



# HOUSE OF LORDS

<b>Job Description</b>			
Job Title	Doorkeeper	Job Reference	BRC3DK
Department	Black Rod	Band	C3
<b>Salary Range</b>		£20,815 - £25,666	
<b>Term</b>		The post is permanent	
Please ensure you complete all sections of our current application form (PDF) found at <a href="http://www.parliament.uk/mps-lords-and-offices/offices/lords/lordshro/vacancies/">http://www.parliament.uk/mps-lords-and-offices/offices/lords/lordshro/vacancies/</a>			
<b>Scope of the Job</b>			
Background	The Staff in Black Rod's Department includes Black Rod, the Yeoman Usher of the Black Rod who is his deputy, and his private office comprising the Principal Doorkeeper and three Private Office Staff. To assist Black Rod in maintaining order within the House, there are twenty three Doorkeepers under the control of the Principal Doorkeeper. The Doorkeepers work in a number of teams, each managed by a Senior Doorkeeper. The Doorkeeper teams support the smooth operation of the House of Lords Chamber and control access through the Peers' Entrance.		
Main Objective	To provide a service to Peers, ensuring the maintenance of good order and security at all times in and around the Chamber of the House of Lords, participation in Parliamentary Ceremonial occasions		
Key Internal & External Relationships	Members of the House Staff of the House and Members' Staff Members guests and members of the public.		

<b>Main Responsibilities</b>	
General Duties and Responsibilities	<ul style="list-style-type: none"> <li>• Maintain good order and security in and around the Chamber of the House of Lords</li> <li>• Providing a reception facility at Peers' Entrance</li> <li>• Managing members of the Public wishing to view the proceedings of the House</li> <li>• Providing a message and letter board service for Peers</li> <li>• Providing an immediate response to any incident in the Chamber of the House of Lords</li> <li>• Providing first aid, as required, to Members in the Chamber and public areas of the House of Lords</li> <li>• Supporting major State Occasions such as the State Opening of Parliament, as directed by the Principal Doorkeeper</li> <li>• All other duties as directed by the Principal Doorkeeper to support the smooth operation of the Chamber of the House of Lords</li> </ul> <p>It is essential that candidates are able to take an objective approach to the role in and work in a manner which is unaffected by the candidate's own political or other views.</p>

<b>Person Specification</b>			
Qualifications			
<ul style="list-style-type: none"> <li>Educated to GCSE standard or equivalent with a good understanding of common IT packages.</li> </ul>			Q
Essential	Assessed	Desirable	Assessed
<ul style="list-style-type: none"> <li>Excellent team-working skills</li> <li>Tact, discretion and judgement including the ability to work in an impartial manner</li> <li>Ability to work with a variety of people in a polite and firm manner</li> <li>Presence and bearing to carry out high profile ceremonial duties</li> <li>High standard of IT skills especially database systems</li> <li>Able to work long and sometimes unpredictable and unsocial hours</li> <li>Ability to use initiative when it is appropriate to do so</li> <li>Ability to remain calm under pressure and exercise good judgment.</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>I</p>	<ul style="list-style-type: none"> <li>First Aid trained</li> <li>Familiarity with the work of Parliament</li> <li>Knowledge of the proceedings of the House of Lords</li> </ul>	<p>I, Q</p> <p>A/I</p> <p>A/I</p>

Assessment Method Code:

A: Application Form

I: Interview

T: Test if applicable

Q: Qualification proof

<b>Terms &amp; Conditions</b>	
Salary & Allowances	<p>The starting salary is £20,815 - £25,666 per annum plus night duty allowance payable in respect of those hours worked after 10:30 p.m.</p> <p>An annual allowance of £700 (paid monthly) is payable in respect of the upkeep of the uniform.</p>
Term	The position is permanent
Probation	Confirmation of appointment is subject to satisfactory completion of a nine month probationary period.
Pension	This 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 a career average related earnings scheme with an employee contribution rate of 3.5%.
Hours	Doorkeepers can expect to work Monday to Thursday and on Fridays as directed by the Principal Doorkeeper while the House is in Session. Staff of the House are required to work such hours as are necessary, although

	you will be expected to work a five day week of 41 hours as directed by Black Rod, the Yeoman Usher, Principal Doorkeeper or Second Principal Doorkeeper.
Benefits	Interest-free season ticket loan and Childcare Vouchers after 2 months; Eye Care Vouchers; reasonably priced in-house gym; access to Safety, Health & Wellbeing service.
Annual Leave	Annual leave allowance is 6 weeks per annum plus public holidays rising to 7 weeks per annum after successful completion of 12 months' service. Leave may be taken only when the House is not sitting and after consultation with the Principal Doorkeeper and with the approval of the Yeoman Usher.

### 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.

#### 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 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 Application Forms by **12 noon Friday 10 February 2012** to –

- Human Resources Office, House of Lords, London SW1A 0PW
- If you wish to email your application form, please send it to [humanresourceshol@parliament.uk](mailto:humanresourceshol@parliament.uk)

Please note we do not accept any hand delivered applications for security reasons.

If you have not heard from us by the end of February you must assume that on this occasion you have been unsuccessful.

*No agencies please.*