



CÒMHDHAIL  
ALBA



## TRANSPORT SCOTLAND

# SANDWICH AND SUMMER PLACEMENT OPPORTUNITIES FOR CIVIL ENGINEERING STUDENTS 2011

**BUSINESS IMPROVEMENT AND CORPORATE SERVICES  
DIRECTORATE  
TRUNK ROADS AND BUS OPERATIONS DIRECTORATE  
MAJOR TRANSPORT INFRASTRUCTURE PROJECTS DIRECTORATE  
STRATEGY AND INVESTMENT DIRECTORATE  
RAIL DIRECTORATE  
FINANCE DIRECTORATE  
AVIATION, MARITIME, FREIGHT AND CANALS DIRECTORATE  
TRANSPORT POLICY DIRECTORATE**

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### **Background**

Scottish Ministers have set up Transport Scotland as a Government Agency of the Scottish Government. Transport Scotland took responsibility on 1 January 2006 for the trunk road network, devolved responsibilities for rail infrastructure and services, travel information and concessionary fares. Additionally from 2 August 2010 the Agency assumed responsibility for Aviation, Maritime, Freight and Canals and Transport Policy. The Agency operates from offices in the centre of Glasgow and Victoria Quay in Edinburgh.

### **Business Improvement and Corporate Services Directorate**

1. Business Improvement and Corporate Services Directorate comprises HR, IT, Facilities, Communications, Legal team and Business Improvement. Aligning business improvement and other corporate functions will be of benefit to the organisation by having all corporate support under the one Directorate. The directorate plays a key role in driving forward our corporate commitment for excellence and efficient running of the organisation.

### **Trunk Roads and Bus Operations**

2. Responsibility for the trunk road network flows from the Roads (Scotland) Act 1984. The network is currently 3500km long with over 5000

bridges and structures and provides connections between places of traffic importance to serve the industrial, commercial, agricultural and social needs of Scotland. It connects the cities to the outlying regions of the country and its ports.

The Scottish trunk road network is a £15bn asset, the single biggest asset owned by Scottish Ministers. It's 3500km long and represents just 6% of the total road network in Scotland and carries over one-third of all traffic and two-thirds of HGV traffic. It connects all parts of Scotland and the safe and efficient operation is fundamental to delivering the Scottish Government's single purpose of sustainable economic growth.

The Concessionary Travel schemes offer free bus travel to all people over the age of 60 and to those with qualifying disabilities. There is also a discounted scheme for young persons. There are currently over 1.1 million people in Scotland who hold concessionary travel passes. The scheme is hugely popular and supports a number of key policy areas including social inclusion and greener transport.

**3. Major Transport Infrastructure Projects Directorate** has responsibility for the development and application of design standards, landscape and environmental issues, contract preparation and the development of contract strategies and materials specification. It supervises scheme preparation and construction of a range of projects. Scottish Ministers are committed to an ambitious programme of targeted road improvements as part of their agenda to improve transport in Scotland.

**4. Strategy & Investment Directorate** This Directorate consists of Transport Economics Analysis and Research (TEAR), based in Glasgow, and Transport Analytical Services, based in Edinburgh. The teams' responsibilities are for transport economics, project appraisal, analytical advice and analysis, statistics, environment and sustainability and transport modelling. Through these functions S&I contributes to Transport Scotland's role as a centre of excellence and aims to improve the effectiveness, efficiency and relevance of transport policy in Scotland through the production, dissemination and use of high quality analytical information.

### **Rail Directorate**

**5.** As part of the UK review of the rail industry, it was agreed that greater responsibility for railways and rail transport in Scotland would be devolved to Scottish Ministers.

Transport Scotland has responsibility for the majority of rail powers in Scotland, enabling us to plan future services and target investment.

A safe, efficient rail network is good for the economy. Commuter routes are needed to get people to work. Rail links are vital to move freight across the country, such as coal to keep our power stations working. Rail can improve the quality of life for Scotland's communities by connecting people to better access to health, education and employment opportunities.

Scotland's rail network has around 340 railway stations, 3,000 kilometres of track and over 62 million passenger journeys are made on the network each year. The rail network in the west of Scotland is the most heavily used commuter network in the UK outside London, and caters for around 60% of passenger journeys made in Scotland.

Transport Scotland aims to work with the rail industry to provide a modern, efficient rail network, meeting an increasing demand for rail services and tackling overcrowding on some routes. Improvements will provide rail users with a better experience when using train services. Transport Scotland want to increase the scope and number of the journeys that can be made, helping to grow our economy by opening up opportunities for people and enabling goods to get to market as quickly and efficiently as possible.

By investing in our rail network we can also contribute to reducing road congestion and also reducing the impact of transport on our environment.

### **Finance Directorate**

6. Finance Directorate has overall responsibility for financial and management accounting, budgeting and forecasting processes, ongoing monitoring and financial controls. We provide support and advice upon all financial matters, especially in relation to projects, to all Directorates within Transport Scotland.

We also provide advice on corporate risk management , VAT, financial vetting and fraud strategy management. We are responsible for ensuring all suppliers of services and materials to Transport Scotland are paid within payment guidelines set by Scottish Government

### **7. Aviation, Maritime, Freight & Canals Directorate**

This Directorate is responsible for Ports policy framework and legislation, Canals policy and sponsorship of BW's Scottish responsibilities, Aviation policy and legislation and the sponsorship of Highlands & Islands Airports Limited, Freight policy, Freight grants and Policy sponsorship and procurement of lifeline ferry services to Scotland's islands and peripheral communities.

### **8. Transport Policy Directorate**

This Directorate's focus is on the strategic transport policy development; high-level engagement with external partners; and associated legal and policy frameworks.

9. We are able to offer suitable candidates the opportunity to experience working for us as a summer placement. Preference will be given to those candidates who intend studying for a masters degree in Civil Engineering and working towards graduate membership of an appropriate professional institution. You will be able to demonstrate the key competencies required to

work for Transport Scotland including self management, team working, information management and communications and customer service.

### **The Posts**

**10.** Our Sandwich Placement opportunity will be available for up to **50 weeks**, Summer Placement opportunities will be for a maximum of **13 weeks** during the summer break. In return we offer a competitive salary of **£15,792** pro rata for term worked and a valuable opportunity for training and support to help you with your studies.

### **Location**

**11.** You will be recruited to work in Buchanan House, Glasgow.

### **Business Travel**

**12.** The jobs may involve travel throughout Scotland; sometimes to locations which may not be conveniently served by public transport therefore a full valid UK driving licence is desirable but not essential. Costs you incur making these business journeys will be reimbursed in accordance with existing Scottish Government arrangements.

### **Benefits**

**13.** Working with Transport Scotland as a summer placement will provide you with a valuable insight into the role of the Agency. This includes:-

- Modern offices – our fully refurbished offices in Buchanan House offer an excellent working environment
- Excellent IT support and facilities, with access to both the Government's intranet and the Internet
- Active equal opportunities policy
- Family friendly working practices

See our website for further details on pensions and other benefits

### **Nationality**

**14.** You can apply for any job in the Scottish Government as long as you are a UK national or have dual nationality with one part being British. In addition, Scottish Government posts are open to Commonwealth citizens and nationals of any of the member states of the European Economic Area (EEA). Further information about civil service nationality requirements is available on the careers pages of the Transport Scotland website. [www.transportscotland.gov.uk](http://www.transportscotland.gov.uk)

## 15. Pre-employment Enquiries

If you are successful, and are not currently a serving member of the Civil Service, we will carry out enquiries into your nationality, health and other matters, to ensure that you are qualified for appointment.

As of 1 January 2008 the Scottish Government introduced a new baseline personnel security standard which provides a more consistent and rigorous pre-employment screening process for prospective Scottish Government staff. If you are successful in obtaining a job with the Scottish Government you will be subject to these additional security checks.

### **This means that as a minimum you will be required to provide:**

- Your **original** birth certificate
- Photographic ID, usually a passport. Please note that student cards and library cards are not acceptable
- A bill or financial statement for your current address, preferably a utility bill. Please note that mobile phone bills are not acceptable.
- Basic Disclosure certificate – although for some jobs you will need as higher level of Disclosure clearance and this will be made clear in the advert

If you do not have appropriate photo ID, you should provide a passport sized photograph of yourself endorsed on the back with the signature of a person of some standing in your community (e.g. a Justice of the Peace, medical practitioner, officer of the armed forces, teacher, lecturer. Lawyer, bank manager, civil servant etc). This should be accompanied by a signed statement, completed by the same person stating their name in full, the period of time that you have been known to them (minimum 3 years) and their contact details. The signatory will be contacted to confirm that he or she did in fact, complete the statement.

## 16. Basic Disclosure Certificate

The Scottish Government requires security checks and all successful candidates will be required to produce, as a minimum, a **Basic** Disclosure certificate (disclosing criminal history information) less than 12 months old, prior to taking up employment.

Basic Disclosure certificates are available from Disclosure Scotland, Disclosure Scotland, PO Box 250, Glasgow G51 1YU, telephone 0870 609 6006, Fax: 0870- 609 6996, e-mail: [info@disclosurescotland.co.uk](mailto:info@disclosurescotland.co.uk)

## 17. Referees

When completing the on-line application process you will be asked to include details of referees to cover a 3 year period. If you have been in employment, please include details of all employers over this 3 year period. If you have not been in employment for all or part of the 3 year period and have been in education, you can give the name(s) of the academic staff best acquainted with your work and conduct over the 3 year period. If you have not been in

employment or education over the 3 year period and are unable to provide references, we will contact you about carrying out other checks to verify your history over the 3 year period.

If you are successful we will usually approach your referees immediately. However, when we write to invite you to interview or assessment centre you will be told how to request that we do not approach your referees until you give us permission to do so. We recognise that there may be occasions where you have concerns about us contacting a previous employer for a reference, for example, they may know you under a different name. We have a secure and confidential process for seeking references under such circumstances, which are referred to our Diversity Advisor. If you wish to use this service please let us know when you receive your letter of invite to interview or assessment centre. The assessment or interview panel will not know about any requests made to HR about the reference process.

Please note that we will request factual information from your referees such as dates employed, last position held, reason for leaving and details of work performance ratings, sick absence records and extant disciplinary records (if any). Academic referees will be asked to provide details of your course work, result achieved or expected, and the referee's impression of your ability in relation to your course work and future career potential. By submitting your application you are giving consent for us to obtain the information as outlined above.

## **Health Standard**

**18.** As part of our pre-employment enquiries you will be asked to complete a health declaration and, if necessary, to attend a medical examination.

## **19. Completion of Pre-employment Enquiries**

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 questions about our pre-employment checks please do not hesitate to get in touch.

## **20, Selection**

We use a competency based approach to recruitment. This means that at all stages of the recruitment process you will be assessed against the competencies we consider necessary to do the job. This approach starts from the application stage so it is important that you complete your application as fully, but concisely, as possible to demonstrate how you meet the requirements of the post. It is therefore important that you study the selection criteria carefully before you complete the application.

We will invite for interview those candidates who from their application seem best suited to the appointment. You will be given further details about the selection process with your letter of invitation.

## **Application**

**21.** Your completed **application form, achievement record, and ethnic monitoring form** must be returned to: - [hr mailbox](#) - alternatively paper copies can be sent to the Jackie James, Transport Scotland, Buchanan House, 58 Port Dundas Road, Glasgow, G4 0HF, to arrive no later than the date on the front of the application form. Without all these documents we will not be able to consider your application.

**22.** All online application forms will be acknowledged via email. If you return your application form by post and require confirmation of receipt, please enclose a self addressed, stamped envelope. If you do not receive an acknowledgement within 7 days please contact Jackie James on 0141-272-7151.

**23.** The interviews will be held in Glasgow. The aim of the interview will be to gain an insight into your ability, your interpersonal skills and to ensure that your competencies match the requirements of the Agency. If successful, you will be invited to take up post as soon as possible.

### **24. Interview Expenses**

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

### **25. 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 our website <http://www.scotland.gov.uk/About/Recruitment/DiversityGuidance>

## **26. Disability**

We are participants in the Jobcentre Plus “Positive about Disabled People” scheme. Under the terms of the scheme we shall interview disabled applicants who claim a guaranteed interview and who meet the essential criteria for appointment.

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.

To find out more about disability in the Civil Service, you can access our Disability Fact Sheet at <http://www.scotland.gov.uk/About/Recruitment/DisabilityFactsheet>

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## **27. Starting Salary**

Summer Placement students will be paid at the minimum of the A3 salary range £15,792. Pro rata for part time.

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## **28. Working Pattern**

The standard working week is a 5 day week of 37 hours, net of lunch breaks. 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 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.

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## **29. Annual Leave (pro rata for part-time)**

Permanent employees have an annual leave allowance of 5 weeks, rising to 6 weeks after 5 years. In addition, the Scottish Government observes 11½ days public and privilege holidays, dates of which are set annually.

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## **30. Probation**

Permanent employees are 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.

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## **31. 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.

### **32. 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.

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### **33. 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.

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### **34. 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, work of a minor or short-term nature (for example, vacation work or work after hours) is normally allowed, provided you seek prior permission.

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.

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### **Civil Service Code**

The [Civil Service Code](#), which forms part of the terms and conditions of every civil servant, was first introduced in 1996. It was reviewed after ten years and a new Code was issued in June 2006. There was a further minor revision in 2010 to reflect the provisions of the Constitutional Reform and Governance Act 2010.

The Civil Service Commission has two important roles in relation to the Civil Service Code. The Commission hears complaints under the Code from civil servants. The Commission also works with Departments to help them with their promotion of the Code.

### **What the Civil Service Code covers**

The Civil Service Code outlines the core values of the Civil Service:

- Honesty

- Integrity
- Impartiality
- Objectivity

It describes the standards of behaviour expected of individual civil servants against each of these four values.

If a civil servant is asked to do something which conflicts with the values in the Code, or is aware that another civil servant is acting in conflict with the values, he or she should raise a concern within their own department.

Their department should investigate their concern. If they are dissatisfied with the outcome of the investigation they may bring a complaint to the Civil Service Commission. The Commission may also hear a complaint direct.

### **What the Civil Service Code does not cover**

As the Civil Service Code is about the core values of the Civil Service it does not cover areas outside this forum such as:

- personnel management grievances
- disagreements about the merits of policy
- disagreements about management decisions

Such matters should be pursued through the normal channels within the department.

The Civil Service Code is sometimes confused with the Civil Service Management Code (also issued by the Cabinet Office) which deals with the management of the Civil Service terms and conditions of employment etc.

The Civil Service Code is also sometimes confused with the Civil Service Commission's Recruitment Principles. The Recruitment Principles set out the Commission's interpretation of the principle of appointment on merit on the basis of fair and open competition.

### **Recruitment Principles**

Recruitment into the Civil Service is regulated by the [Constitutional Reform and Governance Act 2010](#) ("the Act").

The Act established the Civil Service Commission with the role of regulating recruitment into the Civil Service, principally through:

- Publication of [Recruitment Principles](#), that specify the Commission's determination of what selection on merit on the basis of fair and open competition means, and when exceptions to the principle may be allowed.
- Hearing and determining complaints from anyone who believes that there has been a breach of the Recruitment Principles.
- Reviews of recruitment policies and practices of departments and agencies to ensure that the principle of selection on merit on the basis

of fair and open competition is being applied and that compliance with the Recruitment Principles is not being undermined.