



**TRANSPORT
SCOTLAND**
CÒMHDHAIL ALBA

transport.gov.scot

Head of Project Delivery

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 using emailing [Transport Scotland HR](#) or by post to HR Transport Scotland, 8th Floor, Port Dundas Road, Glasgow G4 0HF by midnight **Thursday 22nd April**.

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. 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. The assessment dates will be fixed but if there is a specific day that you cannot attend 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



Head of Project Delivery

Salary: £74,038 - £76,574
(pro rata for part time)

Location: Buchanan House,
Glasgow

Hours: 37 hours per week

Essential Qualification

The postholder must be a Chartered Civil Engineer registered with the Engineering Council.

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.

This post is within the Project Delivery Team of the Major Projects Directorate primarily based in Buchanan House, Glasgow, although some team members are based in Victoria Quay, Edinburgh. As such flexibility between locations will be required. There will also be a requirement to attend meetings around Scotland, on occasion requiring overnight stays. This is a high profile and exciting opportunity to lead on the procurement and delivery of Scottish flagship transport projects and programmes which will shape the future transport network. The majority of these projects are high value/high risk.

Responsibilities will also include providing specialist advice to Senior Civil Service and Ministers on a wide range of particularly complex, contentious and sensitive procurement, contractual and commercial issues. Working closely with Ministers, colleagues, and key stakeholders, you will have considerable autonomy for the efficient procurement, contract management and delivery of a significant portfolio of major projects ranging in value from £5m to over £3bn, including A9 Dualling Programme, along with future transport infrastructure interventions that may emanate from the second Strategic Transport Projects Review.

The Project Delivery Team is headed by 1 x C3 (this post), currently overseeing the A9 Delivery Team, Discrete Projects Team, Special Projects Team and Administration Team, totalling approximately 35 people, including a number of secondees from external organisations. You will report to the Director of Major Projects.

Essential Criteria

1. Extensive post-Chartered experience in the contract management and delivery of high value / high risk Civil Engineering projects from the perspective of the Client or Contractor, including dispute resolution, as part of a significant concurrent work programme.
2. Demonstrable experience of complex public sector procurements for construction projects incorporating a range of contractual and funding mechanisms.
3. Proven experience in developing and maintaining credible external relationships at a senior level with high profile stakeholder in both public and private sectors.
4. Promoting a culture and learning environment for staff to thrive and deliver on a fast paced and high profile agenda, including working creatively and flexibly to actively manage risk and resources to drive continuous improvement.

Main Duties

- Lead on the efficient procurement, contract management and delivery of a significant portfolio of major infrastructure projects.
- Developing the programme management, commercial and contractual capability and capacity within the team to deliver its portfolio of major projects.
- Ensuring that effective monitoring of the conduct of contracts and that contract control procedures are maintained and developed.
- Leading on the resolution of commercial and contractual issues and disputes on a range of contracts including (but not limited to) high value and high risk construction projects and programmes.
- Support the Director of Major Projects and attend engagements where necessary. This post holder is expected to routinely interact with Ministers and senior management, not only within Scottish Government but also within private organisations. The nature this role means that the post holder may have to respond to incidents out-with normal working hours, including weekends and public holidays.
- Engaging with a range of statutory and non-statutory stakeholders. This may involve representing Transport Scotland at public events.
- Actively seeking ways of delivering efficiencies embedding a culture of innovation, learning and development for all team members.
- Responding to queries and providing good quality briefing to senior managers and Ministers where appropriate.

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

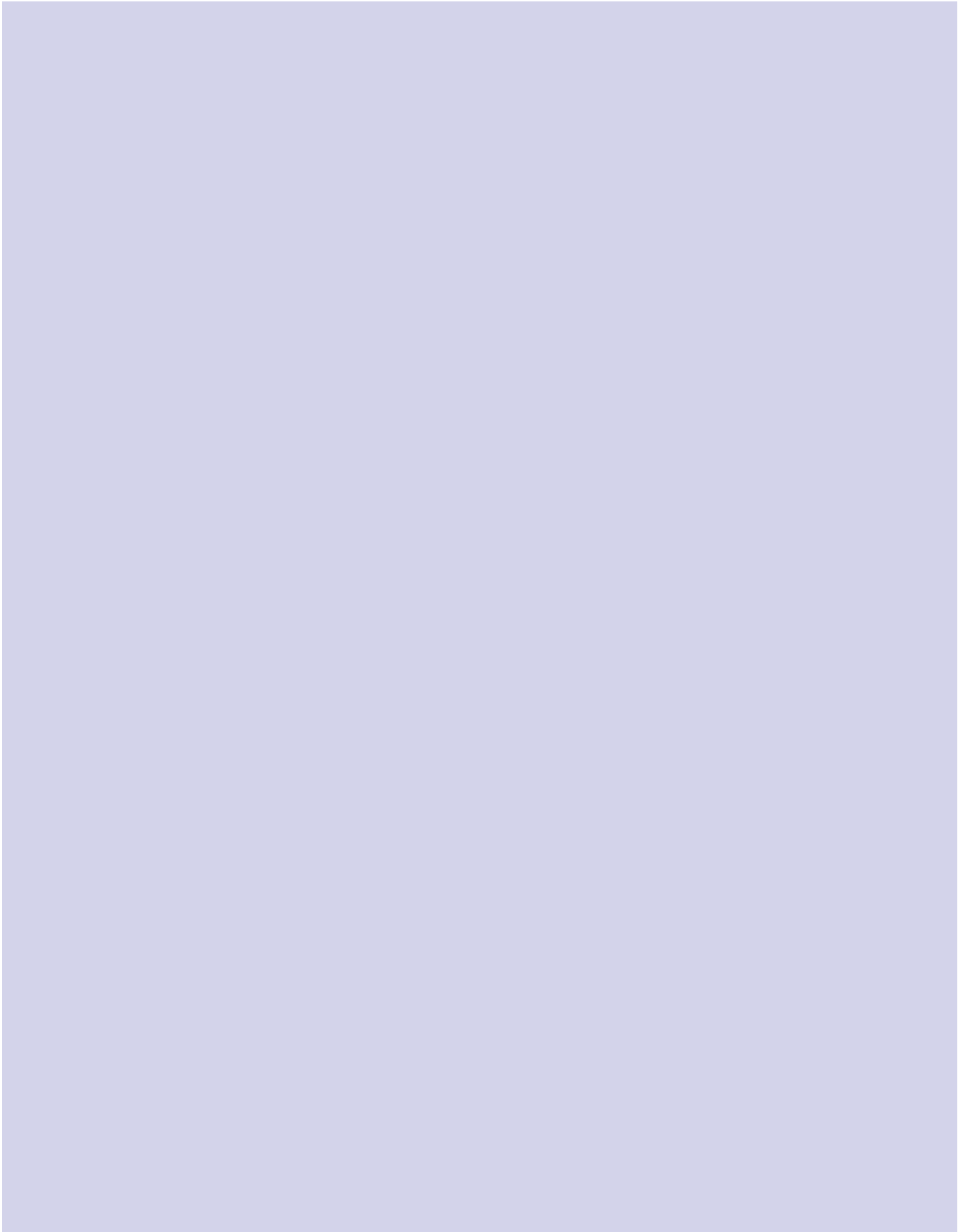
Please give details of your current and previous employment. Start with your current or most recent employer. If you have held more than one position with the same employer, please detail each position separately. If you have not been employed then please tell us about relevant work experience and/or voluntary work.

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

Current Salary

Essential Qualification

The postholder must be a Chartered Civil Engineer registered with the Engineering Council.



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.

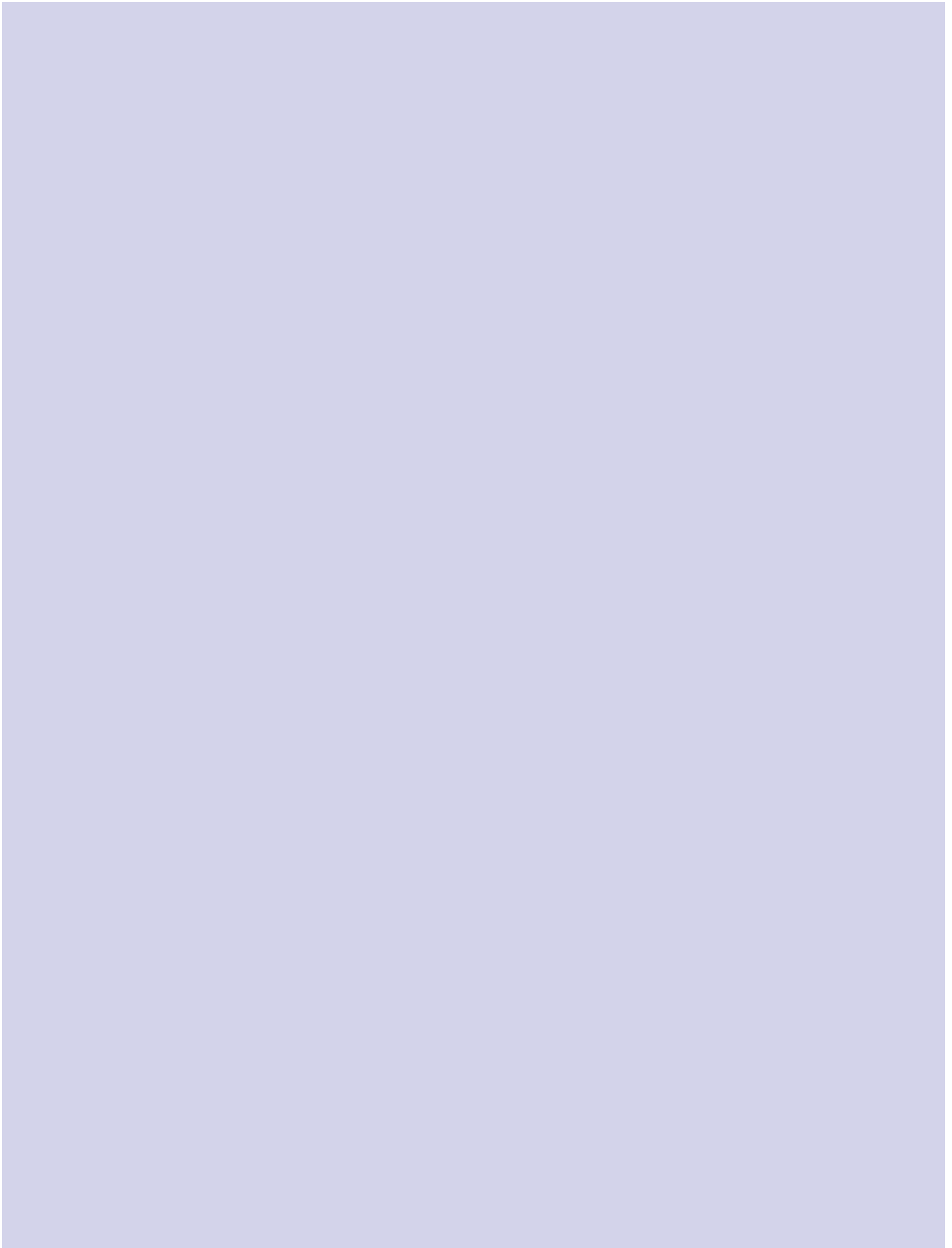
Essential Criteria

1. Extensive post-Chartered experience in the contract management and delivery of high value / high risk Civil Engineering projects from the perspective of the Client or Contractor, including dispute resolution, as part of a significant concurrent work programme.

2. Demonstrable experience of complex public sector procurements for construction projects incorporating a range of contractual and funding mechanisms.



3. Proven experience in developing and maintaining credible external relationships at a senior level with high profile stakeholder in both public and private sectors.



4. Promoting a culture and learning environment for staff to thrive and deliver on a fast paced and high profile agenda, including working creatively and flexibly to actively manage risk and resources to drive continuous improvement.



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.

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**TRANSPORT
SCOTLAND**

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 **Scottish Government
Riaghaltas na h-Alba**