

Assistant Secretary to the Commons Executive Board

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Company: House of Commons

Location: United Kingdom

Category: other-general

The Role

The Assistant Secretary to the CEB will have a key role in the successful functioning of the House's governance arrangements. As the Assistant Secretary to the CEB, they will have to ensure that the Commons Executive Board (CEB) has the information and support it needs to fulfil its delegated responsibilities. This will involve providing strategic support to the Clerk of the House, as Chair of the CEB, and in his wider remit of ensuring delivery of effective services more generally. The post-holder will also support the Director of Delivery and Secretary to the CEB with delivering strategic priorities of the executive. They will have a role in supporting the governance of the House Administration more widely, helping to drive strategic alignment across the governance landscape.

Some of the responsibilities for this role include:

Support the CEB both as a board and as individual board members, helping them to be effective in realising the strategic objectives set by the House of Commons Commission.

Responsible, with the Head of the Governance Office and Secretary to the House of Commons Commission, the Director of Delivery and Secretary to the CEB, and the Clerk of Domestic Committees, for the effective operation of the governance arrangements of the House Service.

Use judgement and discretion on behalf of the CEB to guide and direct colleagues across the organisation to deliver on the CEB's decisions and initiatives.

Drive the adoption of good governance principles in the CEB's ways of working, linking in with

other corporate processes such as risk management and assurance as appropriate.

Work collaboratively with the Clerk of Domestic Committees (Governance Office) to coordinate forward planning and ensuring best practice governance and alignment with Member governance bodies and relevant work initiatives.

Skills and Experience

To be successful in this role you will demonstrate:

Ability to take the initiative in quickly identifying and resolving issues, using their judgement when employing diplomatic and negotiating skills.

Communicates clearly, confidently and persuasively both orally and in writing. Experience in proofreading and editing papers and providing constructive feedback to authors.

Proven ability to deliver results against targets. Supports the development of long-term strategic goals and is pro-active in maintaining a focus on strategic delivery.

Understanding of the factors which affect the work of Parliament and their practical implications for Parliamentary administration and business, and for the needs of individual Members.

Ability to respond quickly and pragmatically to changing circumstances.

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