to advise on next steps in ambiguous contexts.

Key internal and external relationships

- Wider Human Resources 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

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.

Over the course of your internship, you will rotate throughout the Human Resources Office, spending approximately a week in each team. The teams you work with will depend on business needs across the internship, to enable you to get the most valuable experience available. You will also be consulted on your preferences. The teams you will work with will likely include:

- Business Partnering & Advisory, and Recruitment & Onboarding (focuses on operational HR);
- Employee Experience & Reward (focuses on data, pay and policy);
- Inclusion & Diversity (focuses on I&D); and
- Learning & Organisational Development (focuses on learning and organisational capability).

Your main responsibilities will likely vary and will depend on business needs and your own preferences. Responsibilities in each team may include:

- Business Partnering & Advisory, and Recruitment & Onboarding (focuses on operational HR)
 - Support planning a recruitment campaign, ensuring all candidates are treated fairly

- Taking notes in meetings related to employee relations
- Employee Experience & Reward (focuses on data, pay and policy)
 - Interpret data to contribute to decision making
 - Review policy and suggest improvements
- Inclusion & Diversity (focuses on I&D)
 - Support the briefing of stakeholders on I&D topics
 - Contribute to I&D projects
- Learning & Organisational Development (focuses on learning and organisational capability)
 - Assist with co-ordinating training
 - Provide input into improving organisational capability

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

- **Tact and Discretion**
 - Able to manage sensitive issues with tact and discretion, in addition to keeping confidentiality where necessary.

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 competition 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 17th April 2023.

If you require any reasonable adjustments during the application process, please contact internships@windsor-fellowship.org