



HOUSE OF LORDS

Job Description

Job Title	Press and Publicity Officer (part-time)	Job Reference	IOB204
Department	Information Office	Band	B2

Salary Range

£27,937 - £34,966

Scope of the Job

Background	<p>The House of Lords Information Office aims to promote a better understanding and knowledge of the role and work of the House of Lords as the second chamber of the UK Parliament. The Office provides an enquiry service to the public, the press and to members of the House by telephone, e-mail and letter; produces publications about the role and work of the House; manages contacts with the press and media, and provides material and supports the activities of the Parliamentary Education Service.</p> <p>The post holder will be a member of the Information Office and will also work closely with the Office of the Clerk of the Parliaments. They will report to the Head of Press and Media who is based in the Committee Office and will support the work of the Director of Public Information.</p> <p>The Information Office is part of the Department of Information Services, which comprises the Information Office, the Library and Research Services and the Parliamentary Archives.</p>
Main Objective	The key objectives of the post are to support the Head of Press and Media and the Information Office by providing and organising forward planning information, drafting press releases and briefing material and to support and strengthen the House of Lords media handling capabilities including an out-of-hours media service.
Key Internal & External Relationships	<p>House of Lords Staff.</p> <p>A variety of public and private organisations.</p> <p>The general public and the press.</p>

Main Responsibilities

Management Responsibility	This post has no line management responsibilities.
<p>To support the Director of Public Information and the Head of Press Media to:</p> <ul style="list-style-type: none"> • Carry out horizon scanning and forward planning tasks both externally and internally to ensure the Information Office, the Clerk of the Parliaments and other colleagues are aware of potential media risks and opportunities and are prepared to react to them as they arise. • Prepare written and oral briefings which reflect the media aspects of key corporate issues for the Administration and Office holders; 	

- Brief press and media contacts as appropriate and provide media support in relation to enquiries about the management and administration of the House;
- Support the work of the Lord Speaker and general outreach efforts of the House.
- Support the work of the Head of Press and Media
- Manage media, communications and publicity activities about the work of the House of Lords through its Committees other business.

Person Specification

Qualifications

Essential			Assessed	Desirable	Q
<ul style="list-style-type: none"> • Degree level or equivalent qualification 					Q
<ul style="list-style-type: none"> • Proven ability to draft clearly and concisely. • The ability to simplify and explain often lengthy and complicated texts for: <ul style="list-style-type: none"> ○ the press ○ informed but busy senior politicians and civil servants ○ members of the public ○ a wide range of interested organisations and individuals. • Relevant and recent employment experience in press and publicity work. • A good understanding of the political media and their working practices • The ability to anticipate and identify stories which are likely to be of media interest. • Excellent organisational and planning skills and the ability to prioritise a diverse workload. • Knowledge and understanding of the role the House of Lords as part of Parliament and Parliament's relationship with government. 			A A A / I / T A / I A / I / T A / I A / I	<ul style="list-style-type: none"> • Excellent IS/IT skills are required. 	A / I

Assessment Method Code:

A: Application Form

I: Interview

T: Test if applicable

Q: Qualification proof

Terms & Conditions

Salary & Allowances	B2 Grade: £27,937 - £34,966
Term	Permanent part-time position
Probation	9 month probation period
Pension	The post is pensionable under the House of Lords Staff

	Pension Scheme, which is the Principal Civil Service Pension Scheme applied by analogy. The scheme is an average salary scheme with an employee contribution rate of 3.5%.
Hours	The position is part-time (20.5 hours per week)
Benefits	Interest-free season ticket loan; Childcare Vouchers; Reduction in BUPA health care; Eye Care Vouchers; reasonably priced In-House gym; access to Safety, Health & Welfare service
Annual Leave	Annual leave entitlement is 30 days plus public and Bank Holidays. This increases to 35 days after completion of one year's employment. Some leave may be taken when the House is sitting and the rest will normally only be taken during periods when the House is in recess. All must be agreed in advance with the line manager.

Equal Opportunities

The House of Lords is committed to equal opportunities. Applications are welcome from all qualified individuals irrespective of gender, marital status, age, race, colour, disability, religious affiliation or sexual orientation.

Application & Selection

Appointment depends on satisfactory references and health and security checks.

Base Line 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 an applicant, their right to work in the UK and their employment (or academic history) over the last three years. Also, applicants are required to give a reasonable account of any significant recent periods of time spent abroad (over six months). Applicants who have been unemployed or self-employed for over six months in the last three years (so the last three years employment/academic history cannot be verified by references) will be asked to provide some further documentation to prove their history.

Return Applications

Please Return Forms by Friday 26 March 2010 to —	<ul style="list-style-type: none"> • Human Resources Office, House of Lords, London SW1A 0PW • If you wish to email your application form, please send it to humanresourceshol@parliament.uk
Please note we do not accept any hand delivered applications for security reasons.	