



Post of

Partnership Director

Recruitment Pack

Tactran Partnership Director

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Relevant Tactran Publications:

1. [Regional Transport Strategy](#)
2. [Regional Transport Strategy Delivery Plan](#)

Partnership Director

The Role

Tactran is the statutory Regional Transport Partnership covering the area served by the four local authorities – Angus, Dundee City, Perth & Kinross and Stirling – in Tayside and Central Scotland.

We are seeking to appoint an outstanding transportation planning professional to be the Chief Officer of the Partnership, to lead the ongoing process to prepare, develop and deliver the statutory Regional Transport Strategy for a region covering roughly 12½ % of Scotland's landmass and which has strong inclusive economic growth ambitions through four Community Planning Local Outcomes Improvements Plans (LOIPs) and two emerging City Deals, which Tactran is contributing to and supporting.

This challenging role involves responsibility for developing and delivering on Tactran's core purpose, in relation to Regional Transport Planning, and on the Partnership's wider statutory public sector body duties in relation to Community Planning, Development Planning, Climate Change and Equalities.

You will be a strong leader with strategic vision and excellent communication, organisational and people management skills, with a successful track record at senior level in a strategic or complex organisation. This will include strategy development and implementation, significant project management experience and responsibility for staff and related operational matters. A relevant degree and membership of a professional body are essential.

This opportunity arises at a dynamic time, when a number of exciting challenges and opportunities which will influence the current and future role of Tactran are being implemented. This includes the formal publication of the National Transport Strategy (NTS2) with the proposal for a regional model of transport governance, the integration with regional spatial planning following the approval of the Planning (Scotland) Act 2019 and the delivery of transport improvements such as Low Emission Zones via the Transport (Scotland) Act 2019. You will also be involved in supporting delivery of the two City Region Deals of Stirling/Clackmannanshire and Tay Cities expected to be formally agreed in early 2020.

Appointment will be on a 2-year fixed term basis, pending completion of these various emerging national, regional and local reviews and processes, to provide the Partnership with chief executive officer continuity and support in responding and adapting to these challenges and opportunities moving forward.

Applications	<p>Recruitment Arrangements</p> <p>Tactran invites applications from suitably experienced and qualified individuals for the position of Partnership Director. This recruitment pack has been prepared for the information and assistance of prospective candidates.</p> <p>All candidates must complete the attached application form and equal opportunities monitoring form. To facilitate the recruitment process it is important that you complete all sections of the application form. You may also submit additional relevant material in support of your application.</p>						
Employment References	<p>Employment references will only be taken up for candidates being recommended for appointment. If you wish to be advised prior to your referees being invited to submit a reference, please indicate this clearly beside the names of your referees.</p>						
Completed Application	<p>Completed application forms should be submitted by Friday 14 February 2020 to:</p> <p>Scott Hendry Partnership Secretary Tactran 2 High Street Perth PH1 5PH</p> <p>Email: SBHendry@pkc.gov.uk</p>						
Interview Arrangements and Timetable	<p>Candidates selected for interview will be advised of the interview arrangements as soon as possible after the closing date.</p> <p>The interviews will be conducted by the Executive Committee of the Tactran Board. The interview will take the form of candidates making a presentation on a set topic followed by formal interview.</p> <p>The timetable is :-</p> <table border="0"> <tr> <td data-bbox="438 1545 798 1590">Friday 14 February 2020</td> <td data-bbox="829 1545 1382 1590">Closing date for applications</td> </tr> <tr> <td data-bbox="438 1624 798 1668">By end-February 2020</td> <td data-bbox="829 1624 1382 1691">Recruitment Committee agrees short list for interview</td> </tr> <tr> <td data-bbox="438 1724 798 1803">Week commencing 9 March 2020</td> <td data-bbox="829 1724 1382 1803">Interviews by Recruitment Committee and decision on appointment</td> </tr> </table>	Friday 14 February 2020	Closing date for applications	By end-February 2020	Recruitment Committee agrees short list for interview	Week commencing 9 March 2020	Interviews by Recruitment Committee and decision on appointment
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Health Screening	<p>The successful candidate will be required to complete a confidential medical questionnaire and, if required, attend for a medical examination.</p>						

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975	This post is exempt from the Rehabilitation of Offenders Act 1974 and all convictions, whether spent or unspent, must be declared. If called for interview you will be required to complete a declaration form. This should be returned in a sealed envelope to the Partnership Secretary and will only be opened if you are offered the post. Further checks in accordance with legislation may also be required. Any information given will be treated in strictest confidence and information provided about convictions that are deemed to be irrelevant will be disregarded.
Asylum and Immigration Act 1996	This Act requires that any new employee recruited is eligible to work in the UK. The successful candidate will be required to provide original evidence of his/her eligibility to work in the UK, e.g. National Insurance Number or visa/work permit.
Baseline Personnel Security Standard (BPSS)	The successful candidate will be required to obtain BPSS clearance prior to appointment. This is a pre-employment check which involves verification of the following: Identity; employment history; nationality and immigration status and “unspent” criminal record (Disclosure certificate).
Canvassing	Candidates should note that canvassing members of the Tactran Partnership Board, directly or indirectly, in connection with this post shall disqualify them.
Evidence of Qualifications	Candidates will be required to bring evidence of their qualifications to the interview.
Provision of False Information	Candidates should note that the provision of false information or the omission of material information in the application, or at interview, may lead to summary dismissal.

Summary of Terms and Conditions of Employment

Partnership Director

The position is for a fixed term of 2 years from the date of appointment.

The conditions of service applicable to the post are those set out in the National Agreement on Pay and Conditions of Service of the Joint Negotiating Committee for Chief Officials of Local Authorities (Scotland), as adopted by Tactran.

Salary	The salary for the post is points 30-32 on the JNC Chief Officer scale, £79,165 - £83,020 (April 2019 rates).
Location	The post is based in Perth however during your employment you may be required to work at any workplace within the area of the Partnership.
Pension	The post-holder will be auto-enrolled in the Tayside Pension Fund scheme. Employee basic contribution range is 9.1 - 9.4 % of salary (currently 9.2%).
Sick Pay	In accordance with the above Scheme of Salaries and Conditions of Service which provides, during the first year of service 5 weeks at full allowance and 5 weeks at half allowance rising after 5 years to 26 weeks at full allowance and 26 weeks at half allowance.
Hours of Work	<p>The Partnership's working week is 37 hours. The Partnership operates a flexible hours system for staff</p> <p>The hours worked will be those required to fulfil the duties and responsibilities attached to this position.</p>
Holiday Entitlement	Annual holiday entitlement is up to 32 days, depending on length of service. There are also 7 public holidays in a calendar year.
Removal and Disturbance	The Partnership offers a Relocation Scheme providing financial assistance, in appropriate cases, up to a maximum of £6,000.
Period of Notice	Appointment is subject to termination by either side giving 12 weeks' written notice.
Political Restriction	The post is politically restricted under the terms of the Local Government Housing Act 1989. This means that the post holder is restricted in his/her activity with a political party.

TAYSIDE & CENTRAL SCOTLAND TRANSPORT PARTNERSHIP PARTNERSHIP DIRECTOR JOB DESCRIPTION

Background

The Tayside & Central Scotland Transport Partnership (Tactran) is a Regional Transport Partnership (RTP) constituted under the Transport (Scotland) Act 2005. Working with Scottish Government, Transport Scotland, partner Councils and other key stakeholders, Tactran's principal duty is to prepare and oversee the delivery of the statutory Regional Transport Strategy (RTS), as set out in The Transport (Scotland) Act 2005 and in line with Scottish Government guidance. Tactran is also a statutory Community Planning partner agency, a Key Agency in Development Planning, and is required to meet and contribute to a range of public sector duties in relation to Climate Change, Equalities and other functions.

The post reports to the Partnership Board, which is formed by 15 members, consisting of 10 Councillor members appointed by the 4 constituent local authorities - 3 from Dundee City; 3 from Perth & Kinross; 2 from Angus and 2 from Stirling – plus 4 or 5 non-Councillor members who are appointed by the Partnership based on personal knowledge, experience and contribution, subject to endorsement of appointment by Ministers.

Post responsible to

The Board of the Tayside & Central Scotland Transport Partnership.

Purpose and requirements of the Post

The Partnership Director is the chief officer of the Partnership and is responsible for ensuring that all statutory duties and obligations of the Partnership are met, including discharging statutory remits in relation to Regional Transport Planning; Community Planning; Development Planning; Public Sector Climate Change Duties; Public Sector Equalities Duties and all other specified and relevant public sector body duties, in accordance with relevant legislation and the policies of the Partnership, and through efficient and effective management of the Partnership and its resources.

This involves responsibility for the production, development and implementation of a complex Regional Transport Strategy covering all of the region and its constituent councils. This, in turn, requires the development and maintenance of effective working relationships and partnerships, and conducting consultations with a wide range of agencies, with a view to securing key stakeholder and wider public support for policies and measures to improve transport infrastructure and services in the region, and also contributing to all related partner agency and relevant strategy consultations, to ensure an integrated and aligned approach to supporting achievement of national, regional and local outcomes.

In addition to working closely with partner Councils each RTP is required to work proactively with other RTPs, particularly where the transport needs of one region are

met by infrastructure or services located or originating in a neighbouring region. In line with the requirements of Scottish Government, the Partnership Director has responsibility to direct, lead and manage Tactran and its RTS to :-

1. Provide a vision and objectives for transport in the region over the long term (10-15 year) perspective and to communicate these and engage with all relevant stakeholders and the wider community.
2. Provide analysis of the current situation, transport needs and problems of the region.
3. Set out a programme of activities, projects and interventions that will contribute to the achievement of RTS objectives and of the constituent Councils and other stakeholders.
4. Inform regional implementation and investment planning, setting out how the RTS will be achieved and its programme of activities delivered using funding at the Partnership's disposal and funding committed from stakeholders, including partner Councils, Transport Scotland, the Scottish Government and other sources.
5. Identify any additional measures that are dependent on further contributions from a range of possible stakeholders and to make the case for any additional contributions from those stakeholders, including the Scottish Government.
6. Provide a statutory framework and key policy guidance for Local Transport Strategies by setting regional transport objectives including outlining, where appropriate, how the exercise of functions is to be shared between the regional and local levels.
7. Complement the National Transport Strategy (NTS) and Strategic Transport Projects Review (STPR), including influencing the current and ongoing review of these, and to provide input to other national transport studies and strategies.
8. Manage the process and all the inputs required to successfully bring forward and maintain the RTS.
9. Manage the specification, development and implementation of key projects prescribed in the RTS.
10. Appoint, advise and oversee project management of consultants or other specialists retained to provide technical services such as transport modelling.
11. Manage finances and funding allocated to the Partnership by Scottish Government, Transport Scotland, Local Authorities and other sources.
12. Promote Tactran and its aims and objectives to and within the wider transport network, locally, regionally, within Scotland and the UK as a whole.
13. Act as the chief officer advocate for the Partnership with partner Councils, Transport Scotland, Scottish Government and other relevant organisations in terms of promoting and realising the evolving RTS, its key objectives and delivery elements with potential funders.

Main Duties and Responsibilities

Formulation and Direction of Regional Transport Strategy and Implementation Plans

The post holder will provide the clarity of vision and leadership to develop policies and initiatives that promote and support the transport strategies and statutory requirements of the Partnership in respect of:-

- determining regional transport needs, costs, funding and practicality of provision;
- meeting the different/particular needs of areas/communities within the Tactran region; e.g. in respect of remoteness or sparsity of population;
- meeting the need for efficient transport links between heavily populated areas/places;
- responding to social and economic wellbeing needs and issues within the region;
- promotion of public safety, road safety and safety of public transport users;
- ensuring consistency with the principles of sustainable development and conserving and enhancing the environment;
- encouraging equal opportunities, particularly the observance of equal opportunities requirements;
- facilitating access to hospitals, clinics, surgeries and other places of health service provision;
- promoting and ensuring integration, including integration between public transport and other transport modes and integration and alignment across all relevant policy areas – e.g. transport, land-use planning, health, environment.

Management - Prioritising, Forward Planning and Implementation

The RTS provides the framework and context for all relevant subsidiary plans and strategies, including the RTS Delivery Plan.

The Partnership Director will be responsible for identifying, leading and supporting delivery agents for each of the component parts/functions of the transport strategy and its sub-strategies.

Impact - Communication, Consultation, Influence, Approval, Publication

Public consultation and targeted stakeholder consultations are required to inform the overall direction of the Partnership's RTS and will also influence the RTS delivery programme(s). These processes will meet consultation requirements set out in Scottish Government's RTS guidance and in relation to Strategic Environmental Assessment (SEA) and Equalities Impact Assessment (EqIA) and related legislation.

The Partnership Director represents Tactran at its highest level and is responsible for how the Partnership influences its constituent Councils, other statutory consultees, and wider partners in contributing to the achievement of RTS objectives and the fulfilment of the strategy. This will include communicating with and developing and maintaining effective working relationships and partnerships with a range of public and private sector bodies/organisations, including partner Councils, Health Boards and health service providers, transport operators, infrastructure providers, the Scottish Government, Transport Scotland and neighbouring RTPs. These relationships will require ongoing engagement and close collaboration so as to ensure full co-operation, commitment and successful implementation of the RTS.

The Scottish Government/Transport Scotland works with each of the RTPs to share successes and promote further improvements and progress. To this end there are regular meetings with these agencies and with the other RTPs to share information and experience, report progress, identify best practice and address common/shared issues and discuss matters of mutual interest.

The Partnership Director has a major advocacy role with and within partner Councils, Community Planning Partnerships, with Transport Scotland and Scottish Government, and through various other groups and fora, in terms of advocating the purpose and contribution of the Tactran RTS, its implementation and delivery, and Tactran's contribution towards achieving national, regional and local outcomes.

The Partnership Director is responsible for the production and submission of an Annual Report to Scottish Ministers, which details progress on developing and delivering the RTS and the Partnership's contribution towards meeting these and other statutory and non-statutory public sector duties and responsibilities. The Annual Report is also made available for general publication.

Best Value, Quality Improvement, Review and Renewal

The RTS and related activities and interventions should represent value for money, ensure that assets and services are appropriately maintained, and that available resources are spent efficiently, effectively and in accordance with the principles of Best Value. This will include setting priorities, appraising options and determining the feasibility/deliverability of schemes.

The Partnership Director shall ensure the implementation and management of robust and sustainable monitoring, reporting and review procedures which will measure progress against objectives, targets and performance indicators contained within the RTS and Delivery Plan, and promote continuous improvement, performance management and best practice to achieve the Partnerships aims and objectives.

Review and improvement will include the establishment and maintenance of appropriate and effective consultative forums to provide input to the RTS and feedback on progress on RTS implementation.

Resource Management

Staff and Other Resources

The Partnership Director is responsible for leading, managing and directing the

Partnership and controlling its human, financial and physical resources. This includes responsibility for appointing and managing all staff below the position of Partnership Director and related operational management of the Partnership's staff and premises, including all related health & safety and risk management.

This requires promoting and maintaining the highest standards of governance in the management of records, contracts, financial management and service delivery, and maintaining effective systems for ensuring the health, safety and welfare of all employees and any member of the public who may be affected by the Partnership's activities.

Governance and administration, financial, legal, IT and human resources support and assistance is provided by Perth & Kinross Council.

Financial Accountability

The Partnership Director is responsible for:-

- jointly with the Treasurer, advising the Partnership Board on overall budget requirements and maintaining effective budgetary control over approved budgets to ensure the most cost effective delivery of services within statutory duties and the policies of the Partnership;
- development and management of a Core operating budget formed from a collective fund provided by the Scottish Government, constituent member Councils and other sources;
- development and management of a Regional Transport Strategy delivery budget formed from funding provided by Scottish Government, constituent member Councils and other sources;
- developing the case for securing additional funding to contribute towards implementation of the RTS from other parties including Councils, Scottish Government and other sources.

Financial and Treasury support and assistance are provided by Perth & Kinross Council. This includes the production of Annual Accounts and related reports to CIPFA/LASAAC guidelines, for scrutiny by External Auditors and submission to the Partnership Board and the Controller of Audit.

Principal Relationships and Contacts

- Partnership Board - 15 members
- Partnership staff (currently 7)
- constituent authorities (4) and elected members and officials
- Community Planning Partnerships (4) and partner agencies
- City Deals (2) – for Tay Cities and Stirling & Clackmannanshire
- Health Boards (2) and health service providers
- Community groups
- Scottish Government and Scottish Ministers and officials
- Transport Scotland
- MSPs
- Other RTP's (6)
- Other transport bodies/agencies – e.g. Cycling Scotland, Sustrans, Paths for All, Living Streets
- UK Government Ministers and officials
- UK Department for Transport
- MPs
- Specialist consultancy providers
- Chambers of Commerce (3)
- Scottish Enterprise
- Private companies/partnerships or delivery agents
- Public passenger transport operators and industry bodies
- Freight transport operators and industry bodies
- Port and harbour authorities/operators
- Airport authorities/operators
- Transport User Groups - e.g. Community Rail Partnerships
- Emergency services
- Educational establishments and research institutes
- Relevant professional bodies
- Media

PERSON SPECIFICATION
PARTNERSHIP DIRECTOR

FACTOR	ESSENTIAL	DESIRABLE
Relevant Knowledge and Experience	<p>Senior management level experience in a strategic, publicly accountable organisation</p> <p>Proven experience of developing and implementing integrated policies/strategies in a relevant public policy area.</p> <p>Experience or thorough understanding of transport policy development, approval and monitoring processes within an RTP, local authority or governmental environment.</p> <p>Experience or thorough understanding of Regional Transport Strategy legislation and guidance, related transport legislation and key linkages with other plans and strategies – e.g. Land Use/Planning; Health; etc.</p> <p>Thorough understanding of Transportation Appraisal techniques e.g. Scottish Transport Appraisal Guidance (STAG) and Strategic Environmental Assessment (SEA).</p> <p>Proven experience of successfully managing, monitoring and reporting on significant revenue and capital budgets, programmes and expenditure.</p> <p>Experience in the procurement and management of consultants and projects.</p> <p>Significant experience in preparing and presenting complex and comprehensive reports to governing bodies and other audiences.</p> <p>Experience of managing media relationships and making presentations to widely different audiences.</p>	<p>Experience of public transport and/or freight operations.</p> <p>Experience of transport software and modelling techniques and applications.</p> <p>Experience of delivering significant transport or other major infrastructure projects in the public or private sector</p> <p>Experience of identifying and securing sources of funding, preparation and submission of funding bids.</p> <p>Experience or understanding of Community Planning legislation and processes.</p>

<p>Qualifications and Attainments</p>	<p>Relevant degree and related professional experience.</p> <p>Relevant professional qualification and membership of a relevant professional body (e.g. MICE/MCILT/MRTPI).</p>	<p>Relevant postgraduate qualification.</p>
<p>Skills</p>	<p>Effective oral and written communication skills.</p> <p>Ability to think strategically and resolve complex issues/problems.</p> <p>Forward planning/analytical skills.</p> <p>Ability to establish and achieve objectives.</p> <p>Ability to lead and work with a wide range of stakeholders.</p>	
<p>Qualities</p>	<p>Professional and effective leadership skills and ability to stimulate commitment and pride within the Partnership and from staff</p> <p>Honesty and Integrity.</p> <p>Flexibility.</p> <p>Team player.</p> <p>Ability to deliver to exacting and competing deadlines.</p>	
<p>Other Requirements</p>	<p>Knowledge of Equalities legislation and commitment to delivery of related outcomes</p> <p>Ability to represent Tactran at meetings and events within and outwith Tactran region</p> <p>Ability to engage effectively with and influence a wide range of national, regional and local stakeholders</p>	



APPLICATION FORM FOR EMPLOYMENT

(Please complete in type or black ink)

Job Title

Closing Date

1 PERSONAL DETAILS

Surname

Address

Initials

Postcode

Telephone (Include STD Code)

Business Home

National Insurance Number
(Please see enclosed Guidance Notes for Applicants)

2 OTHER INFORMATION

Where did you see this job advertised?

What period of notice does your present employer require?

Please delete as necessary

Do you hold a current full UK driving licence or equivalent? **Yes / No**

Do you have a car? **Yes / No**

Are you related to any Councillor or Senior Official of the 4 Councils? **Yes / No**

Canvassing of Members or Officers of the Councils or TACTRAN directly or indirectly in connection with any appointment shall disqualify the applicant.

3 CURRENT OR MOST RECENT JOB

Post Held	_____		
Employer's Name and Address	_____ _____		
Salary/Pay Scale	_____	Current Annual Salary / Weekly Pay (Delete as appropriate)	_____
Date of Start	_____	Date of Finish (if appropriate)	_____

7 SUPPORTING STATEMENT

Please state why you want this job and give details of your skills and experience which are relevant to this job. (Please attach a separate sheet if necessary). If you have not worked, please state why you consider yourself suitable for this appointment.

8 JOB SHARING

(Please see enclosed Guidance Notes for Applicants)

Are you applying on a job share basis? *(Delete as necessary)*

Yes / No

If yes, please state preferred employment arrangements *(days/hours)*

9 GUARANTEED JOB INTERVIEW SCHEME FOR PEOPLE WITH DISABILITIES

(Please see enclosed Guidance Notes for Applicants).

If you have a disability and can offer the skills and experience we consider essential for the job, we will guarantee you an interview

Do you have a disability *(Delete as necessary)*

Yes / No

If 'Yes', please give any information which may be relevant to your ability to carry out the duties of the job.

10 REFERENCES

If you have worked, at least one of your referees must be your current or most recent employer.

1 Name _____ Address _____ _____ _____	2 Name _____ Address _____ _____ _____
Relationship to applicant _____	Relationship to applicant _____

Please tick the box if you do not wish your referees to be contacted without prior notification. It is our normal practice to request references prior to interview.

Referee 1		Referee 2	
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11 CRIMINAL CONVICTIONS

If you are invited to participate in the final selection / interview stage, you will be requested to complete and return a form in a sealed envelope, giving details of any criminal convictions you may possess. TACTRAN is committed, however, to making selection decisions based only on criteria which is relevant to any given job vacancy. Therefore, we will give you full details of the nature of the information you must provide including any entitlement you may have under the Rehabilitation of Offenders Act 1974 and subsequent regulations to consider any conviction 'spent' ie: not requiring to be declared. We will only consider the information you supply if we decide that you are the applicant who otherwise best matches the selection criteria.

12 DECLARATION

I declare that, to the best of my knowledge, the information given in this application form is true and correct

Signature _____

Date _____

DATA PROTECTION

The Information provided by you will be used to assist with the process of recruitment in accordance with TACTRAN's Recruitment and Selection guidelines. In terms of the Data Protection Act 1998, you are entitled to know what personal information TACTRAN hold about you, on payment of a fee of £10. Application should be made to the Office Manager, TACTRAN, Bordeaux House, 31 Kinnoull Street, Perth, PH1 5EN

CONSENT

I consent to the use of my personal information for the above stated purposes.

Signature _____

Date _____

*Please return your completed application form to:
Scott Hendry, Partnership Secretary, Tactran, 2 High Street, Perth, PH1 5PH*

NOTES FOR APPLICANTS

Please read these notes carefully before completing the application form.

Application Form Completion

Please complete the application form in type or black ink (for photocopying purposes) and return it to Partnership Director at the address given under "General Enquiries".

Advertised Closing Dates

Please make every effort to return your application by the advertised closing date although we will consider applications which arrive after that date. If we receive your application before shortlisting has taken place, it will be considered along with all other applications we receive up to that point in time. If, for any reason, your application arrives after the short-list has been decided, we will consider your application but only if, following interviews etc, we are unable to make an offer of employment. Whatever the circumstances, we will inform you of the final outcome of your application.

Equal Opportunities in Employment

Tactran is committed to appointing the best person for the job and ensuring that all job applications are considered solely on merit. Tactran is also committed to taking measures to ensure that its workforce is representative of all sections of the community it serves.

To help us assess how we are progressing towards these objectives, please complete the monitoring form enclosed. Information given in this form will be used for statistical purposes only and will be dealt with separately from the rest of your application. Although you are not obliged to complete the monitoring form, your co-operation will be very useful.

National Insurance Number

With effect from 27 January 1997 when Section 8 of the Asylum & Immigration Act 1996 came into force, employers must ensure that any prospective employee is legally entitled to live and work in the UK. In most cases, documentary evidence (eg P45, P60, payslip) of a National Insurance Number (NI No) will suffice. If you do not have an NI No but you are entitled to live and work in the UK, there are other documents which you can supply if asked to attend for interview, to provide the necessary evidence. If you have any queries, please contact TACTRAN.

Job Sharing

Tactran views job sharing as a way of increasing the number and range of opportunities for people who find full-time work impracticable. The job advertisement and job description will indicate whether or not the job is suitable for such an arrangement. If so, duties and responsibilities may be shared by two or more employees. Pay and other benefits will be shared in proportion to the hours that each person works, the general principle being that job-sharers have the same conditions of service pro-rata as full-time employees.

Guaranteed Job Interview Scheme for People with Disabilities – please see page 2

Complaints Procedure

If you believe at any stage in the recruitment/selection process that you have been unfairly disadvantaged or discriminated against, please write to the Partnership Director of Tactran. Your complaint will be fully investigated and you will receive a statement of the outcome of the investigation.

General Enquiries

If you require any further advice about completing the application form or about our recruitment/selection procedures, please contact: Office Manager, Bordeaux House, 31 Kinnoull Street, Perth, PH1 5EN, telephone 01738 475775.

GUARANTEED JOB INTERVIEW SCHEME (For People with Disabilities)

Tactran is committed to positive action in the recruitment and employment of people with disabilities. We guarantee an interview to any applicant who has a disability whether or not registered, and who meets the essential selection criteria for that job. We also offer access to the services of the Employment Disability Unit (EDU) to anyone applying for a job via the Guaranteed Job Interview Scheme who is unsuccessful.

Information about your Disability

On page 4 of the application form, we ask you to give any information about your disability, relevant to the job for which you are applying. Please regard this as a positive opportunity to let us give you any help or support you believe you may need, by outlining any aspect of the job which may present some difficulty, and any suggestions you may have for overcoming them (attach a separate sheet if necessary).

This information is valuable because it will enable us to consider your application on its merits and to avoid the risk of making assumptions about the disability. In some cases, the information you provide will also be important in terms of Health & Safety, access to work locations, or alerting us to any potential need for aids / adaptations in the workplace.

If you are offered an interview, please contact TACTRAN if you require particular facilities to enable you to fully utilise the interview as an opportunity to present yourself to best advantage.

Selection Criteria

Selection is based on identifying the person with the attributes ie skills, experience, qualifications and personal qualities which best meet the nature / demands of the job. Every job is unique, requiring a different level or breadth of skills etc. To ensure we accurately identify the attributes necessary for any job, we divide the selection criteria into two categories:

- essential i.e.: those attributes without which a person will be unable to carry out the duties of the job
- desirable i.e.: those attributes which will be very useful but which are not essential.

Under the Guaranteed Job Interview Scheme, we will ensure that, if you meet the essential selection criteria alone, you will have the opportunity to attend for interview.

EMPLOYMENT SUPPORT SERVICES

The Employment Support Services helps people with disabilities, health problems and other significant barriers to find and sustain employment and offers an extensive range of services via Job Clubs in Arbroath, Dundee and Perth including employment/careers counselling and advice on applying for jobs/attending interviews. All support is provided free and individuals are given access to telephones, photocopiers, stationery, typewriters, word processors, Braille printer and other specialist equipment, essential for a thorough job-search.

For more information, please contact the Employment Support Services at:

Angus Employability Partnership, County Buildings, Market Street, Forfar, DD8 3ED tel: 01307 472333

Dunsinane Avenue, Dundee, DD2 3QN, tel: 01382 436377 or employmentsupportservices@dundee.gov.uk

41d St Catherine's Road, Perth, PH1 5SJ, tel: 01738 477638 or HCCEmploymentsupport@pkc.gov.uk

Learning & Employability Team, Stirling Council, Teith House, Kerse Road, Stirling, FK7 7QA, tel: 01786 233966 or leap@stirling.gov.uk

**TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP
EQUAL OPPORTUNITIES MONITORING FORM**

The Equality Act (2010) requires designated Public Bodies to collect employment data for monitoring purposes. As a designated body, Tayside and Central Scotland Transport Partnership (Tactran) is committed to ensuring compliance with its statutory duties in relation to equalities and to promoting equality in employment generally. To assist in meeting our equalities duties and commitments all employees are requested to provide relevant personal information, which assists Tactran to meet its statutory equalities monitoring obligations.

All data is stored securely and access to personal information is to authorised personnel only. The outcomes of monitoring are analysed to identify trends and enable appropriate actions to be implemented as part of workforce planning arrangements.

Please answer the following by ticking the appropriate boxes

- 1 **Nationality** – Which of the following options best describes your Nationality? Please tick only one box in this section

UK Citizen		EEA National		Commonwealth Citizen		Other Nationality	
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- 2 **Ethnic Group** – What is your Ethnic Group? Choose **ONE** section from A to F and then tick **ONE** box which **best describes** your ethnic group or background. Alternatively if you do not wish to provide this information you should tick section G.

Section A: White	
White Scottish	<input type="checkbox"/>
White Other British	<input type="checkbox"/>
White Irish	<input type="checkbox"/>
White Gypsy/Traveller	<input type="checkbox"/>
White Polish	<input type="checkbox"/>
White – Eastern European	<input type="checkbox"/>
White – Other White Ethnic Group	<input type="checkbox"/>
Section B: Mixed or Multiple Ethnic Groups	
Mixed or Multiple Ethnic Groups	<input type="checkbox"/>
Section C: Asian, Asian Scottish or Asian British	
Pakistani, Pakistani Scottish, Pakistani British	<input type="checkbox"/>
Indian, Indian Scottish or Indian British	<input type="checkbox"/>
Bangladeshi, Bangladeshi Scottish or Bangladeshi British	<input type="checkbox"/>
Chinese, Chinese Scottish or Chinese British	<input type="checkbox"/>
Asian, Asian Scottish or Asian British – Other	<input type="checkbox"/>
Section D: African	
African, African Scottish or African British	<input type="checkbox"/>
African – Other	<input type="checkbox"/>
Section E: Caribbean or Black	
Caribbean, Caribbean Scottish or Caribbean British	<input type="checkbox"/>
Black, Black Scottish or Black British	<input type="checkbox"/>
Caribbean or Black – Other	<input type="checkbox"/>
Section F: Other Ethnic Group	
Arab, Arab Scottish or Arab British	<input type="checkbox"/>
Other	<input type="checkbox"/>
Section G: Prefer Not To Answer	
Prefer Not to Answer	<input type="checkbox"/>

As at 1 January 2007 the EEA nations are: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden

3 **Gender** – I am:

Male	
Female	

4 **Age Group** – I am

Under Age 20	
Age 20 – 29	
Age 30 – 39	
Age 40 – 49	
Age 50 – 59	
Age 60 – 64	
Age 65 +	

5 **Marital Status** – I would describe myself as:

Married		Single		Widowed	
Civil Partnership		Separated		Other	
Living with Partner		Divorced			

6 **Disability** – Please tick if you consider yourself to have a disability:

7 **Religion or Belief** – I would describe my religion or belief as:

Buddhist		Other religion or belief	
Church of Scotland		Pagan	
Hindu		Roman Catholic	
Humanist		Sikh	
Jewish		None	
Muslim		Prefer not to answer	
Other Christian			

8 **Sexual Orientation** – I would describe my sexual orientation as:

Bisexual		Heterosexual/straight	
Gay		Other	
Lesbian		Prefer not to answer	

DATA PROTECTION

The information provided by you will be used for assessing, monitoring and statistical analysis of the equal opportunity trends in employment. In terms of the Data Protection Act 1998, you are entitled to know what personal information Tactran holds about you. Any personal application for information should be made to the Partnership Director.

CONSENT

I consent to the use of my personal information for the above stated purposes.

Name: (Please print)

Signature : Date:

Certified: May 2017
Last Revised: May 2017

Equal Opportunities Form