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| NCCPE Associates Recruitment Brief – Associate Researchers and Associate Data Analysts |

## 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 DELNI. 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; a suite of modular training and bespoke consultancy.

We are also involved in a range of research and evidence-gathering activities including:

* Responding to consultations and calls for evidence (for instance our recent response to the government’s [**R&D Roadmap consultation**](https://www.publicengagement.ac.uk/sites/default/files/publication/nccpe_draft_response_to_rd_roadmap_consultation.pdf))
* Conducting literature reviews and consultations to inform policy and practice (see for example [‘**Achieving Equity in Place-based Public Engagement**](https://www.publicengagement.ac.uk/sites/default/files/publication/achieving_equity_in_place-based_research_summary_report_september_2019_final.pdf)’)
* Conducting a [**thematic review**](https://www.publicengagement.ac.uk/about-engagement/current-policy-landscape/public-engagement-and-kef) of the 117 narratives submitted to the Higher Education sector’s Knowledge Exchange Framework
* Designing and implementing our own Monitoring, Evaluation and Learning Framework

The NCCPE are a core team based in Bristol and we work with associates across a range of our projects and services. Associates work with us, usually on a freelance basis but under the NCCPE brand and bring their expertise and experience to bear to support our mission. We are currently looking to extend our team of associates and 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 three areas of the NCCPE services:

- training provision

- consultancy

- Engage Watermark

As our consultancy in these kinds of activities is growing, we are currently looking to extend our associates group to include Associate Researchers and Associate Data Analysts. We are seeking people with research skills, including empirical research, desk-based research and qualitative and quantitative analysis who would be interested in short-term, freelance project work on an ongoing basis.

Associate Researchers and Associate Data Analysts may also work alongside NCCPE’s Research Fellow and Policy Analyst and contribute to NCCPE’s wider work to support the embedding of public engagement in Higher Education institutions.

This brief covers our recruitment of Associate Data Analysts and Associate Researchers only. We are also recruiting Training and Strategic Consultancy associates and links to the recruitment briefs for these can be found below:

* <https://www.contractsfinder.service.gov.uk/Notice/8a491146-51c3-4877-ac63-f32fa3d69adb>
* <https://www.contractsfinder.service.gov.uk/Notice/4eb496d8-8bc8-4483-8651-f8abaa60c52a>

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. Where you apply under more than one process, we will review your applications concurrently.

**Research Support**

Support is particularly required in the following areas:

1**. Engage Survey**: Institutions are provided with an Engage Survey, based on NCCPE’s EDGE tool that is completed by staff and students. Insights derived from the Engage Survey are a fundamental part of our consultancy offer to Higher Education Institutions. Analyses of the surveys inform reports and recommendations that provide strategic intelligence to our clients and inform the development of their plans for embedding public engagement.

2. **Engage Watermark:** Watermark offers an external assessment of an institution or faculty’s support for public and community engagement. It comprises a rigorous assessment of its current support and how this is viewed and understood by staff, students, and partners, drawn from interviews and focus groups as well as the Engage Survey. 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).

Associates would be required to undertake analysis of survey and interview data. Experience in using tools such as SPPS, Excel, NVivo and Otter would be an advantage.

3. **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. Associates would be required to undertake documentary research and produce qualitative and quantitative analysis of focus groups and one-to-one interview transcripts. Again, experience in using tools such as SPSS, Excel, NVivo and Otter would be an advantage.

4. **Support for the NCCPE’s wider research and evidence gathering activity** including: conducting desk research to gather supporting evidence for bids, responses to calls for evidence or policy consultations, conducting literature reviews, supporting work on the analysis of Research Excellence Framework and Knowledge Exchange Framework data.

## Who are we looking for?

We are looking for individuals who may have some or all the following attributes:

* a good understanding of a range of qualitative and quantitative research methodologies
* an ability to apply analytical skills to complex data.
* an ability to identify and bring together relevant sources of literature for review.
* an ability to analyse key documentation, to draw out relevant themes.
* an understanding of research ethics
* strong written skills to enable ideas to be communicated to a range of different audiences.
* highly methodical with very high attention to detail

## 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)](https://www.publicengagement.ac.uk/nccpe-statement-inclusion)

## 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 work on a freelance basis through your current employers [See Note 2]
* hold or are prepared to take out Professional Indemnity insurance of at least £5 million.

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

**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 remaining employed by a university will need to ensure that their organisation has appropriate insurances in place, and appropriate approval has been sought from their line management. 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: Associate Researchers and Associate Data Analysts | NCCPE (publicengagement.ac.uk).](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.publicengagement.ac.uk%2Fapplication-form-associate-researchers-and-associate-data-analysts&data=05%7C01%7CKatherine.Hathaway%40uwe.ac.uk%7C1652f627c07b4742486008dbd6ee77c0%7C07ef1208413c4b5e9cdd64ef305754f0%7C0%7C0%7C638340091921941078%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=k2dUgGcfcMUj73qeqvFbzOssYNYp0eaM3fcfZBKyzYM%3D&reserved=0)

You can preview the questions using the word document [https://www.publicengagement.ac.uk/sites/default/files/publication/application\_form\_word\_-\_associate\_researcher\_and\_data\_analyst\_261023\_-\_copy\_0.docx](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.publicengagement.ac.uk%2Fsites%2Fdefault%2Ffiles%2Fpublication%2Fapplication_form_word_-_associate_researcher_and_data_analyst_261023_-_copy_0.docx&data=05%7C01%7CKatherine.Hathaway%40uwe.ac.uk%7C88990bacc2ac4391c3b408dbda0347ab%7C07ef1208413c4b5e9cdd64ef305754f0%7C0%7C0%7C638343479833484879%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Jw%2FGW1JdF3xroHNKom0SpZcvtlPf7gHCuUs6MsEKCFU%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 Associate Researchers & Associate Data Analysts (padlet.com)](https://padlet.com/nccpeenquiries1/nccpe-associate-researchers-associate-data-analysts-hpba2xc9yy1f8efa). 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 [nccpe.enquiries@uwe.ac.uk](mailto: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. Interviews for shortlisted applicants will be held on **8th 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.

## Application Form

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

[Application form: Associate Researchers and Associate Data Analysts | NCCPE (publicengagement.ac.uk)](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.publicengagement.ac.uk%2Fapplication-form-associate-researchers-and-associate-data-analysts&data=05%7C01%7CKatherine.Hathaway%40uwe.ac.uk%7C1652f627c07b4742486008dbd6ee77c0%7C07ef1208413c4b5e9cdd64ef305754f0%7C0%7C0%7C638340091921941078%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=k2dUgGcfcMUj73qeqvFbzOssYNYp0eaM3fcfZBKyzYM%3D&reserved=0)

**ANNEX A**

**Payment for time and expenses**

Payment will be via invoice. We do not anticipate any specific travel or expenses being incurred in this role, but where they are the following terms apply:

* **Travel time:** where travel is involved to in-person meetings with NCCPE team members, 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:** we envisage that these roles will very rarely involve the need to stay away from home overnight. Where this is necessary, 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**

We are currently looking for 2-3 associates to work with over the next 5 years and will recruit 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 lead time as possible, but for these roles there is likely to be an immediate project available.

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.