



**TRANSPORT
SCOTLAND**
CÒMHDHAIL ALBA

transport.gov.scot

Environment & Air Quality 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, 8th Floor, Port Dundas Road, Glasgow G4 0HF by midnight **Sunday 24 March 2019**.

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 week commencing **8 April 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



Environment & Air Quality Manager

Salary: £46,889 - £57,503
(pro rata for part time)

Location: Glasgow

Hours: 37 hours 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.

Applications are invited for an Environment and Air Quality Manager. The post is in the Environment & Sustainability team within the Roads Directorate of Transport Scotland. In this post, you will lead on a variety of issues associated with the Low Emission Zone (LEZ) policy of the Scottish Government. You will be part of a team that oversees air quality and LEZ actions associated with transport.

The Environment & Sustainability team takes a strategic overview across the environmental & sustainability work of Transport Scotland. This is an exciting opportunity for anyone with a particular enthusiasm for transport policy, planning and analysis at a time when there is a real opportunity to help shape the future of transport in Scotland.

Essential Criteria

1. Demonstrable knowledge of environmental management at strategic and policy levels.
2. Proven record of delivering complex, time-bound projects simultaneously across a diverse workload whilst managing competing technical demands from internal and external stakeholders.
3. Excellent people management skills, with experience of building strong and effective relationships with senior people.
4. Experience in the analysis and development of technical environmental solutions that inform decision making around new policy development or project delivery.

Main Duties

- Lead the engagement with, and collaboration between, a range of stakeholders such as local authorities, environmental and health statutory bodies including SEPA and Health Protection Scotland, private sector stakeholders and third-sector organisations to; facilitate delivery of the Programme for Government commitment to put in place LEZs in Scotland's 4 biggest cities by 2020; support local authorities to put in place a back-office system to administer LEZ enforcement and; manage data collection and analysis associated with LEZ preparation and operations.
- Lead the delivery of the LEZ communications strategy.
- Provide specialist advice on air quality legislation and interlinkages between air quality, LEZs and health.
- Manage LEZ governance arrangements including the LEZ Leadership Group and LEZ Delivery Groups for Scotland's four main cities.
- Oversee transport aspects of the Cleaner Air for Scotland strategy. This will encompass supporting the Cleaner Air for Scotland Review transport working group and participating in the Cleaner Air for Scotland governance group.
- Support the implementation of the National Low Emission Framework.
- Manage all financial aspects of LEZs including leading the determination of funding/grants to public and private sector organisations and preparing an annual Spending Review submission around the LEZ budget.
- Lead the procurement processes necessary to implement PfG Air Quality/LEZ commitments on Scottish road networks.
- Participate in the development of future PfG LEZ/Air Quality commitments.
- Support the development of new LEZ legislation in the Transport (Scotland) Bill and rollout of Programme for Government commitments such as the LEZ support fund and real-world air quality remote sensing.
- Assist on research projects being taken forward by, or supported by, Transport Scotland in relation to air quality.
- Provide oral and written advice to Ministers, Scottish Parliament committees and Transport Scotland Directors in tandem with contributing into, and signing-off, briefings, Parliamentary Questions, Ministerial correspondence and FOI requests.

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:

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

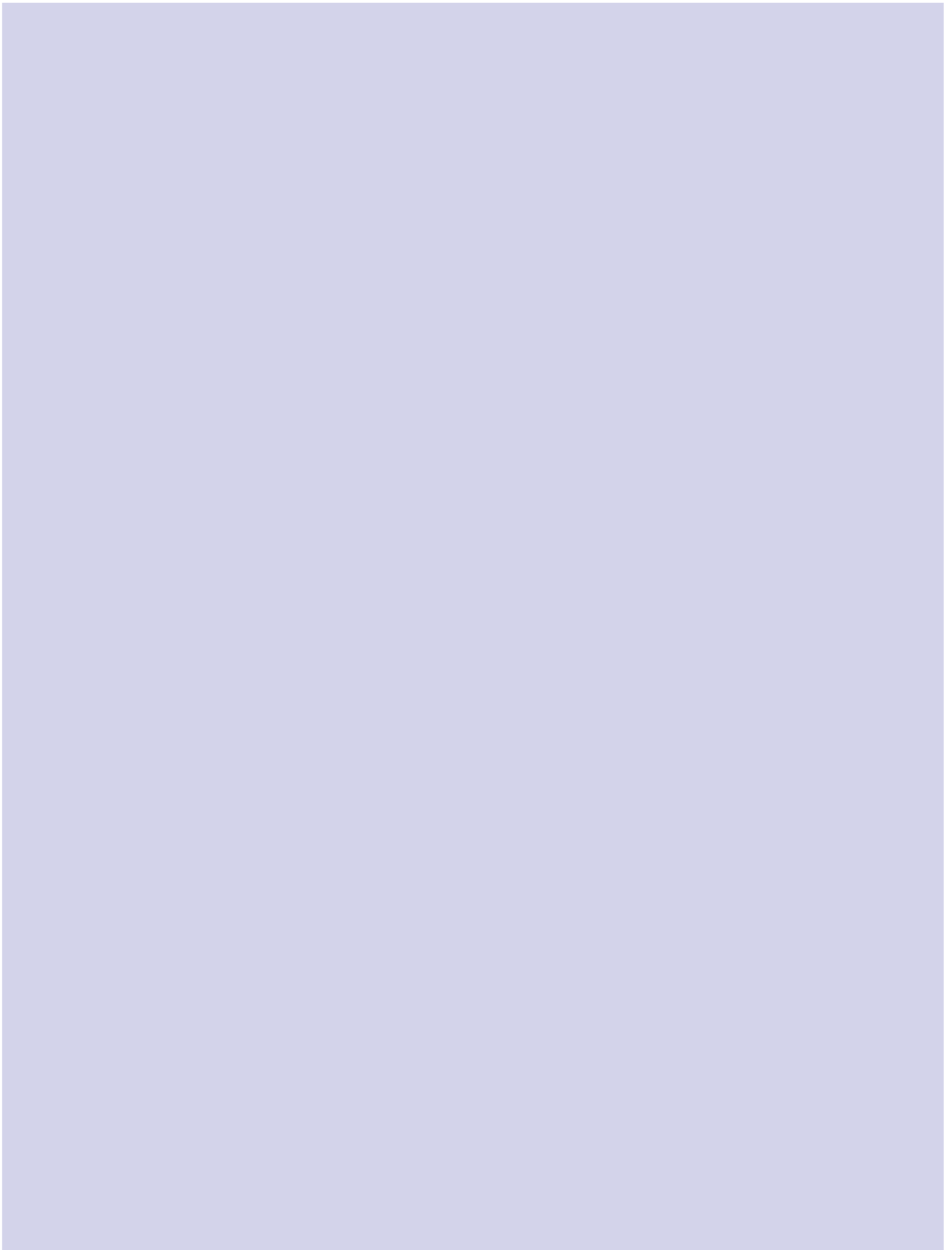
Achievement Record

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 words for each essential criteria

Essential Criteria

1. Demonstrable knowledge of environmental management at strategic and policy levels.

2. Proven record of delivering complex, time-bound projects simultaneously across a diverse workload whilst managing competing technical demands from internal and external stakeholders.



3. Excellent people management skills, with experience of building strong and effective relationships with senior people.



4. Experience in the analysis and development of technical environmental solutions that inform decision making around new policy development or project delivery.

Data Protection

By submitting 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.

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This document is available on the Transport Scotland website: www.transport.gov.scot
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