

# Design Council Application 2020 - FAQs

**Application Deadline: 11:59 pm, Monday 25 January 2021. Applications will not be accepted past this time.**

General information about what we are looking for, our expectations etc. can be found [here](#).

## Introduction

Design Council is looking to recruit active leaders and change-makers whose work impacts on the built and natural environment to join a new community of experts. The new network establishes a relationship in which experts will be expected to work with us to build and deliver our work while also contributing to our thought leadership role. We are looking for people from [various professions](#), backgrounds and localities to join us. We are interested in people who bring a professional expertise, or a critical and informed personal expert viewpoint, or experience as a user of the built environment.

## The roles

### Design Council Expert – associate

The associate expert role is aimed at those who have more generalist knowledge and is designed to deliver Design Council's day-to-day design support to clients, including services such as design review.

Associate experts will typically meet the following characteristics:

- + Availability to support Design Council's day-to-day work often at short notice. Eg. Design review often involves a maximum of two weeks' notice.
- + Expertise in professions that are seen as 'core' to built environment projects, such as architecture, community engagement, engineering, landscape architecture, planning, surveying, sustainability, transport and urban design.
- + The ability to give advice and guidance to clients and project teams in both one-to-one and more public settings.
- + Understanding and experience of working in multidisciplinary teams and taking a holistic approach to projects.

Along with the above, associate experts will be members of a community of practice that will develop, co-create and partner on new projects, programmes and business opportunities with Design Council, as well as sharing knowledge and expertise with fellow-experts and wider society. Depending on their experience, associate experts will also be involved with Design Council's thought leadership role through participating in workshops, roundtables, panel discussions and helping with policy development.

### Design Council Expert – specialist

The specialist expert role is aimed at those with more focused skills, knowledge and expertise, ranging from detailed technical knowledge to lived experience to research. They will be invited to deliver design support services to clients when their particular area of specialist expertise is relevant to the project and will therefore be less likely to be involved with Design Council's day-to-day delivery of work.

Specialist experts will typically meet the following characteristics:

- + In depth knowledge of a particular subject area, either through lived experience, educational

- qualifications or professional expertise.
- + Ability to inform and strengthen Design Council's approach and thought leadership through sharing and promoting their particular areas of knowledge and expertise. For example, a specialist could be an expert in data and technology and advise a client on smart cities or equally be a representative of a community/campaigning organisation that would like to inform Design Council's work.
- + The ability to give advice and guidance to clients and project teams in both one-to-one and more public settings.

While specialist experts will be commissioned on to client delivery work less frequently than associate experts, their opportunities to engage with Design Council will be as, if not more, regular as they will be integral to contributing to the organisation's thought leadership role. As members of a community of practice, they will also develop, co-create and partner on new projects, programmes and business opportunities with Design Council.

## The Selection Process

### Timetable\*

- The week commencing 14 December 2020 we start accepting applications
- At 11:59 pm, Monday 25 January 2021 applications close
- During the first two weeks of February, we may invite applicants to an interview via Microsoft Teams
- In February and March, successful applicants will be notified and contracts issued, signed and returned
- In March we will hold induction events.

*\*this timetable was updated on 12 January 2021 to accommodate an application deadline extension.*

### Assessing applications

A panel will score each application against the core competencies, specialist skills and the locations we are looking to recruit in. **You should therefore demonstrate as clearly as possible how you meet these criteria, particularly referring to your own achievements rather than those of your practice/team.** Your ability to be clear and concise is considered to be a part of the selection criteria. A key part of our recruitment is appointing a diverse panel spread across England; this means that location may play a role in recruitment decisions (please note this is a point about appointments made to reflect expertise in England's regions and we very much welcome applications from across the globe).

### Interviews

Shortlisted applicants may be invited to an interview that will be conducted via Microsoft Teams.

### Advice of outcome

All applicants will receive an email advising them of the outcome of their applications; whether successful or not. We anticipate notifying applicants in the first half of February. We will also announce our list of new experts to the press and a short biography and a photo of each expert will be placed on our website.

Due to the expected high volume of applications, we will not be providing feedback on applications.

## Commencing working with Design Council

## **Induction**

We will arrange induction events via Zoom in the second half of February to explain our work and processes, introduce our staff, explain how we will support you, and to meet other experts. It is compulsory to attend one of these events before you start working for us as an expert.

## **What is expected of me when I am assigned to a project?**

You will be issued with a Framework Agreement and a Design Council Expert Handbook, which clearly sets out how we will be working with you, our expectations of you in terms of professional conduct, reporting and quality of work. Each time you are commissioned to work on our behalf you will be assigned a Design Council member of staff as your key contact, a brief and a Service Letter setting out the location, deliverables, timescales, deadline and reporting requirements.

We expect that:

- You will be an advocate for Design Council, aligned with our values and up to date with our key messages
- You will act professionally at all times and adhere to the code of conduct set out in the handbook provided
- You will be fully committed to the projects assigned to you, and perform your duties to the standard as outlined in our contract and Service Agreement
- Each time we invite you to support a client, you will notify us of any potential conflict of interest
- You will have Professional Indemnity Insurance whenever the project you are involved in requires it
- On completion of the project (excepting Design Review) you will be expected to produce a final report.
- You will provide feedback to the staff team on the progress of individual projects and keep us informed about potentially important trends and good practice we can share with others. This is a key part of your role.

## **What will I be paid?**

For design review, experts are paid a standard fee. The current rate is £400 per day and £200 for a half day. Chairs will be paid £600 per day and £300 for a half day. The full details will be outlined in your service letter.

For all other client work, experts will be paid within a scale, which will be decided based on the type of work and length of the project among other factors.

We provide a range of delivery and partnership opportunities to our network, some of which, such as participating in roundtables or helping with policy development, may not be paid.

## **Am I guaranteed work as an expert?**

It is important to note that Design Council will not be acting as a recruitment agency for its expert network. Our new network introduces individual roles that allows experts to be used in different ways and the creation of a community of practice allows for a two-way relationship, in which Design Council and experts can explore, develop and co-create opportunities together. Within this we will endeavour to assign associate experts we have recruited to provide design support in some capacity during their three-year term. However, due to the variety and unpredictability of the requests we receive from clients we cannot guarantee that everyone will be allocated project work during their tenure. Specialist experts will be brought in to provide design support as well, depending on the nature of the project, but will also work with us on leading and creating opportunities for our thought leadership role.

### How are projects assigned?

How we make decisions on which experts to appoint depends on where the project is located and the specific skill set needed. Design Review currently makes up a reasonable percentage of our projects requiring experts, and typically the skills needed for the expert panels are focused around the specific scheme to be reviewed. For other projects, we select experts based on the nature of the scheme and the expertise and skills required to deliver a successful service.

### How much time would I be expected to contribute to the role?

The amount of work we commission you to do will depend on client need, demand and your availability. For example, coming to reviewing a proposal with peers, in person or virtually, may take a half day, and you may be asked to do this four times a year. If you are working with clients on a longer term basis, you could spend up to 10 days on one project over a period of 6 months. For larger projects it is likely that more than one of our experts will be involved. We will be flexible in taking account of your other commitments.

### How much travel is involved?

When travel is required, to keep travel costs to a minimum, we will always try to match clients with experts who work in that geographical area within England. Where you are required to travel, we will pay reasonable expenses. Our expense policy is outlined in the Design Council Experts Handbook.

## Application Form

### Guide to completing your application

Applications will close 11:59 pm on Monday 25 January 2021. If you have any accessibility needs regarding your application, please contact us using the email address at the bottom of this page.

**While completing your application, you may save and close it, and return later to edit/complete it. Only completed applications can be accepted.**

This application consists of 3 sections:

- The first is demographic information and tickbox questions to help us understand your skills and expertise in detail. This should take about 15 minutes to complete. You will also provide a 200-word biography.
- The second is a written summary section, where you will provide statement in response to ten questions. The maximum word limit for each question is stated with the question. Word limits range from 150-400 words, depending on the question. How long you take to complete it will depend on your answers.
- The third is our diversity monitoring form, this should take about 5 minutes to complete. This does **NOT** form a part of the assessment process and will **NOT** be attached to your application. If you have accessibility needs, please contact us on the email below.

**You should demonstrate as clearly and succinctly as possible how you meet the criteria in parts one and two of your application.** Please do not include weblinks in your written answers unless the question explicitly states it is acceptable to do so.

### Do I need to be based in England?

There are no limitations to where our experts are based (we have experts in Australia for example) however we currently work predominantly in the UK.

There may be the opportunity to work on Design Support projects remotely, though we anticipate that once it is safe to do so, ideally for many projects you would need to participate in site visits.

### **I would like more information on what experts do**

- work closely with key stakeholders in the planning system to raise awareness of the importance of design quality, enabling sustainable living and improving health and wellbeing and demonstrate how to make it part of the planning process;
- work with central government to ensure that design is an inherent part of national planning policy;
- work with local planning authorities to introduce a greater understanding of design into the planning process, and to embed a design ethos within spatial planning, for example through the use of Local Plans;
- work with councillors to increase their awareness of good design and develop their understanding of how they can contribute to improvements in their area;
- work with community groups to help them articulate their design aspirations for their neighbourhood and show them how to work with the planning system to achieve their aims;
- work with cities to help deliver high-quality, prosperous places. Our city service provides early-stage design support, review and training. We engage city officers, elected members, developers, investors and key stakeholders to build expertise and confidence to effectively deliver sustainable economic growth and continuous, long-term effective support;
- help a client understand what is meant by good design and how to recognise it;
- help a client work with other stakeholders to agree about their vision for the building, space or neighbourhood;
- help a client to procure design services, and guide them through the preparation of a good design brief;
- support a community or local authority create a local or neighbourhood plan, or other design guidance document;
- explore, develop and co-create opportunities with Design Council for new projects and programmes that enable sustainable living, improve health and wellbeing and increase design skills;
- help develop and contribute to panel discussions, roundtables, blogs and share learning within the network and with the wider public;
- help guide and inform Design Council's approaches in terms of best practice and evolving technical standards.

### **I am a Local Authority employee, can I still be an expert?**

We welcome local authority employees. We have stringent Conflict of Interest checks prior to being assigned to a project, and this would identify if there was potentially a conflict due to your current work or employer. Having a conflict of interest in a project would not affect you being assigned to other projects in the future.

### **What kind of roles do experts do and where do you advertise the roles?**

We don't generally advertise upcoming expert roles; for Design Review we generally approach experts with the skills needed for the project directly (for example, infrastructure or heritage expertise). For Design Support roles, we select experts based on the skills and expertise that are

required for that project. Each appointment is dependent on the needs of the project, which can vary widely in terms of scope, skills required and type of role e.g. research, training, mediator or providing design advice.

**For further information**

If you have any technical difficulties or require assistance with accessibility, please email [dc.abe@designcouncil.org.uk](mailto:dc.abe@designcouncil.org.uk). Our website [here](#) gives an idea of the range of our projects.