



**TRANSPORT  
SCOTLAND**  
CÒMHDHAIL ALBA

[transport.gov.scot](https://transport.gov.scot)

# **Transport Scotland Recruitment**

**Further Information  
for Applicants**

**Dear Candidate**

**You have applied for one of our vacancies. It is important that you read this information in conjunction with completing your application form and diversity monitoring form.**

**If you are successful through our assessment processes you should revisit this document to re-familiarise yourself with the information contained in our “Further information for successful candidates section”. Thank-you**

## **Active Nation Commissioner**

Thank you for expressing interest in applying for the position of Active Nation Commissioner. This pack contains all the information you will need to complete your application, the role background and the job and person specification.

The Scottish Government is committed to building an ‘Active Nation’ by making our towns and cities friendlier, safer and more accessible. Our funding of active travel projects aims to significantly improve our public realm, creating segregated cycle lanes in our towns and cities, supporting behaviour change and educational projects and making walking and cycling the natural and easy choice for everyday short journeys.

Active Travel is a key priority within the Scottish Government’s Programme for Government (PfG), and we work very closely with walking and cycling partners and Local Authorities to deliver this vision which is underpinned by both the Cycling Action Plan for Scotland (CAPS) and the National Walking Strategy.

This vision has been further boosted by the recently published Active Travel Task Force report that outlines 18 recommendations to overcoming barriers in delivering better walking and cycling infrastructure, changing travel behaviour and working towards our Active Nation vision, and with the announcement by the First Minister on 10 June of the National Performance Framework for Scotland where journeys by active travel is an agreed national Indicator.



# Further Information for Candidates

## What happens if you're appointed

Should you be appointed, some of the information you have provided will be made public in a press announcement about your appointment. The press release will include:

- your name
- a short description of the role
- a brief summary of the skills, knowledge and experience you bring to the role
- how long you have been appointed for
- any remuneration associated with the appointment
- details of any other public appointments you hold and any related remuneration you receive for them

## The Selection Panel

The panel will comprise:

- Jill Mulholland, Sustainable and Active Travel and Transport Bill Team Manager, Transport Scotland;
- Joanne Boyle, Head of Active Travel Team, Transport Scotland;
- Andy Sinclair, Head of Legacy and Delivery, Directorate for Population Health, Scottish Government;
- Linda Bamford, Mobility and Access Committee for Scotland (MACS) Convenor.

To make sure that the process is transparent, and that each appointment is made on merit, the selection panel members will declare if they know anyone who has applied for these appointments.

## Nationality

You can apply for any job in the Scottish Government or its Agencies as long as you are a UK national or have dual nationality with one part being British. In additional 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 can be found [here](#)



## Further Information for Our Successful Candidates

### Pre-Employment Enquiries

If you are successful, and are not currently a serving member of the Civil Service, we will as part of the Scottish Government's pre-employment process carry out the following enquiries into your identify, employment history, nationality and immigration status, 'unspent' criminal record (Disclosure certificate), health and other matters to ensure that you are qualified for appointment. All our pre-employment checks are underpinned by the Baseline Personnel Security Standard (BPSS) which provides a consistent and rigorous pre-employment screening process.

### Management of your Application and the Assessment Process

Assessment will happen in two stages. Firstly the selection panel will assess your application. The applicants who most closely demonstrate the evidence requested will be invited to attend an interview. You will be advised by email whether or not your application will progress to the final assessment stage.

If you are shortlisted for the interview stage and you have a disability and require an adjustment to be made, you should contact [Transport Scotland HR](#) They will make reasonable adjustments to enable you to attend the interview.

For candidates being recommended for appointment, the selection panel will provide the relevant Minister with a summary of the evidence gathered during the process. Ministers can choose to meet those applicants prior to making a decision.

All candidates invited to interview will be advised in writing of the outcome of the interview and feedback will be provided on request.

Feedback will be based on the assessment of your merit in relation to the skills, knowledge and experience required by the person specification.

### 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.

You can apply for your Basic Disclosure Scotland certificate [here](#) provided you have lived at your current address for the last 12 months.

### Conflict of Interest and Other Ministerial Public Appointments Held

You are asked to complete the section which provides details of any other involvement in public life or potential conflicts of interest, which will be explored further with you at interview or checked as part of the final assessment. If you are unsure whether you have a conflict of interest and would like to discuss this, please contact [David Kernohan](#)



## **Health Standard**

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

## **Completion of Pre-employment**

**Enquiries** When the pre-employment enquiries are satisfactorily completed your formal offer of appointment letter will be issued approximately two weeks prior to your agreed starting date. This is the date discussed between you and Transport Scotland. If you have any question about our pre-employment checks please do not hesitate to get in touch.

## **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.

## **Interview Expenses**

If you are invited for interview you can claim for reasonable expenses incurred in attending. These include dependent/carer, including childcare, expenses. We expect the most efficient and economic means of travel to be used and reimbursement will normally be restricted to that amount. When an overnight stay is necessary, you must contact Transport Scotland HR in advance, for confirmation of current subsistence rates. A copy of our travel and subsistence rates and claim form can be provided to you on request.

## **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 the Scottish Government website.

## **Disability**

We are participants in the Jobcentre Plus “Positive about Disabled People” scheme. Under the terms of the scheme, all candidates who consider themselves to be disabled in terms of the Equality Act 2010, and who meet the essential minimum criteria for the post, will be guaranteed an interview.

Note: The Equality Act 2010 states that a person has a disability if they have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. A ‘substantial disadvantage’ is a disadvantage which is more than minor or trivial. ‘Long-term’ means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring conditions). Further guidance in relation to the meaning of disability is accessible on the Equality and Human Rights Commission website.

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.

# Ethical Standards

## Conflicts of Interest/Selection Panel

Conflicts may relate to your suitability for appointment or to the appropriateness of your being assessed by one or more of the panel members. Details of the panel membership for this appointment are provided in the pack.

Please let us know in your application if and how you know any of the selection panel members. This will help us to come to a view on the appropriateness of your being assessed by one or more of them. More guidance on conflicts of interest relating to suitability for appointment can be obtained by visiting the public appointments [Commissioner's Website](#)

## The Principles of Public Life in Scotland

### **Integrity**

You must not place yourself under any financial, or other, obligation to any individual or organisation that might reasonably be thought to influence you in the performance of your duties.

### **Accountability and Stewardship**

You are accountable for your decisions and actions to the public. You have a duty to consider issues on their merits, taking account of the views of others and must ensure that the public body uses its resources prudently and in accordance with the law.

### **Honesty**

You have a duty to act honestly. You must declare any private interests relating to your public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

### **Duty**

You have a duty to uphold the law and act in accordance with the law and the public trust placed in you. You have a duty to act in the interests of the public body of which you are a member and in accordance with the core tasks of that body.

### **Objectivity**

You must make decisions solely on merit when carrying out public business including making appointments, awarding contracts or recommending individuals for rewards and benefits.

### **Openness**

You have a duty to be as open as possible about your decisions and actions, giving reasons for your decisions and restricting information only when the wider public interest clearly demands.

### **Leadership**

You have a duty to promote and support these principles by leadership and example, to maintain and strengthen the public's trust and confidence in the integrity of the public body and its members in conducting public business.

### **Respect**

You must respect fellow members of your public body and employees of the body and the role they play, treating them with courtesy at all times. Similarly you must respect members of the public when performing duties as a member of your public body.



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