



**TRANSPORT
SCOTLAND**
CÒMHDHAIL ALBA

transport.gov.scot

Scottish Road Works Commissioner

Application Form

Name

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

Please return your completed form via email to hrtransportscotland@transport.gov.scot by **11:59pm Tuesday 7 July**. All electronic applications will receive confirmation.

Application Process

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. We are looking for relevant examples of how you match the essential criteria identified for the role you are applying for.

Applicants who appear from the information available to have the best knowledge, skills and experience for this appointment will be invited to attend an interview. As part of the interview, candidates may be asked to give a short presentation on a specified subject. The Panel will recommend the candidate considered most suitable for appointment.

Availability for Attendance at interview

We envisage holding remote interviews week commencing **20 July 2020**. 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 interview date but will try to do so where possible.

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

☐

Scottish Road Works Commissioner

Salary: £74,038-£76,574

Location: Edinburgh

Hours: 37 Hours

Length of Appointment:

The Commissioner will be appointed for a maximum term of five years.

Responsibilities of the Office and Post

The Scottish Road Works Commissioner is an independent office holder established under section 16 of the Transport (Scotland) Act 2005 and is accountable to the Scottish Ministers and ultimately the Scottish Parliament.

The Commissioner's aim is to improve the planning, co-ordination and quality of road works throughout Scotland. The Commissioner monitors performance, and promotes and encourages good practice across both utility companies and roads authorities.

The Commissioner also has powers to impose financial penalties on roads authorities who systematically fail in their duty to co-ordinate, and on utility companies who systematically fail to co-operate when undertaking road works.

The Office of the Scottish Road Works Commissioner provides advice and guidance to the road works community and the public on matters related to the management of road works in Scotland.

Essential Criteria

- A background in road works, with ideally a professional qualification in engineering
- A track record of effective relationship-building within the public and private sector
- A track record of strong collaborative leadership, and proven expertise in the motivation and development of teams and individuals.
- Experience of working with senior level stakeholders

Main Duties

- Monitor the carrying out of road works in Scotland
- Promote compliance with the New Roads and Street Works Act 1991 and the obligations imposed under it
- Promote the pursuit of good practice in the area of road works
- Provide effective leadership and direction to the office of the Scottish Road Works Commissioner
- Establish good partnership working with the road works community
- Act as accountable officer for the organisation, having responsibility for the propriety and regularity of the public finances for the body for which you are answerable to Parliament.
- The post holder acts as keeper for the Scottish Road Works Register.

Personal Details

Surname Forenames (in full) Title

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 effect’ 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 and Qualifications

Please provide a recent CV detailing current and previous employment, and any qualifications you hold and/or training you've attended that is relevant to the role. Please continue on to the next page if required.

Employment History and Qualifications (Continued)

Current Salary	
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Membership of Professional Bodies

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

Statement in Support of Application

Please provide a Statement in Support of your Application with specific focus on how you meet the essential criteria for the role. If you have not evidenced how you meet each of the essential criteria we will be unable to invite you to interview.

You may 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 1200 words.

Statement in Support of Application (Continued)

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 pre-employment 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 <mailto:hrtransportscotland@transport.gov.scot> or post to Transport Scotland HR, 7th Floor, 58 Port Dundas Road, Glasgow G4 0HF by **11.59pm on Tuesday 7 July.**

All electronic applications will receive confirmation of receipt.



**TRANSPORT
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