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| **Section A: Job Details** | | | | |
| **Reference Number:** | | June 2019 (General) | | |
| **Job Title:** | | Project Assistant | | |
| **Pay Band:** | | D1 | | |
| **Pay Range:** | | £22,685 (entry level) to £25,719 (maximum) per annum  *Appointment will normally be made at entry level* | | |
| **Number of Posts:** | | Likely to be more than 1 | **Hours P/W** | Full time – 35 hours |
| **Contract Type/Duration:** | | Fixed term to March 2020 with a possibility of extension and/or permanency | | |
| **Date of Issue:** | | June 2019 | | |
| **Closing Date for applications:** | | 23:59 Wednesday 26 June 2019 | | |
| **Suggested Interview Date:** | | Wednesday 10th July 2019 | | |
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| **Section B: Scope of the Roles** | | | | |
| **Job Purpose** | | | | |
| CPA UK works on behalf of both Houses of Parliament and the wider CPA to provide resources, support and peer to peer learning for parliamentarians throughout the Commonwealth. CPA UK is headed by a Chief Executive who is Secretary of the CPA UK Branch and Regional Secretary to CPA British Islands and Mediterranean Region. CPA UK is organised into three teams to plan and deliver its work. CPA UK is funded by the Houses of Parliament and leverages additional external funding for strategically aligned projects.  For further information about CPA UK work please see [www.uk-cpa.org](http://www.uk-cpa.org)  CPA UK is recruiting for the Project Assistant role. Please note this role has a highly administrative component. We anticipate that there will be more than one role to fill. These are exciting roles in a busy and dynamic office in the heart of Parliament, which need a diplomatic and sensitive approach.  If you are selected to work as a Project Assistant you may work in one of the following teams. There is a possibility that you may also work across teams.  **Multilateral Projects Team**  Project Assistants help in planning and running annual multilateral projects and programmes for parliamentarians, parliamentary officials, academics and other stakeholders. Projects range in theme, from parliamentary practice and procedure to women in parliament. You would be expected to assist with the organisation and logistics of large-scale activities, such as conferences, seminars, workshops and forums. Other tasks include international delegate liaison, venue logistics, arranging hospitality and transport, collating materials for printing and distribution and other ad hoc tasks as they arise. You may be required to travel abroad to support the delivery of activities.  **UK Overseas Territories Project**  The Project Assistant helps the team to deliver a four year (2016-20), multi-stakeholder programme to support good governance and oversight of public finance in the United Kingdom Overseas Territories (UKOTs). You would be expected to assist with the administration, planning, organisation, and logistics of the project. Other tasks include project management, international delegate liaison, venue logistics, arranging hospitality and transport, meeting minuting and collating information for printing and distribution including ad hoc tasks as they arise. You may be required to travel abroad to support the delivery of activities. | | | | |
| **Key Internal Relationships – Including** | | | | |
| * Directorates, Committees, Clerks, Overseas Offices, All Party Parliamentary Groups, British Group of the Inter-Parliamentary Union, and organisations in both Houses of Parliament * Members of both Houses and their staff | | | | |
| **Key External Relationships – Including** | | | | |
| |  |  | | --- | --- | | * National Audit Office * Government Internal Audit Agency * Government Departments – Foreign Office, Dept for International Development * Overseas Territories (OT) legislatures * Cabinet Office * Commonwealth Secretariat * Diplomatic Posts in UK, UK OTs and the United States of America | * International organisations * Suppliers and contractors * Hotel and conference venues * Transport companies * Catering staff * Marketing companies * Thematic specialists (e.g. academics) | | | | | |
| **Management Responsibility** | | | | |
| None | | | | |
| **Additional Information Regarding The Post** | | | | |
| **Location** | The post is based in the CPA UK offices on the Parliamentary Estate. Mobile and flexible working arrangements are also sometimes required. In addition UK and international travel will sometimes be needed. | | | |
| **Hours** | The standard working week is 35 hours with one hour unpaid for lunch.  Some evening, weekend and occasional public holiday working will be required in support of CPA UK programmes.  Annual leave – 35 days per financial year of which 5 days are to be taken over Christmas and 2 days at Easter. | | | |
| **For Further Information** | Visit [www.uk-cpa.org](http://www.uk-cpa.org) | | | |
| **To apply** | **To apply, refer to the guidance notes that have been developed for your use and send**  i) A completed form (attached) and  ii) CV to: CPA UK Recruitment  [cpaukrecruitment@parliament.uk](mailto:cpaukrecruitment@parliament.uk) | | | |

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| **Section C: Levels of Core Competencies Required** | | |
| **OUTLINE DESCRIPTION** | | |
| **CPA UK’s Core Competence** | **Headline of level required / expected** | |
| **Core Competence 1 – Delivering Results for CPA UK**. Understands and works towards the vision, mission, objectives and priorities of CPA UK; is able to translate these into identifiable actions and positive results. | **Level 1.** **Has a basic understanding of CPA UK priorities; values and works towards these.**   * Understands what is required of her / him and how her / his role contributes to the strategy and objectives for CPA UK * Has a clear understanding of team priorities and works towards these * Has a basic understanding of the work of CPA UK * Is politically impartial in delivering services to all parliamentarians * Seeks to do an excellent job for CPA UK | |
| **Core Competence 2 – Leadership and Management (*Assessed regardless of an individual’s management responsibilities*)**. By personal example actively demonstrates leadership; motivating and empowering others to achieve CPA UK’s objectives; contributes to / plans her / his team’s work in ways which make the best use of an individual’s skills; assesses the work of teams and individuals in line with CPA UK HR policies; actively encourages and supports the development of colleagues to improve group, team and personal performance. | **Level 1.** **Provides others with clear direction; identifies development opportunities; motivates and empowers people; manages performance issues.**   * Uses the CPA UK appraisal system effectively to manage staff performance expectations, achievements and development need. * Delegates work appropriately and fairly * Motivates and empowers others. * Provides staff with relevant development opportunities * Recruits the right people to the right job using HR systems effectively * Recognises individual and team achievements | |
| **Core Competence 3 – Providing a Stakeholder Focus (*Stakeholders are those with whom CPA UK does business; within and without Parliament, within and without UK*)**. Focuses on the needs and satisfaction of stakeholders; delivers a high quality service that is tailored to meet their needs and expectations. | **Level 1.** **Responds to stakeholder needs and meets their expectations**   * Responds quickly to stakeholder requests and keeps stakeholder updated on progress * Meets commitments to stakeholder * Handles difficult stakeholders with discretion, tact and diplomacy * Is polite and courteous when responding to stakeholder enquiries * Presents a professional image to the stakeholders | |
| **Core Competence 4 – Continuous Improvement**. Continually seeks ways to increase her / his effectiveness and efficiency; proactively finds ways to improve work processes and products, methods and systems; recognises, adapts and responds to the need for change; uses her / his initiative. | **Level 1.** **Maintains and develops personal effectiveness and efficiency; recognises where work improvements can be made; adapts to change.**   * Checks accuracy and quality of own work to ensure it meets expected standards * Accepts and adapts to change * Develops own skills and knowledge to improve performance * Makes constructive suggestions to improve processes or work practices * Sets and maintains high standards for her / himself | |
| **Core Competence 5 – Working with People**. Builds strong collaborative working relationships to achieve common goals; involves and supports others; shares information and best practice. | **Level 1. Works effectively as a team member; actively helps and supports others.**   * Understands CPA UK’s and her / his team’s goals and objectives and supports others in meeting them * Offers to help team members and responds willingly to requests for help * Positively accepts and offers constructive feedback and advice * Shows and generates respect * Is open and approachable * Acknowledges and respects a broad range of social and cultural customs and beliefs | |
| **Core Competence 6 – Communicating Clearly**. Communicates ideas and information effectively, orally and in writing; uses language and a style of communication that is appropriate to the situation and audience; makes sure key messages are communicated and understood. | **Level 2.** **Adapts style of communication to meet the needs of the audience; generates discussion and checks for understanding.**   * Changes style of communication to meet the needs of the audience * Generates discussion by asking and inviting questions * Summarises information effectively * Structures written information to meet the needs and understanding of the intended audience * Recognises and responds to non-verbal signals * Observes and adopts appropriate CPA UK or corporate styles, formatting and branding in written documents where necessary | |
| **Core Competence 7 – Influencing & Negotiating***.* Makes a strong positive impression on others; gains clear agreement and commitment from others by effective persuasion, influencing and negotiation*.* | **Level 2. Influences others through personal credibility; identifies other viewpoints and prepares well by gathering facts and data.**   * Creates an immediate positive and credible impression * Prepares well and backs up ideas with facts and data * Takes time to understand the interests and concerns of others * Seeks ‘win-win’ solutions where possible * Uses good judgment in deciding when to give way and when to remain firm | |
| **Core Competence 8 – Planning and Organisation** Plans ahead and works in a systematic and organised way, making sure resources are used efficiently and effectively to achieve goals and objectives. | **Level 1. Organises and completes tasks to agreed standards and timescales.**   * Plans and organises time around set tasks with little or no supervision * Completes tasks to agreed standards and timescales * Recognises when additional support is needed to achieve tasks and seeks support * Produces basic timelines and reports status on a regular and timely basis * Maintains orderly, accurate and up-to-date paperwork | |
| **Core Competence 9 – Analysing and decision-making**. Analyses verbal, written and numerical data and all other sources of information to identify problems and issues; makes effective decisions. | **Level 2. Gathers enough relevant information to understand specific issues and events; uses information to identify problems and draw logical conclusions.**   * Obtains as much information as is appropriate on all aspects of a situation / problem * Reviews all the information gathered to understand the situation and draw logical conclusions * Makes rational judgements from the available information and analysis * Remains impartial and avoids jumping to conclusions * Is aware and uses appropriate sources of information effectively | |
| **Core Competence 10 – Technical skills and knowledge**. Possesses the required level of knowledge and skills to do the job; shares expertise with others to increase their knowledge and ability.­­­­ | | **Basic.**   * Has and uses the required functional knowledge and skills necessary to do the job. * Has the capability and knowledge base to share knowledge with others. |

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| **Section D: Job Specification** |
| **Description Of Duties** |
| |  | | --- | | The Project Assistant will be required to contribute to the planning and running of projects, events and other activities. Specifically, to assist with a range of tasks including:   * Delivering projects and events in the UK and internationally, including planning, implementation and monitoring and evaluation, in some instances managing small projects individually. * Managing project and event logistics such as accommodation, conference venues, catering, hospitality and transport arrangements. * Delegate management, such as distributing invitations, recording responses, managing online registrations, coordinating biographical, travel and accommodation details * Liaising with key stakeholders, such as UK and overseas parliaments and FCO colleagues * Providing verbal and written briefings for those involved in projects and event, including parliamentarians and parliamentary officials * Co-ordinating and minuting meetings * Collating research materials (e.g. from the internet, libraries, professional journals, phone research etc) * Creating, organising, managing and maintaining project files and databases * Preparing progress reports including key performance data and qualitative evidence * Coordinating marketing and print materials * Coordinating day to day project and event enquiries * Representing the project or event at meetings, presentations and internal and external events * Provide general support and administration to the wider CPA UK team as required * Other reasonable tasks as directed by senior managers. | |

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| **Section E: Person Specification** | | |
| **Skills and Experience** | **Application** | **Interview/**  **Test** |
| **Essential** | | |
| Excellent interpersonal skills with a demonstrated ability to communicate effectively with a wide range of people and to work diplomatically and impartially in multi-cultural and/or international environments. | x | x |
| Ability to take initiative and demonstrate a hands-on, calm and creative approach to problem-solving. | x | x |
| Excellent IT skills, including proficiency with MS Office applications, the ability to type fast and accurately. |  | x |
| Keen eye for detail, in particular when collating information from various sources and editing documents |  | x |
| Flexibility and commitment to work as part of a small team, often under pressure, and to cooperate effectively | x | x |
| Experience of project and events management | x | x |
| **Desirable** | | |
| Experience of using MS Excel to manage large amounts of data |  | x |
| Experience of using InDesign or other publishing software for laying out documents and reports |  | x |