**Application Form – Strategic Consultancy Associate Recruitment Questions**

**This word document is intended to support you to consider responses to our recruitment questionnaire in an offline environment, so that you can prepare to more easily complete the online form. The questions below mirror the questions in the online form, allowing you to draft your responses and copy them across.**

1. **About you**

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| --- | --- |
| **Name:** |  |
| **Job role:** |  |
| **Company/Organisation Name:** | **Please note this is not a mandatory field** |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |

**You will be asked to upload a one-page CV here.**

Files must be less than **2 MB**.  
Allowed file types: **gif jpg jpeg png txt rtf html pdf doc docx odt ppt pptx odp xls xlsx ods xml**.

1. **Your Experience**

**Please outline your experience working as a consultant within Higher Education or with related sectors e.g., charities, research institutes [max word count: 300].**

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**Please describe a specific piece of consultancy work you have designed and led including the aim, approach, output, and outcomes for the organisation you have done work for [max word count: 300].**

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**Do you have experience of working with Senior Leadership? YES/NO**

**If YES, please provide an example which illustrates the kind of work you have done with leaders at this level.**

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**Please describe your experience of working in a consultancy role with Researchers, Staff who enable engagement or impact or from charities or community organisations:**

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| --- | --- |
| Researchers |  |
| Staff who support or enable engagement an/or impact |  |
| Staff from Charities and Community organisations |  |

**Please tell us about any other groups you have worked with:**

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**Please describe a specific piece of consultancy work you have undertaken where you were supporting strategy development related to public and community engagement within Higher Education or within a related sector e.g., charities, research institutes [max word count:300].**

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**Please explain any additional specialist skills or areas of expertise that you have in relation to consultancy**

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**Do you have experience of the following?**

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| --- | --- | --- |
|  | **YES** | **NO** |
| **Scoping clients’ requirements** |  |  |
| **Conducting documentary reviews** |  |  |
| **Conducting interviews** |  |  |
| **Conducting focus groups** |  |  |
| **Analysing quantitative data** |  |  |
| **Analysing qualitative data** |  |  |
| **Preparing written reports** |  |  |
| **Giving presentations** |  |  |
| **Supporting the development of client action plans** |  |  |

**Please describe the principal personal attributes which you believe have made you successful in a consultancy role.**

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1. **Costings**

We ask you to provide a costing for the following piece of work, breaking it down into specific parts.

Costing required:

* To conduct a consultancy project to support the development of a new public engagement strategy for a university department. Please provide a costing for this work to include time required and cost of the following:
* Design of methodology and approach
* Documentary review of 5 relevant background documents, containing a total of 16 pages of text
* 10 online one-to-one interviews of 40 minutes each
* Two online focus groups, each with 6 people, running for 60 minutes
* Thematic analysis of pre-provided Otter transcripts of interviews and focus groups, and data from a survey which has both quantitative and qualitative questions completed by 100 respondents
* Producing a short report with key recommendations

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**Please explain any other costs and any assumptions you have made in your costing:**

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**Do you have standard rates you routinely charge for your work? YES/NO**

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**If you ticked YES, you will be asked to specify what you routinely charge for a standard day and/or a standard hour (ex VAT):**

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**If you ticked YES, you will be asked whether you vary your rates for any reason? If so, please explain how and why you vary your rates?**

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**Are your rates negotiable? YES/NO**

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**Please explain the factors you take into consideration when setting your consultancy rates?**

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**Please indicate which of these describes you:**

Freelance – VAT registered

Freelance – not VAT registered

Employed

If you tick **Freelance – either VAT registered or not VAT registered** you will be asked to confirm whether:

* You have, or are willing to take out, professional indemnity insurance of £5m
* You have, or are willing to take out, public liability insurance of £1m

If you tick Employed you will be asked to confirm

whether:

* You have organisational approval to undertake the work
* You are covered by your employer’s professional indemnity insurance for staff and public liability insurance

And for:

* The name of your employer

1. **Your References**

Please provide two references and a brief explanation of how you know them

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| --- | --- |
| **REFERENCE 1** |  |
| **Name:** |  |
| **Job role:** |  |
| **Company/Organisation Name:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Nature of relationship:** |  |
| **REFERENCE 2** |  |
| **Name:** |  |
| **Job role:** |  |
| **Company/Organisation Name:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Nature of relationship:** |  |

1. **Submit your application**

**You will be asked to confirm the following:**

* You have read Annex A of the NCCPE Strategic Consultancy Assessors Brief
* You have a right to work in the UK

**In order to process your application, NCCPE must collect some of your personal data. We will process and store your data in accordance with our Privacy Notice (**[NCCPE Privacy Notice | NCCPE (publicengagement.ac.uk)](https://www.publicengagement.ac.uk/nccpe-privacy-notice)**.**

**You will be asked to confirm that you have read NCCPE’s privacy notice and agree to this use of your personal data**

**You will then be able to**

**SUBMIT**