



## Candidate Information Pack

# Graduate Civil Engineers

## About Transport Scotland

We are looking for suitably qualified graduates to fill a number of posts in the Transport Scotland Graduate Training Scheme, leading to professional registration as a Chartered Civil Engineer. These are exciting and challenging engineering positions, contributing to maintaining our status as a Centre of Excellence for the delivery of projects across the Transport Scotland portfolio.

Transport Scotland is the national transport agency seeking to deliver a safe, efficient, cost-effective and sustainable transport system for the benefit of the people of Scotland. Transport Scotland is accountable to Parliament and the public through Scottish Ministers, with a budget of around £3.9 billion per year.

Transport Scotland have 8 Directorates, each with different responsibilities:

- Bus, Accessibility & Active Travel
- Ferries
- Finance & Corporate Services
- Environment, Climate & Sustainability
- Major Projects
- Rail
- Roads
- Transport Strategy & Analysis



## Graduate Training Scheme

As a graduate civil engineer within Transport Scotland, you will generally spend approximately six to nine months on rotation around different Directorates over a period of approximately five years, before preparing for your Professional Review. Transport Scotland will also pay for you to join the Institution of Civil Engineers (ICE) Training Scheme through which you will complete your Initial Professional Development (IPD) using the ICE's online system.

It is likely that at least one rotation will be to an external consultant or contractor to ensure that you have the opportunity to gain the experience you need to complete your IPD, as required by the Institution of Civil Engineers. You will also be encouraged to become involved in your own time in STEM activity or the ICE's Early Careers Network, the experience of which would be of benefit when you come to sit your Professional Review.

Our bespoke training scheme is unique as it provides a targeted and focused development, designed around individual preferences and career goals where possible. We want to develop 'in-house' talent that can, in time, be promoted to our Senior specialist roles within Transport Scotland.



Are you looking to progress in your career to become a Chartered professional in an exciting and supporting environment, working on nationally recognised projects?



## Working in the civil service in Scotland offers you much more than just a salary.

Working with us gives you the chance to make the sort of impact that's rare with any other organisation in Scotland - you can contribute to decisions vital to Scotland, and play a part in developing and influencing policies that touch all our lives.

We've developed a comprehensive range of rewards that recognise your achievements, build on your skills and help you find a healthy work/life balance.

### Holidays and leave:

- 25 days of annual leave, rising to 30 days after 4 years' continuous service
- 11.5 days of public holidays in addition to annual leave
- Maternity, paternity, adoption and shared parental leave at enhanced rates after a qualifying period
- Up to 6 days paid leave for volunteering
- Paid and unpaid special leave to deal with domestic issues, and undertake a range of public duties.

### Flexible Working:

- We support flexible working with a wide range of alternative working patterns e.g. part-time, compressed hours, part-year
- A flexi-time system that allows you to work flexible hours and accrue up to 4 extra days off a month subject to business needs
- Hybrid working position, allowing staff a mix of home and office working in line with business needs.
- 35 hour working week, pro rata for part time staff

### Pay & Benefits

- B2 Salary as of 1 January 2025 £36,944 - £42,244
- Generous Civil Service pension scheme with employer contributions ranging from 26.6% to 30.3%

### Learning & Development

- Skills development tailored to your role
- Annual programme of available training sessions and events
- Professional fees and CPD paid for by the Directorate if required for the role.

### Travel

- Cycle to work scheme - make tax savings on the purchase of a bike to cycle to work
- Season-ticket loans for your travel to work

### Employee Discounts

- Access to an online portal to access a variety of instant savings for free.

### Wellbeing

- Reasonable adjustments as required to ensure your comfort and safety in your new role
- A range of health and wellbeing support available to all staff





## Essential Criteria

### Essential Qualification

Candidates must demonstrate that they hold either an MEng in Civil Engineering or a BEng/BSc in Civil Engineering with a further MSc in a related subject, both of which must be accredited by the Engineering Council to follow the standard route to the CEng qualification

**Candidates must demonstrate the following:**

### Technical/Professional Skills

#### **1. Developing Science & Engineering Capability.**

You can display professionalism and use best practice in performing and reporting work.

**2. Technical Oversight & Management.** You can plan and manage technical elements of a project, identifying the techniques and resources required for efficient and effective delivery.

### **Behaviours**

- Making Effective Decisions
- Developing Self & Others
- Communicating & Influencing
- Working Together

You can find out more about Success Profiles on [www.transportscotland.gov.scot/careers](http://www.transportscotland.gov.scot/careers)

## Application Requirements

Candidates should apply online, providing a CV and Supporting Statement (of no more than 1500 words) which provides evidence of how you meet the skills and behaviours listed.

If successful at sift, you will be invited to an assessment which will consist of an interview and presentation. Assessments are currently scheduled for w/c 10 March 2025, however this may be subject to change. Candidates will receive at least 5 working days' notice of interview.

Please note, we are unable to accept CVs as means of application via email. All candidates must apply online unless you require additional adjustments and/or you are experiencing technical difficulties.

## Selection

We have a two stage selection process. The first stage is where we review your application form to decide if it does or does not meet the Success Profile. Those who meet the requirements will normally be selected for the next stage of assessment. It is therefore important that you complete your application as fully, but concisely, as possible to demonstrate how you meet the criteria for the post. Please ensure that you study the selection criteria carefully before you complete your application.

If successful at sift stage, the next stage of assessment will be an interview and a presentation on a given topic. You will be provided with further details about what will be tested at presentation, and the topic you are to discuss with your letter of invitation. The data we collect throughout the selection process will be held and used in accordance with the terms of the Data Protection Act.

## The interview process

Interviews will be carried out by a three person panel, and may be carried out in person or via Teams.

During the interview we will ask questions on the key requirements for the role. We will be looking for examples of situations you have been in before, what you did and what the outcome was. This will allow us to get a better understanding of what capabilities and skills you have, and how your experience is suited to the role.

Do not be daunted by this as your answers will be based on something you know about best – you. You will have a range of things you have encountered in your life that you can draw upon, and will know the competencies you will be asked to consider in advance of the interview.

We want you to succeed at interview, so our goal is to help you perform to your best.



### At Interview...

It is helpful to consider the **STARR** approach:

- **Situation** – give a brief outline of the context
- **Task** – What did you want to achieve? What were your aims / objectives?
- **Action** – What did you personally do?
- **Result** – What was the result?
- **Reflection** - Do you have reflections?

## Our mission, vision and values

### Our Mission

We work together to improve the lives of the people of Scotland.



### Our Vision

We put the people we serve at the heart of everything we do. We use digital thinking and approaches to strengthen our work and provide a better service for everyone. We are driven by our values, always searching for new ways to learn and improve. All in the service of Scotland.

**In the service  
of Scotland**

### Our Values



Our values have been created by Scottish Government colleagues, for Scottish Government colleagues. They represent who we are, who we aspire to be, and what we believe in. They build on the foundations of our Civil Service Code and National Performance Framework values. They

guide how we act, the decisions we take and how we work together, across all parts of government, to improve the lives of the people of Scotland, irrespective of role or location. It directs change and development for individuals, teams, directorates and the organisation.

## Further Information

### Nationality Requirements

This job is broadly open to the following groups:

- UK nationals
- nationals of Commonwealth countries who have the right to work in the UK
- nationals of the Republic of Ireland
- nationals from the EU, EEA or Switzerland with (or eligible for) status under the European Union Settlement Scheme (EUSS)
- relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service
- relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service
- certain family members of the relevant EU, EEA, Swiss or Turkish nationals

If you have any queries relating to your eligibility on the grounds of Nationality or Qualifications, or if you have any difficulty applying for this role, please contact [Recruitment@gov.scot](mailto:Recruitment@gov.scot)

### Hybrid Working

These roles can be worked flexibly in line with Transport Scotland's current hybrid working policies. We expect at least two days to be spent working away from home per week in line with business needs. You will be required to visit contractors site offices as necessary. This post will be based in George House, Glasgow. This will be your contractual base, so travel to and from your contractual base will be in your own time and at your own expense.

### Guaranteed Interview Scheme

Applicants claiming a guaranteed interview will be invited for further assessment should they meet the minimum essential criteria listed in this document.

### Interview Expenses

Travel and subsistence expenses incurred during the selection process are the responsibility of the applicant.

**We are committed to increasing the diversity of our workforce**



We:

- Positively value the different perspectives and skills of all colleagues, and make full use of these in our work
- Manage and develop everyone, ignoring all irrelevant differences

Our passion for diversity and equality means creating a work environment for all employees that is welcoming, respectful, engaging, and enriched with opportunities for personal and professional development.

## Political Activity

All appointees to the Civil Service must be able to fully comply with the requirements of the [Civil Service Code](#) and are expected to carry out their role with dedication and a commitment to the Civil Service and its core values: which are Honesty, Integrity, Objectivity and Impartiality. As part of this, some restrictions are placed on political activity. You will see that there is a question regarding such activity on the application form. A positive response to this question should not affect the consideration of your application, but is likely to mean that you will be asked additional questions at interview. What you then say at interview will clarify if you meet the requirements of the Civil Service Code.

The Civil Service Code states that:

You must:

- Serve the government, whatever its political persuasion, to the best of your ability in a way which maintains political impartiality and is in line with the requirements of this code, no matter what your own political beliefs are.
- Act in a way which deserves and retains the confidence of ministers, while at the same time ensuring that you will be able to establish the same relationship with those whom you may be required to serve in some future government
- Comply with any restrictions that have been laid down on your political activities

You must not:

- Act in a way that is determined by party political considerations, or use official resources for party political purposes
- Allow your personal political views to determine any advice you give or your actions.

## Pre-employment Security and Eligibility Checks

If you are successful, and are not currently a serving member of the Civil Service, we will as part of the Scottish Governments pre-employment process carry out the following enquiries into your identity, employment/ academic history, nationality and immigration status, 'unspent' criminal record (Disclosure certificate), health and other matters, to ensure that you are qualified for the appointment.

## Completion of Pre-employment Security and Eligibility Checks

When the pre-employment enquiries are satisfactorily completed to our standard, we will then make you a formal offer of appointment and you will be expected to take up appointment as soon as possible. If you have any question about our pre-employment checks please do not hesitate to get in touch.

## Selection

This role has a two stage selection process:

1. Candidates are required to upload their CV and personal statement with the required personal details, demonstrating how they meet the minimum essential qualifications and criteria.
2. Successful candidates will then be invited to a competency based interview and additional assessment.

You will be given further details about the competency based interview and other assessment elements with your letter of invitation.

The data we collect throughout the selection process will be held and used in accordance with the terms of the Data Protection Act.



## 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.

## 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.

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.

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 employment, should you be successful in securing a post.

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## Starting Salary

We expect that all new entrants will join us on the minimum of the advertised pay range. This role currently attracts a pay supplement which is subject to regular review.

## Working Pattern

This is a full time vacancy, however applications from people wishing to work an alternative working pattern will be considered. The standard working week is a 5 day week of 37 hours, net of lunch breaks. You will have the scope to participate in the Scottish Government’s flexible working scheme. Consideration will be given to candidates interested in part-time or other non-standard working patterns and in-line with best practice, the Scottish Government has extended to all staff the right to request a flexible working pattern. All requests will be seriously considered.

## Annual Leave

You will have an annual leave allowance of 5 weeks, rising to 6 weeks after 4 years. In addition, the Scottish Government observes 11.5 days public and privilege holidays, dates of which are set annually.

Annual leave is calculated on a pro-rata basis for any employees working part-time.

## Probation

You will be required to serve a probationary period of 9 months and confirmation of your appointment is dependent on the satisfactory completion of this probation period in terms of performance, conduct and attendance.

## Travel and Subsistence

Subsistence allowances and travelling expenses on official duty are paid. The cost of normal daily travel between home and office is not reimbursable.

## Sick Absence

You are expected to attend for work. However, we do recognise that 100% attendance may not be possible on occasions when you are unwell. We have an attendance management policy in place that makes it clear the level of attendance that the Scottish Government expects and what may happen if this cannot be achieved. The policy outlines the support offered to staff during periods of illness and the assistance available to help them back to work.



## Retirement

The Scottish Government has a “no retirement age” policy for staff in Bands A-C. This means that you are free to continue in employment for as long as you wish. Continued employment will remain subject to the normal rules concerning performance, conduct and attendance.

## Outside Activities

As a civil servant, you may not take part in any activity which would in any way impair your usefulness to the Service, or engage in any occupation which may conflict with the interests of the Scottish Government or be inconsistent with your official position. Subject to these conditions, and in some circumstances prior permission being sought, work of a minor or short-term nature (for example, vacation work or work after hours) is normally allowed. Also for health and safety purposes you should notify HR if you have more than one job. You will also be subject to certain restrictions, depending on your grade and the nature of your work, on national and local political activities. These include standing as a candidate in parliamentary or local authority elections, or canvassing on behalf of candidates; and expressing views on matters of political controversy in public speeches or publications.

## The Civil Service Commission

The Department’s recruitment processes are underpinned by the principle of selection for appointment on merit on the basis of fair and open competition. Details of how this principle should be applied can be found at the Civil Service Commission website.

## Civil Service Values

As a civil servant, you are appointed on merit on the basis of fair and open competition and are expected to carry out your role with dedication and a commitment to the Civil Service and its core values: Integrity, Honesty, Objectivity and Impartiality.

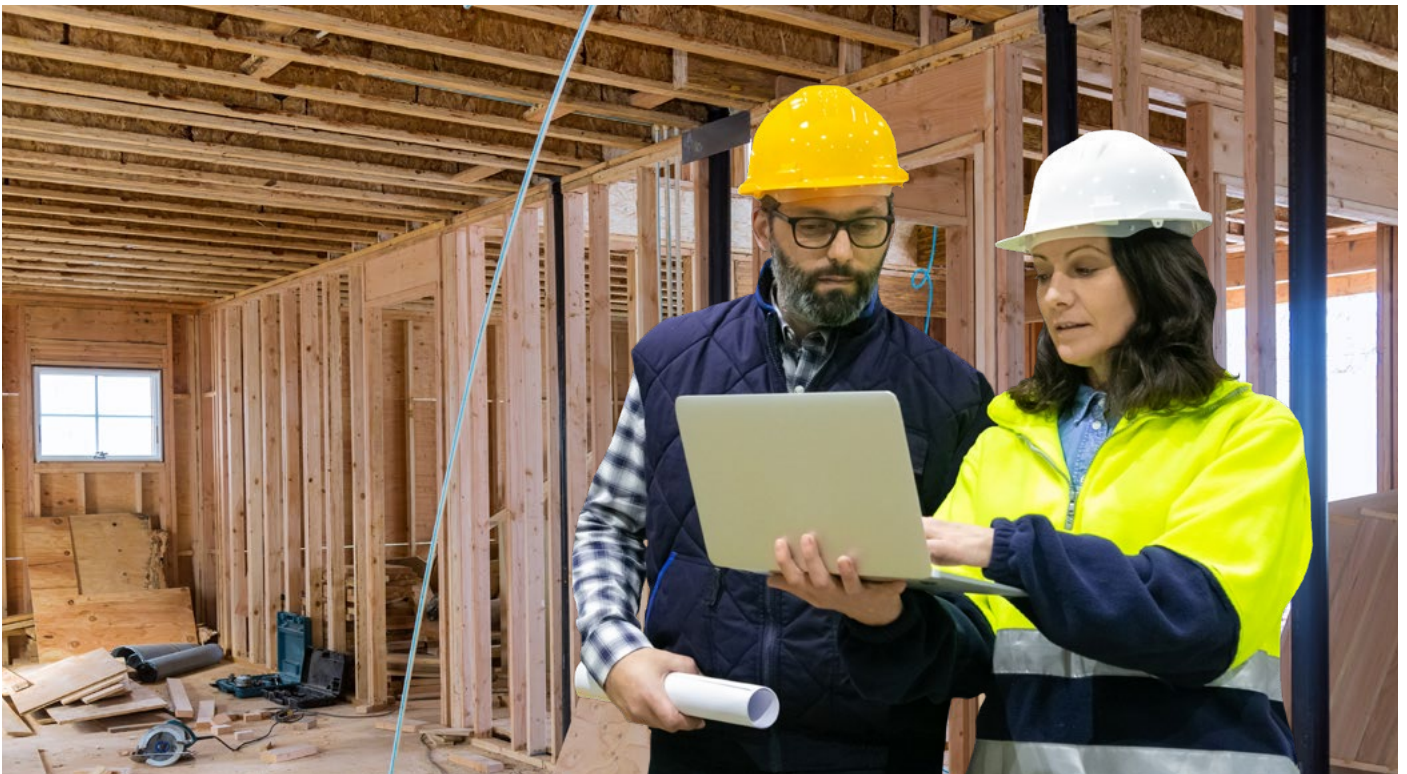
These values are set out in the Civil Service Code:

- 'Integrity' Putting the obligations of public service above your own personal interests;
- 'Honesty' Being truthful and open;
- 'Objectivity' Basing your advice and decisions on rigorous analysis of the evidence; and
- 'Impartiality' Acting solely according to the merits of the case and serving equally well Governments of different political persuasions.



## Thank you

for taking the time to read  
this Candidate Information  
Pack.



## Graduate Civil Engineer