



# PUBLIC PRACTICE

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# ELIGIBILITY AND REQUIREMENTS

## WHAT ARE THE ELIGIBILITY CRITERIA TO BECOME AN ASSOCIATE?

To apply for an Associate position, you must:

- Have a minimum of three years' professional experience as a built environment practitioner.
- Be available to participate in the programme between 1 April 2019 and 31 March 2020.
- Be willing to consider a full-time equivalent salary of between £30,000 - £60,000.
- Be willing to consider a placement with an Authority within London, the South East or the East of England.

## DO I NEED TO HAVE PUBLIC SECTOR EXPERIENCE TO APPLY?

No, there is no requirement for Applicants to have previous experience of working in the public sector. Applicants without public sector experience will not be at a disadvantage to Applicants with public sector experience.

## AM I ELIGIBLE IF I HAVE ALREADY WORKED IN THE PUBLIC SECTOR?

Yes, applications are welcomed from practitioners with experience of working in the public sector. Applicants with public sector experience will be expected to demonstrate the additional value of taking up a role through Public Practice over their existing role, or how it would enable them to make a step change in their career.

## DO I NEED A PROFESSIONAL QUALIFICATION OR ACCREDITATION TO APPLY?

No, there are no requirements around professional qualifications or accreditations to apply for the programme. You must simply have a minimum of three years' professional experience working in the built environment. A small number of placements may require Associates to have a professional qualification or accreditation, however, this is the exception, not the norm.

## IS THERE A FEE FOR TAKING PART IN THE PROGRAMME?

No, there is no cost to Associates for taking part in the programme. Your host Authority will pay you a salary of between £30,000-£60,000 on your placement. Public Practice covers the cost of your training on the Research and Development programme, through a placement fee charged to host Authorities.

## CAN I START THE PROGRAMME LATE?

All Associates will start the programme on 1 April 2019 and will attend the Associate induction week between 1 - 5 April 2019. Late starters will only be considered in exceptional circumstances.

## APPLICATION PROCESS

### CAN I SUBMIT MY INITIAL (ONLINE) APPLICATION IN AN ALTERNATIVE FORMAT?

If, for accessibility reasons, you are unable to submit the initial application using the online form, we are happy for you to submit your application in an alternative format. Please email [info@publicpractice.org.uk](mailto:info@publicpractice.org.uk) or call 020 3858 7447 to discuss your requirements.

### IS THE VENUE FOR THE PLACEMENT WORKSHOP ACCESSIBLE?

Yes, the placement workshop venue is fully accessible.

### WHAT IF I AM UNABLE TO ATTEND THE PLACEMENT WORKSHOP IN JANUARY?

Placement workshops will be held on the 8 and 9 January 2019. You will be offered one of these two dates, initially. If you cannot make the date you are offered, we will try to accommodate you at the other placement workshop. Placement workshops are the best way for Public Practice to gain a clear understanding of your experience and personal qualities. Where there are extenuating circumstances and you cannot attend either placement workshop, Public Practice may offer you a Skype interview as a substitute. All Skype interviews must be conducted before 17 January.

### IF SELECTED WHEN WOULD I NEED TO TELL MY CURRENT EMPLOYER?

Selected Applicants must inform their current employers in time to serve their notice period before the start of the programme on 1 April 2019. There is an opportunity for you to inform us of the length of your notice period in the online application form. Host Authorities will be informed of your notice period when a match is made. Once a formal job offer is made, the host Authorities will generally seek to collect a reference from your current employer before offering an employment contract.

# PLACEMENT PROGRAMME

## WHAT TYPES OF ROLES ARE ASSOCIATES PLACED IN?

We offer roles that provide genuine additionality, can deliver real impact, and fit with our mission of building planning capacity. These are not standard job descriptions. They might range from starting-up a housebuilding programme to trialling co-design with tenants; from reshaping the masterplan for a garden town to rethinking an Authority's approach to small sites; or from transforming last-mile logistics to helping a high street adapt to e-commerce. For information on the roles that our current Associates are placed in, see the "Associates" page on [our website](#). You can also find in depth profiles on the work of some of our Associates in the [Prospectus for Associates](#).

## WHERE MIGHT I BE PLACED AS AN ASSOCIATE?

Public Practice places Associates in public organisations: local or city government, combined authorities, development corporations, publicly-led delivery vehicles, or groups of more than one Authority sharing a role. For the second cohort, Public Practice will place Associates in public organisations in London, the South East and East of England. Take a look at the "Associates" page on [our website](#) to see where our current cohort of Associates are placed.

## WILL I NEED TO RELOCATE TO TAKE UP A PLACEMENT?

We will endeavour to match you with a placement within 75 minutes commute of your home. In the case that we would like to match you with a placement that is a longer commute, we will contact you to discuss your options. The large majority of Associates are matched with placements that they are happy to commute to.

## CAN A PUBLIC PRACTICE PLACEMENT CONTRIBUTE TO THE PRACTICAL EXPERIENCE REQUIREMENTS FOR RIBA PART 2 AND PART 3?

A minimum of three years' professional experience in a built environment discipline is required to be eligible for an Associate position. For applicants meeting the eligibility criteria, we cannot guarantee that the placement will provide the necessary conditions, in terms of the projects you will engage in and the professionals you will work with, to meet the practical experience requirements for RIBA Parts 2 and 3. However, it is possible in some circumstances, and has been done in the past.

# RESEARCH & DEVELOPMENT PROGRAMME

## WHAT IS THE STRUCTURE OF THE RESEARCH STRAND OF THE RESEARCH & DEVELOPMENT PROGRAMME?

The research strand is split into four phases; Discover, Define, Develop and Deliver, following the Design Council's Double Diamond methodology. During Discovery, you will explore issues faced by your Authority and the wider profession. You will use design research methods and interrogate your placement experience to understand the causes and symptoms of challenges experienced by planning authorities. In Define you will draw out insights from the Discover phase and generate a specific research question. The Develop phase is your opportunity to think creatively about the models and approaches that might solve the problem underlying your research question. Finally, in Deliver, you will select the most promising solution and produce a report to share your learnings across the sector.

## WHAT TOPICS CAN ASSOCIATE-LED RESEARCH COVER?

Associate-led research covers any topic relevant to public planning, but always takes a practitioner's perspective. Research projects might look into anything from improving place-based delivery to maintaining design quality through to completion; or from facilitating a greater legacy in meanwhile projects to the delivery of co-location and intensification. To see the range of projects our current Associates are working on, visit the "Research" page of [our website](#).

## WHAT ARE THE EXPECTED OUTPUTS OF ASSOCIATE LED RESEARCH?

Outputs of Associate led research are:

- Relevant - having relevance to the Associate's host Authority and other planning authorities more widely.
- Practical - focussed on providing tangible solutions for practitioners, avoiding high-level, speculative or theoretical recommendations.
- Innovative - providing new knowledge or methods of practice.

## WHAT ARE DEVELOPMENT SESSIONS?

Development sessions introduce Associates to the technical knowledge and soft skills required to be a successful public planner. Development sessions are also an opportunity to explore and share your experiences on placement, and support others to tackle live challenges faced by planning authorities. In a development session you might expect to learn about viability, participate in a workshop on negotiation skills, engage in peer coaching with a fellow Associate, or dive into a complex planning application through a project review.

## WILL I BE EXPECTED TO DO THE RESEARCH AND DEVELOPMENT IN MY OWN TIME?

10% of your time on the programme, one day every other week, is designated for Associates to participate in the Research & Development programme. Time is made for Associates to conduct their research projects on R&D days and all Development sessions are held during R&D days. Though we endeavour to limit the amount of your own spent on the Research and Development programme, you may have to give some of your own time to the development of your research project and to producing deliverables for seminars on R&D days.

## AM I REQUIRED TO ATTEND THE RESEARCH AND DEVELOPMENT PROGRAMME?

Yes, all Associates are required to attend the Research and Development programme. As a minimum, Associates are expected to attend 80% of the R&D days. Minimum R&D attendance rates are proportionate to the number of days you are working with your Authority. Failure to meet the minimum attendance rate of the Research & Development programme may result in the termination of your position as an Associate.

# WORKING AS AN ASSOCIATE

## HOW ARE ASSOCIATES EMPLOYED?

Associates are employed either directly by their host Authority, on fixed-term contracts, or through secondment agreements with their current employer. Most Authorities are open to employing Associates through either fixed term contracts or secondment agreements. You will have the opportunity to state your preference over how you're employed once you have been shortlisted for the second stage of the application process.

## HOW DOES BEING AN ASSOCIATE WORK WITH EXISTING EMPLOYMENT?

To take up a placement, you will either negotiate a secondment with your current employer, take a sabbatical or leave your current job. The large majority of Associates leave their current jobs to become Public Practice Associates.

## DO I NEED TO BE EMPLOYED TO APPLY?

Applicants do not need to be employed to apply for, or take up, Associate positions. We welcome applications from applicants who are self-employed, currently unemployed or currently in employment. Your employment status will not affect how your application is assessed, but you will be expected to take up employment with your host Authority should you be offered an Associate position.

## ARE PART-TIME AND FLEXIBLE WORKING ARRANGEMENTS AVAILABLE?

Some Authorities are open to part-time and flexible working arrangements. Whether an Associate is able to work part-time or have flexible working arrangements is wholly up to the Authority they are matched with. However, any part-time placements require a minimum commitment of 2.5 days per week. Applicants will have the opportunity to state their preference for part-time or full-time working arrangements in the online application form. This preference will inform matching to placements. Further flexible working arrangements should be discussed directly with the Authority once a match has been made.

## WHAT HAPPENS IF MY PERSONAL CIRCUMSTANCES CHANGE WHILE I'M ON THE PROGRAMME?

Throughout the programme, you will be directly employed by their host Authority, or by your current employer through a secondment agreement. You will be entitled to all statutory rights afforded to employees. If your personal circumstances change, such as becoming ill or having a child, you will be entitled to all benefits set out by your statutory rights as an employee, for example sick leave or maternity / paternity pay.

## WILL I BE EMPLOYED BY MY HOST AUTHORITY AFTER THE PLACEMENT ENDS?

Many host Authorities seek to hire their Associate beyond the 12 month placement, either through extending the placement or recruiting Associates to permanent roles. The decision to employ Associates beyond the duration of the programme is made by the host Authority alone, and is subject to their own internal HR policies. Public Practice offers employment support to all Associates towards the end of the programme, but cannot guarantee that all Associates will be offered employment with their host Authorities beyond the placement.



## CONTACT

HOW DO I KEEP UP TO DATE WITH PUBLIC PRACTICE EVENTS AND NEWS?

Follow Public Practice on [Twitter](#) or sign up to our [newsletter](#).

HOW CAN I CONTACT PUBLIC PRACTICE WITH ANY FURTHER QUESTIONS?

Please email [info@publicpractice.org.uk](mailto:info@publicpractice.org.uk) with any further questions.