

Recruitment Policy

TØI has a leading position within transport research. We strive for achieving a good working environment and good cooperation both internally and externally. Creativity and innovative thinking are the foundations that characterize TØI's research. Knowledge will be used to create sustainable transport solutions in Norway and internationally.

A goal for TØI is to have employees with different professional backgrounds. TØI is and will be an interdisciplinary institute focusing on the social sciences, but the institute will also have natural science and engineering expertise to view challenges and solutions in a broader perspective. Interdisciplinary and cross-sectoral research requires good collaboration, both internally and with other knowledge communities. TØI shall be an open and attractive partner.

Our recruitment policy will work towards this and towards being an institute with competent and dedicated staff. We will achieve this through:

- Merit research activities
- International research projects
- Investigative and innovative projects
- An inspiring professional community where ideas and projects evolve
- A good working environment
- Competitive conditions with respect to salary and pension schemes

Solutions TØI proposes must be based on knowledge of high scientific quality. TØI shall ensure this by publishing the Institute's research in international scientific journals. In addition to ensuring quality in our research, this contributes to the Institute becoming an active partner in the global scientific conversation.

TØI has ambitions to recruit people so that our employees reflect the diversity in the population as much as possible. The Institute's activities are based on the following core values:

- Independence
- Intelligence
- Joy and fellowship

Competence and development

The competence of TØI's researchers is the Institute's most important resource. Competence is built primarily through experience from our research projects, both grant- and contract research. The individual researcher's competence advancement is assessed by an external competence panel. Academic merit is important, not least in international research. Our goal is for more than 50 percent of our researchers to have an Academic Doctorate. Norway has no dedicated academic transport researcher education. TØI therefore supports employee doctoral studies through a combination of

external projects and internal funding. We strive to work more closely with one or more academic institutions to more easily offer doctoral studies, but also to facilitate complementary academic career paths for staff through Professor-II affiliation.

As a general rule, only applicants with a higher degree from a university / college or equivalent are employed as researchers at TØI. In cases where we need special expertise that does not meet the formal requirements for TØI, this should be discussed with the employees' representatives in the recruitment process.

TØI shall have a competent support system (administration and service functions) that is operated in an efficient and professional manner and with a high level of service. Administrative personnel shall have qualifications in accordance with the requirements of the relevant position.

All employees should be given opportunities to develop their competence so that it contributes to personal growth and in order to safeguard TØI's strategy and goals. Together with the employee, the department manager creates individual development plans, normally for one year at a time. For the younger researchers, there is a closer follow-up to ensure good development.

The researchers are given the opportunity to obtain management experience through project management. Researchers can also apply for the position of “research leader”, which gives them academic responsibility for a subject area, or for the position of “department manager”, which also includes personnel responsibility.

Leadership positions

The CEO is appointed according to internal and external announcements by the Board.

The department head and research manager are management positions with annual targets of five years. It is possible to hold the position continuously for several periods.

Announcement

All types of positions at TØI, including department heads and research leaders, are normally advertised both externally and internally. All positions are advertised through various (external) media (the daily press, social media and the rest of the web).

TØI also accepts open applications from those who want to work with transport research.

The recruitment process

All appointments are made after an assessment and comparison of formal qualifications, interviews with relevant candidates and the normal involvement of several employees of different positions at TØI (Managing Director, Head of Department, HR, and in some cases employee representatives).

1. The main rule is that qualifications decide who is to be appointed in a vacancy. Under otherwise similar conditions, the term of employment at TØI is the determining factor.
In the case of appointments in professional fields or in positions where there is under-representation of one gender, applicants of the gender that is under-represented must be appointed over applicants of the other gender, if the applicants have equal qualifications.
2. Additions at TØI shall normally take the form of permanent positions without a time limit. However, limited-term contracts may be used if the nature of the work so requires, e.g. for assignments that are limited in time and scope in a way that differs from the Institute's ordinary activities. The employee representatives are informed before time-limited contracts are entered into.
3. The Director appoints all new employees for a probationary period of 6 months. Employees who have not been laid off by the end of the probationary period are considered permanent employees.
4. Appointments are made in writing stating the title, main area of work, seniority and salary at the appointment. If specific duties or rights follow from the position, this is stated in the employment contract.
5. For persons who are temporarily employed, the duration of the employment, the main field of work and the salary shall be determined in writing. Such additives should normally not last longer than 6 months. If the employee is permanently employed before or at the end of the temporary recruitment period, the time he or she has been temporarily hired shall be deducted from the probationary period of 6 months.
6. The employee representative shall ensure that the employees are informed about new hires. Provided the parties agree, introductory meetings for new employees may be convened.