



**THE HISTORY OF
PARLIAMENT**
British Political, Social & Local History

DIRECTOR OF THE HISTORY OF PARLIAMENT TRUST

Applications are invited for the post of Director of the History of Parliament Trust (HPT) for a fixed term of three years from 1 January 2018. The post will cover the period during which the current Director, Dr Paul Seaward, will be on research leave, holding a British Academy/Wolfson Foundation Research Professorship. During the period concerned, the History expects to publish two of its major research projects, and complete a third, and come to important decisions following an independent review of its work, and implement them. It may also decide to seek alternative accommodation at the break point of its lease, which occurs in late 2020.

The Trustees and Editorial Board of the History are looking for a person to fill the post who is of serious academic standing and possesses leadership skills, good managerial ability, and a commitment to engagement with Parliament and the public. She/he will need to be able to command the confidence of staff, Editorial Board and Trustees, and a range of external stakeholders.

The Trustees are open to proposals that the post be held as a secondment from another institution.

The History of Parliament Trust

The History of Parliament is a research project creating a comprehensive account of parliamentary politics in England, then Britain, from their origins in the thirteenth century. Unparalleled in the comprehensiveness of its treatment, the History is generally regarded as one of the most ambitious, authoritative and well-researched projects in British history. It consists of detailed studies of elections and electoral politics in each constituency, and of closely researched accounts of the lives of everyone who was elected to Parliament in the period, together with surveys drawing out the themes and discoveries of the research and adding information on the operation of Parliament as an institution. Forty-six volumes covering well over 300 years have already been published, in all about 25.5 million words, 20,000 pages, 21,000 biographies and 2800 constituency articles, covering 326 years of parliamentary history. All of these except the most recent volumes covering the Lords, 1660-1715 are now freely available on the History's website.

The History's staff of professional historians is currently researching the House of Commons in the periods: 1422-1504, 1640-1660, and 1832-1868. When these are complete, the History will provide a continuous and authoritative account of the House of Commons and electoral politics over four hundred and eighty years, from 1386 to the Second Reform Act of 1867. Since 1998, the History has also been researching the House of Lords. Two periods are currently under way: 1715-1790, and 1604-60.

The History also has an increasing mission to interpret and present the History of Parliament to both parliamentary and public audiences. It does this through its website, through social media, including three active blogs, and a programme of events and competitions.

Since 1995, the History has been funded principally by the two Houses of Parliament. It is based close to its original host, the Institute of Historical Research, University of London. It was originally founded before the Second World War, the brainchild of Josiah Wedgwood MP, a Labour parliamentarian and minister, and revived after the war when a number of the greatest British historians of the day, including Sir Lewis Namier, Sir Frank Stenton and Sir John Neale, were involved in its re-establishment.

The project is governed by its Trustees, who are mainly Members and Officers of both Houses of Parliament. The quality of the project's research and writing is monitored by an Editorial Board of historians. Further details of these bodies, the staff and other key partners of the History are given below.

Context for the post

This post becomes available because the current Director, Dr Paul Seaward, has been awarded a British Academy / Wolfson Research Professorship for the three years from 1 January 2018, for a project concerned with parliamentary history from 1500 to 2000. The Trustees have agreed that he should hold the post from within the History of Parliament, and are keen to use the professorship as a way of expanding the current remit and visibility of the History.

The History is currently the subject of an independent review being conducted by Professor Mike Braddick FBA of Sheffield University, commissioned by the House of Commons and the House of Lords, which will look at the value of the History, its governance arrangements and outreach and other activities. The review will report by the end of 2017. The postholder will need to develop in conjunction with the Trustees, Editorial Board, and Staff, a response to the review and implement any conclusions that are agreed between the Trust and the Parliamentary authorities as a result. The History is also in a process of itself investigating various ways of developing its remit and its approach towards engagement with the public, academia and Parliament itself, a process that is expected to continue during 2018 and be influenced by the outcome of the review.

The current Director is expected to resume the directorship at the end of the three years. It is one of the requirements of his award that he should not be responsible in any way for the management of the History. He will however be available for advice when required, and the Trustees will expect him to be involved in discussions relating to the future of the History as a consequence of the review and other developments. He also intends to use the award to increase the History's visibility in and engagement with Parliament and the public, and is expected to be a part of any programme of activities and projects designed to do this.

Routine accountabilities and relationships

Trustees	The Director is responsible for the finance, management and progress of the History to the Trustees, who meet 3 or 4 times a year. The Director should maintain close relationships with the Trust's Chairman (Gordon Marsden MP), Treasurer (Sir Graham Hart) and Secretary
-----------------	--

	(James Rhys, a Deputy Principal Clerk in the House of Commons Chamber and Committee Service). The Trust has an Executive Committee, which meets 3 or 4 times a year in between meetings of the Trust, and consists of the above, plus one or more Trustees, and the Chairman of the Editorial Board (Professor John Morrill FBA).
Finance Committee	The Finance Committee brings together the Director, the Treasurer of the Trust, the Finance Manager of the Trust, the Director of Corporate Finance, House of Commons, and the Deputy Head of Finance in the House of Lords. The Director should maintain contact from time to time with the individual members of the committee.
Editorial Board	The Editorial Board is responsible for monitoring the progress of the History and the academic quality of its output, and provides assurance on these matters to the Trustees. It meets 3 or 4 times a year, and the Director reports to the Board on these matters.
Staff and volunteers	The History currently has 18 academic and 2 full time equivalent administrative staff, in addition to the Director. Each of our current research projects is run by an editor (though there is currently no editor in post for the Lords, 1715-90 project). The editors and the administrative staff report immediately to the director. The administrative staff comprise a part time finance/HR manager, a part time facilities manager, and a full time communications and outreach officer. A number of volunteers are important contributors to the work of the History, including running its oral history project.
Key partners	Key partners include IHR digital (at the Institute of Historical Research), who are responsible for developing and maintaining our website, and with whom the HPT is a partner in British History Online; our publishers and stock agents, currently Cambridge University Press and Boydell and Brewer Ltd.; St James's House Ltd., with whom the History is currently working on a sponsorship basis to create a book relating to the centenary of the Representation of the People Act 1918; and various agencies within Parliament, in particular the Parliamentary Archives and the Office of the Curator of Works of Art.

Job description

JOB AREA	WORKING WITH	RESPONSIBILITIES
Strategy and accountability	Trustees, Board, staff, Secretary of Trustees	Develop strategy of the Trust particularly in the context of the current independent review of the History.
		Prepare policy papers and reports for meetings of Editorial Board, Executive and Trustees.
Research management	Board, Editors	In discussion with Editorial Board, determine overall strategy and nature of research programme; monitor output of research projects and address with the Editorial Board issues of quality etc, and work with editors to secure improvement where necessary; respond to editorial issues where necessary and ensure

		conventions etc. are maintained and kept up to date.
	volunteers, communications manager	Manage oral history project in conjunction with volunteer manager and communications manager.
Engagement	Trustees, Board, communications manager	Plan and carry out a series of parliamentary events, and ensure the History has a strong profile both within Parliament and outside it.
		Expand relationships both within Parliament and with outside bodies to increase our collaboration and input on research and outreach activities.
		Oversee communications and other forms of engagement (social media, competitions). Continue to develop website as a tool for wider engagement.
		Initiate, organise, oversee academic events and collaborations (with communications officer, staff and external partners).
Publication (online and print)	IHR	Work with partners at the Institute of Historical Research to monitor performance of website, and ensure maintenance carried out. Plan and commission improvements and new website projects.
	Publishers	Manage tender process for print publication. Plan and project manage print publication.
		Manage with publishers and their contractors the storage and sale of new publications and backlist.
Fundraising and development	Trustees, communications manager, consultants	Work on developing and implementing a fundraising strategy: monitor and take advantage of fundraising opportunities where possible and appropriate.
	Academic partners, staff	Consider new academic projects and initiatives in the light of the overall strategy of the Trust, and form collaborative partnerships to promote these (e.g., through AHRC/Leverhulme).
	Communications manager	Develop bids to Heritage Lottery Fund, and oversee management of successful projects
Finance	Treasurer, Finance manager	Overall responsibility to Treasurer and Trustees for financial management. Prepare annual budgets for presentation to Finance Committee, Trustees. Monitor monthly outturn reports prepared by finance manager, and 3 monthly financial forecasts. Act as principal cheque signatory and maintain History of Parliament's financial controls.
	National Audit Office, Finance manager	Oversee process of preparation and audit of Annual Report and Accounts.
Staff/HR	HR/Finance	Responsibility for all HR issues, with assistance

	manager, Facilities manager	of HR/finance manager. Keep under review terms and conditions of staff; ensure handbook etc. kept up to date. Ensure records maintained, annual review process completed, etc.
		Deal with issues as they arise in relation to individual members of staff, including those concerning publication of research, welfare, discipline and grievance.
Accommodation and facilities	Facilities manager, tenants, landlord	Overall responsibility for management of building including health and safety: oversee arrangements for maintenance, security, health and safety, provision of facilities, including IT, archive. Oversee management of lease and sub-lease, including legal issues.
		Search for new accommodation when required and negotiate terms of lease etc.
Academic		Maintain personal academic reputation and output through publication and lecturing/seminars.
		Maintain contact and collaboration with national and international interest groups and counterparts.

Person specification

Candidates will ideally bring:

Professional background and experience	A background in history at a higher academic level or a relevant equivalent, with interests and publications relevant to the History's research and other activities and which will attract the respect of the community within which the History operates
	A record of managing professionally qualified teams and of managing projects and budgets
	Some experience in publishing projects and project management
Personal qualities	Commitment to and enthusiasm for the work of the History of Parliament project, and conviction in communicating its value to a variety of audiences
	A close sympathy with, understanding and experience of the process and aims of academic research and experience of collaborative research
	Interest and knowledge of UK parliamentary and political history
	Appreciation of and sensitivity to the parliamentary, objective and impartial environment within which the History has to operate
	An innovative and entrepreneurial approach
Skills and abilities	Ability to think strategically and implement a strategic vision and approach for the History
	Ability to manage competently external relationships and willingness to address further outreach possibilities
	Ability to juggle academic and managerial responsibilities effectively and to be able to work on a number of the various different aspects of

	the History's output and engagement concurrently
	Experience of effectively managing human and financial resources, and of leading, motivating and managing both academic and non-academic staff
	Ability to work effectively within a complex environment involving accountability to different organisations, both political and academic
	Proven highly developed communication and interpersonal skills with an ability to influence, negotiate and network at a senior level internally and with external bodies/partners, including the media;
	Ability to represent and promote the History in the UK and internationally to stakeholders, the public, and potential donors.

Terms and conditions

- The salary of the Director will be set by negotiation at a professorial level subject to the skills and experience of the successful candidate.
- An appointment will be subject to a probationary period of six months. After satisfactory completion of the probationary period, the appointment will be subject to three months' notice on either side.
- The appointment is for a fixed term of three years. The Trustees do not currently envisage that an extension of the appointment will be necessary, but if circumstances change they reserve their right to offer an extension for a further period.
- 30 days paid leave a year, and five additional days on which the University of London is closed, normally at Christmas and New Year.
- USS Pension scheme: subject to the rules of the scheme, the postholder may participate in the Universities Superannuation scheme. Newly appointed members of staff are automatically deemed to be members of the scheme from commencement of employment and contributions deducted accordingly unless they declare in writing that they do not wish to participate in the scheme.
- An annual season ticket loan facility. (Applicants are expected to reside in daily commuting distance of the History of Parliament's office in London.)
- All staff have access to the library and facilities of the Institute of Historical Research and to Senate House Library, University of London, as Associate Fellows of the Institute.

Timetable for applications

The deadline for the receipt of applications is Friday 4 August 2017 at 5pm (GMT).

Shortlisted candidates will be informed by Friday 25 August.

Interviews are likely to be scheduled on Wednesday 6th and/or Wednesday 13th September.

A panel composed of members of the Trustees and Editorial Board will interview shortlisted candidates. Candidates may be asked to make a brief presentation to the panel, and may also be asked to meet separately with History of Parliament staff.

How to apply

The History confirms its commitment to equal opportunities in all its activities. It is intended that no job applicant or employee will receive less favourable treatment on the grounds of political belief, sex, sexual orientation, disability, marital status, race, nationality, ethnic origin, religion or social class. Selection and promotion criteria will be kept under review to ensure that individuals are treated on the basis of the job requirements and on their relevant personal merits, and are not disadvantaged by conditions or requirements, which cannot be shown to be justifiable.

Applicants are asked to provide, as documents in Microsoft word or pdf format:

- a covering letter of not more than 2,000 words explaining how they meet the criteria in our person specification, what their interest in the role is and what skills they bring to the role in terms of experience and personal achievements
- two short examples of recent published or unpublished work , particularly in relation to broad academic, professional, managerial or creative matters, that they might think helpful or of interest to the interviewing panel
- a comprehensive CV
- a completed application form (attached) with contact details for two referees. Referees will not be contacted until a shortlist has been selected and the candidate's prior permission sought.

Please include your name and contact details only on the application form and provide the other documents together in a single email. Documents circulated to the shortlisting panel are to be anonymised so that the shortlisting process is 'blind'.

Applications should be sent to the assistant to the secretary of Trustees, Michelle Owens in confidence by email: owensm@parliament.uk

Those interested in applying for the position are welcome to discuss the post with the current Director. Please contact him initially by email on pseaward@histparl.ac.uk.