

BUILDING YOUR CAREER



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Creating the picture

I am delighted that you are interested in joining South Yorkshire Passenger Transport Executive (SYLTE).

We are a dynamic, innovative and award-winning organisation which is a leader in its field.

Our employees are vital to our organisational success and development in a rapidly changing environment. New technologies and innovative ideas mean we have to keep ahead of the game to ensure our products, service and experience is second to none whilst developing an effective transport system. We can only achieve this through working together as a team, sharing ideas, learning through best practice and utilising all our skills and experience. To date we have achieved success and recognition through our new interchanges, rail station projects and new technological information products and we must strive to continue this work.

In return, we aim to be a leading organisation offering excellent employee rewards and benefits, recognition and personal development opportunities.

To help you complete your application form guidance notes have been included at page 14 of this booklet.

I hope you find the following information helpful when applying to work with us and we look forward to receiving your application.

Thank you for your interest. I wish you every success.

Stephen Edwards
Executive Director



Shaping your reward package*

Salary

A salary that is competitive and benchmarked, with annual salary increments awarded until the maximum of the scale is reached on 1 April subject to:

- a minimum service of 6 months
- satisfactory progress being made.

The commencing salary of appointment is dependent upon levels of experience and qualifications. Proof of qualifications (those essential to the role for which you have applied) will be required.

Holidays

Time out? We'll give you 26 days annual leave from 1 April to 31 March each year, plus 11 Bank Holidays and other local holidays (pro rata for part-time employees). Employees appointed part way through a holiday year will receive a proportionate entitlement. Additionally, we reward long service with additional leave, rising to 29 days after 5 years and 30 days after 10 years.

Flexible Working**

We're flexible. Our normal working hours are 37 hours per week (Monday to Friday).

Having working times that can be varied, means that, within certain limits, employees can flex their daily hours to suit their own circumstances. Benefits of the flexi-time scheme which is applicable to full and part time employees include:

- Ability to be 15 hours in credit and 10 hours in debit;
- Ability to take 1 full day or 2 half days per 4 week period in flexi-leave
- Ability to convert flexi-time to take as banked annual leave (up to 8 days per annum);
- On-line flexi-time and annual leave recording system.

Learning and Development

We actively support and encourage learning and development activities. Our annual personal performance and development review process is called 'Valued' If you're a member of a professional body, which is relevant to your role, then we will pay for your membership subscription.



Free Travel Pass***

All employees receive a free county-wide TravelMaster providing unlimited bus, tram and rail travel throughout South Yorkshire.

Uniform

Frontline staff are provided with a free uniform.

Pension

There is eligibility to join the Local Government Pension Scheme – a defined - benefits career average based scheme. Employee contributions to the scheme are variable between 5.5% and 7.5% and are dependent upon the whole time equivalent pay for your position. Benefits of the scheme include retirement pension, provision for ill health retirement, death grant and widows pension.

Service Recognition

We recognise employment with other local government organisations covered by the redundancy modification order, for the purposes of entitlement to redundancy, annual leave, sickness, maternity, paternity, parental and adoption leave.

Childcare Voucher Scheme

Our Childcare Voucher Scheme is operated on a salary sacrifice basis and allows parents with children under 16 to save up to £1,195 per annum toward their annual childcare costs.

Cycle Purchase Scheme

Our Cycle Purchase Scheme is operated on a salary sacrifice basis and allows employees to save up to £205.08 against the purchase of a cycle and equipment and spread the costs of purchase over a 12 month period.

Computer Purchase Scheme

Our Computer Purchase Scheme is operated on a salary sacrifice basis and allows employees to make savings against the purchase of computer equipment and spread the costs of purchase over a 12 month period.

*This information outlines some of the main Terms and Conditions of Employment for information only, it does not constitute a contractual agreement. A full Contract of Employment will be issued on appointment.

**Flexible working does not apply to employees in customer facing roles, Mystery Shoppers or Market Researchers.

***Mystery Shoppers, Part-time Service Auditors and Market Research Interviewers do not qualify for a Travelmaster.

A piece of the action

Employee Engagement Survey

We actively encourage all our employees to contribute to the future success of the organisation and share their ideas and views.

The results of our Employee Engagement Surveys confirm that employees enjoy working for us, they feel part of a team, have good working relationships and receive help, support and resources to do their jobs effectively. They also indicate they are supported to do their job and are actively involved in the decision making processes.

Communication

Communication is an integral part of any organisation and we recognise this through regular Team Briefings, briefings with senior managers and our Director General. In addition, our Intranet site keeps everyone up to date on a daily basis and holds an invaluable raft of information including news and success stories, policies, events and links to other useful sites.

The Environment

We have a state of the art office in Sheffield and all of our sites boast innovative designs and technology so wherever you are based you can be sure of a great working environment.

We also recognise the importance of our external environment and support this through recycling, car-share schemes and our cycle to work scheme.

Let's be Social

It's not all work and no play.....we hold employee events throughout the year to celebrate our hard work and success and to get together with our colleagues, and we have family events too.

Through our social events and fund raising we donate money to a chosen charity on an annual basis.

And South Yorkshire has Lots to Offer

Visitors to the world-famous city of steel are in for a surprise – Sheffield has more than four times as many trees as people! The old industrial sites are more likely to be stunning visitor attractions...standing amid 150 woodlands and 50 public parks in the city.

Also a centre of excellence for sports, the city holds over 30 major sporting events each year. For those who prefer exercising their credit card, Sheffield does not disappoint. Home to one of Europe's largest shopping centres, Meadowhall, not to mention the boutiques of the Devonshire Quarter and Ecclesall Road, you can find plenty of opportunities to people watch in the many cafes and bars.

Rotherham and Barnsley are also perfect for exploring the great outdoors – there are seven country parks to explore, not to mention the numerous walking and cycling opportunities.

Doncaster, although also situated in a largely rural area, is home to one of the largest markets in the country, great shops and one of the UK's top sports centres.

All of this nestles on the edge of the Peak District National Park – although more than a third of Sheffield actually lies within the Park amongst some of England's most inspiring scenery.



Joining our values with yours...

Below are our Values, which as an organisation we strive to achieve on a daily basis. We actively encourage all employees to work to these Values to maintain an effective working environment and relationships whilst delivering our service.

Integrity and Respect

We are respectful of others and foster an environment where openness, trust and respect are the norm.

We actively manage risks, act responsibly, honestly and within ethical and professional principles.

Team-working

We encourage employees to work collaboratively and communicate openly across departments, hierarchy and functions. We constantly strive to break down any barriers.

Our employees are supportive of each other and we actively seek partnership with our customers and stakeholders.

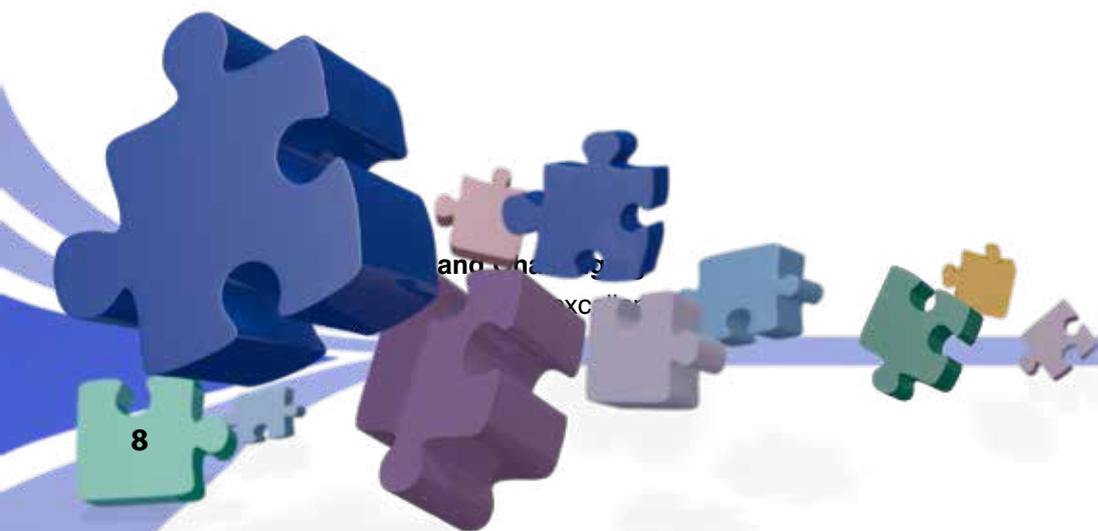
through continuous development and improvement. We foster a positive, enjoyable work environment, in which individuals can contribute and develop to the maximum of their potential.

In order to ensure development, we will challenge assumptions, set practices and behaviours.

We take pride in finding ways to consistently meet or exceed our objectives and as such, welcome and encourage change.

Customer and Stakeholder Driven

Our results are only as valuable as the benefits they bring to our customers and stakeholders.



and sharing the vision

Our Vision

Working together to keep people and commerce moving effectively to enable economic growth and enhance the region's environment, health and wellbeing.



What will you be part of?

South Yorkshire Passenger Transport Executive – SYPTE

We carry out the work of the Sheffield City Region Combined Authority (SCRC) with the direction of its Transport Committee (see opposite).

With funding from the four South Yorkshire local authorities, SYPTE has responsibility for securing and promoting the best possible public transport network for the people of South Yorkshire.

Our main activities are:

- Providing concessionary fares;
- Promoting county-wide, multi-modal tickets;
- Subsidising uncommercial bus services which would not otherwise run;
- Managing and expanding the local rail and tram network;
- Building interchanges, bus shelters and local stations;
- Improving passenger information channels;
- Helping people with limited mobility to use public transport;
- Developing and supporting innovation in transport systems.

We also provide timetables, journey planners and personalised travel advice to individuals and organisations as well as being responsible for providing the public transport environment – bus stops and shelters, interchanges, rail stations and Park & Ride sites. In short, we have the task of maximising the tremendous potential of public transport, thereby helping the environment and improving the social and business life of the County.

But.....we don't directly operate any of the trains which serve the region nor do we operate any of the buses or trams. However, we do pay for socially necessary services to operate which are not profitable. We work closely with transport service operators, local authorities and other key stakeholders to develop the network and services across the county.

You can learn more by visiting our website at sypte.co.uk



Sheffield City Region Combined Authority (SCRCA) and its Transport Committee

The SCRCA Transport Committee is made up of councillors drawn from elected members of local authorities in Barnsley, Doncaster, Rotherham and Sheffield as well as across the wider Sheffield City Region. The Transport Committee is responsible for setting the overall policy and priorities for SYPTE.

SCRCA has various legal responsibilities. Its most important one is to co-ordinate and promote the use of public transport in South Yorkshire. In order to achieve this the SCRCA has some key goals including:

- To improve modal choice by facilitating a realistic alternative to the car that will encourage a shift in people's mode of travel;
- To reduce social exclusion by facilitating the provision of quality transport for those without the use of a car to enable them access to jobs, education, shops, healthcare and other facilities; and
- To support sustainable business development by developing sustainable access to businesses for employees and customers.

In addition to the promotion of the use of public transport in South Yorkshire, SCRCA has a number of other roles and responsibilities. These include:

- Community Engagement – to consult the public about the provision of transport in the area;
- Planning and Performance Management – setting clear priorities and targets in relation to the key goals of SCRCA and then monitoring performance against these;
- Resource Use and Allocation – have regard to economy, efficiency and effectiveness, when carrying out their functions. There must be no discrimination against operators;
- Integrity and Ethical Standards – reviews its own and SYPTE's practices and procedures to ensure that they comply with relevant legislation.

You can learn more by visiting sheffieldcityregion.org.uk

**Sheffield
City Region**

The Travel South Yorkshire Partnership

We're making it easier to get around South Yorkshire.

Many different organisations are involved in running public transport, and by connecting them together it makes public transport easier to understand and use.



Partners

Besides ourselves, SYPTE, the Travel South Yorkshire partnership consists of a number of members all involved in the delivery of public transport within South Yorkshire, including:

Public Transport Operators

Operators such as First South Yorkshire, Stagecoach, Supertram and Northern Rail along with many others provide the bus, tram and train services that go to create the Travel South Yorkshire public transport network.

Local Councils

Barnsley, Doncaster, Rotherham and Sheffield Local Authorities provide investment in bus lanes and other bus priority measures, new rail and bus stations, Park & Ride sites and other sustainable travel measures that support and improve the operation of the Travel South Yorkshire public transport network.

The Travel South Yorkshire partners are working together to invest in and improve facilities and services, and to provide better passenger information.

The goal of the Travel South Yorkshire partnership is to:

- bring public transport together
- encourage more people to use it
- make it easier to understand
- deliver new, innovative public transport products and services.

But what are the benefits?

The Travel South Yorkshire partnership has already made massive improvements to public transport in South Yorkshire:

- New low-emission buses;
- Priority bus lanes speeding up journey times;
- New modern interchanges, stations and information centres;
- Easy access to public transport for people with disabilities and older people;
- New and improved travel information;
- Satellite tracking of all buses in South Yorkshire, providing up to the minute bus information sent straight to your bus stop display, PC or mobile phone from the **YourNextBus** service;
- Timetable updates by email;
- A variety of ticket options introduced for all modes of public transport;
- Self-serve smart ticketing kiosks

.....and many more improvements to come!



Bamsley Interchange, a Travel South Yorkshire project

Connecting us together

Introduction

The following information is designed to outline our recruitment process and to help you successfully complete your application form. Your application form plays an important part in the selection process and will be used as the basis for shortlisting you for the role you are applying for. You must complete all sections of the form, making sure you provide all the information clearly and accurately.

To assist us in minimising administration costs, save paper and most importantly process your application efficiently, an electronic application form is available for you to submit by email. Please apply by submitting your application form online or emailing it to **recruitment@sypte.co.uk** If you are not able to do this please send your form to the **Human Resources Team, 11 Broad Street West, Sheffield S1 2BQ.** (Please do not send less specifically requested CVs as these will not be considered).

If you are completing the form electronically please retain the format of the form and do not change any of the fields. If you are completing the form by hand, please use black ink and write clearly.

If you require this information in other languages or formats such as Braille or Audio Tape please contact the Human Resources Team on (0114) 221 1252 or by emailing recruitment@sypte.co.uk.

If you have any concerns or comments about our recruitment and selection procedure, please contact the Business Partner Manager on 0114 221 1241 or by emailing recruitment@sypte.co.uk.

Before you start

Every role has a job description and person specification to outline the main duties and knowledge, experience, skills and, where appropriate, the qualifications required. You should read the job description and person specification before completing the application form.

Read the application form before you begin and make any notes on a separate sheet to help you organise your thoughts as the criteria in the person specification will be used to shortlist applicants.

If you run out of space on the application form, please feel free to provide information to fully support your application on an additional page. You should provide examples to support statements from your current or previous work, voluntary work or personal life.

Check the closing date and allow time for your form to reach us. We will not normally consider applications received after midnight on the closing date which is stated on the advert. It's also a good idea to keep a copy of your completed application form.

What happens after you have submitted your application form?

If you are successful at the shortlisting stage we will contact you shortly after the closing date to arrange for you to attend a selection event. If you have not received any correspondence from us within 4 weeks of the closing date you should assume that your application has not been successful on this occasion. We hope that an unsuccessful application will not stop you from applying for another role with us in the future.

If you would like to receive feedback following your attendance at a selection event we will be happy to provide this.



Medical Clearance

If you are successful in obtaining a role here at SYPTE you will be sent a medical questionnaire to complete. The information you give on this form will be screened by our Occupational Health specialist. This form is private and confidential and will only be seen by our Occupational Health specialist. If you have/had a health problem you may be required to see an Occupational Health Nurse so any medical issues can be investigated to ensure you are fit for the role. If you declare yourself disabled and require reasonable adjustments, please be prepared to tell us if you need any aids and adaptations or other requirements to help you do the job. Reasonable adjustments will be made where possible and could include changes to duties, equipment etc.

Appointment

If you are successful you will be contacted by telephone as soon as possible after the selection event. Appointments are subject to health clearance and receipt of satisfactory references covering the last three years of employment. Where candidates agree, references may be taken up prior to a selection event. A probationary period is applied to all new appointments to assess suitability. A full Contract of Employment will be issued to you prior to commencement.

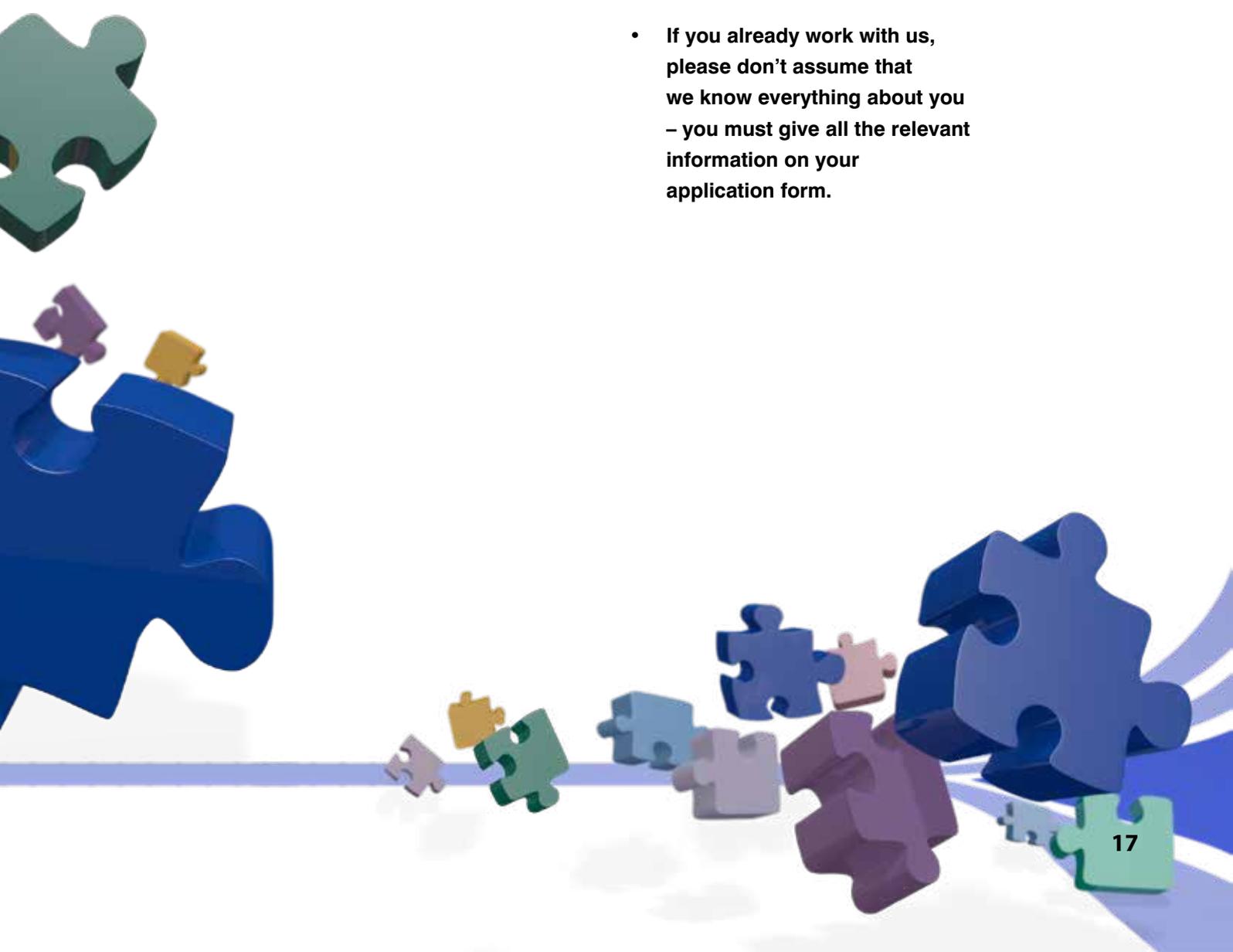
Notice

The notice period which operates on both sides to terminate the Contract of Employment is 1 month, or 3 months, depending on the role.

COMPLETING THE APPLICATION FORM

Please bear in mind that:

- **If you are applying for more than one role you should complete a new application for each position – don't send the same information for different jobs, unless it is suitable because you need to ensure the information you provide meets the criteria in the person specification.**
- **If you already work with us, please don't assume that we know everything about you – you must give all the relevant information on your application form.**





Section 1. Personal Details

Please complete all your details so that we can contact you, if appropriate, to arrange attendance at the selection event process. Please note that the shortlisting and selection event panel do not see your personal details and it will not be used in the recruitment process.

Under current legislation you will be asked to confirm you are entitled to work in the UK at the application stage by detailing your National Insurance Number. If you are invited for a selection event you will be asked to provide proof of this entitlement – for example passport, birth certificate or valid work permit. You will also be required to bring proof of your National Insurance Number and your Driving Licence, if appropriate.

Criminal Convictions

You are required to detail any spent or unspent convictions on the application form. If the role you are applying for requires a Disclosure and Barring Service (DBS) check this will be detailed job description and person specification.

Should a DBS check be required then this will be completed on line and a member of the HR team will discuss arranging a suitable date/time to complete this at provisional offer stage

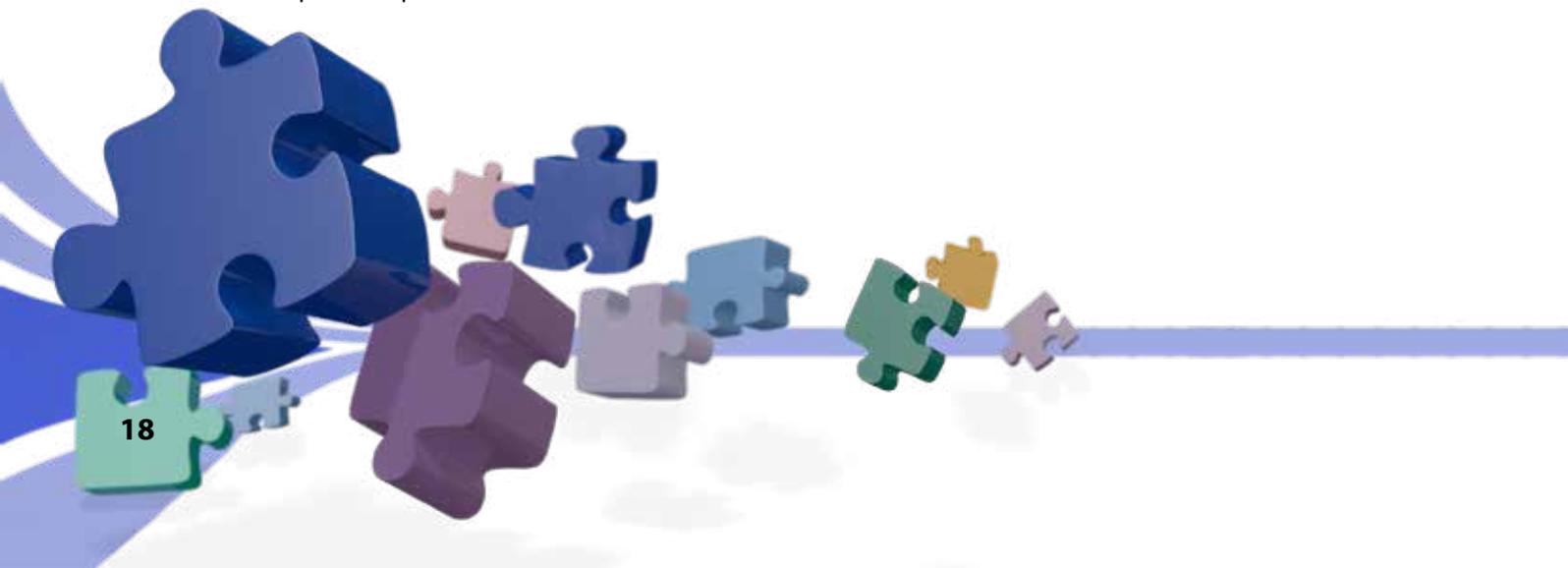
Further information about DBS checks can be found at [gov.uk/government/publications/dbs-check-eligible-positions-guidance](https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance)

Availability for a Selection Event

Selection event dates are shown on the front of the job description and person specification in most cases. Please state on the application form any dates when you would not be able to attend a selection event.

Employee Interests

SYPTE require you to declare any financial or non-financial interests you or a close relative has which may conflict with the interests of SYPTE. Examples of such interests are other employment, running a business, beneficial interest in property or land and relationships with existing SYPTE employees or councillors.



Section 2. Education, Professional and Technical Qualifications

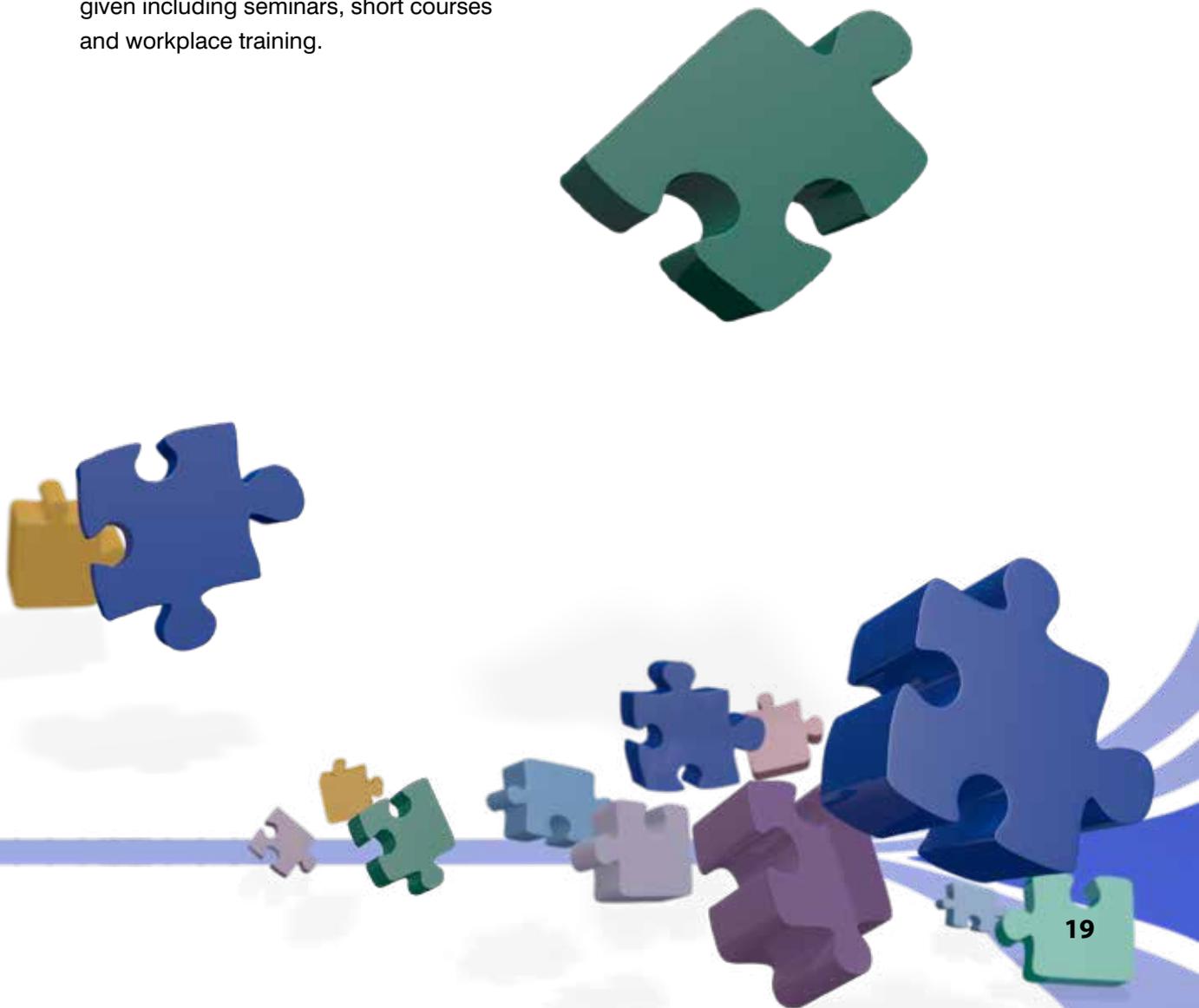
If we ask for a qualification in the person specification, make sure that you supply us with all the information we ask for, for example, grades, levels. If you are invited for a selection event you will be required to bring original certificates or proof of all qualifications from the examining body. You should also include details of membership of any professional bodies.

undertaken relevant to the role for which you are applying should also be given including seminars, short courses and workplace training.

Section 3. Employment Experience

Please provide details of your employment history starting with your current or most recent employer.

This can include voluntary and unpaid work that you feel is relevant to your application. Please give brief details of duties you undertook including your salary. If there are any gaps in dates please explain why, for example if you were unemployed.





Section 4. References

You are required to provide two references to verify the information you provide in your application. References must cover the last three years of employment or education. Please indicate whether we may contact your referees prior to an offer of employment being made. Reference details should be provided as follows:

Employment Position	Reference 1	Reference 2
Currently Employed	From current employer.	From the employer prior to the current one.
Not Currently Employed	From the most recent employer.	From previous employer. (if your last employer was for less than 5 years).
Never Been Employed	One character reference from your most recent school, college, university or other similar learning organisation.	One character reference. This should not be from a family member.
Currently Self-Employed	From an organisation who can verify self-employment dates, your honesty and reliability – eg bank or accountant.	From previous employer (if self-employed for less than 5 years).



Section 5. Any Other Details in Support of your Application

This is where you are asked to demonstrate that you meet the requirements of the post and is your opportunity to tell us why you should be offered the role. Using the job description and person specification, you should highlight your knowledge, skills, experience and personal qualities giving examples to support each statement rather than just stating that you possess the skills. Remember to include life experiences eg voluntary work, educational experiences, training, experience gained through personal interests, domestic life and any jobs that you have done, use extra pages if necessary but remember - quality not quantity!

Make sure you return your completed application by the specified closing date.

Thank you for applying to work with us and good luck with your application.



Section 6.

Equal Opportunities Monitoring

SYPTE is committed to providing equal opportunities and diversity in all its employment practices and provision of all its services. The information you supply in this section allows us to monitor our recruitment and selection process and ensure we are attracting applicants from all areas of the community as we aim to create a workforce representative of the community. Please note that the shortlisting and selection event panel do not see this information and it will not be used in the recruitment process.

A copy of our Diversity Policy can be obtained from our website at sypte.co.uk/recruitment

Disability

We comply with relevant disability legislation. Whether you disclose a disability is a matter of personal choice, but if you do, it allows us to make reasonable adjustments for you at all stages of the recruitment process. Under the national Disability 'Two Ticks' Symbol Scheme, SYPTE is committed to arranging a selection event for all applicants with a disability who meet the essential criteria for the role.

Data Protection

If your application is unsuccessful the information contained in your application form will not be held for longer than 6 months and will be destroyed in accordance with current Data Protection legislation. If you are successful then your application form will become part of your employment record.

Declaration

You are required to sign the application form to agree to us storing and using your personal information for the recruitment process and to confirm all the details you have supplied are correct. If you have submitted your application form electronically you will be asked to sign the form at the selection event if appropriate.

**SOUTH YORKSHIRE
PASSENGER TRANSPORT
EXECUTIVE**

Rewards

Action

Value

Value

You

Connected

Human Resources Team
 11 Broad Street West, Sheffield S1 2BQ
 T: 0114 221 1252
 F: 0114 221 1414
 E: recruitment@sypte.co.uk
sypte.co.uk

Awarded for Excellence

POSITIVE ABOUT
DISABLED PEOPLE

**If you require this information in
 an alternative language or format
 please contact 0114 221 1252**



