



**TRANSPORT
SCOTLAND**
CÒMHDHAIL ALBA

transport.gov.scot

Senior Delivery Manager – Fleets and Infrastructure (ULEV Fleets)

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 **Monday 2 March at midnight.**

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 30 March - 3 April. At present these dates are fixed. If you cannot attend on this date please tell us below, although it may not be possible to accommodate a change.

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



Delivery Manager – Fleets and Infrastructure (ULEV Fleets)

Salary: £37,418 - £45,241

Location: Edinburgh

Hours: 37 per week

Essential Qualification

Candidates must have a project management qualification or be working towards it.

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.

This is an exciting opportunity to work in a fast moving area, enabling the transformation of transport in Scotland. In the recent Programme for Government announcement, Ministers have set out ambitious targets for the decarbonisation of public sector fleets.

The Low Carbon Economy Directorate is responsible for working across government and, with our partners and stakeholders, to create the conditions for Scotland to lead in, and benefit from, the shift to a decarbonised future.

This post will lead the multi-million pound Fleets delivery programme, creating the best possible environment for public and private sector fleets to accelerate their ULEV fleet adoption plans. The successful candidate will be based in our Edinburgh Office but travel to our Glasgow site may be required on occasion.

Essential Criteria

Essential Criteria

1. Ability to communicate confidently, building positive relationships with external stakeholders through strong interpersonal skills, developed in senior management roles with experience of representing organisations on industry panels, to deliver short, mid and long term benefits.
2. Knowledge and experience of presenting complex technical information on electric vehicles to senior external stakeholders, with the credibility of delivering detailed communication to other industry experts as well as those with no technical background.
3. Experience of working on collaborative projects to overcome common challenges at scale, utilising an accomplished knowledge of charging infrastructure, vehicle fleets and the motor trade to enrich wide-ranging technical solutions.
4. Significant experience of delivering multi-million pound public sector grant funding schemes or projects, with experience of managing, reporting and auditing grant claims to ensure legal compliance; and a working knowledge of project management tools and principles.

Main Duties

Develop and deliver our Fleets initiative to accelerate the adoption of Ultra Low Emission Vehicles in Scotland's in Public Sector fleets and to:

- Enhance the scope of our wider fleet support work to deliver a 1st class package of advice, tools and knowledge to promote evidence based fleet investment decisions using whole life and other costings.
- Engage naturally at a strategic level with key external stakeholders including other Government departments, vehicle OEMs, leasing companies and supply chains to highlight and promote the Scottish Governments commitments on public sector fleet, creating a positive environment and confidence in large scale fleet transition.
- Manage the successful completion of our multi-million pound grant funding schemes, using extensive experience of delivering high value projects to a successful completion.
- Support Ministers on all matters relating to the decarbonisation of public sector fleets by adding expert technical knowledge of electric vehicle technology within briefings, when answering correspondence and supporting at meetings and events.
- Support and develop supply chain opportunities by making connections and understanding the innovation landscape for the low carbon economy team.
- Retain a high level of technological knowledge in relation to zero emission vehicle drive trains with a high level of technical understanding of new or emerging technologies like battery electric, range extending electric vehicles and Hydrogen dual and fuel cell, with the ability to articulate this knowledge in a clear and easy to understand manner.
- Support the successful delivery of our infrastructure delivery programme to ensure that we create the environment where EV charging for fleets is not a barrier to large scale change.
- Support the successful delivery of wider low carbon directorate objectives

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:

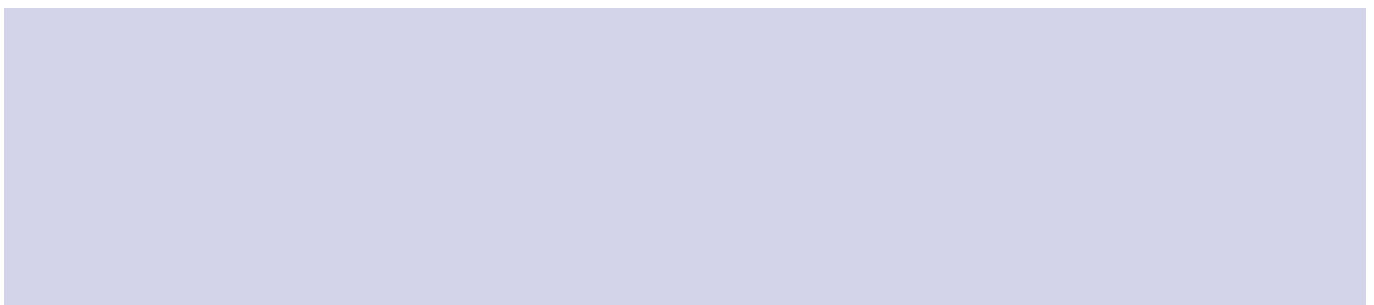
Educational, Technical And Professional Qualifications Please list any qualifications you hold and/or training you've attended that's relevant to the role you are applying for.

The postholder should have a project management qualification or be working towards it.

Please give further details of the qualification. If you do not meet the minimum qualification requirements you will be sifted out.

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

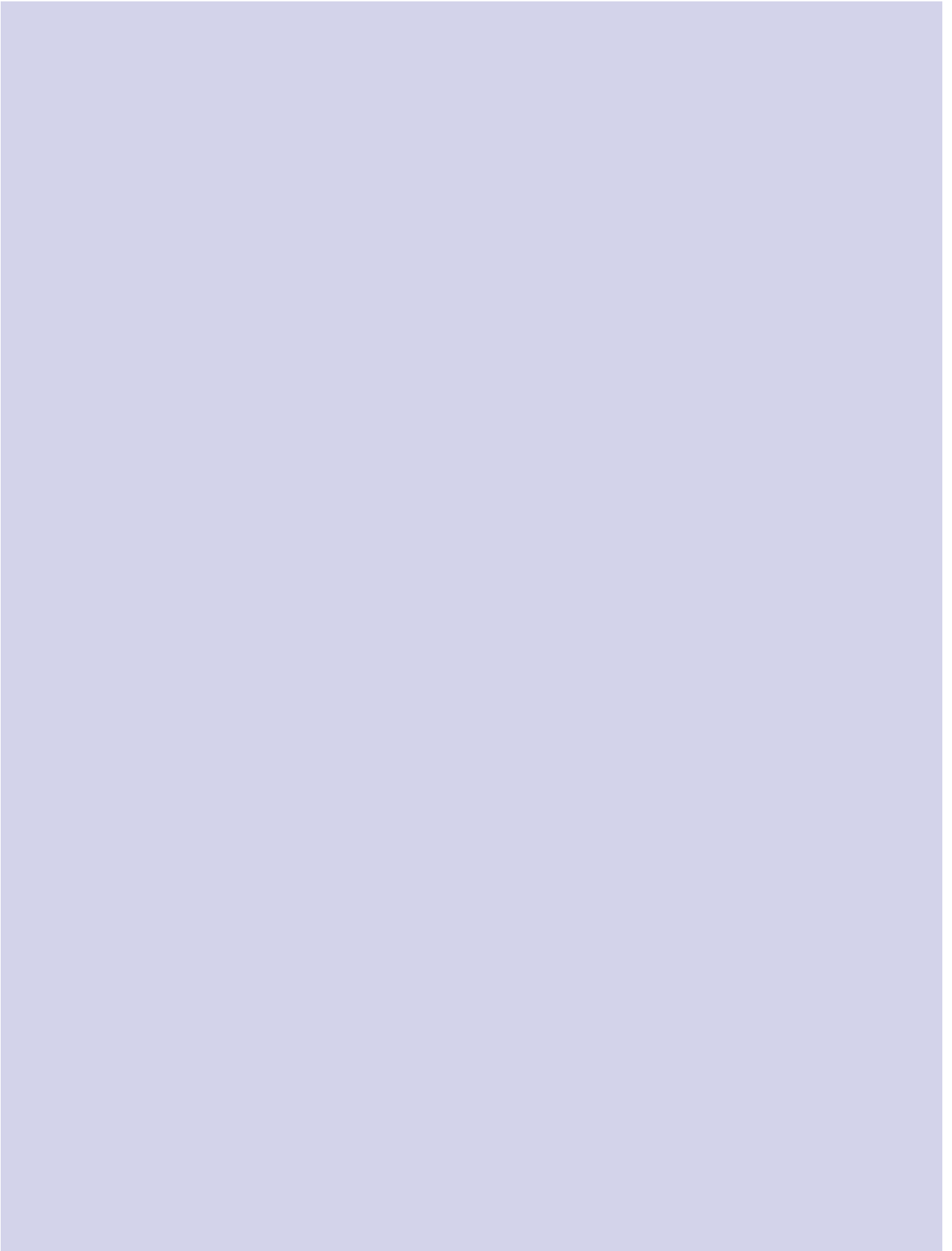
Achievement Record

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

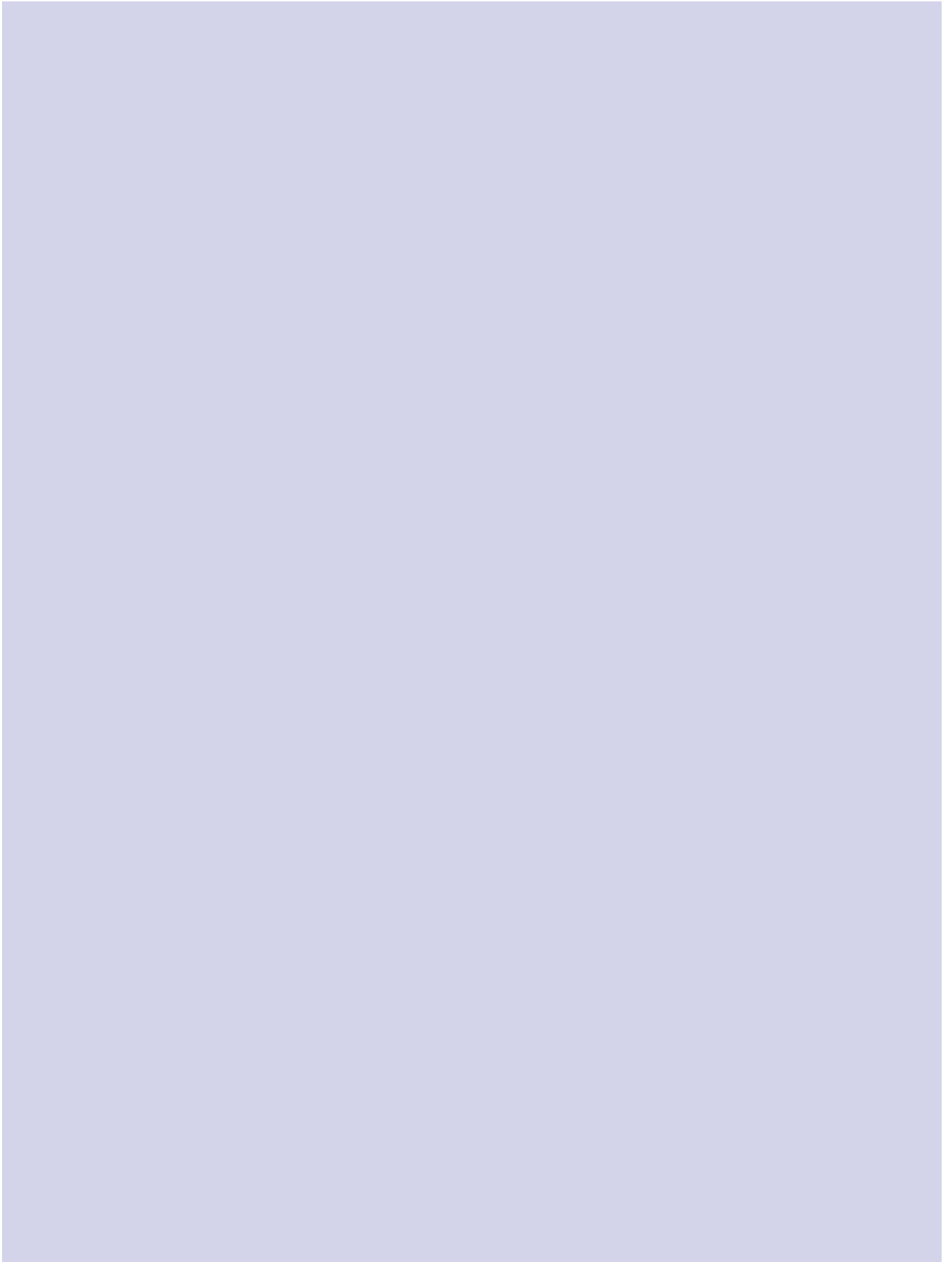
Essential Criteria

1. Ability to communicate confidently, building positive relationships with external stakeholders through strong interpersonal skills, developed in senior management roles with experience of representing organisations on industry panels, to deliver short, mid and long term benefits.

2. Knowledge and experience of presenting complex technical information on electric vehicles to senior external stakeholders, with the credibility of delivering detailed communication to other industry experts as well as those with no technical background.



3. Experience of working on collaborative projects to overcome common challenges at scale, utilising an accomplished knowledge of charging infrastructure, vehicle fleets and the motor trade to enrich wide-ranging technical solutions.



4. Significant experience of delivering multi-million pound public sector grant funding schemes or projects, with experience of managing, reporting and auditing grant claims to ensure legal compliance; and a working knowledge of project management tools and principles.



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 hrtransportscotland@transport.gov.scot or post to Transport Scotland HR, 7th Floor, 58 Port Dundas Road, Glasgow G4 0HF by **midnight Monday 2 March 2020**.

All electronic applications will receive confirmation.



**TRANSPORT
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This document is available on the Transport Scotland website: www.transport.gov.scot
Published by Transport Scotland, March 2018

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Riaghaltas na h-Alba