



Department  
for Transport

Traffic Commissioners for Great Britain  
Traffic Commissioner  
January 2024





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## Welcome Note from Mark Harper, Secretary of State for Transport

Dear Applicant,

Thank you for your interest in the post of Traffic Commissioner

This is an important time for the Department for Transport. We are investing heavily in infrastructure and public transport to improve journeys, boost connections, level up the country and support economic growth. Central to our mission is delivering transport that works for everyone in our society.

We are recruiting for a Traffic Commissioner to be based in the North-West of England Traffic Area. Traffic Commissioners are the only tribunal function sponsored by the Department for Transport and fulfil a vital role in keeping the public safe and supporting industry.

The position requires being able to engage confidently with a wide range of stakeholders, to ensure personal integrity as well as sound judgement and impartiality in all aspects of decision-making. Traffic Commissioners must also have regard to helping the growth of the economy.

We strongly welcome applications from all backgrounds. As part of the Department's commitment to diversity, we believe our public appointments should reflect our customers - the travelling public – who come from all walks of life and have different experiences. Traffic Commissioners have stepped into this unique role from successful careers in the legal profession, industry, and the military; each bringing different skills and experience to the office. We very much welcome fresh talent, expertise, and perspectives, to help us better understand the needs of the communities we serve and support better decision making for all. This includes people who may have never applied for a public appointment – but could bring new ideas, insights and energy.

If you are interested in the role of Traffic Commissioner, I would like to encourage you to apply.

Our dedicated DfT Public Appointments Team would be happy to talk through the process and answer your questions.

**Rt Hon Mark Harper MP**  
**Secretary of State for Transport**



## About the Traffic Commissioners

Traffic Commissioners are appointed by the Secretary of State for Transport but are independent public post holders. They act both as independent regulators and in a judicial role, as single person tribunals when conducting public inquiries in relation to licence applications and disciplinary matters and demonstrate impartiality in all aspects of decision making.

Traffic Commissioners were historically the 'competent authority' fulfilling the requirements of EU Regulation 1071/2009, and undertaking the regulation of road transport undertakings, including the power to set conditions, impose sanctions and remove the authorisation to operate. They continue to hold this essential function for the UK and have important regulatory functions in relation to the EU-UK Trade and Cooperation Agreement.

Through deployment each Traffic Commissioner has a responsibility for a defined geographical area and is regionally based. There are eight traffic areas in Great Britain. Traffic Commissioners must have regard to the Statutory Guidance issued by the Senior Traffic Commissioner and act under general directions. Traffic Commissioners work together to deliver consistent and transparent national regulation, whilst maintaining localised service and knowledge. Deputies are also associated with a specific area, but as with full-time Traffic Commissioners, may hear cases in other parts of the country depending on demand.

Traffic Commissioners are supported by a team of staff (employed by the DVSA) based regionally and in the centralised licensing team in Leeds. The team deals with the administration of the licensing systems and carries out routine licensing functions under the delegated authority of the Traffic Commissioners.

### Main Duties & Responsibilities

Traffic Commissioners have responsibility in their traffic area for:

- The licensing of the operators of goods vehicles and of buses and coaches (public service vehicles or PSVs);
- The registration of local bus services;
- Granting vocational licences and taking action against drivers of heavy goods vehicles (HGVs) and PSVs;
- The environmental suitability of centres designated as parking locations for HGVs.

Traffic Commissioners promote:

- The safe operation of goods vehicles and PSVs;
- Fair competition between operators;
- Reducing the burden on compliant operators;
- The safe and responsible conduct of HGV and PSV drivers.



The Traffic Commissioners' main functions can be summarised as follows:

- To ensure that people operating goods vehicles and PSVs are reputable (fit), competent, and adequately funded;
- To encourage all operators to adopt robust systems, so that there is fair competition and that the operation of goods and public service vehicles is safe;
- To consider on behalf of the Secretary of State for Transport the fitness of drivers or those applying for public service vehicle or heavy goods vehicle driving licences based on their conduct;
- To consider, and where appropriate impose traffic regulation conditions to prevent danger to road users and/or reduce traffic congestion and/or pollution;
- To ensure public inquiry proceedings are fair and free from any unjustified interference or bias;
- To engage with stakeholders - listening to industry, meeting with local authorities, trade organisations, passenger groups and operators and presenting seminars.

The Traffic Commissioners' role is important to both commercial vehicle operators and the wider public. Commissioners operate in an exposed and sensitive position. They must maintain the confidence of a wide range of stakeholders and ensure personal integrity as well as sound judgement and impartiality in all aspects of decision-making. Traffic Commissioners must also have regard to helping the growth of the economy through the Regulators Code and The Economic Growth (Regulatory Functions) Order 2017.

In the performance of their duties Traffic Commissioners seek to act in accordance with the standards expected of those in public life, namely proportionality; accountability; consistency; transparency and targeting. Those values underpin their approach as modern regulators. Traffic Commissioners are subject to regular appraisals and peer review in line with the competencies identified for equivalent members of the tribunal judiciary.

**Note:** If a candidate holds or acquires a financial interest in a transport undertaking which carries passengers or goods by road or rail within Great Britain it is required that they within four weeks give notice of that acquisition in writing to the Secretary of State specifying the interest you have acquired. This is required in accordance with paragraph 2 of schedule 2 to the Passenger Vehicles Act 1981.



## About the Role

<b>Title:</b>	Traffic Commissioner
<b>Reports to:</b>	The Senior Traffic Commissioner (STC) as appointed by the Secretary of State
<b>Duration:</b>	Permanent
<b>Remuneration:</b>	£113,862 per annum for 42 hours per week attendance. (Traffic Commissioners' salaries are linked to the public sector pay policy for the judiciary).

### Part One: Experience - Essential criteria:

- Demonstrate an ability to understand complex legal issues, to reach fair, evidence-based decisions and to communicate effectively with individuals at all levels.
- Qualified as a solicitor, barrister, or lawyer (candidates are not required to hold a current certificate to practice), or demonstrable experience of operator licensing in haulage /freight/public transport sector at a senior level.
- Experience of acting in capacity of mediator or arbitrator or of assisting persons involved for the resolution of issues which have potential to result in legal proceedings.

Evidenced experience of working with a variety of internal and external senior stakeholders in a confident and respectful manner to deliver on a shared vision or priority.

### Part Two: Key behaviours

- Ability to grasp the principles of administrative law and to conduct legal proceedings and investigations in public.
- Ability to make sound, open, and impartial decisions and to employ excellent problem solving, analysis and evaluation skills.
- Able to question insightfully and provide constructive challenge to get to the heart of the matter quickly; able to put complex legal issues or proceedings into clear and concise language (both verbally and in writing).
- Sound judgement skills; able to reach clear, reasoned, fair, impartial and evidence-based decisions.
- Excellent interpersonal and communication skills. Self-confident and politically astute.



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- Willingness to embrace change, including early adoption of new technologies and contribute to the development and modernisation of the operator licensing system.
- Demonstrate a sound understanding of sensitivities and complexities surrounding public inquests and tribunals.
- Commitment to continuous improvement and maintaining the quality and consistency of service standards. Able to work in a highly collegiate manner including participation at the Traffic Commissioner Board and with other public authorities.
- A solid commitment to high ethical standards of integrity and honesty, and an understanding of the value and importance of the Seven Principles of Public Life.

Candidates' suitability for the role will be assessed against the above criteria.

### How to Apply

If you wish to apply for these positions, please apply through the Cabinet Office's [Public Appointments website](#) **by 5 February 2024**. Any applications submitted after the closing date, or that are missing any of the following documents, will not be accepted.

- A **CV or equivalent biographical information** (maximum two sides A4, minimum 12 font) setting out your career history and including details of any professional qualifications.
- A **short supporting statement** (maximum two sides A4, minimum 12 font) setting out how you meet the essential criteria – make sure you refer to the contents of this document and provide specific examples.
- You will also be asked to provide diversity data, and to declare any potential conflicts of interest or reputational issues.

If you have any queries about this role, please email [TCCO@otc.gov.uk](mailto:TCCO@otc.gov.uk) .



### Indicative Timetable

Please note that these dates are only indicative at this stage and could be subject to change. Please let us know if you are unable to meet these timeframes.

Advert Closing Date	WC 05 February 2024
Short List Meeting	W/C 19 February 2024
Written Assessment	W/C 01 April 2024
Final Panel Interviews	W/C 29 April 2024

### Selection Process

This role is being competed in accordance with the Governance Code (January 2017)<sup>1</sup>, which sets out the regulatory framework for public appointments processes. The Code is based on three core principles – merit, openness, and fairness.

The selection panel for this appointment competition will be:

- Richard Turfitt (STC)
- Either Kate Warren or Rosie Snashall (DfT Sponsorship Team) and;
- Camilla Poulton as Independent Panel Member

Additional panel members may be added as deemed appropriate.

Following an initial sift selected candidates who are assessed as meeting the essential criteria will be selected to undertake a written case study as well as invited to formal interview.

Interviews are expected to take place in the North West/ virtually and to last between 45 and 60 minutes. Further details about the format will be provided to you in advance. The decision to appoint to these role/s rests with the Secretary of State, and appointable candidates may be invited to meet with the Secretary of State, or another Department for Transport Minister, before they make a final decision.

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<https://www.gov.uk/government/publications/governance-code-for-public-appointments>



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Please note: Expenses incurred by candidates during the recruitment process will not be reimbursed except in exceptional circumstances and only when agreed in advance with the DfT Public Appointments Team.

You can expect the recruitment process to take approximately 3 months, however, applicants will be kept informed of progress.

### **Additional Information**

#### **Appointment Term**

- Your appointment as Traffic Commissioner will be made by the Secretary of State.
- The appointment will be permanent.
- It should be noted that this post is a public appointment; Traffic Commissioners are neither employees of the Crown nor the Department for Transport. Such appointments are not normally subject to the provisions of employment law.
- Appointments may be ended prior to the conclusion of the period of appointment.

#### **Time Commitment**

The role is full time. The role involves attendance at Board meetings either in person or remotely, providing specialised advice as required, preparation time and travel.

#### **Remuneration**

- £113,862 per annum
- Remuneration is taxable through payroll, and the appointment is pensionable.
- Members can claim reimbursement for reasonable travel and subsistence costs necessarily incurred at rates set centrally by the Department for Transport.

#### **Location**

The roles will be based in North-West Traffic Area (Golborne Office)

#### **Availability**

The successful candidates are expected to commence the role in early 2024, subject to the successful completion of pre-appointment checks and security clearance.



## Security clearance

The successful candidate will be required to have or be willing to obtain security clearance to CTC level (Counter Terrorist Check). Pre-appointment checks will also be undertaken on immigration and criminal convictions. It usually takes between 4-6 weeks to obtain the security clearance. The role will be offered on a conditional basis until the successful candidate has passed all checks.

## Equal Opportunities Monitoring

We believe that by being a diverse and inclusive workplace, where everyone is valued, we are more motivated, higher performing and more committed to our team. We welcome all applicants, regardless of gender, sexual orientation, social background, religious beliefs, ethnicity, or age.

As part of the application process we ask candidates to complete equal opportunities monitoring information in the application portal. This will help us to monitor selection decisions to assess whether equality of opportunity is being achieved. This part of the form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

## Disability Confident

The Department for Transport values and promotes diversity and is committed to equality of opportunity for all and to the appointment of disabled people. As part of the Disability Confident scheme, we guarantee an interview to anyone with a disability whose application meets the essential criteria for the post.

In order to guarantee an interview to all disabled candidates ([as defined by the Equality Act 2010](#)) who satisfy all the essential criteria for the role and wish to be considered under the Disability Confident Scheme, we need candidates to declare a disability and that they wish to be considered under the Scheme.

What do we mean by a disability?

To be eligible for consideration under the Scheme, you must be considered disabled under the Equality Act 2010. This means that you must have or have had in the last 12 months, a physical or mental impairment which has a substantial long-term adverse effect on your ability to carry out normal day-to-day activities. This includes those whose disability has lasted, or is likely to last, for 12 months, or if the disability or condition is likely to progress or recur.

You do not have to be registered as a disabled person to apply under this scheme.



## Nationality

This is a non-reserved post and therefore open to UK Nationals, British Nationals Overseas, British Protected Persons, Commonwealth Citizens, EEA Nationals and certain non-EEA family members and Swiss Nationals under the Swiss EU Agreement. There must be no employment restriction or time limit on your permitted stay in the UK. You will not be asked to produce evidence to confirm your eligibility at the application stage, but you will be required to do so should you be invited to the final panel interview.

## Standards in public life

You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to the Review Body's "Codes of Practice". Candidates will be expected to abide by the "Seven Principles of Public Life" set out by the Committee on Standards in Public Life in **Annex A**.

## Disqualification for appointment

There are circumstances in which an individual will not be considered for appointment. They include:

- people who have received a prison sentence or suspended sentence of three months or more in the last five years.
- people who are the subject of a bankruptcy restrictions order or interim order.
- in certain circumstances, those who have had an earlier term of appointment terminated.
- anyone who is under a disqualification order under the Company Directors Disqualification Act 1986.
- anyone who has been removed from trusteeship of a charity; and
- Roles listed under the [House of Commons Disqualification Act 1975](#) or the Devolved Administrations equivalent.

## Registration of interests

The purpose of these provisions is to avoid any danger of Board members being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties.

Public appointments require the highest standards of propriety, involving impartiality, integrity, and objectivity, in relation to the stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable, or political interest which might be material and relevant to the work of the body concerned should be declared. It is important, therefore, that you consider your



circumstances when applying for a public appointment and identify any potential conflicts of interest, whether real or perceived.

There is a requirement to declare any actual or potential conflict of interest you may have in being appointed to the Board via the application portal. Any actual or perceived conflicts of interest will be fully explored by the Panel at interview stage.

### **Political activity**

Members will need to show political impartiality during their time on the Board and must declare any party-political activity they undertake in the period of their appointment. Details of the successful candidate's declared political activity must be published by appointing departments when the appointments are publicised.

Your political activity will be kept separate from your application and will only be seen by the Panel prior to interview – the Panel may at that stage explore with candidates any potential for conflict of interest. It is appreciated that political activities may have given you relevant skills, including experience gained from committee work, collective decision making, resolving conflict and public speaking. If, therefore, you have had such experience and you consider it relevant to your application for this post, you may if you choose include it separately in the main body of your application.

### **Due diligence**

Due diligence will be carried out as part of the application process. As well as checks made regarding the above, searches will be carried out via internet search engines and any public social media accounts. It will be seen by the Panel prior to interview – the Panel may at that stage explore with candidates any findings.

### **Data Protection**

The Department for Transport (DfT) is the joint controller, with the Cabinet Office, for any personal data which you provide to us as part of your application.

Information provided as part of this application will be kept securely within DfT and destroyed within 5 years of the conclusion of the recruitment campaign.

DfT uses this form to gather evidence on DfT's public appointments.

The lawful basis that applies to this processing is that it is necessary for the performance of a task carried out in the public interest to inform DfT's recruitment policies in accordance with the Department's public sector equality duties. For processing special category personal data (disability, religion, sexual orientation and ethnicity), we rely on Article 9(2)(g), reasons of substantial public interest (equality of opportunity and treatment).



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## Complaints

If you are not completely satisfied with the way your application is handled at any stage of the competition, please raise any complaint in the first instance with:

Via email: DfT Public Appointments [DfTPublicAppointments@dft.gov.uk](mailto:DfTPublicAppointments@dft.gov.uk)

Public Appointments Team  
Shareholding, Appointments and Inquiry Response  
Department for Transport  
Great Minster House  
33 Horseferry Road  
London  
SW1P 4DR

We will reply to your complaint within 20 days.

If you remain unsatisfied, please [contact the Office of the Commissioner for Public Appointments](#). The Commissioner can only investigate complaints relating to regulated Public Appointments.



## Annex A

### Seven Principles of Public Life

The principles of public life apply to anyone who works as a public officeholder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the civil service, local government, the police, courts and probation services, NDPBs, and in the health, education, social and care services. All public officeholders are both servants of the public and stewards of public resources. The principles also have application to all those in other sectors delivering public services.

#### **Selflessness**

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

#### **Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

#### **Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

#### **Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

#### **Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the public interest clearly demands.

#### **Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

#### **Leadership**

Holders of public office should promote and support these principles by leadership and example.