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|  NCCPE Associates Recruitment Brief – Strategic Consultancy  |

## Background

The National Co-ordinating Centre for Public Engagement (NCCPE) is a culture change agency which supports universities and research organisations to embed engagement into the heart of their work. We are passionate about the role of high-quality engagement to transform all those involved; university staff and students, partners, and public participants.

The NCCPE are funded by UK Research and Innovation, Wellcome, Higher Education Funding Council for Wales, Scottish Funding Council and Department for Employment and Learning Northern Ireland. In addition to our core work, we manage or contribute to externally funded projects e.g., National Civic Impact Accelerator; and we sell a range of services to the higher education sector e.g., Engage Watermark; Engage Academy; and a suite of modular training.

The NCCPE are a core team based in Bristol, supported by a team of associates who bring their expertise and experience to bear to support our mission. We are currently looking to extend our team of associates. We are interested in hearing from people who are captivated by our mission and have relevant skills and experience to bring to bear.

## Associate recruitment

Associate roles currently cover a number of offerings within NCCPE services: training provision; strategic consultancy and Engage Watermark. We are also recruiting for a small number of associate researchers and data analysts currently.

Our consultancy associates may be asked to work with the NCCPE to:

* Provide initial scoping of client requirements for consultancy work.
* Undertake desk research including documentary review; interviews; focus groups.
* Analyse data including qualitative and quantitative data using agreed methodologies.
* Draft written reports and feedback to clients.
* Offer expert strategic advice to clients to improve their work.
* Identify any additional client needs which can be met by further NCCPE work.

We are currently looking for 6-8 experienced strategic consultancy associates to work with over the next 3 years on client projects. We will recruit to a preferred supplier list. We will then offer opportunities for associates to work with us, based on their experience and skills. We recognise that associates may not be able to take up every opportunity offered to them. Opportunities will be offered with as long a lead time as possible.

This brief covers our recruitment of associates for roles in relation to our Strategic Consultancy only. Information about the recruitment process for our Training associates and for our associate Researchers and associate Data Analysts can be found below.

* <https://www.contractsfinder.service.gov.uk/Notice/4eb496d8-8bc8-4483-8651-f8abaa60c52a>
* <https://www.contractsfinder.service.gov.uk/Notice/097ecd1b-89a4-4222-b434-26fdba13ab82>

You are invited to apply for more than one recruitment process if you feel you have the appropriate skills and experience and meet the criteria.

Strategic Consultancy

The NCCPE provide services to the sector to support teams to embed engagement effectively into their work including:

1**. Engage Survey**: Institutions are provided with an Engage Survey for staff and students. The results are analysed, and a report with key reflections and recommendations is provided. The institution can then draw on a day of consultancy time to interrogate the results and develop their plans for future work.

2. **Bespoke consultancy**: This work focuses on specific aspects of an organisation’s public engagement work such as developing strategic approaches to embedding engagement or improving engagement practices.

3. **Engage** **Watermark:** The Engage Watermark offers an external assessment of an institution or faculty’s support for public and community engagement. It comprises a rigorous assessment of the current support and how this is viewed and understood by staff, students and partners and strategic advice to inform action planning. More information about the Watermark process can be found here [About the Engage Watermark | NCCPE (publicengagement.ac.uk)](https://www.publicengagement.ac.uk/nccpe-projects-and-services/engage-watermark/about-engage-watermark).

## Who are we looking for?

The NCCPE works with a small cohort of expert consultants to deliver the services we provide. Specifically, we are looking for:

**Consultants who**:

* have experience of supporting senior leaders within higher education institutions or equivalent to effect change.
* understand the wider policy context of the Higher Education sector.
* understand the current practices of public engagement.
* have relevant skills to be able to identify client needs and to scope suitable packages of support.
* have research skills to conduct research interviews and focus groups, analyse different sources of data, and summarise the key findings.
* have proven experience of supporting culture change within organisations.

**Engage Watermark assessors**: Watermark assessors work in partnership with the NCCPE Directors to deliver the Watermark assessment. We are looking for people who:

* have extensive understanding of the higher education and public engagement sector.
* have research expertise they can apply to the Engage Watermark process (which includes documentary analysis; leading interviews and focus groups; qualitative analysis; interpreting quantitative data; and report writing);
* can support institutions in considering next steps in their work.

**Please note:** Currently Watermark assessors should not be currently employed by an HEI (Higher Education Institution). In addition, Watermark assessors are not employed as assessors of a specific Watermark if they have offered consultancy or support for a Watermark applicant HEI in the last 3 years.

**Personal and Professional Skills:** To work with NCCPE in one of these roles, you need to be highly skilled in establishing credibility and rapport with leaders at all levels and sensitive to an organisation’s unique context. You will be a highly effective communicator and have the personal confidence and resilience in group settings to be able to manage dissent, offer support and challenge constructively without overstepping the boundaries of the consultancy role.

NCCPE will provide a detailed orientation to specific client contexts and training to support any new associates who are working as Watermark assessors.

## Inclusion

We recognise that applicants from a wide variety of backgrounds, organisations and sectors can bring rich experiences, expertise and skills that would be of great benefit to our work. We welcome applicants with a diversity of needs and backgrounds, and we are committed to creating an inclusive workplace and to promoting diversity and inclusion across all our activities. Our commitment is public, and you read more about it here NCCPE Statement of Inclusion | NCCPE (publicengagement.ac.uk)

## Eligibility criteria

**You are eligible to apply if you meet the criteria set out in the person specification in the ‘Who we are looking for’ section above and you:**

* are based in the UK and/ or are able to participate in any in-person work opportunities offered.
* have the right to work in the UK [See Note 1]
* are self–employed or can undertake externally funded work through your current employers [See Note 2]
* hold or are prepared to take out Professional Indemnity insurance of at least £5 million
* hold or are prepared to take out Public Liability insurance of £1m.

**Note 1**

We are unable to provide sponsorship for individuals to undertake these contracts under the Home Office Skilled Worker visa route. As we are unable to sponsor anyone requiring a visa for these contracts, applicants must be able to provide evidence of their own right to work in the UK. Should your application be successful, you will be asked to provide your right to work documents. Please refer to the [Home Office Right to Work Checklist](https://www.gov.uk/government/publications/right-to-work-checklist) which provides details of which documents are acceptable.

Please note that UWE (University of the West of England) does not cover any visa or health surcharge costs.

**Note 2**

Associates who apply to work as an associate whilst being contracted through a university or other employer, will need to ensure that their organisation has appropriate insurances in place, and appropriate approval has been sought by their manager. You will be asked to indicate you have these on the application form.

## When and How to Apply

We invite potential applicants to apply using a webform which can be accessed here [Application form: Strategic consultancy Associates | NCCPE (publicengagement.ac.uk).](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.publicengagement.ac.uk%2Fapplication-form-strategic-consultancy-associates&data=05%7C01%7CKatherine.Hathaway%40uwe.ac.uk%7C1652f627c07b4742486008dbd6ee77c0%7C07ef1208413c4b5e9cdd64ef305754f0%7C0%7C0%7C638340091921784822%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=7bJeVl%2BV9MAOOmAjwc6qYYn7yMZwvllOvJ3jndIlSpk%3D&reserved=0)

You can preview the questions using the word document [https://www.publicengagement.ac.uk/sites/default/files/publication/application\_form\_word\_-\_strategic\_consultancy\_associates\_-\_final\_draft\_\_0.docx](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.publicengagement.ac.uk%2Fsites%2Fdefault%2Ffiles%2Fpublication%2Fapplication_form_word_-_strategic_consultancy_associates_-_final_draft__0.docx&data=05%7C01%7CKatherine.Hathaway%40uwe.ac.uk%7C88990bacc2ac4391c3b408dbda0347ab%7C07ef1208413c4b5e9cdd64ef305754f0%7C0%7C0%7C638343479833484879%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=C%2B78kssHDUKpkAJ57QtBdIyiindT%2F8tWFYOISfa3Cuk%3D&reserved=0)

If you have questions about the application process, please post your query onto our dedicated Padlet board which you can find here [NCCPE Strategic Consultancy Associates (padlet.com)](https://padlet.com/nccpeenquiries1/nccpe-strategic-consultancy-associates-kwapprzqa8o5zkxj).

Your question can be posted anonymously but will be answered in a way which is transparent for other applicants.

If you are unsure about whether your experience is transferable to this role, please book a chat with us by contacting Katherine Hathaway at nccpe.enquiries@uwe.ac.uk

All applicants will receive an acknowledgement of your application.

Initial applications will be open from **30th October 2023** and will close at **5pm on 17th November** **2023**. Shortlisted applicants may be invited to a short online interview on **14th December 2023**.

We will let you know the outcome **before 20th December 2023**.

NCCPE is always looking for talented people to join our associate group. If you wish to apply outside the initial recruitment process, please complete and submit the required webform. Applications received will be reviewed on a quarterly basis in February, May, and September. Please note, depending on when you apply, you may be waiting for some time before you hear the outcome.

**For, how NCCPE will pay you for your time and expenses and for contracting information, please read Annex A before applying.**

## Application Form

## You can access the application form for a role as an NCCPE Associate for Strategic Consultancy here.

[Application form: Strategic consultancy Associates | NCCPE (publicengagement.ac.uk)](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.publicengagement.ac.uk%2Fapplication-form-strategic-consultancy-associates&data=05%7C01%7CKatherine.Hathaway%40uwe.ac.uk%7C1652f627c07b4742486008dbd6ee77c0%7C07ef1208413c4b5e9cdd64ef305754f0%7C0%7C0%7C638340091921784822%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=7bJeVl%2BV9MAOOmAjwc6qYYn7yMZwvllOvJ3jndIlSpk%3D&reserved=0)

**ANNEX A**

**Payment for time and expenses**

Payment will be via invoice and for the following:

* **Preparation time and time on-site with clients:** NCCPE will agree a specific allocation of days and day rate in advance of every consultancy assignment or Engage Watermark. A consultancy day is assumed to be a minimum of 7 hours.
* **Consultancy offer development:** where a new offer for clients is being designed and associate input is required, NCCPE will agree a specific allocation of days and day rate for design time in advance of work beginning.
* **Travel time:** where travel is involved to in-person meetings on a client’s site, your day rate is assumed to include 2 hours travel each way. If travel time exceeds this, actual additional time is chargeable.
* **Travel:** Where possible this should be booked in advance through NCCPE to minimise costs. Rail travel must be booked at standard class. Where associates are using their own vehicles, they must be fully taxed and insured for business purposes. Mileage will be paid for car travel at 45 pence per mile, 24 pence per mile for motorcycle and 20 pence per mile for bicycle for the first 10,000 miles of the tax year.
* **Accommodation:** consultancy or assessing the Watermark will only rarely involve overnight accommodation and where possible, accommodation should be booked in advance by the NCCPE team. Where this is not possible, a maximum rate of £125 per night is payable for accommodation and, subject to distance, claims can be made for one night prior to an event and one night after.
* **Meals and subsistence:** there is a maximum limit of £50 per day to cover breakfast, lunch, and dinner (including drinks). Where you are only claiming for single meals, the allowances are Breakfast £10, Lunch £15, and Dinner £30.
* **Receipts;** all invoices where expenses are claimed must be accompanied by scanned-in receipts.
* NCCPE will not cover travel insurance, child or pet care costs, mobile phone, or other discretionary costs whilst on NCCPE business. Any other extraordinary costs are payable at the discretion of NCCPE Management.

**Contracting process**

 As NCCPE is not a legal entity, you will be contracted through one of our host Universities; the University of the West of England (UWE). The contract will be offered in line with UWE’s standard terms and conditions.

If you have any questions, please email Katherine Hathaway at nccpe.enquiries@uwe.ac.uk**.**