



House of  
Commons

## Job description and person specification

Parliamentary Safeguarding Lead  
Job title



## Making Parliament Happen

---

<b>Job Title:</b>	<b>Parliamentary Safeguarding Lead</b>
<b>Salary:</b>	<b>Band A2 - £56,180 - £66,497 per annum</b>
<b>Hours:</b>	<b>36 per week (<i>flexibilities considered as outlined below</i>)</b>
<b>Location:</b>	<b>Palace of Westminster and the Parliamentary Estate, London (Central). Hybrid options available</b>
<b>Number of Posts:</b>	<b>1</b>
<b>Contract Type/ Duration:</b>	<b>Fixed term for 2 years (with possibility of extension or permanency)</b>
<b>Security Clearance Type:</b>	<b>Counter Terrorist Check (CTC) and full DBS</b>

---

### House of Commons

As the democratically elected House of the UK Parliament, the House of Commons is responsible for making laws and scrutinising the work of Government, working alongside the House of Lords. From shaping the future to making history, extraordinary things happen here.

More than 3000 employees in the House of Commons Administration support parliamentary democracy by delivering excellent services to the UK Parliament. By delivering our purpose and living our values, everybody in the House Administration plays their part. Together, we make Parliament happen.

### The Team

The People & Culture team (PACT) is responsible for corporate people strategy and planning. The team develops HR policies and standards and provides efficient, accurate and customer-focused support to internal customers across the Administration and Joint Departments

Although this post would be based in the House of Commons, the post-holder would be expected to work on behalf of both the Commons, Lords and joint departments of both Houses.

## The Role

The UK Parliament is a unique and exciting place to work at the heart of our parliamentary democracy, located in a World Heritage site. Behind the scenes there are over 3000 staff working for the House of Commons, the House of Lords and the parliamentary joint departments (dealing with digital services and the restoration of the Palace of Westminster) who together facilitate the day-to-day running of Parliament. They provide professional services to members, their staff and the wider Parliamentary community.

The administrations of both Houses are committed to protecting from the risk of harm children and adults at risk who come into contact with Parliament and any of its activities, whether at Westminster or in the community. To ensure that statutory safeguarding responsibilities are met, the boards of both Houses have recently agreed a new Safeguarding policy. The Head of Safeguarding will work to the Safeguarding Board, made up of officials from the House of Commons, the House of Lords and the joint departments, and will ensure the effective roll-out and implementation of this policy, and the embedding of Safeguarding practices throughout Parliament.

This is an exciting and challenging opportunity to work across both Houses of Parliament to ensure that the new policy is effectively implemented and supported by a new structure. The post-holder will be in the lead in developing a network of safeguarding coordinators across teams serving both Houses and the joint departments, and will oversee their training, as well as develop and maintain a community of interest, sharing best practice and guidance.

To support the network and embed it effectively there is a need to develop training, procedures and guidance appropriate to the different requirements of teams. The Parliamentary Estate is a mixed-use site, with many different activities involving a wide range of individuals: from members and staff of both Houses, to visitors on democratic access tours and attending proceedings, school children on educational tours, VIP visitors and parliamentary delegations, and tourists from all over the world. Parliament also has staff working away from the Parliamentary Estate, delivering outreach and engagement activities in the community.

The post-holder will need to work with teams across Parliament to understand these different activities, assess the risks of harm to children and adults at risk, the likelihood of those risks materialising, and how Parliament can effectively mitigate them.

## Key stakeholder relationships

- Co-Chairs and members of the Safeguarding Board
- Managing Director of People and Culture, House of Commons
- Designated Safeguarding Leads for Parliament (currently three)
- Governance teams in both Houses
- HR teams in both Houses

- Parliamentary Health and Wellbeing service (bicameral)
- Trade Unions (for consultation purposes)
- External bodies including Local Authorities, charities and partner organisations as required

## Line Management

The postholder will initially line manage one direct report in a newly established team.

The House of Commons believes that all colleagues should have a skilled and supportive line manager. Line management means taking responsibility for leading individuals and/or teams. All managers need to demonstrate the ability to enable their people to perform well, take responsibility, and develop in their roles. Line managers support the wellbeing of their teams, working inclusively to ensure that everyone can play their part to meet their goals.

## Key Responsibilities

The main responsibilities of the post are:

- To be the lead source of advice and guidance on safeguarding policy and practice within Parliament.
- Support the work of the Safeguarding board, providing expert briefing, analysis and recommendations as required by the board.
- To act as an additional Designated Safeguarding Officer, supporting the work of the existing Designated Safeguarding Leads as required.
- To lead the implementation and continuous improvement of the new safeguarding policy, using a risk-based approach to embedding it in parliamentary activities, structures and culture.
- To develop a suite of guidance documents to sit beneath the new safeguarding policy, including procedures, FAQs, and risk assessment templates.
- To establish a network of local safeguarding co-ordinators across Parliamentary teams
- To develop, deliver and maintain an effective training programme for a new network of safeguarding coordinators and other staff as required.
- To work with internal communications and learning and development teams in both Houses on awareness-raising campaigns, and the development of simple guides for use as communication tools
- To work with different teams across Parliament on achieving full compliance, including with procurement colleagues in the Parliamentary Commercial Directorate to ensure that partner organisations, contractors and service providers are compliant with requirements.
- To create and maintain a community of interest for safeguarding coordinators, to ensure experience and learning is shared, and training kept up to date.
- To establish and maintain a partnership with an external organisation to ensure that guidance and training is kept up to date with best practice and statutory changes.
- To keep the safeguarding policy under review, monitoring the impact of the new network of coordinators and supporting guidance on overall referral rates, and any other consequences.
- To lead on development of plans for extending the Safeguarding policy to other groups on the Parliamentary Estate over time.

Please note the above duties are not intended to be an exhaustive list. You may be required to undertake other duties that are appropriate to your role and pay band, as agreed with your line manager.

We recognise that our successful candidates will need support to grow and flourish in the role. The House of Commons is committed to providing training, support and development to all staff. Any training specific to this role will be provided as early as possible, and ongoing training and development will be provided whenever possible and appropriate.

## Disclosure and Barring Service Check

This role has been assessed as requiring an enhanced Disclosure and Barring Service check (DBS) with a satisfactory check being required before an offer can be confirmed.

### Person Specification

Experience, Skills and Knowledge	
<b>1</b>	<b>Criterion 1: Experience</b> Experience of successfully implementing safeguarding policy and guidance in an environment which, like Parliament, is a mixed-use site, with a wide range of activities and stakeholders. Evidence of using a risk-based approach to deliver robust and proportionate training, procedures and guidance in support of meeting statutory obligations.
<b>2</b>	<b>Criterion 2: Functional skills</b> Specialist knowledge of safeguarding relating to children and adults at risk, with a demonstrable understanding of current legislation, including core principles and current best practice, and the ability to apply this in a pragmatic way relevant to our organisational context.
<b>3</b>	<b>Criterion 3: Working with people</b> Strong interpersonal and relationship-building skills with the ability to work across organisational boundaries and teams. Able to confidently engage with and influence people at all levels within the organisation, including senior leaders.
<b>4</b>	<b>Criterion 4: Planning and organising</b> Excellent planning and organisation skills with the ability to meet demand and deadlines whilst taking full responsibility for the quality of the work delivered both individually and through others.
<b>5</b>	<b>Criterion 5: Communicating</b> Highly developed written and oral communication skills, with the ability to present information clearly and explain ideas in a way that decision-makers understand and can act on.
<b>6</b>	<b>Criterion 6: Management</b> Ability to lead individuals and teams, building and maintaining strong collaborative partnerships to achieve organisational goals, whilst upholding the values of equality, diversity and inclusion.



## **ADDITIONAL INFORMATION**

### **Application and Selection Process**

As part of the recruitment process we may ask you to complete a test, presentation or other assessment. Details will be provided in advance if you are shortlisted for the role and invited to attend an interview.

At the interview, we will ask you a combination of competency questions and role specific questions solely based on Person Specification.

### **Hybrid Working**

Our mission is to support making parliament happen – this means being ready to carry out our essential functions to support colleagues deliver excellent services on the Parliamentary Estate and remotely. Currently, staff can have a hybrid working arrangement under the Hybrid Working Policy. The opportunity to have a hybrid working arrangement and the nature of any such arrangement, varies according to the requirements of each job role. There are some roles which can only be carried out from the Parliamentary Estate.

### **Flexible Working**

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. We would be happy to discuss further if this is something you would like to explore.

### **Security**

Successful external candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level or Security Check (SC) or higher, as described in the job description. All successful candidates are required to pass these checks before an offer can be confirmed.

To enable meaningful checks to be carried out you will need to have lived in the UK for a sufficient period of time. To undergo a CTC, you must have normally resided in the UK for a minimum of 3 years out of the last 5 years. To undergo a SC, you must have normally resided in the UK for a minimum of 5 years.

[Click here](#) for further information.

### **Reasonable Adjustments**

Parliament is committed to providing suitable workplace adjustments for colleagues so that they can be their best selves at work and ensuring that all colleagues are given the same opportunities.

If you require any additional support during the recruitment process, please contact the recruitment team on [recruitment@parliament.uk](mailto:recruitment@parliament.uk) to discuss how we can meet your needs. Examples of such support include additional time for tests or providing literature in large print (where appropriate).

## **Inclusion and Diversity Commitment**

We want to build an environment where everyone feels welcome and able to be themselves. We want to reflect the diversity of our nation. And we want to attract more people from underrepresented groups.

That's why our focus is on better support and flexibility, accessibility and more inclusive ways of working. We're a disability confident employer, and we believe in equality for all. So, we provide everyone with the encouragement and opportunity to thrive - including you.

## **Our Values**

We live our values - courageous, trusted, inclusive and collaborative - in everything we do, making sure that people across all teams, locations and roles are included.

By [delivering on our strategy](#) and living our values, everybody in the House Administration plays their part.

Our values are:

### **Inclusive:**

We value everyone equally; We respect each other; We all have a voice.

### **Courageous:**

We try new things; We own our actions and decisions; We learn from our mistakes.

### **Trusted:**

We trust each other to do a good job; We are impartial; We build confidence in Parliament with our integrity.

### **Collaborative:**

We share our knowledge and experience; We work towards a shared vision; We know we work better in a partnership.

