

— OFFICE OF THE —

SCOTTISH ROAD WORKS COMMISSIONER

INFORMATION PACK FOR APPLICANTS

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1. ADVERTISEMENT

VACANCY **Compliance Officer (2 posts)**

SALARY **£35,196 - £40,246 – B2 (£35,867 - £41,013 from 1 January 2024)**

STATUS **Permanent, Full Time (37 hours)**

LOCATION **Edinburgh**

The Scottish Road Works Commissioner (SRWC) is an independent public official whose role was established under section 16 of the Transport (Scotland) Act 2005. The SRWC is accountable to Scottish Ministers and ultimately the Scottish Parliament.

The Scottish Road Works Commissioner's aim is to improve the planning, coordination and quality of road works throughout Scotland.

The SRWC is currently seeking to recruit two Compliance Officers to join his team in Edinburgh. This is an exciting opportunity for an enthusiastic, self-motivated individual to work in a fast paced environment with a growing, progressive organisation.

As a Compliance Officer your key functions will include:

- Collection, analysis and interpretation of information from a wide range of sources;
- Critical analysis of external organisations' processes and procedures;
- Observation/assessment of road works sites and associated reinstatements;
- Preparation of compliance reports;

An essential part of this role is site visits, involving travel throughout Scotland. A driving licence is therefore required as many locations are beyond public transport and you will be expected to drive to these locations.

The post holder will be required to work both as part of a team, and also independently, with delegated responsibility for managing and delivering elements of the work within a framework. Elements of the role will also require a proportion of lone working.

The SRWC offers competitive pension and benefits and operates flexible working arrangements.

The position is based in Edinburgh and the successful candidate must undergo vetting and Security Clearance prior to appointment.

The SRWC is an equal opportunities employer and is committed to promoting a diverse workforce, with an emphasis on the SRWC Values of integrity, impartiality and respect. We therefore encourage applications from all members of the community. We are committed to the Disability Confident Initiative and offer a guaranteed interview to any applicant who considers themselves to be disabled and who meets the competency requirements for the post.

The candidate information pack and application form is available to download from MyjobScotland's website:

[Home | myjobscotland](#)

If you experience any difficulties accessing this or completing the application form please contact Debbie Young who can be reached at debbie.young@srwc.gov.scot

The closing date for applications is **Sunday 19 November 2023**

Only completed application forms submitted to applications@srwc.gov.scot will be considered

A provisional interview date is set for week commencing 11 December 2023 – Interviews will be held remotely through video conferencing. All applicants must ensure that they have a suitable space to complete the virtual interview via MS Teams and ensure that Wi-Fi/Broadband capacity will be sufficient to carry both audio and video feeds to undertake the interview.

Please do not substitute your Curriculum Vitae for a completed form since this will not be considered.

2. BACKGROUND TO THE SCOTTISH ROAD WORKS COMMISSIONER

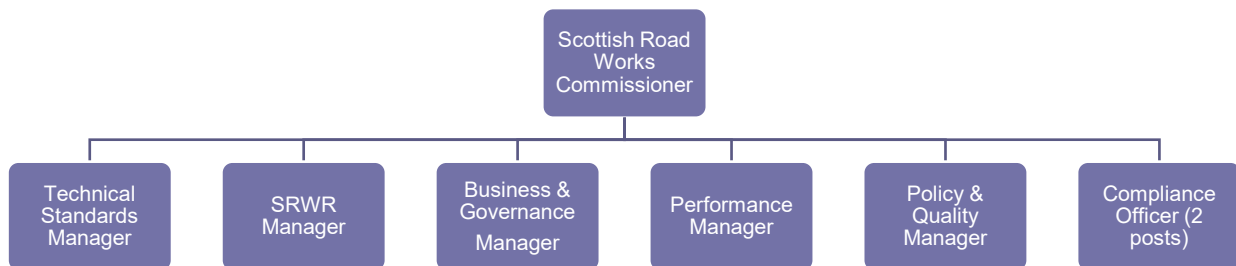
The role of the Scottish Road Works Commissioner is a ministerial appointment, established in 2005 under the Transport (Scotland) Act 2005. The general functions of the Commissioner are to:

- Monitor the carrying out of road works in Scotland
- Promote compliance with the New Roads and Street Works Act 1991
- Promote the pursuit of good practice

The Commissioner monitors performance, promotes and encourages good practice across utility companies and road authorities. The monitoring is at a strategic level and is related to how well the works are being planned and coordinated.

The current commissioner is Kevin Hamilton, who is supported by a team of staff based in Edinburgh.

3. ORGANISATIONAL STRUCTURE



4. JOB DESCRIPTION - MAIN DUTIES & RESPONSIBILITIES

As a Compliance Officer you will provide support to the Scottish Road Works Commissioner, encompassing a variety of tasks which require excellent communication skills, to be able to work effectively in a team and demonstrate integrity.

The main duties of the post are:

1. Collection of technical information relating to road works and associated reinstatements.
2. Assessment of live and completed road works sites to confirm compliance (or otherwise) with relevant road works legislation and codes of practice.
3. Analyse information from third party works management systems.
4. Interrogation (and analysis of information from) the Scottish Road Works Register.
5. Review and assessment of third party documentation.
6. Analysis of information from various sources to identify trends, patterns etc.
7. Present/share information in an appropriate format (including the preparation of reports) with colleagues/the Commissioner to support decision making.
8. Promoting compliance with relevant road works legislation and codes of practice.
9. Preparation and issue of Compliance Notices, on behalf of the Commissioner.
10. Reviewing and updating status of Compliance Notices throughout their lifecycle.
11. Working with colleagues to support issue of Commissioner penalties.
12. Enter premises to select and collect third party documentation
13. Attending court and giving evidence in cases related to road works compliance (when required).
14. Undertaking any other reasonable duties as required by the Commissioner.

5. PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
• Educated to Degree level (or equivalent combined with substantial relevant experience)	x	
• Driving licence	x	
• Street Works Supervisor qualification		x
Experience		
• Experience of analysis, presentation and use of data to inform decision making	x	
• Experience of working effectively without supervision and also in a team setting as required.	x	
• Experience of quality management systems		x
• Experience of relevant road works legislation in practice		x
Skills & Knowledge		
• Excellent communication and interpersonal skills, with ability to communicate complex and/or technical information effectively, both orally and in writing.	x	
• Well-developed IT capabilities, including the collection, organisation, analysis and presentation of data to support decision making.	x	
• Ability to work both as part of a team, and also independently, with delegated responsibility for independently managing and delivering elements of the work within a framework.	x	
• Knowledge of Scottish road works legislation and codes of practice. You will require to develop an expert knowledge of all relevant legislation.		x

You must demonstrate that you meet the essential criteria outlined above on your **application form** in order to be invited to interview.

6. COMPETENCIES

You must be able to demonstrate experience of the following competencies and will be asked to demonstrate these **at interview**:

Analysis and Use of Evidence

You will be required to use evidence to assess, measure and evaluate data and draw conclusions. You will also be required to assemble background information from various sources to draw out key messages in preparation for providing reports to the Commissioner.

Communications and Engagement

You will communicate effectively and confidently at all levels as this post will bring you into regular contact with a range of stakeholders. You should be able to produce written work that is well thought out and structured.

Self Awareness

You should have good organisational and time management skills, providing flexibility to changing demands. You will be able to prioritise and take responsibility for your own workload, seeking guidance and support when necessary. You should be willing to contribute ideas and develop strategies to assist in delivering the Commissioner's objectives.

The SRWC Competency Framework is available on the myjobscotland website; this provides more details around competencies.

7. HOW TO APPLY

Application process

In addition to this information pack you should have an application form.

Before completing and submitting your application form, you should give due consideration to the following:

Experience of Specific Duties required – can you demonstrate experience in the specific duties outlined above?

Are you familiar with what is being sought at the application stage and what will be sought at interview through the use of competency based questions and how you should evidence this?

Qualifications, Skills, Knowledge and Experience required – do you meet the skills, knowledge and experience requirements outlined in the Person Specification?

Please ensure that you complete all sections of the job application form and that you return it by the date specified. We will be unable to consider your application if all sections are not fully completed.

Your application is very important as it is the key document which will determine whether or not you will proceed through the first assessment stage to interview and ultimately to appointment. You must therefore demonstrate clearly the evidence required in your application form on how you meet the relevant published skills, knowledge and experience shown in the person specification. Please read the person specification in conjunction with the Job Description and background note.

A good application should be structured to ensure that it flows in a clear and/or logical way. You should provide evidence and examples to ensure that it is clear to the selection panel the actions you took, the reasons for your actions, what happened, what you took into account and the outcome.

You should not assume that the evidence provided is obvious when it comes to meeting the requirements, for instance by simply recounting job titles or job duties. You should try and avoid bland and hypothetical statements and where possible and/or appropriate use the first person – “I” not “We”.

You should also be aware that on occasion there may be several ways in which we ascertain evidence of the skills, knowledge or experience sought, so please ensure you provide evidence that shows how you meet all aspects of the role.

You can apply online by downloading an application form and returning your application to applications@srwc.gov.scot

The deadline for applications is **19 November 2023**.

Late applications will not be considered.

Only completed application forms will be considered

Please do not substitute your Curriculum Vitae for a completed form or attach your CV with your application as it will not be considered and your application form may be rejected.

Selection panel

You will be notified of the members of the selection panel if invited to interview.

Selection

Your completed application form will be assessed against the requirements for the position. If you are successful at this initial selection stage you will be invited to take part in the interview and any assessment process.

Applicants who have not been contacted by us within 3 weeks of this closing date should assume they have been unsuccessful on this occasion.

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.

What will happen at the interview?

During the interview process the selection panel will ask you questions related to your career history and to the competencies required for the job. In most circumstances the interview will be accompanied by other forms of assessment such as a presentation or written test. You will be given further details about the 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.

What will happen following the interview?

All applicants invited to interview will be advised of the outcome of the appointments process in writing.

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 UKs

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

Working Pattern

This is a full time vacancy, however applications from people wishing to work an alternative working pattern will be considered.

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 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.

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.

Interview Expenses

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

Starting Salary

We expect that all new entrants will join us on the minimum of the advertised pay range.

Annual Leave

You will have an annual leave allowance of 5 weeks, rising to 6 weeks after 4 years. In addition, the oSRWC observes 11½ days public and privilege holidays, dates of which are set annually.

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 & Subsistence

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

Status of Job Role

The Scottish Road Works Commissioner (SRWC) is an independent public official whose role was established under section 16 of the Transport (Scotland) Act 2005. The SRWC is accountable to Scottish Ministers and ultimately the Scottish Parliament. While the SRWC mainly follows Scottish Government employment policies and terms, posts within the office of the SRWC are not Civil Service posts.