



**TRANSPORT
SCOTLAND**
CÒMHDHAIL ALBA

transport.gov.scot

Graduate Transport Planner

Application Form

Name

Please read this application carefully before completion. Further details on these roles can be found in our Further Information for Candidates document at www.transport.gov.scot/careers

Please return your completed form using this link – to [HR Transport Scotland](#), or by post to Sophie McHard, HR Transport Scotland, 7th Floor, Port Dundas Road, Glasgow G4 0HF by midnight **Sunday 2nd December 2018**. All electronic applications will receive confirmation.

Personal Details

Decisions regarding which candidates are selected for interview are based on the information you provide in your application form. We are unable to guess and make assumptions on the skills and experience you may have. Remember that information based on unpaid work at home or in the community can provide excellent evidence also.

Before completing your application form, please read the Further Information Document for candidates. Additionally, think carefully before you complete your form. Once completed please check for mistakes and revise your form before submitting it. We are looking for relevant examples of how you match the essential and desirable criteria identified for the role you are applying for. We are not interested in statements of fact e.g. “I am a strong communicator”, we require an example of a time when you demonstrated strong communication skills and what that involved.

Availability for Attendance at Assessment Centre

We envisage holding an assessment centre week commencing **8th January 2019**. These dates are fixed however if there is a specific day that you cannot attend within this time frame please tell us here.

We cannot promise to change your assessment date but will try to do so.

To ensure we make the appropriate reasonable adjustments for your attendance, please indicate where you claim a guaranteed interview under the “Positive about Disability” scheme? (See below for further details on the Scheme)

Yes

No



Graduate Transport Planner

Salary: £28,891 per annum

Location: Glasgow

Hours: 37 hours

Post type: Permanent

Transport Scotland

Transport Scotland is the national transport agency for Scotland and is accountable to Parliament and the public

through Scottish Ministers, with a budget of around £2 billion per year. Transport is a vital feature of the Scottish Government's focus on increasing sustainable economic growth, and transport investments and policies have major impacts on the economy, people, and the environment.

Transport Scotland is starting a period of transition, with the completion of a number of major infrastructure projects and a greater emphasis on the promotion of air quality, active travel, accessibility, and the development of the low carbon economy. This is underpinned by the development of a new National Transport Strategy covering Scotland's transport needs and priorities for the next 20 years. The recent Programme for Government and the agency's corporate plan set out a range of associated activities.

Our challenge is to make sure that we have an organisation that is structured and operates as efficiently, flexibly, and creatively as possible. This post is part of that transformation.



The Graduate Scheme

Transport Scotland is the National Transport Agency for Scotland delivering the Scottish Government's vision for transport.

Graduates join our large Civil Engineering and Transport Planning teams across the organisation which provides them with the opportunity to work on nationally recognised projects, and as part of our maintenance and asset management teams.

The Transport Scotland Graduate Training Scheme is accredited by the ICE and CIHT. It provides Graduates with an excellent opportunity to develop and attain Chartered status while also preparing them for working as senior professionals within the industry.

Transport Scotland's Graduate Scheme

Since its establishment in 2006, the Graduate Training Scheme has produced a long line of candidates who have successfully become Chartered Civil Engineers and Transport Planners.

Our bespoke training scheme is unique in that it is designed to provide a targeted and focused development of Graduates from the moment they join the scheme.

We want to develop 'in-house' talent that can, in time, be promoted to our Senior specialist roles within Transport Scotland.

Our system of internal rotations within Transport Scotland, along with external secondments to Design Consultancies and Construction Sites, allows Graduates to develop skills that would be otherwise difficult to attain in Transport Scotland alone. This provides the Graduate with an overall broader experience in terms of both the practical aspects of planning and engineering along with the skills to project manage the engineering process and make sound engineering judgments.



Essential Qualifications

Candidates must demonstrate that they hold a high level degree in a relevant subject, and a Master's (MEng or MSc) in a related subject that is accredited to TPP or CEng level with a relevant institution (ICE/CIHT/TPS)

If you are unsure whether your degree or qualification matches our requirements, please [contact us.](#)



Essential Criteria

1. Candidates must have previous team working experience within a transport planning environment.

Please briefly outline your role and your level of responsibility on a task or project you were working on. You should provide an example of actions you specifically took to ensure a successful outcome, what you learned and how this specifically helped you to develop.

2. Candidates must demonstrate both excellent oral and written communication skills. The successful candidate must be able to demonstrate how they evaluate evidence to produce written work in a well-structured format which clearly set outs aims, objectives and recommendations. Please think about a recent example of how you specifically demonstrated excellent oral and written skills.

3. Candidates must demonstrate good people management and team working skills. Please think about a recent example of when you had to manage a team to produce a piece of work or complete a task. Please provide a specific example of the role you played in managing and leading a team. What actions you specifically took to ensure a successful outcome.

4. Candidates should demonstrate leadership qualities such as leading by example, be willing to take on responsibility, make decisions and generate respect from and for colleagues. Please give an example of when you have led a task or project which required you to take decisions and share these with others. Please provide a specific example of what decisions you took and how this demonstrates your leadership qualities.

Personal Details

SurnameTitle

Forenames (in full)

Other/ previous names

National Insurance No.

Nationality

Have you ever possessed another nationality or citizenship?
If Yes please give full details with dates

Are you subject to immigration control?

YesNo

Do you need a work permit?

YesNo

Are you free to remain and take employment in the UK?

YesNo

Home Address

Post Code

Contact address if different from above?

Post Code

Contact number

Email address

If you are an existing Scottish Government employee please enter your employee number

Are you employed in another Government Department or Non Departmental Public Body?

Yes

☐

No

☐

If yes were you recruited through Fair and Open Recruitment?

Yes

☐

No

☐

If Yes please provide your current employers HR Contact (name, telephone and email address)

Working Pattern (for Full-Time Posts)

Do you wish to work

Full Time

☐

Part Time

☐

If you wish to work part-time or another non-standard full-time work pattern, please provide details

Where did you hear about this position?

Have you in the past, or are you currently engaged in any type of political activity?

Disability

(You need not answer these questions unless you wish to do so.)

The Scottish Government participates in the “Positive about Disabled People” scheme. Under this 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. Where driving is stated as a requirement for the post, we are willing to consider any proposals put forward by disabled applicants, whose disability prevents them from driving, that would allow them to do the job by another means. Please give details on a separate sheet.

To access our disability fact sheet please visit the [Scottish Government's Recruitment Page](#)

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 [**http://www.equalityhumanrights.com**](http://www.equalityhumanrights.com)

If you have a disability and are invited to sit a test or attend an interview would you like any particular arrangements made? If so please give details:

Educational, Technical And Professional Qualifications

Candidates must demonstrate that they hold a high level degree in a relevant subject, and a Master's (MEng or MSc) in a related subject that is accredited to TPP or CEng level with a relevant institution (ICE/CIHT/TPS) Please check with us if you are unsure that your degree matches our requirements)

You should briefly state what your degree course covered, in particular, you should provide, in more detail, a specific area of your course where you feel you have developed a special aptitude.

Employment History

Please give details of your current and previous employment. Start with your current or most recent employer. If you have held more than one position with the same employer, please detail each position separately. If you have not been employed then please tell us about relevant work experience and/or voluntary work.

Please list the name of your employers, with dates of employment, your job title and a brief description of duties.

Current Salary

Achievement Record

Statement in Support of Your Application - In relation to the post you are applying for please provide practical examples of how you meet the essential and desirable criteria required for our roles. You should concentrate on your role even if the task was completed as part of a team. Our [Skills for Success Framework](#) will be a useful document for you to use in preparing your statements below. You may also care to visit our website for information on how we recruit and guidance on completing your application form.

Essential Criteria

1. Candidates must have previous team working experience within a transport planning environment. Please briefly outline your role and your level of responsibility on a task or project you were working on. You should provide an example of actions you specifically took to ensure a successful outcome, what you learned and how this specifically helped you to develop

2. Candidates must demonstrate both excellent oral and written communication skills. The successful candidate must be able to demonstrate how they evaluate evidence to produce written work in a well-structured format which clearly set outs aims, objectives and recommendations. Please think about a recent example of how you specifically demonstrated excellent oral and written skills.

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Data Protection

By signing your application, if you are successful and agree to take up post, you are giving consent for the Scottish Government to carry out preemployment checks and obtain the information as outlined in the further information sheet.

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. By signing this application I understand I am giving consent for the Scottish Government to obtain the information as outlined in the further information

The Scottish Government is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

We must interpret strictly and impartially the prescribed conditions regarding age, nationality and qualifications, but it is not possible to investigate the eligibility of every candidate before interview. You should therefore satisfy yourself that you are eligible before you apply. If you are successful at interview a complete enquiry into your eligibility will be made. If you are uncertain about any aspect of your eligibility please [contact us.](#)

Please return the completed form by emailing [Transport Scotland HR](#) or post to;

**Sophie McHard,
Transport Scotland HR,
8th Floor,
58 Port Dundas Road,
Glasgow G4 0HF**

by midnight **Sunday 2nd December 2018**

All electronic applications will receive confirmation.





**TRANSPORT
SCOTLAND**

CÒMHDHAIL ALBA

Sophie McHard

HR

Transport Scotland

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