

Job Title *Programme and Project Officer*
Salary *£30,150 - £36,170, 18 months Fixed Term Contract with a possibility of extension or permanency*

The Parliamentary Digital Service (PDS) works with the [House of Commons](#), the [House of Lords](#), and Parliament staff on their IT and digital needs.

We think it's important that everyone can access and understand what's going on in Parliament. Our goal is to bring together the public, Parliament Members, and Parliamentary staff to inform, engage, support, and communicate through one, unified digital core – PDS.

THE ROLE

We're looking for a talented and forward thinking Programme & Project Officer to join our Portfolio team. You'll be an important cog in helping to deliver a complex portfolio of Digital programmes and projects across core technology, business applications and online services. It will be your responsibility to provide support, governance and assurance to large programmes with diverse partners and Stakeholders at all levels. You'll have a sound understanding of PMO best practice, ideally in an Agile environment and be comfortable at recommending effective standards and reporting measures.

If you can work calmly under pressure, have a flexible and team orientated attitude and are simply keen to explore and develop your skills then come and take advantage of what a career in Parliament could offer.

YOUR SKILLS AND EXPERIENCES

We are currently looking for candidates who have:

- Good attention to detail, ability to identify key issues within high volume data environments.
- Some experience of monitoring and ensuring compliance with internal standards
- Flexibility and a can-do attitude with a willingness to learn, explore and develop new skills
- Experience of providing administrative support for a team or individual

Please see the Programme and Project Officer Job Description for more information.

BENEFITS

In addition to a good salary package, we offer an attractive range of benefits including 28 days' annual leave, interest free season ticket loan and bicycle loan, childcare voucher scheme, access to training and development, in house gym and a contributory pension scheme.

EQUALITY

We are committed to being an inclusive employer. We encourage flexible ways of working and staff have access to Workplace Equality Networks.

Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work.

We welcome applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith or disability.

Please let us know if you require any recruitment documentation in other formats or if you require reasonable adjustments to be made during the recruitment process.

HOW TO APPLY

PLEASE ENSURE THAT YOU SUBMIT A CV AND A SUPPORTING STATEMENT. Your supporting statement should demonstrate broadly how you meet the criteria in the job description for the relevant job that you wish to apply for and must specifically address the 4 areas listed above. Your CV will not be considered if a supporting statement is not attached.

We're an open, transparent and collaborative team at the heart of Westminster. If you'd like to join us in developing a modern digital democracy, find out more [here](#).