



TRANSPORT SCOTLAND

**BUSINESS IMPROVEMENT AND CORPORATE SERVICES
DIRECTORATE
TRUNK ROAD NETWORK MANAGEMENT DIRECTORATE
MAJOR TRANSPORT INFRASTRUCTURE PROJECTS DIRECTORATE
STRATEGY AND INVESTMENT DIRECTORATE
RAIL DELIVERY DIRECTORATE
FINANCE DIRECTORATE**

Background

1. Scottish Ministers have set up Transport Scotland as an Government Agency of the Scottish Government.. Transport Scotland took responsibility on 1 January 2006 for the trunk road network, devolved responsibilities for rail infrastructure and services, travel information and concessionary fares. The Agency has a staff establishment of 287 providing professional and administrative support and operates from new offices in the centre of Glasgow. Its annual budget for 2007/08 is over £2 billion delivered by six Directorates, reporting to a Chief Executive and covering business improvement, trunk road network management, infrastructure and professional services, strategy and investment, rail, and finance and corporate services.

Business Improvement and Corporate Services Directorate

Business Improvement and Corporate Services Directorate, headed up by Richard Scott is a new directorate within Transport Scotland comprising of HR, IT, Facilities, Communications, Legal team and Business Improvement. Aligning business improvement and other corporate functions will be of benefit to the organisation by having all corporate support under the one Directorate. The directorate plays a key role in driving forward our corporate commitment for excellence and efficient running of the organisation.

The Trunk Road Network

2. Responsibility for the trunk road network flows from the Roads (Scotland) Act 1984. The network is currently 3500km long with over 5000 bridges and structures and provides connections between places of traffic importance to serve the industrial, commercial, agricultural and social needs of Scotland. It connects the cities to the outlying regions of the country and its ports.

Each of the 32 council areas connects to the network or is served by a port connected to the network. The network carries a wide range of flows, from 150,000 down to 1000 or less vehicles per day and standards range from dual 5-lane motorway to

single track and passing places. It has an undepreciated value currently assessed as £14.5bn. Two Directorates look after the network.

3. **Network Management Directorate** is responsible for the operation and maintenance of the trunk road network including routine and winter maintenance activities, bridge maintenance, the management of the trunk road term maintenance contracts, the provision of traveller information and intelligent transport systems, road safety and development management.

4. The Directorate comprises 8 branches, where four branches deal with the day to day management and maintenance of the trunk road network, with a further branch dedicated to the strategic co-ordination of asset management. Bridges team provides advice on standards, new projects and management and maintenance of the bridge stock, which includes a number of major crossings such as the Erskine, Kessock, Skye and Kingston Bridges. Two branches deal with network operations covering safety, development management, intelligent transport systems, and travel information.

The Directorate also oversees delivery of the national Free Bus Scheme for older and disabled people and Concessionary travel Schemes for young people.

The Concessionary Travel & Integrated Ticketing Unit manages and administers the National Free Concessionary Travel Scheme in Scotland, with over 1m cardholders making 160m journeys per annum, and an annual budget of £180m. We deal with around 250 bus operators throughout Scotland as well as some ferry operators. The Scheme itself is in the process of being converted to smartcard operation, which will change several aspects of the detailed procedures and techniques but not the main objectives. The three teams in the Unit deal with Operations, Smartcard development and Business Support and development.

5. **Major Transport Infrastructure Projects Directorate** has responsibility for the development and application of design standards, landscape and environmental issues, contract preparation and the development of contract strategies and materials specification. It supervises scheme preparation and construction of a range of projects. Scottish Ministers are committed to an ambitious programme of targeted road improvements as part of their agenda to improve transport in Scotland. Typically schemes developed within Route Action Plans to improve the long distance single carriageway network are valued at or above £3m, whilst at the other end of the scale four motorway/special road projects are valued in aggregate at £1.1bn.

6. The work is undertaken within six branches, two dealing with the preparation and planning of new schemes, one responsible for construction works and three support branches dealing severally with contract policy and standards, traffic assessment and environment and development of bespoke IT systems. A special project team is dealing with the promotion of the M74 in Glasgow, one of Britain's last urban motorways and featured in the NCE top ten transport infrastructure projects, completion of the M8 and M80 and a new 47km bypass round Aberdeen.

7. The two Directorates lead the field in a number of areas of activity, including procurement policy, network management practice and travel information and Telematics. Successful recruits will be expected to play their part in maintaining our international reputation as an innovative and best practice organisation.

Strategy & Investment Directorate

8. This directorate leads policy development across all modes for which Transport Scotland is responsible, coordinating broader policy development with the wider Government. It is responsible for advising Ministers on the investment priorities for both the rail and trunk road networks by setting rail, public transport and trunk road policy. Through this and its responsibility for transport economics, project appraisal, analysis and transport modelling it contributes to Transport Scotland's role as a centre of excellence.

Rail Delivery Directorate

9. As part of the UK review of the rail industry, it was agreed that greater responsibility for railways and rail transport in Scotland would be devolved to Scottish Ministers.

Transport Scotland now has responsibility for the majority of rail powers in Scotland, enabling us to plan future services and target investment.

A safe, efficient rail network is good for the economy. Commuter routes are needed to get people to work. Rail links are vital to move freight across the country, such as coal to keep our power stations working. Rail can improve the quality of life for Scotland's communities by connecting people to better access to health, education and employment opportunities.

Scotland's rail network has around 340 railway stations, 3,000 kilometres of track and over 62 million passenger journeys are made on the network each year. The rail network in the west of Scotland is the most heavily used commuter network in the UK outside London, and caters for around 60% of passenger journeys made in Scotland.

Transport Scotland aims to work with the rail industry to provide a modern, efficient rail network, meeting an increasing demand for rail services and tackling overcrowding on some routes. Improvements will provide rail users with a better experience when using train services. Transport Scotland want to increase the scope and number of the journeys that can be made, helping to grow our economy by opening up opportunities for people and enabling goods to get to market as quickly and efficiently as possible.

By investing in our rail network we can also contribute to reducing road congestion and also reducing the impact of transport on our environment.

Finance Directorate

10. Finance Directorate has overall responsibility for financial and management accounting, budgeting and forecasting processes, ongoing monitoring and financial controls. We provide support and advice upon all financial matters, especially in relation to projects, to all Directorates within Transport Scotland.

We also provide advice on corporate risk management , VAT, financial vetting and fraud strategy management. We are responsible for ensuring all suppliers of services and materials to Transport Scotland are paid within payment guidelines set by Scottish Government.

Civil Engineers and Transport Planners – Sandwich Placements

11. We are able to offer a suitable candidate the opportunity to experience working for us as sandwich placement. Preference will be given to those candidates currently undertaking a sandwich course at a UK University studying for a masters degree in Civil Engineering or Transport Planning and working towards graduate membership of an appropriate professional institution. You will be able to demonstrate the key competencies required to work for Transport Scotland including analysis and use of evidence, self management, teamworking and information management and communications.

12. In return we offer a competitive salary and a valuable opportunity for training and support to help you with your studies.

Location

13.. You will be recruited to work in Buchanan House, Glasgow

Business Travel

14. The jobs may involve travel throughout Scotland; sometimes to locations which may not be conveniently served by public transport therefore a full valid UK driving licence is desirable. Costs you incur in making these business journeys will be reimbursed in accordance with existing Scottish Government arrangements.

Benefits

15. We offer a very competitive salary and benefits package, coupled with all our support for your professional progression. Unless you choose otherwise, pension benefits are provided under the new Civil Service pension scheme arrangements The benefits package includes:

- Performance-related pay
- performance bonuses to high achievers
- Choice of Pension Schemes
- 25-30 days holiday (according to length of service) plus 11½ days public and privilege holidays taken at fixed times during the year. Pro rata for part-time.
- first class career development through a structured programme of training and skills enhancement - we are an Investor in People
- interest free travel season ticket loans
- modern offices – our fully refurbished offices in Buchanan House offer an excellent working environment
- excellent IT support and facilities, with access to both the Government's intranet and the Internet
- active equal opportunities policy
- interchange and secondment opportunities?

- Flexible working practices.

See our website for further details on pensions and other benefits

Nationality

16. You can apply for any job in the Scottish Government as long as you are a UK national or have dual nationality with one part being British. In addition, Scottish Government posts are open to Commonwealth citizens and nationals of any of the member states of the European Economic Area (EEA). Further information about civil service nationality requirements is available on the careers pages of the Transport Scotland website. www.transportscotland.gov.uk

17. Pre-employment Enquiries

If you are successful, and are not currently a serving member of the Civil Service, we will carry out enquiries into your nationality, health and other matters, to ensure that you are qualified for appointment.

As of 1 January 2008 the Scottish Government introduced a new baseline personnel security standard which provides a more consistent and rigorous pre-employment screening process for prospective Scottish Government staff. If you are successful in obtaining a job with the Scottish Government you will be subject to these additional security checks.

This means that as a minimum you will be required to provide:

- Your **original** birth certificate
- Photographic ID, usually a passport. Please note that student cards and library cards are not acceptable
- A bill or financial statement for your current address, preferably a utility bill. Please note that mobile phone bills are not acceptable.
- Basic Disclosure certificate – although for some jobs you will need a higher level of Disclosure clearance and this will be made clear in the advert

If you do not have appropriate photo ID, you should provide a passport sized photograph of yourself endorsed on the back with the signature of a person of some standing in your community (e.g. a Justice of the Peace, medical practitioner, officer of the armed forces, teacher, lecturer, Lawyer, bank manager, civil servant etc). This should be accompanied by a signed statement, completed by the same person stating their name in full, the period of time that you have been known to them (minimum 3 years) and their contact details. The signatory will be contacted to confirm that he or she did in fact, complete the statement.

18. Basic Disclosure Certificate

The Scottish Government requires security checks and all successful candidates will be required to produce, as a minimum, a **Basic Disclosure** certificate (disclosing criminal history information) less than 12 months old, prior to taking up employment.

Basic Disclosure certificates are available from Disclosure Scotland, Disclosure Scotland, PO Box 250, Glasgow G51 1YU, telephone 0870 609 6006, Fax: 0870- 609 6996, e-mail: info@disclosurescotland.co.uk

19. Referees

When completing the on-line application process you will be asked to include details of referees to cover a 3 year period. If you have been in employment, please include details of all employers over this 3 year period. If you have not been in employment for all or part of the 3 year period and have been in education, you can give the name(s) of the academic staff best acquainted with your work and conduct over the 3 year period. If you have not been in employment or education over the 3 year period and are unable to provide references, we will contact you about carrying out other checks to verify your history over the 3 year period.

If you are successful we will usually approach your referees immediately. However, when we write to invite you to interview or assessment centre you will be told how to request that we do not approach your referees until you give us permission to do so. We recognise that there may be occasions where you have concerns about us contacting a previous employer for a reference, for example, they may know you under a different name. We have a secure and confidential process for seeking references under such circumstances, which are referred to our Diversity Advisor. If you wish to use this service please let us know when you receive your letter of invite to interview or assessment centre. The assessment or interview panel will not know about any requests made to HR about the reference process.

Please note that we will request factual information from your referees such as dates employed, last position held, reason for leaving and details of work performance ratings, sick absence records and extant disciplinary records (if any). Academic referees will be asked to provide details of your course work, result achieved or expected, and the referee's impression of your ability in relation to your course work and future career potential. By submitting your application you are giving consent for us to obtain the information as outlined above.

Health Standard

20. As part of our pre-employment enquiries you will be asked to complete a health declaration and, if necessary, to attend a medical examination.

21. Completion of Pre-employment Enquiries

When the pre-employment enquiries are satisfactorily completed to our standard, we will then make you a formal offer of appointment and you will be expected to take up appointment as soon as possible.

If you have any questions about our pre-employment checks please do not hesitate to get in touch.

22, Selection

We use a competency based approach to recruitment. This means that at all stages of the recruitment process you will be assessed against the competencies we consider

necessary to do the job. This approach starts from the application stage so it is important that you complete your application as fully, but concisely, as possible to demonstrate how you meet the requirements of the post. It is therefore important that you study the selection criteria carefully before you complete the application.

We will invite for further assessment those candidates who from their application seem best suited to the appointment. You will be given further details about the selection process with your letter of invitation.

Application

23. Your completed **application form, achievement record, and ethnic monitoring form** must be returned to: - [hr mailbox](#) - alternatively paper copies can be sent to the Jackie McCaig, Transport Scotland, Buchanan House, 58 Port Dundas Road, Glasgow, G4 0HF, to arrive no later than the date on the front of the application form. Without all these documents we will not be able to consider your application.

24. All online application forms will be acknowledged via email. If you return your application form by post and require confirmation of receipt, please enclose a self addressed, stamped envelope. If you do not receive an acknowledgement within 7 days please contact Jackie McCaig on 0141-272-7151.

25. The Assessment Centre will be held in Glasgow. The aim of the Assessment Centre will be to gain an insight into your professional ability, your interpersonal skills and to ensure that your competencies match the requirements of the Agency. It will comprise an interview, presentation, written exercise and occupational personality questionnaire. The Assessment Centre will recommend the candidates considered most suitable for appointment. If successful, you will be invited to take up post as soon as possible.

Note that to speed up the recruitment process we may ask you to bring important documentation (for example your original birth certificate or passport and educational certificates) with you to the interview/assessment centre, where you may also be required to complete a number of forms for e.g. a health declaration form.

The data we collect throughout the selection process will be held and used in accordance with the terms of the Data Protection Act.

26. Interview Expenses

Travel and subsistence expenses incurred during the selection process are the responsibility of the applicant.

27. Diversity Monitoring Form

Information given on the diversity monitoring form will be treated in strictest confidence and will be retained by HR for monitoring purposes. It will be kept separately from your application form and will not be made available to those involved in the selection decision. Guidance on the Diversity Monitoring Form and why we ask you to complete it is available on our website

<http://www.scotland.gov.uk/About/Recruitment/DiversityGuidance>

28. Disability

We are participants in the Jobcentre Plus “Positive about Disabled People” scheme. Under the terms of the scheme we shall interview disabled applicants who claim a guaranteed interview and who meet the essential criteria for appointment.

We will also ensure that we consider and implement any reasonable adjustments you may require to attend for interview or during the course of your employment, should you be successful in securing a post.

To find out more about disability in the Civil Service, you can access our Disability Fact Sheet at <http://www.scotland.gov.uk/About/Recruitment/DisabilityFactsheet>

29. Starting Salary

New entrants will normally start on the minimum of the pay range. A higher starting salary might be considered in exceptional circumstances.

30. Working Pattern

The standard working week is a 5 day week of 37 hours, net of lunch breaks. You may have the scope to participate in the Scottish Government's flexible working hours scheme. Consideration will be given to candidates interested in part-time or other non-standard working patterns and in-line with best practice, the Scottish Government has extended to all staff the right to request a flexible working pattern. All requests will be seriously considered.

31. Annual Leave (pro rata for part-time)

You will have an annual leave allowance of 5 weeks, rising to 6 weeks after 5 years. In addition, the Scottish Government observes 11½ days public and privilege holidays, dates of which are set annually.

32. Probation

You will be required to serve a probationary period of 9 months and confirmation of your appointment is dependent on the satisfactory completion of this probation period in terms of performance, conduct and attendance.

33. Travel and Subsistence

Subsistence allowances and travelling expenses on official duty are paid. The cost of normal daily travel between home and office is not reimbursable.

34. Sick Absence

You are expected to attend for work. However, we do recognise that 100% attendance may not be possible on occasions when you are unwell. We have an attendance management policy in place that makes it clear the level of attendance that the Scottish Government expects and what may happen if this cannot be achieved. The policy outlines the support offered to staff during periods of illness and the assistance available to help them back to work.

35. Retirement

The Scottish Government has a "no retirement age" policy for staff in Bands A-C. This means that you are free to continue in employment for as long as you wish. Continued employment will remain subject to the normal rules concerning performance, conduct and attendance.

36. Outside Activities

As a civil servant, you may not take part in any activity which would in any way impair your usefulness to the Service, or engage in any occupation which may conflict with the interests of the Scottish Government or be inconsistent with your official position. Subject to these conditions, work of a minor or short-term nature (for example, vacation work or work after hours) is normally allowed, provided you seek prior permission.

You will also be subject to certain restrictions, depending on your grade and the nature of your work, on national and local political activities. These include standing as a candidate in parliamentary or local authority elections, or canvassing on behalf of candidates; and expressing views on matters of political controversy in public speeches or publications.

37. The Civil Service Commissioners

The Department's recruitment processes are underpinned by the principle of selection for appointment on merit on the basis of fair and open competition. Details of how this principle should be applied can be found at www.civilservicecommissioners.org. If you feel that your application has not been treated in accordance with the Commissioner's guidance and you wish to make a complaint, you should write to Alison Stewart, Transport Scotland HR Manager, 58 Port Dundas Road, Glasgow G4 0HF in the first instance. If you are not satisfied with the response you receive from the Department, you can contact the Office of the Civil Service Commissioners.

38. Civil Service Values

As a civil servant, you are appointed on merit on the basis of fair and open competition and are expected to carry out your role with dedication and a commitment

to the Civil Service and its core values: integrity, honesty, objectivity and impartiality. These values are set out in the [Civil Service Code](#).

- ‘integrity’ is putting the obligations of public service above your own personal interests;
- ‘honesty’ is being truthful and open;
- ‘objectivity’ is basing your advice and decisions on rigorous analysis of the evidence; and
- ‘impartiality’ is acting solely according to the merits of the case and serving equally well Governments of different political persuasions.