



TRANSPORT SCOTLAND

BUSINESS IMPROVEMENT DIRECTORATE

TRUNK ROAD NETWORK MANAGEMENT DIRECTORATE

MAJOR TRANSPORT INFRASTRUCTURE PROJECTS DIRECTORATE

STRATEGY AND INVESTMENT DIRECTORATE

RAIL DELIVERY DIRECTORATE

FINANCE & CORPORATE SERVICES

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

1. 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. By 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. Trunk Roads Network Management Directorate & Concessionary Travel and Integrated Ticketing Unit 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.

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.

4. 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 & Corporate Services

10. Finance & Corporate Services Directorate is responsible for monitoring how successfully Transport Scotland delivers against its core working principles. It ensures that the organisation runs as efficiently as possible, with the right kind of support systems (such as Communications, Human Resources and Information Management) in place. The Directorate also oversees delivery of the national Free Bus Scheme for older and disabled people and Concessionary travel Schemes for young people.

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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. Working with Transport Scotland as a sandwich placement will provide you with a valuable insight into the role of the Agency. Later in the year we will be inviting applications to join our Graduate Training Scheme. Should you decide to apply and were successful, you will be joining an employer who offers a very competitive salary coupled with all our support for your professional progression. This includes:

- first class career development through a structured programme of training and skills enhancement - we are an Investor in People
- 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
- Flexible working practices.

Disability

16. We are participants in the Employment Services “Positive about Disability” scheme. Under the terms of the scheme we shall interview applicants with a disability who satisfy the basic criteria for appointment. A guaranteed interview will only be given where an applicant has declared a disability on the diversity monitoring form.

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>

Textphone

17. If you have textphone equipment, please ring our dedicated line: 0131 244 1829. Please do not use this number for voice calls as your call will not connect.

18. Salary is paid at the A3 minima of £14,000 p.a. pro-rata. This is paid on the last working day of the month by credit transfer. Ordinarily, pay rates are reviewed annually, normally in August.

Security

19. The Scottish Government requires security checks on all successful candidates and due to the implementation of the Part V, Police Act 1997, and a new system of disclosing criminal history information has been introduced. Successful candidates will be required to produce a **Basic** Disclosure certificate 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** and will cost you £20.00 Further information on Disclosure certificates can be found at the Disclosure Bureau's website www.disclosurescotland.co.uk

Nationality

20. You must be a UK or other European Economic Area national, a Commonwealth citizen, a British Protected Person or a citizen of British Dependent Territories.

Retirement

21. 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.

Health Standard

22. You will be asked to complete a health declaration and, if necessary, to attend a medical examination.

Sick Absence

23. You may be allowed up to 6 months sick absence on full pay, less any National Insurance benefit received, in any period of 12 months. After that, a further period may be granted at reduced pay, subject to a maximum of 12 months sick absence in any period of 4 years or less.

Outside Activities

24. 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.

25. 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

Working Pattern

26. The normal working week is a 5 day week of 42 hours, including lunch intervals. You may have the scope to participate in the Government's flexible working hours scheme. Consideration will be given to candidates interested in part-time or other non-standard working patterns.

Annual Leave (pro-rata for part-time)

27. You will have an annual leave allowance of 25 days, rising to 30 days after 10 years. In addition, all staff receive 10½ days public and privilege holidays taken at fixed times of the year

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

Interview Expenses

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

Further Information

30. If you wish to discuss the positions, please contact the following: - Jackie McCaig, Tel : 0141 272 7595 or email Jackie.mccaig@transportscotland.gsi.gov.uk

Application

31. Your completed **application form, statement in support of application, referee information form, and if completed diversity 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 these documents we will not be able to consider your application.

32. 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.

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.

Selection

33. Candidates who, from the information they provide in their applications, appear best suited to these appointments will be invited to a competency based interview. It is thus essential for your application form to give full but concise descriptions of the nature, extent and level of the responsibility you have held.

34. The interviews will be held in Glasgow. The aim of the interview will be to gain an insight into your ability, your interpersonal skills and to ensure that your competencies match the requirements of the Agency. If successful, you will be invited to take up post as soon as possible.

35. 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. To enable these enquiries to be completed, we may need to see your original birth certificate and/or passport, as well as your educational certificates. When the enquiries are completed satisfactorily, we will then make you a formal offer of appointment. You will be expected to take up appointment as soon as possible

Referees

36. You are required to include details of two referees to cover a 5 year period, if appropriate, on a separate sheet which forms part of the application form. One should be your current or most recent employer if you are currently in part-time employment,. If you have not been in employment (or cannot provide a second employment reference) and have undertaken relevant further education, you can give the name of the academic staff best acquainted with your work and conduct. You can give more than one name if this is necessary in order to cover the period of such education. Please note we will request factual information from your employment referees such as dates employed, last position held, reason for leaving and details of work performance ratings, sick absence records and disciplinary records (if any). Academic referees will be asked to provide details of your course work, result achieved or expected, and the referees impression of your ability in relation to your course work and future career potential. Please do not send testimonials.

37. If your application is successful, we will write to your referees, provided you have given permission to approach them. If you have not given permission, we will contact you before any referee is approached. By signing your application you are giving consent for us to obtain the information as outlined above.

Please note that this memorandum is provided for information only and does not form part of Transport Scotland's conditions of employment

The Scottish Government's Aim Vision and Values

AIM

To work with Scottish Ministers to improve the well being of Scotland and its people.

VISION

To be at the centre of Scottish civic life, widely trusted, by earning a reputation for openness, helpfulness, expertise and effectiveness.

VALUES

As Civil Servants our values are:

Integrity and honesty

Objectivity

Political impartiality

Fairness

Scottish Government Equal Opportunities Policy

The Scottish Government policy on equal opportunities is that all staff should be treated equally irrespective of their sex, marital status, age, race, ethnic origin, sexual orientation, disability, religion or belief, working pattern, employment status, gender identity (transgender), caring responsibility, or trade union membership.
Scottish Government Diversity Policy

The Scottish Government is committed to increasing the diversity of staff within the organisation. We will develop all our staff, ignoring all irrelevant differences in their management and development. Furthermore we will positively value the different perspectives and skills of all staff and make full use of these in our work.

An Investor in People