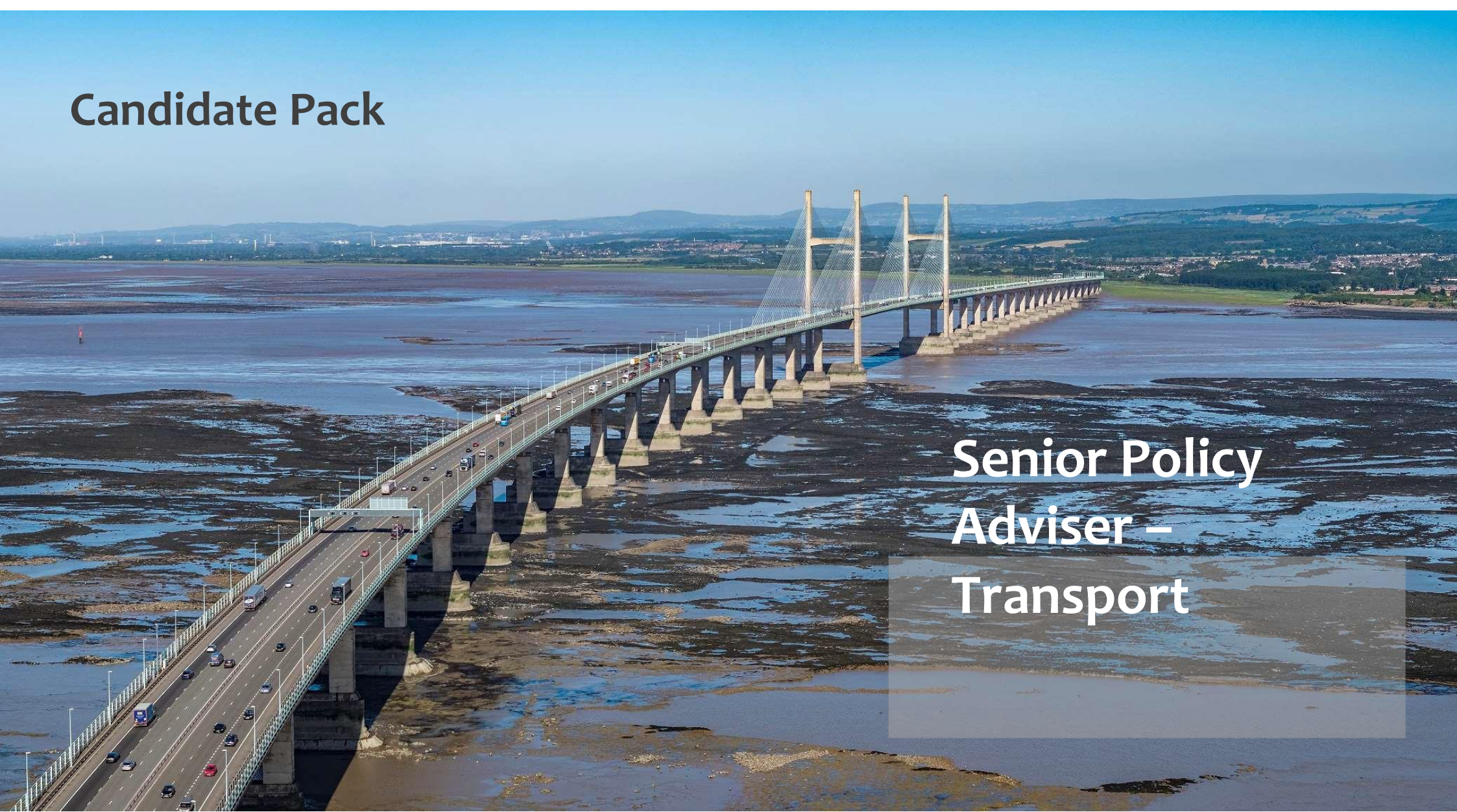


# Candidate Pack



## Senior Policy Adviser – Transport

**NATIONAL  
INFRASTRUCTURE  
COMMISSION**

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**Grade: G7, 1 permanent, and a possible additional fixed term contract**

**Salary: £53,531-65,281**

**Closing date: 14 July 2024**

**Location: Leeds**

# About the National Infrastructure Commission

The National Infrastructure Commission was established in 2015 to provide government with impartial, expert advice on major long-term infrastructure challenges. The Commission advises government on all sectors of economic infrastructure (energy, transport, water and wastewater, waste, flood risk management and digital communications), as well as on cross-cutting issues, including planning, regulation and financing/funding.

The Commission's objectives are to:

- support sustainable economic growth across all regions of the UK
- improve competitiveness
- improve quality of life
- support climate resilience and the transition to net zero carbon emissions by 2050

In fulfilling our purpose and objectives, we:

- set a long-term agenda – identifying the UK's major economic infrastructure needs, and the pathways to address them
- develop fresh approaches and ideas – basing our independent policy recommendations on rigorous analysis
- focus on driving change – building consensus on our policy recommendations, and monitoring government progress on their delivery

The Commission is an Executive Agency of HM Treasury. It is chaired by Sir John Armitt, with nine other Commissioners currently in post. The Commission is governed by a Charter and Framework Document.

The Commission's core tasks are:

- Producing a National Infrastructure Assessment once every five years, setting out the Commission's assessment of long-term infrastructure needs with recommendations to government on how to meet them. We recently published the second National Infrastructure Assessment.
- Carrying out in-depth studies – commissioned by the Chancellor - into the UK's most pressing infrastructure challenges and making recommendations to government. Recent studies have covered planning reform, surface water flooding, and greenhouse gas removal technologies. We're currently working on Connected and Automated Mobility and Electricity Distribution Networks.
- Monitoring government's progress in delivering infrastructure policy recommended by the NIC. We published our latest annual assessment in May 2024.

The Commission is based in London and Leeds.



# About the team

The NIC Secretariat supports Commissioners in developing policy recommendations to government and monitoring government's progress in implementing those recommendations. The Secretariat is led by our Chief Executive, together with a Senior Management Team, comprising the Chief Economist, two Directors of Policy and Chief Operating Officer.

We aim to be a diverse, friendly organisation and support people to enjoy their work and develop to achieve their potential.

The successful candidate will join the policy section leading on workstreams within the Connectivity Team (transport and digital communications) but with scope to be part of cross-cutting work across the other core sectors of economic infrastructure: energy, waste, water and flood risk management.



We formally set out our ethos in what we call 'the Commission way':

- We exist to set long-term agendas, answer hard questions and have impact
- Our broad remit means working on interesting and important subjects and with different types of people
- The Commissioners' independence means we are free to follow the evidence
- We work together intensively in project teams and are small enough to be able to join up across issues
- We are genuinely committed to giving people the skills and knowledge to do an excellent job and progress their careers
- We are less anonymous than Whitehall civil servants and can represent the Commission's views publicly
- We get senior engagement and experience not available in larger organisations, which has routinely seen people promoted internally or get good jobs elsewhere
- Hybrid working gives flexibility to manage personal commitments and do the job
- Our work is rigorous and based on evidence, not opinions or interests
- We know our stuff and subject our work to robust challenge at every stage
- We are official independent advisors to government, not a think tank – our work must be brilliantly written, timely and salient
- We encourage teams to challenge ideas and ways of doing things, but once decisions are taken, we commit to them fully.

# Key responsibilities

The Commission is now working on a number of projects after publishing the second National Infrastructure Assessment. This role will be key in developing work in the Connectivity Team and across the secretariat as we continue to develop these as well as respond to any changing priorities after the election.

In this role you will coordinate evidence based policy making and recommendations relating to transport infrastructure and associated cross-cutting issues. You will also evaluate and track progress by government and industry in implementing the Commission's existing recommendations.

In developing and implementing a strategic approach to policy development, you will work closely with other policy and analytical colleagues to provide joined up, high-quality analysis and advice to the Commission. You will draw on in experience of being able to drive forward work using appropriate project management to deliver high quality products.

You will also be expected to establish strong working relationships beyond the organisation, within a range of government departments, academia and industry – and develop international links where appropriate. Through these and other learning and development activity you will continuously build up expertise on infrastructure issues.

You will be an effective communicator, proficient in handling stakeholders at different levels of seniority to help build consensus and able to effectively represent the Commission to a variety of audiences.

We're looking for someone who has a logical and inquisitive mind, enjoys getting into the detail but knows how to distil this down into succinct advice, is comfortable with analysing both quantitative and qualitative information, and that is not afraid to question and work to re-define the status quo.



The successful candidate will be expected to:

1. **Conduct research** that identifies, scopes and supports delivery of policy projects that are aligned to the Commission's objectives and builds the Commission's reputation.
2. **Analyse and summarise** numerical and potentially complex data that will support the Commission's understanding work across various sectors, but especially transport.
3. **Provide rigorous assessment** of the large volumes of information on various policy topics and have an eye for what is important to the Commission and what is not.
4. **Project manage** the delivery of your own work and the work of others on the team and/or external consultants. This will include making use of project management tools such as milestone plans, risk registers and engagement plans.
5. **Build and manage relationships** with stakeholders so that the Commission keeps on top of the policy landscape, and use these relationships to shape and drive forward the Commission's priorities.
6. **Communicate** clearly to a range of audiences including presenting your work to Commissioners and seeking opportunities to share the Commission's work with external audiences at industry meetings and conferences.
7. **Produce high-quality written material** that succinctly summarises the detailed research conducted. Audiences for such material will include the senior management team, Commissioners and our external stakeholders.

# Person specification



## Behaviours

We are looking for candidates who can demonstrate the following behaviours:

1. **Making effective decisions\***: can analyse and accurately interpret data and information from various sources, including grasping technical detail. Uses this information to effectively identify options and drive forward evidence-based decision making.
2. **Communicating and influencing**: You communicate in a clear, confident, and enthusiastic fashion, explaining complex issues in a way that is easy to understand. You consider the impact of the language you use, and continually monitor the effectiveness of your own and your team's communications, taking action to improve them where needed.
3. **Delivering at pace\***: You ensure everyone understands what you need from them, providing honest, motivating messages about priorities, objectives and expectations. You maintain your performance in challenging circumstances and support others to do the same.
4. **Seeing the Big Picture\***: You ensure that your work reflects your organisation's strategic priorities and take the initiative to influence future approaches. You can seek and represent the views of a range of stakeholders to understand and communicate issues.

## Experience and technical skills

As we are recruiting to the Connectivity Team, we're particularly looking for someone with relevant transport knowledge and experience. By this we mean:

1. **Experience of the transport sector\***: Knowledge and experience of transport policy, operations or modelling, and/or local growth policy and economics, especially in relation to transport. The ideal candidate does not need to be an economist or a transport planner, but demonstration of knowledge and experience in either would be an advantage.

The lead criterion is: Making effective decisions. Shortlisting criteria are denoted by an asterisk (\*).

# Recruitment process

## Selection process

### Applications

To apply for this post, please submit the following through the Civil Service Jobs portal **no later than 23:55 14 July 2024.**

1. A CV setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps within the last two years. Please note: the CV will not be scored and will be used for information only and to support conversations at interview.

### **Behaviours**

You will be asked to complete a short statement of suitability setting out how you demonstrate each of the following behaviours (250 words maximum per behaviour). You may find it helpful to draw on the relevant grade 7 sections of [this guide](#):

1. **Making effective decisions**
2. **Delivering at pace**
3. **Seeing the Big Picture**

### **Experience and technical skills**

You will be asked to complete a 250 word statement of suitability setting out how you meet the following criterion:

1. **Experience of the transport sector** - Knowledge and experience of transport policy, operations or modelling, and/or local growth policy and economics, especially in relation to transport. The ideal candidate does not need to be an economist or a qualified transport planner, but demonstration of related knowledge and experience would be an advantage.



### **Shortlist – week commencing 15 July 2024**

The panel will assess all applications to select those demonstrating the best fit with the role by considering the evidence you have provided against the short-listing criteria set out in the **Person Specification** section of this pack. Failure to address any or all of these will affect your application.

If we receive a large number of applications, applications will be assessed against the lead criterion alone first. If they have met the minimum score for this, they will then be assessed against the other shortlisting criteria.

### **Interviews – weeks commencing 22 and 29 July 2024 (minimum one week's notice).** Please specify any dates you are unavailable.

Prior to your interview, we will contact you about a written assessment, or presentation we would like you to complete as part of the interview assessment. This will be used to test your technical skills in **communicating and influencing** matters relevant to transport infrastructure.

During the interview process you will be assessed on all the criteria set out in the **Person Specification** section. You will also be assessed on Strengths relevant to the behaviours, and specifically your strength as a problem solver.

# Working arrangements and benefits



## Working arrangements

- Appointment to this role is expected to attract a salary of £53,530-£65,281, dependent on skills and experience. Existing Civil Servants will be appointed in line with Civil Service pay rules.
- This is a permanent role but there may be an additional fixed term post available. We will assume a preference for the former, but if this is not the case, or if you wouldn't be interested in a fixed term post, please let us know.
- The working hours of this post are 42 per week (including meal breaks of 1 hour a day) unless you have a legacy agreement as an existing Civil Servant. We welcome applications from staff wishing to job-share, or explore other part time options.
- We operate a dual site, with one site in London and a second site in Leeds. **This post is based in Leeds.**
- The NIC offers a relocation package for permanent existing civil servants who are currently based in London.

All staff work a hybrid pattern, spending a minimum of 3 days (or 60%) of the working week (pro rata) in an office, on average.

We are committed to ensuring that all staff can realise their potential and achieve a healthy work-life balance. The NIC views flexible working as essential in enabling us to recruit and retain talented people, ensuring that they can enjoy a long-lasting career with us. All employees have the right to apply for flexible working and there are a range of options such as compressed hours, reduced hours (e.g. 80%) and job sharing which are currently deployed in our organisation, including at SMT level.

## Benefits

- 25 days' annual leave (rising to 30 after 5 years), plus 8 public holidays (unless you have a legacy arrangement as an existing Civil Servant)
- Flexible working patterns, as described
- Access to a generous Defined Benefit pension scheme with employer contributions. [Find out more about Civil Service pensions](#)
- Access to a retail discounts and cashback benefits site
- Generous maternity/ paternity/shared parental leave and adoption leave package.

# Diversity

The National Infrastructure Commission has a strong commitment to equality and diversity. Our aim is to be an open and inclusive team, recruiting and retaining diverse, talented and high-performing people who support and develop one another.

At the NIC we have a broad remit, so it's important our employees come from the widest possible range of backgrounds, bringing us the widest possible range of perspectives and ways of thinking. We have no set view of the ideal candidate's background or nature of their experience, and there is a range we draw on across the organisation – lived, voluntary and professional. And we constructively consider flexible working arrangements that can support the other aspects to people's lives outside of work.

Even though we are a relatively small organisation, we're also part of the much larger civil service, and through this, staff have access to a range of staff networks based around interests (e.g. analysts, music society, sports and social club) and diversity (e.g. women in the Treasury, ethnic minority network, LGBT\* network, faith and belief network). These can add to the overall working experience, and provide additional mutual support.

We are also actively involved in wider work seeking to improve diversity and equality in infrastructure in terms of the talent recruited and nurtured, and in design of our work programme, definition of our policy recommendations and impact assessment. We'd welcome more people able to bring new perspectives to this work.



## **Disability Confident and Reasonable adjustments**

We will offer an interview to any applicant with a disability who has indicated they wish to take part in the disability confident scheme, provided they meet the essential criteria for the post set out in the person specification on page 6.

If you need any reasonable adjustments to take part in the selection process, please tell us about this in your online application form. If you would like to speak to the recruitment team regarding this, you can contact them on

[hrrecruitment@hmtreasury.gov.uk](mailto:hrrecruitment@hmtreasury.gov.uk)



# Application details

To apply for this post please use the Civil Service Jobs portal.

## Application details

As part of our pre-employment security checks, if you are invited to interview and are **not** a current HM Treasury member of staff, you will need to bring:

- Proof of identity, e.g. your **passport or driver's license**. Documents must be in date and valid.
- Proof of address, e.g. **a utility bill or bank statement** issued within the past 3 months
- Proof of your National Insurance (NI) number, e.g. **letter from DWP confirming your NI number, or P60**
- If you do not bring a UK or EU passport, you will need to bring other documentation of your right to work in the UK, e.g. your **visa, biometric residence permit or birth certificate**.

Further details regarding acceptable documents will be provided in the invitation to interview.

Please let us know if your contact details change at any time during the selection process, any preferences around the possible fixed term post, and any dates you are unavailable for interview.



## Complaints Procedure

Our recruitment process is underpinned by the principle of recruitment based on fair and open competition with decisions made on the basis of merit, as outlined in the Civil Service Commissioners' Recruitment Principles. If you feel your application has not been treated in accordance with these principles and you wish to make a complaint, you should in the first instance contact HMT by email: [hrrecruitment@hmtreasury.gov.uk](mailto:hrrecruitment@hmtreasury.gov.uk)

If you are not satisfied with the response you receive, you can contact the Civil Service Commission, which regulates all Civil Service recruitment.

## Eligibility Statement

Individuals appointed to the NIC will be subject to National Security Vetting. To allow for meaningful checks to be carried out **applicants will normally need to have lived in the UK for at least 3 out of the past 5 years**. A lack of UK residency in itself is not always a bar to security clearance, but the Department will need to consider eligibility on a case by case basis using all information that can be obtained following a successful application.

# Next steps

## Applicant Eligibility

**External competition** – This post is subject to full open competition and will be advertised internally and externally via Civil Service Jobs Online and a media advert where appropriate. All are eligible to apply.

## Recruitment Timeline

Closing date: 14<sup>th</sup> July at 23:55

Sift & Shortlisting: w/c 15<sup>th</sup> July

Interview & Assessment: w/c 22<sup>nd</sup> and w/c 29<sup>th</sup> July  
(with one week's notice)

## Contact

For an informal discussion about the role, please contact Sophie Donaldson: [mcclymont-donaldson@nic.gov.uk](mailto:mcclymont-donaldson@nic.gov.uk)

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