



**SRH**

# **Rail Business**

## **Director**

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, the application process or to arrange a confidential conversation with the CEO of SRH please contact [hrtransportscotland@transport.gov.scot](mailto:hrtransportscotland@transport.gov.scot)**

## **Rail Business Director**

Thank you for expressing interest in applying for the position of Rail Business Director.

This pack contains further information on the application and selection process, and what is expected of the successful candidate following appointment. We hope you find this useful.

Scottish Rail Holdings (SRH) is a company wholly owned and controlled by the Scottish Government. It has been set up with the express purpose of overseeing the governance of train operating companies in Scotland and will oversee the successful transfer of rail services operated by ScotRail into public ownership (under the Section 30 process).

It acts as an "owning group" of the operating company and provides separation between Transport Scotland as strategic policymakers and the direct management of train service delivery for ScotRail Trains Limited.

The Rail Business Director will be the overall custodian of all Grant Agreements and Framework Agreements that are in place with TS and subsidiary companies. They will ensure that Scottish Rail Holdings (SRH) manages the subsidiary operations to deliver on their Grant Agreement obligations and responsibilities including optimising value for money, along with providing specialist guidance as required to the teams within the subsidiary. The Rail Business Director will also ensure that SRH complies with its obligations under the Framework Agreement with Transport Scotland. This role will be a Statutory Director of SRH.

Scottish Rail Holdings is based in Buchanan House, Glasgow. Scottish Rail Holdings may work flexibly from any location.

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](mailto: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:

Chief Executive Officer of Scottish Rail Holdings;  
Finance Director of Scottish Rail Holdings;  
HR Lead for Scottish Rail Holdings

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.

**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](http://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 25 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.



# SRH

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

[Lesley.dorrington@snclavalin.com](mailto:Lesley.dorrington@snclavalin.com)

© Crown copyright 2018

You may re-use this information (excluding logos and images) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, visit <http://www.nationalarchives.gov.uk/doc/open-government-licence> or e-mail: [psi@nationalarchives.gsi.gov.uk](mailto:psi@nationalarchives.gsi.gov.uk)

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

Further copies of this document are available, on request, in audio and visual formats and in community languages. Any enquiries regarding this document / publication should be sent to us at [info@transport.gov.scot](mailto:info@transport.gov.scot)

This document is available on the Transport Scotland website: [www.transport.gov.scot](http://www.transport.gov.scot)  
Published by Transport Scotland, March 2018

