



**TRANSPORT  
SCOTLAND**  
CÒMHDHAIL ALBA

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

# Graduate Civil Engineer

## Application Form

Name

**Please download and save the application form before completing. Where possible please include your name in the document title when saving and sending the form.**

Please return your completed form by emailing [Transport Scotland HR](#) or by post to HR Transport Scotland, 8th Floor, Port Dundas Road, Glasgow G4 0HF by midnight **Monday 30 November**.

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 which can be found at [www.transport.gov.scot/careers](http://www.transport.gov.scot/careers). 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 a remote assessment centre **week commencing 18 January 2021**. The assessment date will be fixed but if there is a specific date 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

☐

# Graduate Civil Engineer

**Salary:** £30,652 - £35,110  
(pro rata for part time)

**Location:** Buchanan  
House, Glasgow

**Hours:** 37 hours per week

## Transport Scotland Graduate Scheme

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.

Graduates join our large Civil Engineering and Transport Planning teams across the organisation, which provides them with the opportunity to work on nationally recognised projects.

The Transport Scotland Graduate Scheme is accredited by the ICE and CIHT. It provides Graduates with an excellent opportunity to develop and attain Chartered status, while also preparing them for working as a senior professional within the industry.

Since its establishment in 2006, the Graduate Training Scheme has produced a long line of candidates who have successfully become Chartered Civil Engineers and Transport Planners.

Our bespoke training scheme is unique in that it is designed to provide a targeted and focused development of Graduates from the moment they join the scheme.

We want to develop 'in-house' talent that can, in time, be promoted to out Senior specialist roles within Transport Scotland.

Our system of internal rotations within Transport Scotland, along with external secondments to Design Consultancies and construction sites, allows Graduates to develop skills that would be otherwise difficult to attain in Transport Scotland alone. This provides the Graduate with an overall broader experience in terms of both the practical aspects of planning and engineering, along with the skills to project manage the engineering process and make sound engineering judgements.

## Essential Qualifications

Candidates must demonstrate that they hold either an MEng in Civil Engineering or a BEng/BSc Civil Engineering with a further MSc in a related subject, both of which must be accredited by the Engineering Council (EngC) to follow the standard route to the CEng qualification. You can verify your degree(s) [here](#).

## Essential Criteria

### **1.Candidates must have previous experience within an engineering environment.**

Briefly outline your role and your level of responsibility on a task or project you were working on. You should provide an example of what you learned and how this specifically helped you to develop.

### **2.Candidates must demonstrate both excellent oral and written communication skills.**

The successful candidate must be able to demonstrate how they evaluate evidence to produce written work in a well-structured format which clearly sets out aims, objectives and recommendations. Please think about a recent example of how you specifically demonstrated excellent oral and written skills.

### **3. Candidates must demonstrate good people management and team working skills.**

Think about a recent example of when you had to manage a team to produce a piece of work or complete a task. Please provide a specific example of the role you played in managing and leading a team, and what actions you specifically took to ensure a successful outcome.

### **4.Candidates should demonstrate leadership qualities such as leading by example, be willing to take on responsibility, make decisions and generate respect from and for colleagues.**

Give an example of when you have led a task or project which required you to take decisions and share these with others. Please provide specific examples of what decisions you took, and how this demonstrates your leadership qualities.

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 include the name of your employers, dates of employment, your job title and a brief description of your duties.

**Current Salary**



## Essential Qualifications

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Please list your relevant qualifications and confirm that they are approved.

## 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 criteria required. You should concentrate on your role even if the task was completed as part of a team. If you have not evidenced how you meet each of the essential criteria we will be unable to invite you to assessment. You may also care to visit our website for further 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.

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## 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.

Please return the completed form emailing Transport Scotland HR or post to Transport Scotland HR, 8th Floor, 58 Port Dundas Road, Glasgow G4 0HF by midnight **Monday 30 November at midnight.**

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**TRANSPORT  
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**Julie Wallace**

**HR**

**Transport Scotland**

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Published by Transport Scotland, March 2018

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