SECTION A: JOB DETAILS

REFERENCE NUMBER: B-10056
CAMPAIGN TYPE: Concurrent
JOB TITLE: Doorkeeper
PAYBAND: D1
PAY RANGE: (Appointment will normally be made at the minimum of the pay range) £19,973 - £24,839
ALLOWANCES: Unsociable Hours Payment and Uniform allowance
DEPARTMENT: Department of Chamber and Committee Services (DCCS)
SECTION: Serjeant at Arms
REPORTS TO (Job title): Doorkeeper Manager
NUMBER OF POSTS: 1
HOURS (p/w): Full-time & part-time

CONTRACT TYPE/DURATION: Permanent

ISSUE DATE
26/11/2013

CLOSING DATE FOR APPLICATIONS
19/12/2013 at midday

SECTION B: SCOPE OF THE ROLE

JOB PURPOSE
The Doorkeeper team is a busy section which is fully committed to the professional working of the House and on occasions participates in ceremonial events and VIP duties.

Doorkeepers are responsible for maintaining security around the Palace and to assist Members and others.

KEY INTERNAL RELATIONSHIPS
Serjeant at Arms, Deputy Serjeant at Arms,
Assistant Serjeant at Arms & Associate Serjeants at Arms
Members
DCCS Staff
Visitor Assistants
Police
Security Officers
## KEY EXTERNAL RELATIONSHIPS

- General Public
- Members’ Guests

## MANAGEMENT RESPONSIBILITY

- None

## ADDITIONAL INFORMATION REGARDING THE POST

### Location

This post will be located in the Palace of Westminster on the Parliamentary Estate.

### Hours

We would welcome applicants wishing to work part-time/job share. If you are selected for interview please inform the panel of the days/hours you are available to work.

The hours of this post are variable based on a shift system, which fall broadly between 07:00 and 23:30, 5 out of 7 days per week. On occasions where the House may sit late, doorkeepers would be expected to remain.

Current week day sitting hours are:

- Monday: 2.30pm to 10.30pm
- Tuesday & Wednesday: 11.30am to 7.30pm
- Thursday: 9.30am to 5.30pm
- Friday: 9.30am to 3pm

The House may sit later than these times and there are currently 13 sitting Fridays. In conjunction with line management, the Doorkeeper can balance any additional hours worked with non-sitting days to achieve the net conditioned hours. An unsociable hour’s payment may be claimed.

### Full time

Attendance will be **34 hours net** per week excluding meal breaks. The exact hours of attendance each day are to be agreed with line management.

### Part time

Attendance will be **17 hours net** per week. This excludes any breaks. Exact hours of attendance each day are to be agreed with line management. The House of Commons reserves the right to change start and finish times.

There may be opportunities to work longer hours on occasions by agreement, for which payment will be made.
**Annual Leave**
Annual leave can only be taken when the House is not sitting. Currently, the leave allowance starts at 28 days per annum (pro rata for part time).

**Uniform**
Doorkeepers are required to wear the uniform provided.

**Training**
All Doorkeepers are expected to undertake a training programme including equality & diversity when first recruited. Other training includes:

- Induction courses
- Fire Safety lectures
- Training on emergency procedures including use of the evacuation chair
- Instruction in the application of restraint
- First Aid courses and the use of a defibrillator

Full training will be given on all duties of the post.

**Fitness**
Physical fitness is required in order to effectively perform Doorkeeper duties. The posts involve standing for long periods and may require you to physically restrain an individual.

**For further information:**
Internal candidates should refer to the Vacancy Notice Information on the Job Opportunities page on the Career Development, Parliamentary intranet.
## SECTION C: JOB SPECIFICATION

### DESCRIPTION OF DUTIES

- Maintaining the security of the House of Commons preventing unauthorised access into the estate and assisting with evacuation.
- To recognise every Member of Parliament and control access to various locations
- Advising and assisting Members, Members’ guests, Staff and the public with regards to access and access regulations
- Performing static and roving patrols
- Conducting pass holder checks
- Responsibility for traffic management ensuring effective coordination and management of vehicle parking
- Facilitating and managing visitor inflow and exit from the Estate
- Preventing unauthorised access to the Estate
- Challenging and advising any non pass wearing passholders.
- Ensuring non passholders are managed appropriately
- Facilitating unimpeded and appropriate access by Members as required
- Ensuring buildings are secure
- Facilitating emergency and evacuation procedures
- Any other duties commensurate with the grading of the post
### SECTION D: PERSON SPECIFICATION

#### QUALIFICATIONS

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#### SKILLS AND EXPERIENCE

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<th>Test/Exercise</th>
<th>Interview</th>
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### ESSENTIAL

| Ability to work reliably and flexibly as part of a team within a complex, challenging and changing environment, upholding the principles of equality, diversity and inclusion at all times | x | x |
| The ability to exercise sound judgement, take the initiative and demonstrate assertiveness in a difficult situation | x | x |
| Good interpersonal and customer service skills, with the ability to deal tactfully and confidently with people at all levels | x | x |
| Communicates clearly, concisely and effectively both orally and in writing | x | x |
| A level of fitness to be able to employ physical restraint techniques | x | x |
| The aptitude to pass a First Aid Course and become part of the First Aid staff of the House | x | x |

### DESIRABLE

| Proven practical experience and knowledge of security measures in an environment with public access | x |
| Basic level of proficiency in Microsoft Office applications | x |
| An understanding of procedures of the House of Commons Chamber and Committees | x |

#### PROPOSED DATE OF INTERVIEW

9 January 2014 – please keep this date free