

OFFICE OF THE SCOTTISH ROAD WORKS COMMISSIONER

Information Pack for Candidates

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1. Advertisement

Vacancy Performance Manager

Salary £45,894 – £54,952 – B3 (salary under review as at June 2025)

Status Permanent, Full Time (35 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 a Performance Manager to join his team in Edinburgh. This is an exciting opportunity for an enthusiastic, self-motivated individual to work in a small, progressive organisation to improve the performance of organisations carrying out road works in Scotland.

As a Performance Manager your key functions will be taking a lead role in working with the road works community, including public utilities and local authorities in improving and monitoring road works.

The SRWC offers competitive pension 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/application form is available from:

Working for Us | Scottish Road Works Commissioner

If you experience any difficulties accessing our website 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 Friday, 4 July 2025 (at noon)

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

A provisional interview date is set for week commencing 28 July 2025 – Interviews will be held at our office based in Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD

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

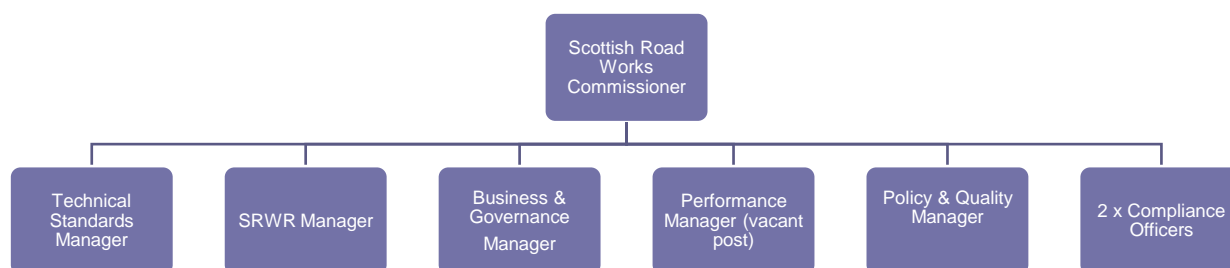
The role of the Scottish Road Works Commissioner is a ministerial appointment, established in 2005 under the Transport (Scotland) Act 2005. The general functions of the Act are to:

- 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 Performance Manager 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.

You will be required to:

1. Develop and issue Performance Indicator Reports to road works community, ensuring the timely and accurate collation, analysis and distribution of performance data using a bespoke system.
2. Providing input to the annual Performance Reviews of organisations carrying out road works in Scotland.
3. Drafting sections of the Commissioner's Annual Report and any other reports as required.
4. Organise and lead Performance meetings and events.
5. Deliver engaging Presentations to the road works community, targeting audience needs.
6. Assisting in the preparation of presentations to be given by the Commissioner.
7. Attending RAUC(S) Working Groups to advise on the development of guidance documents.
8. Assisting oSRWC colleagues in keeping the Commissioner's website up to date.
9. Contributing to the Commissioner's Newsletter which is circulated to the road works community.
10. Preparing and co-ordinating responses to external enquiries within prescribed timescales.
11. Work flexibly across the wider team to provide support to colleagues during workload peaks to ensure that deadlines are met.
12. Undertaking any other reasonable duties as required by the Commissioner.

5. Person Specification

Experience		
<ul style="list-style-type: none"> Excellent written and verbal communication, and presentational skills, including strong experience of producing clear concise information for Senior Leaders, stakeholders and the public. 	Essential	
<ul style="list-style-type: none"> Experience of effective collaboration and relationship building with internal and external stakeholders at all levels. 	Essential	
<ul style="list-style-type: none"> Strong planning and organisational skills, including the ability to progress work using own initiative and deal with competing priorities. 	Essential	
<ul style="list-style-type: none"> Experience of driving business performance against agreed targets. Experience of ensuring timescales are met with high volumes of casework and that issues are managed appropriately as they arise. 	Essential	
<ul style="list-style-type: none"> Experience of maintaining website content 		Desirable
<ul style="list-style-type: none"> Experience of operating in a regulatory environment 		Desirable
Skills & Knowledge		
<ul style="list-style-type: none"> Excellent communication and interpersonal skills with a good writing style and experience of writing reports 	Essential	
<ul style="list-style-type: none"> Knowledge of quality management systems and continuous improvement processes 		Desirable
<ul style="list-style-type: none"> Knowledge of Scottish road works legislation and codes of practice. You will require to develop an expert knowledge of all relevant legislation. 		Desirable

You will be required to demonstrate that you meet the essential criteria outlined above 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:

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.

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 briefings to the Commissioner.

Improving Performance

You will demonstrate ongoing use of relevant performance improvement tools and techniques. You will use project management principles and techniques effectively and proportionately. You will apply risk management principles to decision making.

The SRWC Competency Framework can be downloaded for more details around competencies.

7. How to Apply

Application process

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

Before competing 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?

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 competency/criterion, for instance by simply recounting job titles or job duties. You should try and avoid bland and hypothetical statements and where possible/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 Friday, 4 July 2025 (at noon)

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.

Late applications will not be considered.

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

To qualify for employment at the Scottish Road Work Commissioner's office, candidates need to have the right to live and work in the UK.

[Nationality requirements - Recruitment: candidate guide - gov.scot](#)

Jobs are broadly open to the following groups:

- UK nationals
- nationals of the Republic of Ireland
- nationals of Commonwealth countries who have the right to work in the UK
- nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities with settled or pre-settled status under the European Union Settlement Scheme (EUSS)
- nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities who have made a valid application for settled or pre-settled status under the European Union Settlement Scheme (EUSS)
- individuals with limited leave to remain or indefinite leave to remain who were eligible to apply for EUSS on or before 31 December 2020
- Turkish nationals, and certain family members of Turkish nationals, who have accrued the right to work in the Civil Service

Sponsorship

To qualify for sponsorship through the Skilled Worker Visa scheme, you must meet a list of specific requirements including your job meeting the minimum salary of £38,700 per year.

You can [find out more about the Skilled Worker Visa scheme on Gov.uk](#).

Working Pattern

Our standard hours are 35 hours per week, we offer a range of flexible and hybrid working options depending on the needs of the role. If you have specific questions about the role you are applying for, please contact us. We are currently working hybrid, employees must be able to work from our office currently located at Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD as business needs dictate. Please note expenses will not be paid for travelling to and from the office.

Pre-employment security and eligibility checks

Before you can begin employment with the Scottish Road Works Commissioner you will need to complete a series of pre-employment checks and you will be required to

provide some documentation at this stage. Pre-employment checks confirm your identity, right to live and work in the UK, qualifications, work history and criminal convictions.

Candidates will be advised of the outcome of the pre-employment checks process and advised of next steps. Candidates applying for roles with the Scottish Road Works Commissioner are required to provide a valid disclosure certificate, this is provided by a third-party organisation called Disclosure Scotland.

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 office largely reflects Scottish Government policies, the job roles within the office of the Scottish Road Works Commissioner are not Civil Servant posts.