

Hewitt Freeborn

Fully completed application forms **and** supporting CV (submission of a CV alone will not comprise a valid application) ought to be e-mailed to jackie.mycock@hewittfreeborn.com or posted to: Hewitt Freeborn Associates, 9 George Street, Glossop, Derbyshire SK13 8AY. NB: please comply with specific advertised instructions

As applications are invited for different Associate positions, the application form includes the following sections:

1. Summary Information
2. Skills and Specialisms
3. Project Manager projects
4. Quantity Surveyor projects

Applicants must complete all relevant sections.

1. Summary Information	
Roles applying for:	
Name:	
Address:	
Telephone Number: (if used, work tel. number will be with absolute discretion)	Home: _____ Work: _____ Mobile: _____
Email address:	
Indicative Salary Expected:	£ _____
Current Position:	

2. Skills and Specialisms

Please assess your skills in the sections below at one of the following three levels:

- **Level One – Awareness – able to understand key issues and their implications for the client and ask relevant and constructive questions on the subject**
- **Level Two – Knowledge – has a detailed knowledge of the subject and is capable of providing guidance and advice to others**
- **Level Three – Expert – has extensive and substantial practical experience and applied knowledge of the subject**

Sector Experience

Commercial		Schools	
Fire Services		Social Services / Social Care	
Housing and Regeneration		Regeneration	
Joint Service Centres / Service Centres		Waste Management	
Leisure		Health	

Service / Project Development, Procurement and Delivery

Public Private Partnerships		Cost Planning	
Private Finance Initiative		Strategic and/or Business Planning	
Negotiation / Closing Deals		Partnering Contracts	
Contract Management/ Post Contract Administration		Project / Programme Management	
Other		Performance Management	
Other		Other	
Corporate or Strategic Procurement			

Specialisms

Value for Money		Property Portfolio Management	
ICT		Facilities Management	
Legal and Contractual		Design and Construction	

3. Project Manager

Please summarise evidence from your background under the relevant criteria headings to support your application (it is advisable that you keep within a 200 word per heading limit)

Senior level project development, procurement or operational experience working in or with the public sector, ideally local government:

Senior level experience of advising major procurement projects, ideally PFI and other forms of PPP:

Senior level experience of a wide range of project delivery issues (such as project management, project financing and other financial, procurement law, legal, property, service and sector specific matters, organisational change, etc):

An understanding of the strategic issues / political context and complex environment in which local government operates:

4. Quantity Surveyor

Please summarise evidence from your background under the relevant criteria headings to support your application (it is advisable that you keep within a 200 word per heading limit)

Cost planning experience working from inception through to start of construction in particular PM projects:

Content Administration including Employers Agent and independent certifier; and particular knowledge of NEC 3 contracts:

Preparation of tender and contract documentation:

Other: