



**TRANSPORT  
SCOTLAND**  
CÒMHDHAIL ALBA

[transport.gov.scot](https://transport.gov.scot)

# Senior Civil Engineer

## 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](http://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 **Tuesday 4 August**.

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 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 remote assessment centres between **31 August - 11 September**. 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

☐

# Senior Civil Engineer

**Salary:** £38,541- £46,599  
(pro rata for part time)

£4,500 pay supplement per  
annum (pro rata for part time)

**Location:** Glasgow

**Hours:** 37 Hours

## 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.

To help us deliver our responsibilities we are seeking suitably qualified and experienced applicants to fill a number of senior grade posts within the fields of civil engineering and transport planning. We have a number of civil engineering posts across the Major Projects and Roads Directorates. Successful applicants will be allocated posts that most closely appear to match their skills and experience. These are exciting and challenging posts.

## Essential Qualification

You must hold a suitable degree in Civil Engineering or an equivalent degree related to the profession; AND

You must be a Chartered member of an appropriate professional body and registered with the Engineering Council.

Successful candidates who do not currently hold a professional qualification will be placed on a reserve list for 3 months to allow you time to gain Chartered status. If you fail to pass your professional review within this 3 month period you will need to re-apply for future vacancies.

## Essential Criteria

1. Ability to project manage multiple competing priorities effectively.
2. Financial management skills.
3. Strong communication skills with ability to network and manage relationships with a range of internal and external groups, agencies and individuals, with an emphasis on customer focus.
4. Experience in roads and transport schemes in at least two of the following:
  - Scheme appraisal and analysis
  - Design
  - Scheme preparation
  - Statutory procedures
  - Intelligent Transport Systems
  - Construction
  - Development Management
  - Flood prevention
  - Road Safety Systems
  - Procurement
  - Network operations
  - Contract management
  - Road and bridge maintenance
  - Asset Management and maintenance

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 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. You must pay particular attention to the Essential Qualification for the role and ensure you have sufficiently evidenced how you meet it. Please continue on to the next page if required.**



**Employment History and Qualifications (Continued)**

<b>Current Salary</b>	
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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 assessment.**

**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 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 to  
HRtransportscotland@transport.gov.scot by midnight **Tuesday 4 August**.  
All electronic applications will receive confirmation of receipt.



**TRANSPORT  
SCOTLAND**

CÒMHDHAIL ALBA

**Julie Wallace**

**HR**

**Transport Scotland**

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