



Job Information Pack

Researcher: Delegated Legislation

Deadline: 12 Noon, Friday 30 April 2021



ABOUT YOU AND THE ROLE

The Hansard Society is looking for a full-time Researcher to expand our work on the parliamentary scrutiny of delegated legislation.

The purpose of this role is to:

- strengthen our research capability, particularly to support our forthcoming Review of Delegated Legislation;
- support the day-to-day delivery of our legislative monitoring service, the Statutory Instrument Tracker®.

If you are interested in law and politics, and think parliamentary scrutiny matters, then this is a great opportunity to contribute to a major review of one of the significant constitutional and legal challenges facing the country, and to support our broader agenda of work to help foster knowledge and understanding of the Westminster Parliament and ways in which Parliament can be made more effective.

The problems with the delegated legislation system have long been known but Brexit and Covid-19 have illuminated them in stark terms. Our Review will lay out a comprehensive plan to address them. The Review work will be carried out by Hansard Society staff, with guidance provided by an advisory board, and core funding generously provided by the Legal Education Foundation.

Our reform proposals must be based on robust evidence about how the system of delegated legislation works, and a clear understanding of the value of improving parliamentary scrutiny and accountability in this critical area of the legislative process.

We are therefore looking for a highly motivated researcher with a good working knowledge of the delegated legislation system, and the wider policies and procedures of the UK Parliament, gleaned either through work or study. For example, you might have studied or worked in the legal sector but have a good grasp of parliamentary politics. Perhaps you have worked in Parliament for a parliamentarian or parliamentary body and would relish the opportunity to help improve the way we make and scrutinise law. Or you might have worked for a think tank or advocacy group, or in a university, specialising in the legislative process.

Above all, you'll have an excellent eye for detail and an ability to record quantitative data accurately, precisely and consistently. You'll be capable of conveying complex ideas and information cogently and succinctly and of articulating them for a diverse range of audiences. Building and maintaining networks with a wide range of people at all levels of seniority in and around Parliament and government means you'll also need good interpersonal skills. Flexible and capable of working on your own initiative, you'll need to have the stamina to work, often up against tight deadlines, in a rapidly evolving political/parliamentary environment with minimal supervision.

As our Delegated Legislation Researcher, here's a taste of what you'll do:

- **Research and analysis.** You will carry out high-quality research into the system of delegated legislation and contribute to the development of practical, evidence-based recommendations for legislative and parliamentary reform based on this research.
- **Legislative monitoring and procedural training.** Monitoring the progress of Statutory Instruments at all stages of the parliamentary process, you'll update our Statutory Instrument Tracker® and other parliamentary datasets on a daily basis. From time to time, you will demonstrate the Statutory Instrument Tracker® for potential clients and support the provision of bespoke training programmes about delegated legislation and other parliamentary processes.
- **Communications and events:** Working with colleagues, you'll draft blogs, briefings, select committee evidence, academic journal articles and media opinion/comment pieces to communicate insights drawn from our research to influence public and parliamentary debate. You'll also contribute to the development of online content for our data dashboards, newsletters and social media, and help colleagues organise a programme of events to support the research and its dissemination.

Your skills and experience

You'll be the right person for this job if:

- You have a good working knowledge of the delegated legislation process, gleaned either through work or study.
- You have excellent research skills, including an aptitude for collecting, organising and analysing statistical data.
- You are proficient in using Microsoft Excel (especially analytical tools and features such as pivot tables, filtering, conditional formatting, charting functions).
- You have excellent verbal and written communication skills.
- You have excellent organisational and project management skills, an eye for detail, and the ability to juggle priorities and work with minimal supervision.
- You have exceptional people skills and are a collaborative team-player.
- You are a creative thinker and problem-solver with a 'can do' attitude.
- You appreciate our mission, have good political awareness, and can commit to the non-partisan values and ethos of the Hansard Society.

WHAT WE OFFER

Contract: This is a permanent full-time role, subject to a three-month probationary review. We will also consider applicants working in relevant fields who are eligible for secondment for professional development purposes. However, any secondment would need to be for at least 18 months duration.

Salary: £34,000 per annum.

Pension: 7% contributory pension with a 2% minimum employee contribution.

Annual leave: 25 days plus the days between Christmas and New Year and bank/public holidays.

After successful completion of the three-month probationary period, staff are also eligible for an interest-free season ticket loan (paid back via monthly salary deductions) and can purchase a bike through the Cycle-to-work Scheme (at reduced cost and repaid via salary deductions).

We support staff in developing their professional networks through bodies such as the Political Studies Association and the Study of Parliament Group.

The Society subscribes to an Employee Assistance Programme which offers advice and counselling via a confidential phone line and website, with advice provided on a wide range of subjects including personal financial and legal matters, and work-life balance.

Location: our office is situated near Westminster on the 1st floor of Millbank Tower, 21-24 Millbank, London, SW1 P 4QP. At the time of advertising, the office is closed due to the Covid-19 pandemic and all staff are working remotely. As and when the pandemic-related lockdown eases, staff will need to spend some time in the office together, but we anticipate being able to offer hybrid arrangements with some continued remote working.

Occasional travel may be required to other parts of the UK for meetings and events, and the role may, from time to time, involve weekend/evening work.

Please note that you must be entitled to work in the UK.

APPLICATION PROCESS AND DEADLINES

DEADLINE FOR APPLICATIONS: 12 Noon, Friday 30 April 2021

The Society is using an anonymised online application process for the first stage of recruitment. To apply, [follow this link](#).

Online application

The application has four parts:

1. About you: Here we ask you to complete some personal details. This information will not be visible to those assessing your application.

2. Practical questions: There is just one question here. You are asked to confirm that you are entitled to work in the UK.

3. Multiple choice test: There are 14 questions and you will have up to 30 minutes to complete the test. They cover comprehension, judgement, numeracy and verbal reasoning. Please make sure you've got a calculator and notebook to hand! Once you start the test a timer will count down in the top-right corner of the screen. You cannot exit and re-start the test once you begin. So, make sure you set time aside to complete it in full.

4. Short questions: Here we ask you to complete 7 questions. This section is not timed. Each question has a 250-word limit. You can save your answers and leave the system if you want to. On your return, you can then amend your answers before submitting your application. The questions cover:

- Your motivation for applying to the Hansard Society.
- Your understanding of the delegated legislation system.
- Your understanding of parliamentary reform issues.
- Your approach to organising events.
- How you would prioritise different tasks.
- What skills you would bring to the role (x 2 questions).

Reviewing the applications

Each of your answers will be anonymised, randomised, and then reviewed by several different people. So, please don't refer in your answers to anything you have written in response to another question (e.g. do not write things like "as explained earlier"). Once all the applications have been reviewed anonymously, and the scores have been received from the different reviewers for each section, the resulting scores will be averaged. We will then compile a shortlist of candidates for interview. We are grateful to all candidates for taking the time to

apply, and we think feedback is important. So, if you are not selected for interview we will nonetheless contact you and let you know how you performed.

We will only ask you to provide us with a CV and contact details for references if you score well on blind review and so reach the interview stage.

Interviews

First interviews will take place online via Zoom due to the pandemic-related lockdown. It is anticipated that these will take place week commencing 10 May 2021.

Second interviews will likely be held the following week. Subject to lockdown restrictions, this interview will be held in-person if possible.

Start date

As soon as notice periods allow for.

Enquiries

If you wish to discuss this post informally with the Director, Ruth Fox, please email recruitment@hansardsociety.org.uk and we will arrange a call at a mutually convenient time as soon as possible.

Your data

The personal data we collect as a result of your application will be processed in accordance with our [Privacy Policy](#).

We are an equal opportunities employer

We welcome and encourage applicants from all backgrounds. We do not discriminate on the basis of age, disability, LGBT or relationship status, pregnancy and maternity, race, religion and belief, sex or social class. Currently, BME people are under-represented in our staff team, so we would particularly welcome applications from these communities.

ABOUT THE HANSARD SOCIETY

Founded in 1944, the Hansard Society is the UK's leading source of independent research and advice on Parliament and parliamentary affairs.

A research and education Society dedicated to expounding the principles, practices and challenges of parliamentary democracy, the Hansard Society is widely recognised as the Westminster Parliament's 'critical friend'. It is an authoritative and rigorous source of non-partisan analysis, constructive criticism, and proposals for bold but practical reforms for Parliament. The Society's work supports the improvement of knowledge about Parliament and the development of reforms needed to shape our democratic institutions for the 21st century.

Our current work falls into eight key themes:

- **Brexit and Parliament**, including legislation, scrutiny, and treaty- and trade agreement-making;
- **Future Parliament**, including the Restoration and Renewal of the Palace of Westminster;
- **Governance of Parliament**, including administration, leadership, procedures and resources;
- **Making better law**, including delegated legislation and the legislative process;
- **Parliaments around the world**, including our participation in the [Global Research Network on Parliaments and People](#);
- **Parliamentary scrutiny**, including select committees and financial scrutiny;
- **Political engagement**, including our annual [Audit of Political Engagement](#) study;
- **Representation**, including elections, parties and the role of MPs and other representatives.

Our work on delegated legislation

In 2014 the Society published *'The Devil is in the Detail: Parliament and Delegated Legislation'*, the first study of the parliamentary scrutiny of delegated legislation at Westminster in over 80 years. In the last three years, in our ongoing research in this area - supported by the Legal Education Foundation - we have particularly focused on the progress made by government and Parliament in laying and scrutinising Statutory Instruments to prepare the statute book for the UK's exit from the EU. In the last year we have also concentrated on the Coronavirus-related Statutory Instruments laid before Parliament. In both cases we have developed data Dashboards to highlight key facts and figures about the SI process undertaken to prepare for Brexit and tackle the pandemic.

In 2018 we launched our Statutory Instrument Tracker® in response to the needs of business and civil society uncovered while researching *'The Devil is in the Detail'*. The SI Tracker® is a website-based application to help users track the progress of SIs through Parliament,

including consultations and all stages of scrutiny in the House of Commons and House of Lords. This unique subscription-based monitoring service helps keep users up to speed with the latest developments quickly and efficiently via a customisable dashboard and tailored notifications.

The income generated by the SI Tracker® and our bespoke procedural training programmes is re-invested in our research and education projects and helps protect our independence and secure our future by ensuring we are not dependent on any particular funder.

Beyond research

In addition to producing evidence-based ideas for the reform of Parliament, we publish [Parliamentary Affairs](#), one of the leading international political science journals dedicated to the study of representative democracy. Convening debate on topical political issues, we provide a non-partisan forum for the exchange of ideas about our democratic future, and we promote the improvement of knowledge and understanding of Parliament through a range of training programmes and services. Since 1986, our [international Scholars programme](#) has been educating young people from around the world to serve as future leaders in civic and political life. Regrettably, this programme is currently suspended due to the pandemic.

Our trusted role as Parliament's 'critical friend' enables us to host a diverse range of debates, lectures, seminars and workshops to discuss topical political and constitutional issues. We are currently hosting the first-ever online hustings for the election of the new Lord Speaker.

Governance

A registered charity, the Society is a membership organisation which is governed by an independent [Board of Trustees](#) including representatives from across the political spectrum. The current chair is the Rt Hon the Baroness Taylor of Bolton. Other trustees include the former Clerk of the Parliaments, the former Chair of the Commission on Devolution in Wales, and the former Head of Political Programmes for BBC News, as well as leading academics in the fields of political science and digital democracy.

Underpinning our commitment to non-partisanship, the Speakers of the two Houses – currently the Rt Hon Sir Lindsay Hoyle, Speaker of the House of Commons, and the Rt Hon the Lord Fowler, the Lord Speaker – serve as honorary Co-Presidents of the Society.

Further information about the Society can be found at: www.hansardsociety.org.uk