

Senior Project Manager Recruitment Pack

NLC 13 - £56,329 - £61,498

**WE'RE MOTIVATED
ARE YOU?
JOIN A TEAM
THAT ACHIEVES GREAT THINGS**

WORKHERE

Our priorities are clear. We want to:

- Improve economic opportunities and outcomes
- Support all children and young people to realise their full potential
- Improve the health and wellbeing of our communities
- Enhance participation, capacity and empowerment across our communities
- Improve North Lanarkshire's resource base

We know that we can only achieve the outcomes to meet these priorities by working together and by being focused on solutions. North Lanarkshire Council is high-performing but we can do so much more.

We have bright and determined people working here, that believe in what we do. If that sounds like you, then read on.

In this pack you'll find more information about North Lanarkshire, the relevant job description and links to other useful documents.

To be successful you'll need to be innovative, determined and resilient. You'll be prepared to do what it takes to deliver our shared ambition to make North Lanarkshire the place to live, learn, work invest and visit.

If you have all these qualities, we look forward to connecting with you.

BENEFITS

- Attractive pension and avc option
- 27 days annual leave and 6 fixed public holidays, rising to 37 days in line with service
- Flexible working
- Buy and bank leave scheme
- Cycle to work scheme
- Green Car scheme
- Relocation policy

ABOUT US

77

Elected members

21

Wards

32

**Scottish Labour Party
councillors**

24

**Scottish National Party
councillors**

5

**Scottish Conservative
and Unionist councillors**

14

Independent councillors

1

**Scottish Greens
councillor**

1

**British Unionist Party
councillor**

Workforce

(Full-time permanent)

13,080

ABOUT NORTH LANARKSHIRE

Located in the very hub of the country with exceptional transport connections, we attract talent and business that has revolutionised North Lanarkshire into one of Scotland's fastest-growing economies (pre-pandemic).

We're Scotland's fourth largest council by population, covering around 181 square miles, stretching from Stepps to Harthill and from Cumbernauld to Wishaw. The council was formed in 1996 following local government reorganisation and includes the main towns of Airdrie, Bellshill, Coatbridge, Cumbernauld, Kilsyth, Motherwell, Shotts and Wishaw, interspersed with many villages and hamlets, including places like Moodiesburn and Stepps, along the Northern Corridor.

With a population of around 340,000 people, we have a wide range of age groups living in the area, as well as diverse communities with a range of religions and cultures. We're also brimming with ambition, have stacks of resolve and are moving at pace to effect real change in our communities and how we deliver services. The council is investing billions of pounds over the next ten years to help create jobs and generate close to £1bn for the local economy. Reducing inequalities is central to our vision for a brighter, better North Lanarkshire and we're investing in new schools and community facilities as well as doubling our affordable

housing programme to build 5,000 modern homes by 2035.

Around £240million Glasgow City Region City Deal funding is helping to improve the road and rail transport network, create locations to attract business and industry that are relevant to our future economy, and maximise our greenspace for residents and visitors to enjoy. Embracing our shared vision for North Lanarkshire is crucial, particularly as we face challenges to make savings as local government budgets are reduced.

Being big and bold means attracting large international events to our area. We hosted the Glasgow 2018 European Sports Championships, showcasing our world-class venue in Strathclyde Country Park to a television audience of more than a billion people for the rowing and triathlon competitions, a role we fulfilled at the 2014 Commonwealth Games.

Creating modern, vibrant communities where people live, work and socialise is North Lanarkshire's shared ambition for the future.

£1104m revenue budget 2025/26

£660m capital budget 2028/29

£186m housing revenue 2024/25

£90m housing capital 2024/25



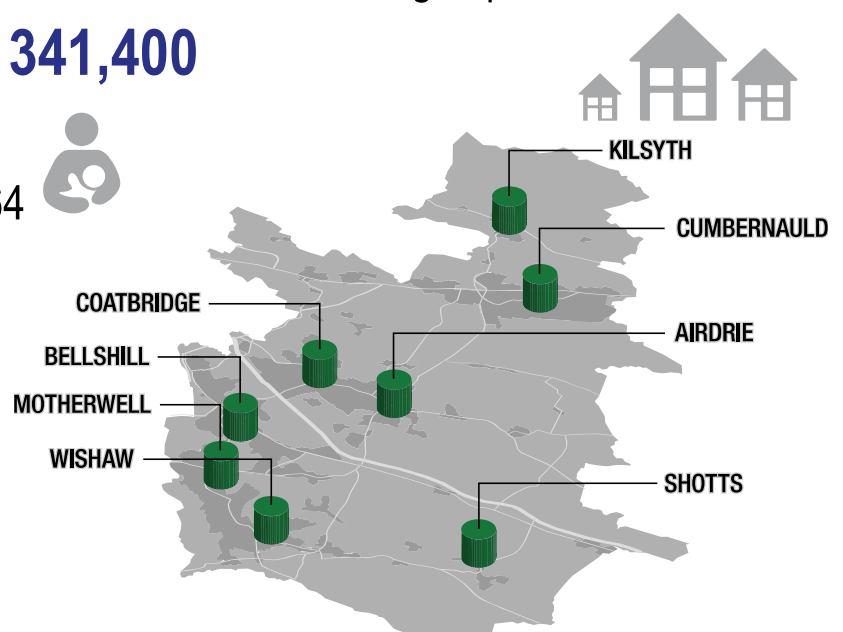
Population 341,400

17.7% under 16

64.5% age 16-64

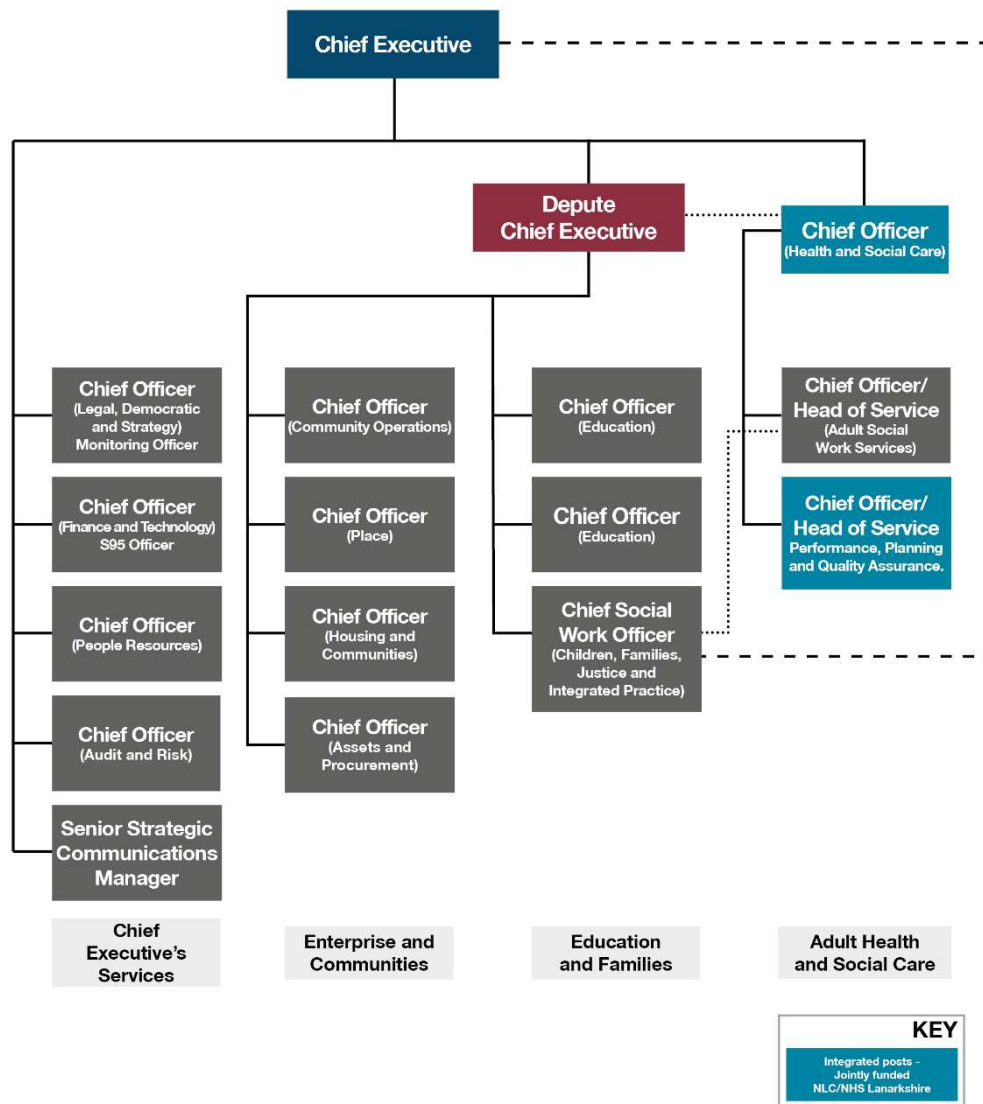


3.2% unemployment



Organisational Structure

Organisational Structure (with effect from 1st April 2026)



THE ROLE

Senior Project Manager

Service: Enterprise & Communities

Division: Place

Job Title: Senior Project Manager

Responsible to: Project Delivery Manager

Grade: NLC13

Conditions of Service: SJC

Date of last Review: 2020

Job Evaluation Ref: A8783

ROLE SUMMARY

Responsible for the effective and efficient management of roads and infrastructure projects, ensuring the delivery of a high quality professional service that maximises the resources available, delivers positive outcomes and meets the needs of our customers and service users.

MAIN DUTIES AND RESPONSIBILITIES

General Duties:

1. Assisting in the preparation and collation of information including drafting reports for and supporting the presentation of this information to relevant committees and for providing legislative, professional and technical advice as necessary.
2. Representing the Chief Officer of Place and the Council as necessary in the achievement of organisational priorities and policies, including contributing to and attending internal and external groups and agencies such as conferences, seminars, meetings, public enquiries, tribunals, government departments and committee.
3. Playing a full and active part in the corporate approach to the overall running of Council services, ensuring, through the Chief Officer of Place and in conjunction with other Officers, the effective and efficient implementation of Council priorities and policies and the effective deployment of resources to this end.
4. Assisting in the development and implementation of major policy and change initiatives and programmes to enhance performance and co-ordinate and evaluate progress against agreed outcomes.
5. Assisting in the implementation of the operations and service management plan which reviews performance, establishes the needs, requirements, objectives, and sets out a forward programme of key tasks and performance targets for Infrastructure & Transportation.
6. Demonstrating commitment to the aims of the management team and working collaboratively across the organisation to help achieve service and corporate objectives.
7. Assisting in the promoting of the service to all sections of the community through demonstrations, events, festivals, centres of excellence, publicity and programming.
8. Ensuring compliance with legislative requirements in relation to best value and other service related activities in order to achieve continuous improvement.
9. Contributing to the preparation and effective management of relevant budgets and for ensuring adequate monitoring, reporting and control arrangements.
10. Account for or audit budgets including authorisation to commit expenditure and authorisation of invoices to approved levels.
11. Ensure proper contract arrangements are in place for the appointment of contractors in accordance with the Financial Regulations and Contract Standing Orders of the Council.
12. Assisting the Project Delivery Manager in making the most effective use of available financial resources and, where possible taking remedial or pre-emptive action to address problems and maximise income.

13. Assisting in the implementation of a strategic framework for the provision of services which is business led, customer focused, provides value for money and embeds a culture of continuous improvement.
14. Maximising available and appropriate external funding opportunities.
15. Deliver services in accordance with service level agreements and other appropriate systems including the development, implementation and maintenance of appropriate quality systems.
16. Responsible for the supervision of consultants and contractors to ensure quality of workmanship and compliance with specification and instructions for services/ works under his/her control.
17. Lead the team on a day to day basis providing, supervision, allocation and monitoring of work.
18. Ensuring staff within the team have access to and/or receive a) adequate and appropriate supervision and direction, b) training, mentoring, coaching and skills development, c) performance review and feedback, and d) appropriate systems of communication and consultation.
19. Responsible for the application and implementation of all aspects of personnel practices.
20. To ensure staff adhere to the Health and Safety Regulations and Policies of the department and to enforce these involving where necessary depot and workplace inspections.
21. Assess level of service and respond to requests for service from individuals or groups of people.
22. Contribute to overall adaptation and design of assets by developing and delivering asset management plans and programmes of work, service activities and projects.
23. Day to day delivery of tender, procurement and contract administration and assisting in the appropriate compliance and procurement arrangements, in terms of negotiations, tenders and contracts.
24. Assisting in developing and implementing approaches to workforce planning and organisational development that enables change across the organisation in terms of working culture and employee capability, reflecting best practice whilst meeting the needs of the organisation.
25. Implementation, monitoring and developing the Council's equal opportunity arrangements for Environmental Assets in a way that values and promotes diversity and respects individual differences.
26. Ensuring all duties and responsibilities are fulfilled in terms of the Health and Safety at Work Act 1974.
27. Undertaking such delegated duties as may be decided by the Council and such other duties as may be required by the Chief Officer or anyone acting on his/her behalf.

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

SPECIFICATION	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS/TRAINING			
A HND or equivalent in Civil Engineering or relevant subject or equivalent recognised qualification that allows application to become a Chartered Engineer	X		Verification/Application Form/Interview
Chartered Membership of an appropriate organisation		X	Verification/Application Form/Interview
WORK EXPERIENCE			
Substantial relevant work experience	X		Application Form/Interview
Experience of the management and administration of contracts and ensuring compliance with specifications	X		Application Form/Interview
Processing financial documents and transactions	X		Application Form/Interview
Experience of audit procedures	X		Application Form/Interview
Moderate experience of managing a team	X		Application Form/Interview
Developing multi agency initiatives, strategies and policies	X		Application Form/Interview
Knowledge and awareness of legislative directives, codes of practice and imperatives within Roads & Transportation	X		Application Form/Interview
Capital & Revenue budgetary experience including preparation, monitoring and control	X		Application Form/Interview

KNOWLEDGE/SKILL/ABILITY			
Excellent communication skills both verbal and written	X		Application Form/Interview
Excellent interpersonal skills	X		Application Form/Interview
Excellent organisational and IT skills	X		Application Form/Interview
Working knowledge of CAD/GIS	X		Application Form/Interview
Experience of project working including a proven ability in project management to achieve agreed outputs, within budget, including benefit realisation	X		Application Form/Interview
Ability to analyse data and produce relevant reports	X		Application Form/Interview
Knowledge of Health and Safety legislation and its application in Roads and Transportation	X		Application Form/Interview
Understanding and knowledge of relevant legislation, initiatives and roads operations	X		Application Form/Interview
Ability to understand and apply financial procedures for contract standing orders	X		Application Form/Interview
Ability to work to tight deadlines whilst maintaining high standard and quality of work	X		Application Form/Interview
Knowledge of Microsoft Office packages	X		Application Form/Interview
Knowledge of appropriate design software	X		Application Form/Interview
Understanding and knowledge of roads and transportation initiatives	X		Application Form/Interview

Customer centred in all aspects of service delivery	X		Application Form/Interview
Good administrative and time management skills	X		Application Form/Interview
Budget monitoring skills	X		Application Form/Interview
PERSONAL QUALITIES/ ATTRIBUTES			
Ability to work under pressure	X		Interview
Innovative thinker	X		Interview
Confident problem solver	X		Interview
Flexible approach	X		Interview
Customer focused	X		Interview
Self-motivated and strong motivator	X		Interview
Committed to continuous development of own skills and knowledge and active in encouraging others to participate in development activities	X		Interview
Able to communicate at various levels including with elected members and the public in various forums	X		Interview
OTHER			
Current driving Licence	X		Application Form/Interview
Willing to participate in the out of hours standby, assisting in responding to Corporate and Roads emergencies	X		Application Form/Interview

USEFUL LINKS

In the documents below, you will find more information about the council, its priorities and its policies. You can also visit the council website at <http://www.northlanarkshire.gov.uk> to find out more about what we do and the communities and partners we work with.

[We ASPIRE](#)

[- A Shared Ambition for North Lanarkshire](#)

[The Plan for North Lanarkshire](#)

CONTACT DETAILS

For further information on the post, contact;

Alastair Robertson, robertsonala@northlan.gov.uk

