



TRANSPORT
SCOTLAND
CÒMHDHAIL ALBA

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Scottish Road Works Commissioner

Further Information for Applicants

Dear Candidate

It is important that you read this information in conjunction with completing your application form and diversity monitoring form.

For further information about the post or the application process please contact hrtransportscotland@transport.gov.scot

Scottish Road Works Commissioner

Thank you for expressing interest in applying for the position of Scottish Road Works Commissioner. This pack contains further information on the application and selection process, and what is expected of the successful candidate following appointment.

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

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

The Scottish Road Works Commission is based in Saughton House, Edinburgh. The Scottish Road Works Commissioner may work flexibly from any location, however, a key part of the role requires effective leadership of the Edinburgh based office staff.

This is a salaried, pensionable post. The standard working week is a 5 day week of 37 hours, excluding lunch breaks.

Further Information for Candidates

Management of your Application and the Assessment Process

Assessment will happen in two stages. Firstly the selection panel will assess your application. The applicants who most closely demonstrate the evidence requested will be invited to attend an interview, which because of the current coronavirus pandemic, will be held virtually. You will be advised by email whether or not your application will progress to interview.

If you are shortlisted for the interview stage and you have a disability and/or require an adjustment to be made, you should contact Transportscotlandhr@transport.gov.scot to discuss.

For candidates being recommended for appointment, the selection panel will provide the relevant Minister with a summary of the evidence gathered during the process. Ministers may choose to meet those applicants prior to making a decision.

The Selection Panel

The panel will comprise:

Transport Scotland Director of Transport Strategy and Analysis;

Transport Scotland Director of Aviation, Maritime, Freight and Canals;

Transport Scotland Acting Director of Major Projects.

To make sure that the process is transparent, and that each appointment is made on merit, the selection panel members will declare if they know anyone who has applied for these appointments.

All candidates invited to interview will be advised in writing of the outcome of the interview, and feedback will be provided on request.

Nationality

You can apply for any job in the Scottish Government or its Agencies as long as you are a UK national or have dual nationality with one part being British. In additional posts are open to Commonwealth citizens and nationals of any of the member states of the European Economic Area (EEA). Further information about civil service nationality requirements can be found at www.gov.uk/government/publications/nationality-rules

What happens if you are appointed

Should you be appointed, some of the information you have provided will be made public in a press announcement about your appointment. The press release will include:

- your name
- a short description of the role
- a brief summary of the skills, knowledge and experience you bring to the role
- how long you have been appointed for
- any remuneration associated with the appointment
- details of any other public appointments you hold and associated remuneration.

Data

The information you provide is used strictly for recruitment purposes, is held securely, and will only be accessible to those involved in the recruitment process. We will not share this information with any other third parties unless required to do so by law. We will only keep the information you provide as long as is necessary and will dispose of it in line with our records retention. Please contact us if you would like any further information about how we handle personal data.

Further Information for the Successful Candidate

Pre-Appointment Enquiries

If you are successful, and are not currently a serving member of the Civil Service, we will carry out the following enquiries into your identity, employment history, nationality and immigration status, 'unspent' criminal record (Disclosure certificate), health and other matters to ensure that you are suitable for appointment. All our pre-appointment checks are underpinned by the Baseline Personnel Security Standard (BPSS) which provides a consistent and rigorous pre-appointment screening process.

Your appointment is subject to these additional security checks. Further information will be included in the conditional offer letter, but the additional checks will require you to provide:

- Photographic ID, preferably a passport or photo driving licence. Please note that student cards and library cards are not acceptable.
- Your original birth or adoption certificate. Please note that your original birth certificate must be dated within six weeks of your birth.
- A bill or financial statement for your current address, preferably a utility bill dated within the last 6 months. Please note that mobile phone bills are not acceptable.
- Basic Disclosure certificate. Please note that in order for the Scottish Government to accept a disclosure certificate it MUST be dated within the last 12 months. You can apply for your Basic Disclosure Scotland certificate here (www.disclosurescotland.co.uk) provided you have lived at your current address for the last 12 months.
- Information regarding your employment and/or educational history of the last three years.

Health Standard

As part of our pre-appointment enquiries you will be asked to complete a health declaration and, if necessary, to attend a medical examination. The medical declaration will be emailed to you from our health provider. Please follow the instructions that accompanies their email.

Completion of Pre-appointment Enquiries

When the pre-appointment enquiries are satisfactorily completed your formal offer of appointment letter will be issued approximately two weeks prior to your agreed starting date. This is the date discussed between you and Transport Scotland. If you have any questions about our pre-appointment checks please do not hesitate to get in touch.

Diversity Monitoring Form

Information given on the diversity monitoring form will be treated in strictest confidence and will be retained by HR for monitoring purposes. It will be kept separately from your application form and will not be made available to those involved in the selection decision. Guidance on the Diversity Monitoring Form and why we ask you to complete it is available on the Scottish Government website.

Interview Expenses

Travel and subsistence expenses incurred during the selection process are the responsibility of the applicant.

Starting Salary

New entrants will start on the minimum of the pay range.

Disability

We are participants in the Jobcentre Plus “Positive about Disabled People” scheme. Under the terms of the 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.

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 adverse 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.

We will also ensure that we consider and implement any reasonable adjustments you may require to attend for interview or during the course of your appointment, should you be successful in securing a post.

Working Pattern

The standard working week is 37 hours, excluding lunch breaks. Although not a civil servant, you may have the scope to participate in the Scottish Government’s Flexible Working Hours scheme. Consideration will be given to candidates interested in part time or other non-standard working. All requests will be considered seriously.

Annual Leave

Your annual leave entitlement will be 30 days per leave year, which runs from 1 February to 31 January, plus 11.5 days in respect of public and privilege holidays. Public and privilege holiday dates shall be those used by the Scottish Government for its Edinburgh offices.

Performance

Transport Scotland on behalf of Scottish Ministers will seek to be assured that your performance, conduct and attendance is satisfactory.

Travel & Subsistence

At times you may be required to attend meetings or functions as part of your official duty. Subsistence allowances and travelling expenses are paid for this. (The cost of normal daily travel between and home and office is not reimbursable.)

Conflicts of Interest/Selection Panel

Conflicts may relate to your suitability for appointment or to the appropriateness of your being assessed by one or more of the panel members. Details of the panel membership for this appointment are provided in the pack.

Please let us know in your application if and how you know any of the selection panel members. This will help us to come to a view on the appropriateness of your being assessed by one or more of them. More guidance on conflicts of interest relating to suitability for appointment can be obtained by visiting <https://www.gov.scot/collections/public-appointments>

The Principles of Public Life in Scotland

Integrity

You must not place yourself under any financial, or other, obligation to any individual or organisation that might reasonably be thought to influence you in the performance of your duties.

Accountability and Stewardship

You are accountable for your decisions and actions to the public. You have a duty to consider issues on their merits, taking account of the views of others and must ensure that the public body uses its resources prudently and in accordance with the law.

Honesty

You have a duty to act honestly. You must declare any private interests relating to your public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

Duty

You have a duty to uphold the law and act in accordance with the law and the public trust placed in you. You have a duty to act in the interests of the public body of which you are a member and in accordance with the core tasks of that body.

Objectivity

You must make decisions solely on merit when carrying out public business including making appointments, awarding contracts or recommending individuals for rewards and benefits.

Openness

You have a duty to be as open as possible about your decisions and actions, giving reasons for your decisions and restricting information only when the wider public interest clearly demands.

Leadership

You have a duty to promote and support these principles by leadership and example, to maintain and strengthen the public's trust and confidence in the integrity of the public body and its members in conducting public business.

Respect

You must respect fellow members of your public body and employees of the body and the role they play, treating them with courtesy at all times. Similarly you must respect members of the public when performing duties as a member of your public body.



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