



**TRANSPORT
SCOTLAND**
CÒMHDHAIL ALBA

transport.gov.scot

Timetable Modelling Manager

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 emailing [Transport Scotland HR](#) or by post to HR Transport Scotland, 7th Floor, Port Dundas Road, Glasgow G4 0HF by midnight **Sunday 9 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 assessment centres weeks commencing **7th or 14th 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

☐

Timetable Modelling Manager

Salary: £36,328 - £43,923

Location: Glasgow
Hours: 37 per week

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.



Essential Criteria

1. You will have a high level of computer literacy (including excel), applying analytical and problem solving skills.
2. You will have effective communication and presentation skills. You will have excellent team working skills, as well as the ability to build partnerships and to consult effectively with a wide range of people, both internally and externally.
3. Wider experience or knowledge of the Railway industry, particularly in Performance Analysis or Operational Planning.
4. Project management and report writing skills.

Essential Qualifications

- With experience of train planning, including rolling stock diagramming, performance and new infrastructure modelling in the UK railway industry, you will have an excellent understanding of relevant railway engineering principles and professional practice. You should be able to demonstrate technical expertise in railway timetable modelling techniques through experience of timetable planning tools such as VoyagerPlan, TrainPlan etc. and/or RailSys, and the following:
 - train planning and operations;
 - signalling and control systems (interpreting scheme plans);
 - rail infrastructure;
 - appreciation of operational railway safety and application of standards.

Main Duties

- Reporting to the Resilience and Timetable Development Manager, you will support the development of rail timetables to meet the Government's objectives. In addition, support the management of timetable development undertaken by Network Rail, ScotRail Franchisee and consultants working through agency and call off contracts.
- You will manage and develop the Service Level Commitment (SLC) on behalf of Scottish Ministers to meet "Scotland's Railways" and HLOS statements, and have responsibility for ensuring SLC compliance by the operators.
- You will support the preparation, acceptance, and delivery of agreed modelling and technical remits to identify, advise, guide project promoters and delivery organisations which interventions will achieve cost-effective, efficient and timely delivery of the programme of projects.
- Specialising in Train Planning and/or RailSys modelling (or similar), you will use recognised rail industry software to undertake a range of assignments, including timetabling, infrastructure and performance modelling, and resource planning. You will work with TS Policy, Strategy, and Project Sponsors, assisting them with their strategic plans and ratifying that proposed infrastructure / rolling stock enhancements delivers outcomes.
- You will advise on technical and operations issues to achieve cost-effective and timely delivery of the pipeline of major projects.



Personal Details

Surname

Title

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?

Yes

No

Do you need a work permit?

Yes

No

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

Yes

No

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

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>

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 Please list any qualifications you hold and/or training you've attended that's relevant to the role you are applying for.

• **With experience of train planning, including rolling stock diagramming, performance and new infrastructure modelling in the UK railway industry, you will have an excellent understanding of relevant railway engineering principles and professional practice. You should be able to demonstrate technical expertise in railway timetable modelling techniques through experience of timetable planning tools such as VoyagerPlan, TrainPlan etc. and/or RailSys, and the following:**

- **train planning and operations;**
- **signalling and control systems (interpreting scheme plans);**
- **rail infrastructure;**
- **appreciation of operational railway safety and application of standards.**

Membership of Professional Bodies

Please list the name, level of membership and any applicable renewal dates.

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

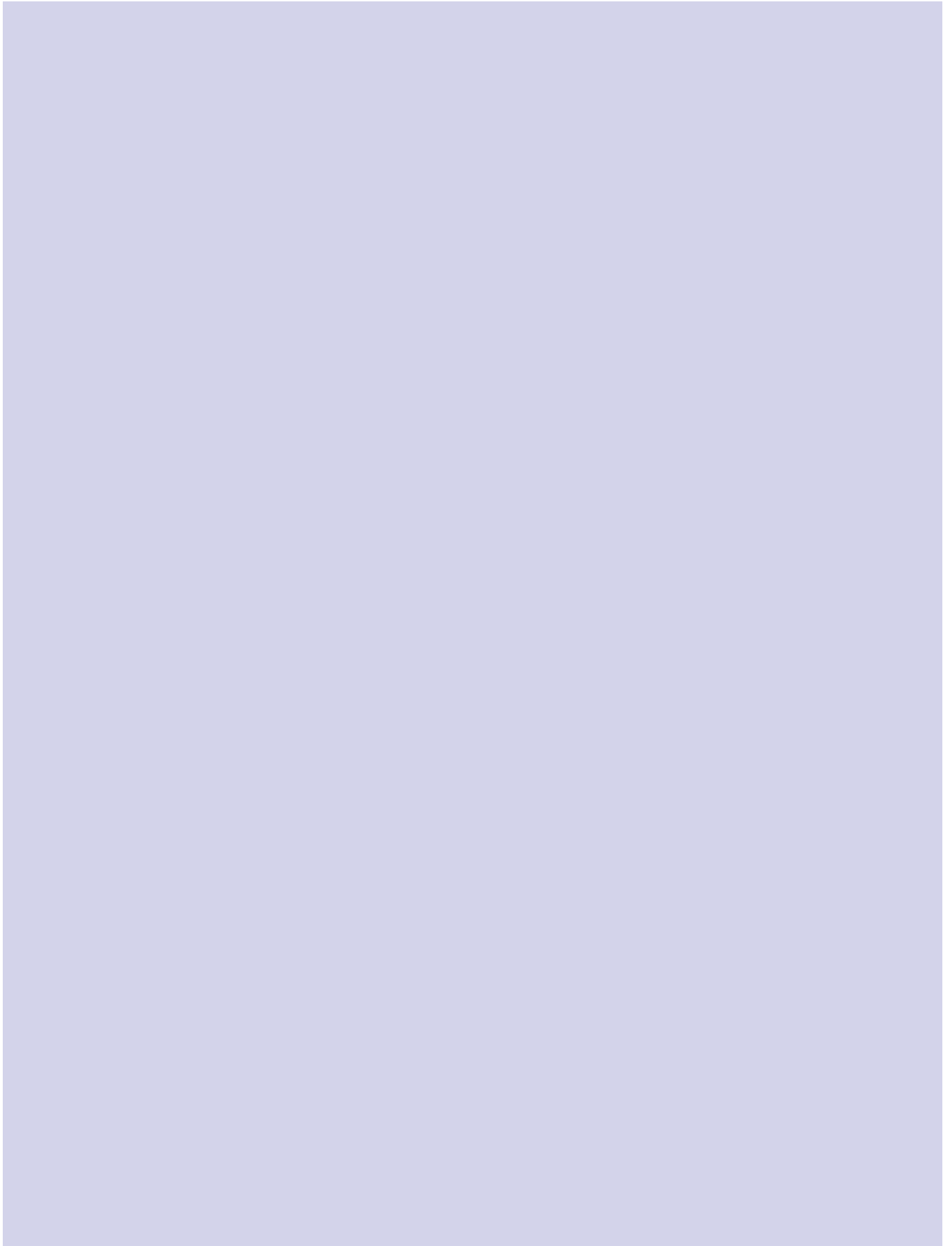
Achievement Record

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. **NB:** You have a maximum word count of 300 word for each essential criteria

Essential Criteria

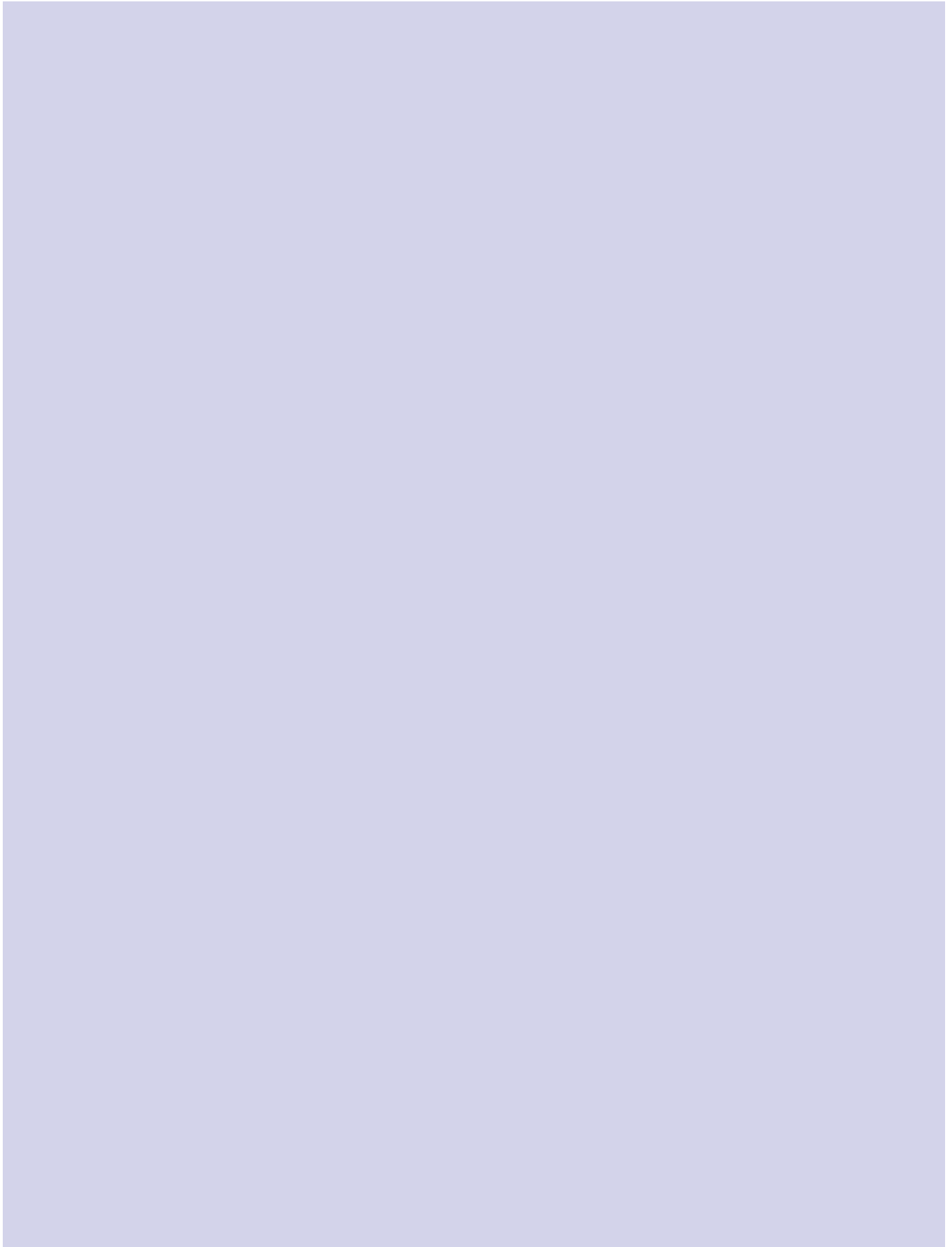
1. You will have a high level of computer literacy (including excel), applying analytical and problem solving skills.

2. You will have effective communication and presentation skills. You will have excellent team working skills, as well as the ability to build partnerships and to consult effectively with a wide range of people, both internally and externally.



3. Wider experience or knowledge of the Railway industry, particularly in Performance Analysis or Operational Planning.

4. Project management and report writing skills.



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 emailing Transport Scotland HR or post to Transport Scotland HR, 8th Floor, 58 Port Dundas Road, Glasgow G4 0HF by midnight **Sunday 9 December 2018**.

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**TRANSPORT
SCOTLAND**

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Published by Transport Scotland, March 2018

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Riaghaltas na h-Alba

