



**TRANSPORT  
SCOTLAND**  
CÒMHDHAIL ALBA

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

# Policy Integration Support

## 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 **Thursday 4 March**.

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 between **5-16 April**. 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



## Policy Integration Support

**Salary:** £26,155 - £29,192  
(pro rata for part time)

**Location:** Buchanan House,  
Glasgow or Victoria Quay,  
Edinburgh

**Hours:** 37 hours per week

### 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.

The Transport Strategy and Analysis Directorate (TSA) brings together a number of cross cutting functions including: the coordination and delivery of the National Transport Strategy (NTS2); and considering the investment priorities for transport across Scotland through the second Strategic Transport Projects Review (STPR2). Key areas of policy activity include delivery of provision in the Transport (Scotland) Act 2019, Transport Scotland's preparation for future EU relations, future mobility, and transport's contribution to the four NTS2 priorities. The directorate brings together the transport planning and analytical teams with a remit which includes providing analysis and research to support strategy and policy.

This is an exciting opportunity to anyone looking to develop their policy skills and with an interest in transport and equalities. We offer a real opportunity to help shape the future of transport in Scotland – for people, the economy and the planet. This is a cross-cutting policy role and the post holder will have the opportunity to work with a range of internal and external partners, and will be expected to take a pro-active, engaging and quick thinking approach to this work.

This post supports the Transport Policy Integration Team, and the wider Strategy, Climate and Integration Unit. As individuals we rarely undertake a journey for the sake of it, but to move goods or to undertake an activity such as accessing employment, services or recreational opportunities. Transport is therefore an essential part of our daily lives. Transport matters are increasingly raised by stakeholders and cross-cutting policy areas for how it can enable and support achieving wider societal and economic outcomes including transport's contribution to tackling strategic challenges.

## Essential Criteria

1. Ability to work flexibly, at pace and with minimal supervision to support development of policy as part of a wider programme of work in a pressured environment
2. Self- starter with strong planning and organisational skills and able to manage their own workload and deadlines, prioritising effectively, dealing flexibly with competing demands
3. Excellent communication skills (verbal and written) with strong interpersonal skills and experience of stakeholder management and collaboration with a range of internal and external stakeholders at all levels and with a diverse range of needs, ensuring team, division and organisational goals are met.
4. Good analytical and problem solving skills with the ability to confidently organise, analyse, collate and present information from a variety of sources through a range of digital and personal methods to support informed decision making and provide recommendations in a clear and concise manner.

## Main Duties

- Contribute and lead, when required, on policy instruments such as Ministerial correspondence, Parliamentary Questions, as well as coordinating timely advice, briefing and submissions to Ministers and senior managers.
- Provide project support and coordination on cross cutting transport commitments with colleagues across the Scottish Government and external partners and support the implementation of these actions.
- Contribute to the planning and organisation of meetings of stakeholder groups, assist in the development and distribution of all papers, provide secretariat support including minute-taking, and update membership lists as required.
- Act as first point of contact for the National Transport Strategy Forum (NTS2 Forum). Help cultivate a strong working relationship with the stakeholders and provide secretariat support.
- Support the Transport Policy Integration Team to drive forward ambitions and policies set out under NTS2 and the associated Delivery Plan. This will include organising meetings, developing links across other Scottish Government policy areas and supporting the Policy Integration Manager and Head of Policy Integration Team.
- Develop and maintain good internal and external relationships, including with Private Offices, other policy branches and key external stakeholders.

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

Current Salary



## Achievement Record

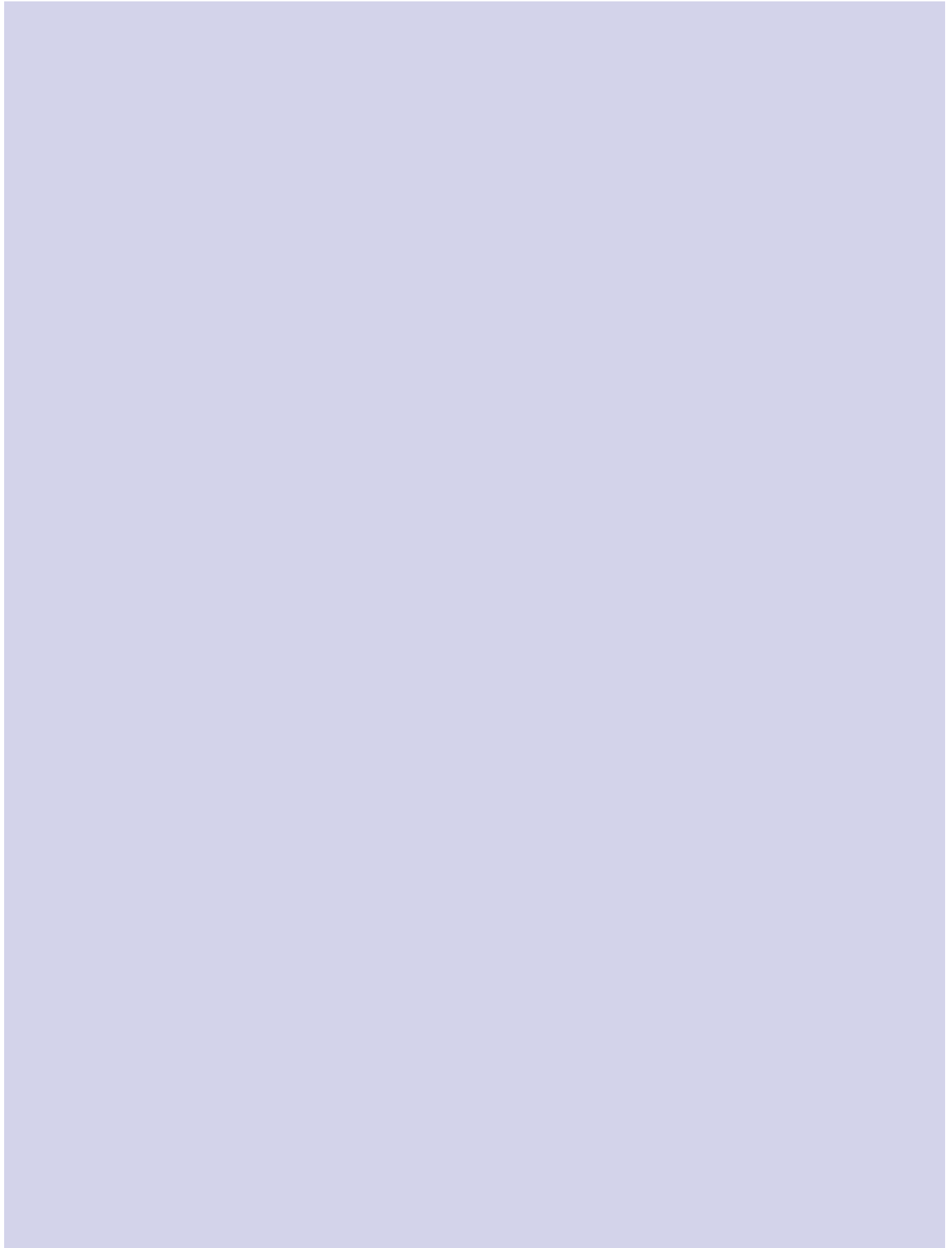
**Statement in Support of Your Application** - In relation to the post you are applying for please provide practical examples of how you meet the essential criteria required. You should concentrate on your role even if the task was completed as part of a team. If you have not evidenced how you meet each 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.

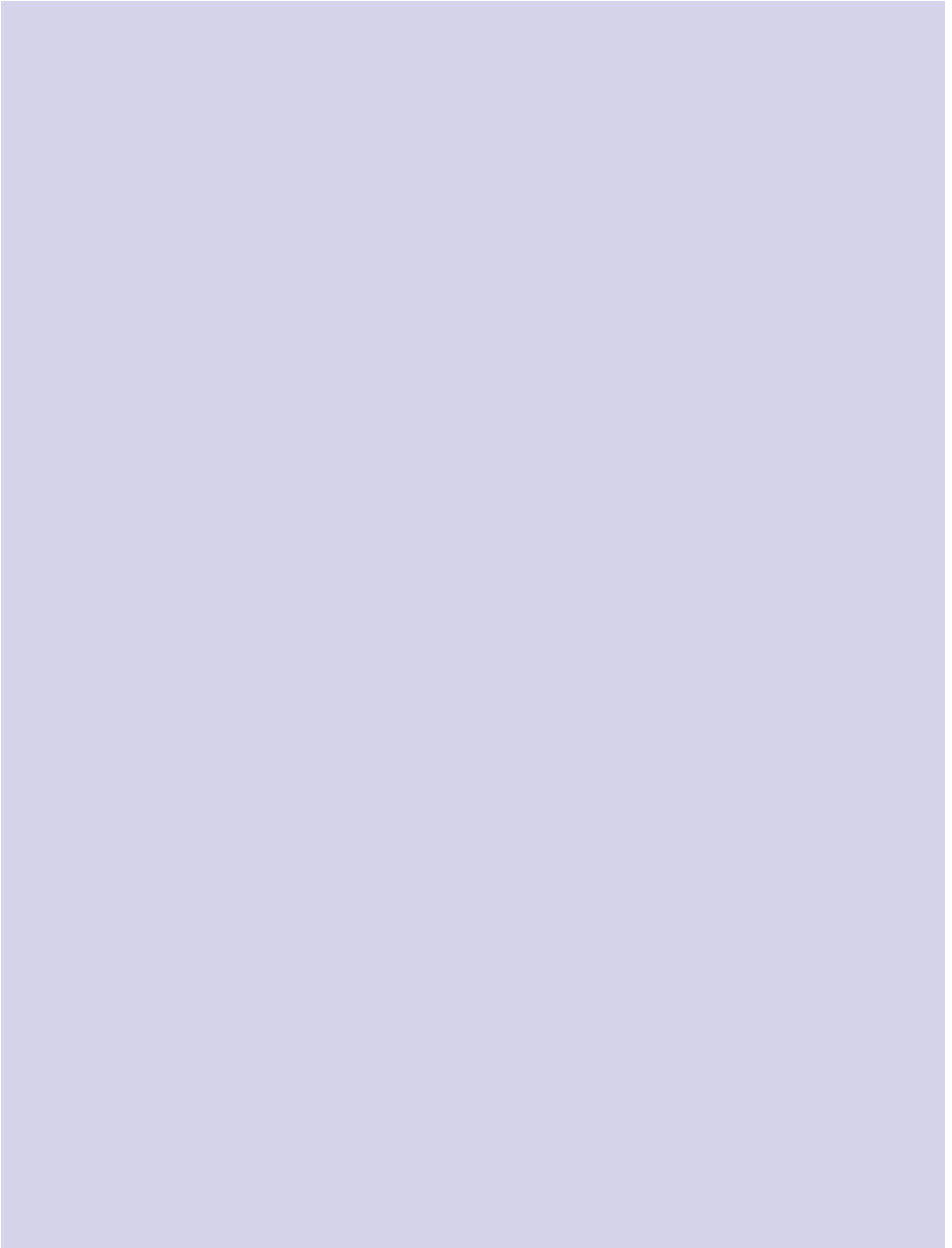
### Essential Criteria

- 1. Ability to work flexibly, at pace and with minimal supervision to support development of policy as part of a wider programme of work in a pressured environment**

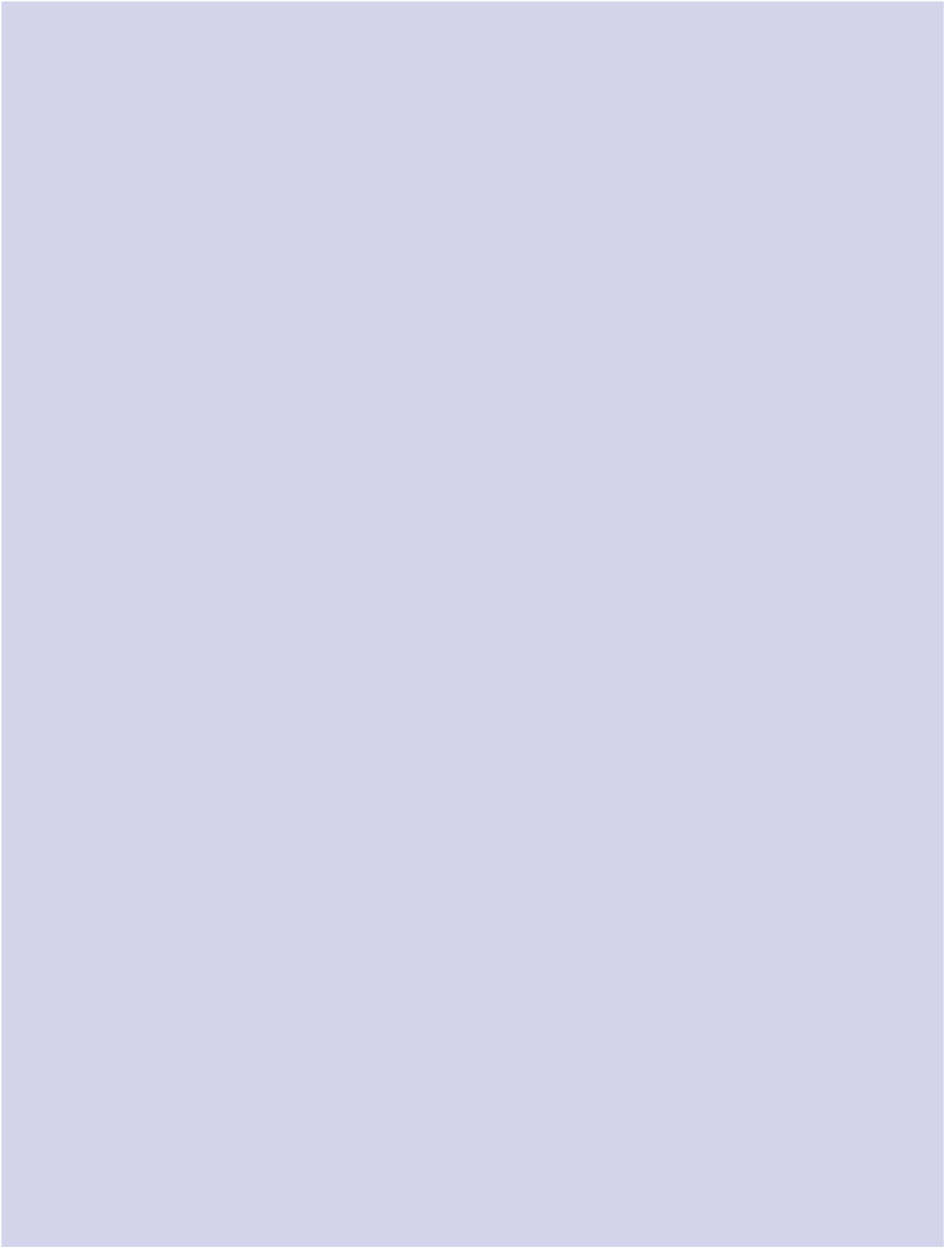
**2. Self- starter with strong planning and organisational skills and able to manage their own workload and deadlines, prioritising effectively, dealing flexibly with competing demands**



**3. Excellent communication skills (verbal and written) with strong interpersonal skills and experience of stakeholder management and collaboration with a range of internal and external stakeholders at all levels and with a diverse range of needs, ensuring team, division and organisational goals are met.**



**4. Good analytical and problem solving skills with the ability to confidently organise, analyse, collate and present information from a variety of sources through a range of digital and personal methods to support informed decision making and provide recommendations in a clear and concise manner.**



## 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, 7th Floor, 58 Port Dundas Road, Glasgow G4 0HF by midnight **Thursday 4 March at midnight.**

All electronic applications will receive confirmation.



**TRANSPORT  
SCOTLAND**

CÒMHDAHAIL ALBA

**Julie Wallace**

**HR**

**Transport Scotland**

Buchanan House,  
58 Port Dundas Road,  
Glasgow, G4 0HF

0141 272 7137

Julie.Wallace@transport.gov.scot

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