NORTH LANARKSHIRE COUNCIL
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Solicitor (Governance and Information) Recruitment Pack

NLC 12 - £52,252 - £56,329

WE'RE MOTIVATED

ARE YOU?

JOIN A TEAM

THAT ACHIEVES GREAT THINGS

WORK HERE



It’s an ambitious time for the council, our residents, our businesses and the people who work here.

If you’re motivated, ambitious and driven by achievement, then come and join us. We want you to play a part in the regeneration and transformation of our towns and communities.
At North Lanarkshire Council, we’re full of energy and ideas to transform our towns and communities into vibrant places to live, work and visit. As Scotland’s fourth largest local authority, we’ve got lofty ambitions, bags of determination and we’re moving at a pace to generate real change in our communities and how we deliver services. We’re providing services that enhance lives, communities and experiences of over 341,000 people living in the area.

There’s a real story to tell about North Lanarkshire.
It’s a place that is growing, changing, developing and thriving. The scale of change is vast. And the rate of change is considerable.
However, we recognise that not everyone in North Lanarkshire is sharing equally in its successes.
Considerable challenges continue to exist, such as unacceptable levels of child deprivation, a growing demand on services such as health and social care and the visible and very real impact of inequity and inequalities on our communities.
The Plan for North Lanarkshire was agreed by all Community Planning Partners. It’s an ambitious strategy which, by working with our partners, residents and businesses, aims to completely transform towns and communities, to make them better, more inclusive and happier places to live.
The Plan is underpinned by five priorities and 25 ambition statements with the aim of inclusive growth and prosperity for all, to bring equal benefits and a fairer distribution of wealth. We measure our progress through 28 health check indicators which track changes and trends to demonstrate whether The Plan and the activities and projects under the Programme of Work, are making a difference.
A new five-year strategic investment programme is underway to improve the region’s physical and digital infrastructure and help create the right economic, social and community conditions that will enable businesses, local people and communities to thrive. It’s about providing whole-family support locally when they need it so people can lead healthier, safer and more independent lives and in a way that addresses the impact of poverty and reduces inequality. The new programme of work will deliver care, supports and council services that will improve the lives of local people and improve their life chances. Making them healthier, wealthier, happy and more resilient.

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 six fixed public holidays, rising to 36 days in line with service
- Flexible working
- Buy and bank leave scheme
- Cycle to work scheme
- Green Car Scheme
- Childcare voucher scheme
- Relocation policy

ABOUT US

77	**Elected members**
21	**Wards**
33	**Scottish Labour Party councillors**
24	**Scottish National Party councillors**
5	**Scottish Conservative and Unionist councillors**
13	**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 341,000 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 6,000 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 2026/27

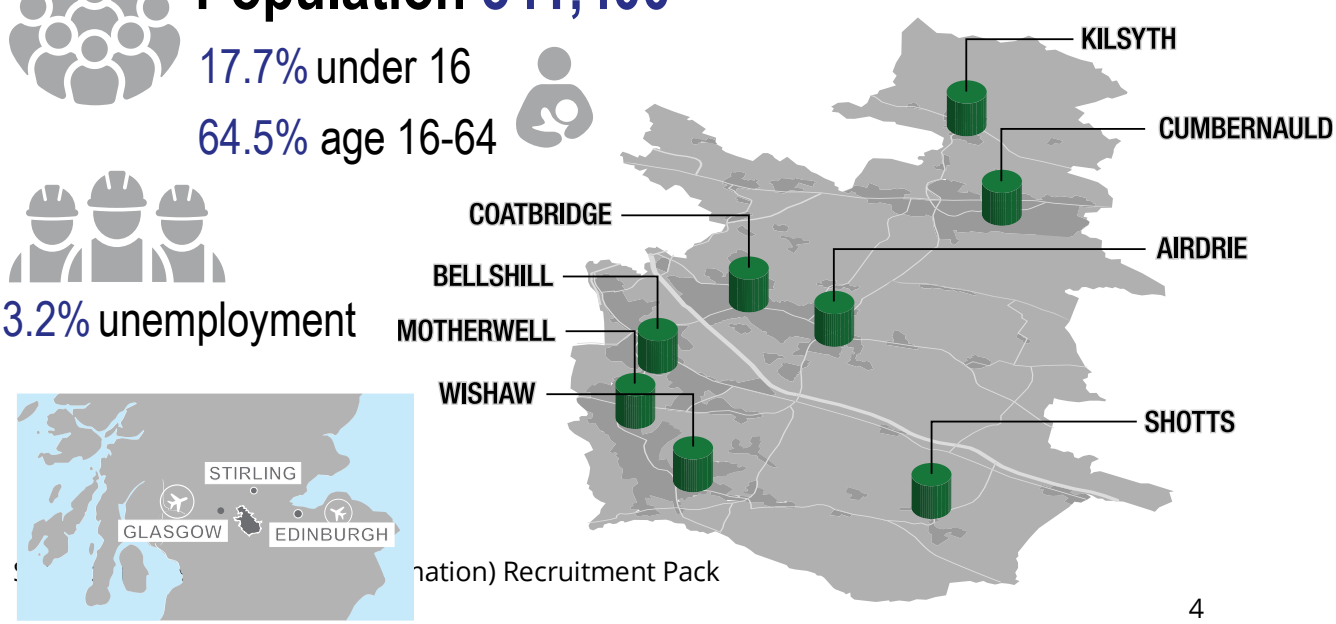
£90m housing capital 2024/25

Population 341,400

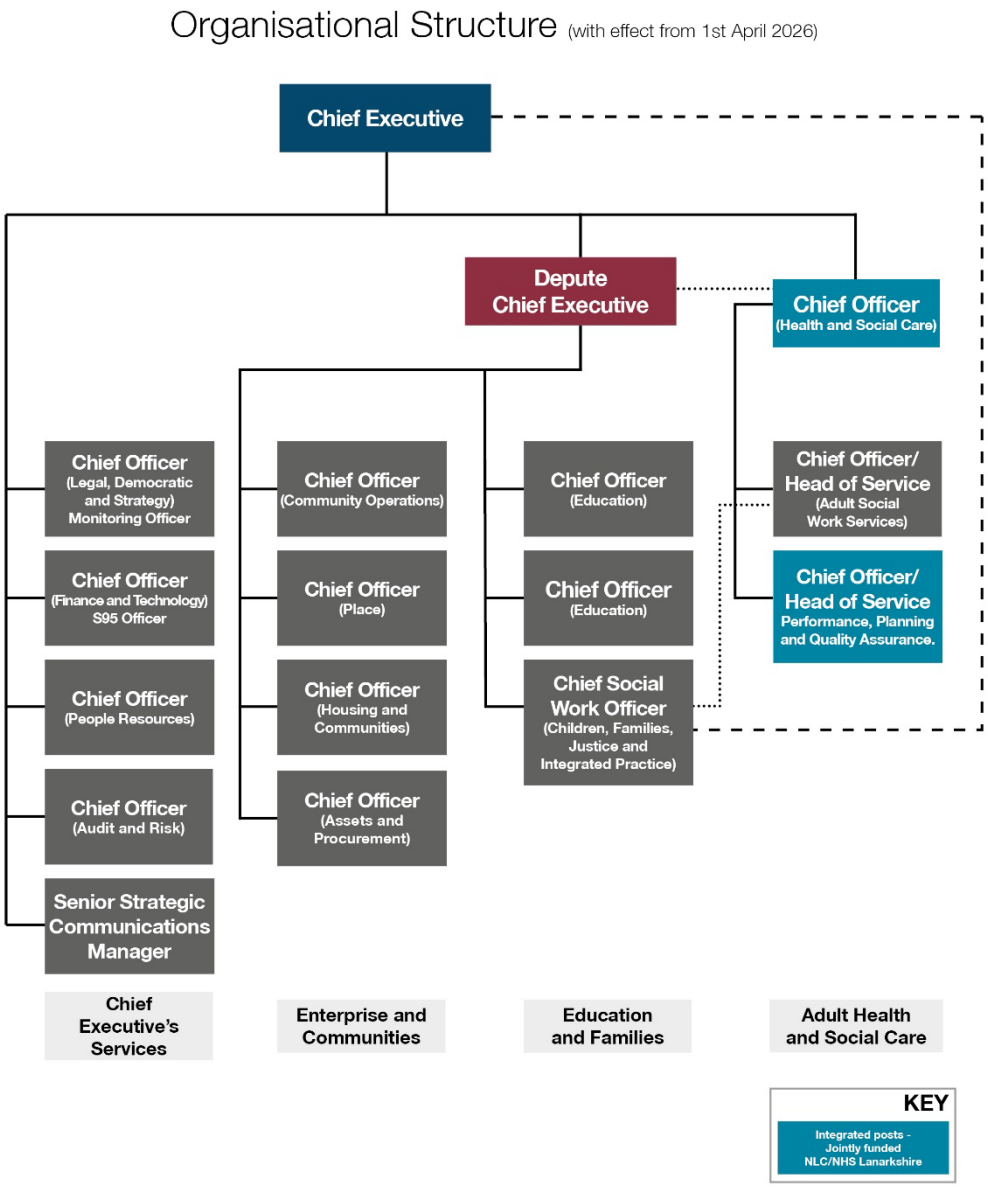
17.7% under 16

64.5% age 16-64

3.2% unemployment



Organisational Structure



THE ROLE

Solicitor (Governance and Information)

Service: **Chief Executive's**

Division: **Legal, Democratic and Strategy**

Job Title: **Solicitor (Governance and Information)**

Responsible to: **Principal Solicitor (Governance and Information)**

Grade: **NLC12**

Conditions of Service: **SJC**

Date of last Review: **11.10.2026**

ROLE SUMMARY

To support the work of Legal, Democratic and Strategy by providing appropriate legal advice and support as required across the range of services provided by the Council.

To work with colleagues across services to help secure a responsible, effective, efficient, and professional legal service for the Council and a number of arms-length organisations and partners.

MAIN DUTIES AND RESPONSIBILITIES

General Duties:

1. Participating in Council projects and representing the Council and Legal Team in negotiations and meetings.
2. To provide advice and legal support to all Committees, and to Officers of the Council and associated organisations, including ALEOs, in the performance of their functions and service delivery, including attending Committee where required.
3. To assist Legal Managers in maintaining compliance by the Council and its external bodies with regulatory requirements.
4. To assist Legal Managers in ensuring the costs of external services achieve best value and instructing and liaising with external solicitors, counsel and other stakeholders where required and monitoring the performance of same.
5. To provide training to Council employees where required on legal issues pertaining to the job description.
6. To provide advice and guidance to trainee solicitors and paralegals in the performance of their duties, including the co-ordination of day to day work requirements.
7. To support the general day to day functioning of Legal, Democratic and Strategy as instructed.
8. To comply with North Lanarkshire Council's Health and Safety at Work policies/procedures, and any other relevant legislation and ensure that safe systems of work are used at all times.
9. To carry out any other duties consistent with the post as required by the Chief Officer (Legal, Democratic and Strategy).
10. Contribute to service improvement initiatives.
11. Maintain accurate case files and manage a varied caseload while meeting statutory and organisational deadlines.

Specific Tasks:

12. To support the work of Legal, Democratic and Strategy by providing appropriate legal advice and support as required in terms of information governance across the range of services provided by the Council.
13. To advise and support the Council's Data Protection Officer and Senior Information Risk Officer.
14. To assist in ensuring that the Council meets its statutory obligations in terms of Data Protection legislation, including developing, reviewing, and implementing policies and procedures, providing advice, guidance and training and preparing reports and providing statistical information.
15. To assist in ensuring that the Council meets its statutory obligations in terms of the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004, including developing, reviewing and implementing policies and procedures, providing advice, guidance and training, preparing reports and providing statistical information.

16. To assist in the Council's response to all statutory requests for information received by the Council, including Subject Access Requests under Data Protection legislation and requests under the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004.
17. To advise and support the completion and review of Data Protection Impact Assessments; Information Sharing Agreements; Data Processing Agreements; Privacy Notices and transparency documentation.
18. To ensure that all data protection breaches are monitored, investigated, and reported.
19. To assist in the Council's response to data protection complaints in line with the Council's obligations under Data Protection Legislation including providing advice and guidance in relation to improvements or learning points.
20. To assist in ensuring the Council meets its statutory obligations in terms of the Public Records (Scotland) Act 2011 and Regulation of Investigatory Powers (Scotland) Act 2000.
21. To play a key role in service improvement to ensure best value and a client focused approach to service delivery.
22. To undertake any other duties as the Legal Manager (Governance and Information) and Principal Solicitor may direct, including representing Legal, Democratic and Strategy at Council Committees/Sub Committees and on any corporate or external working groups.

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			
Law Degree	X		Verification/Application Form/Interview
Diploma in Legal Practice	X		Verification/Application Form/Interview
Current unrestricted Law Society of Scotland Practising Certificate	X		Verification/Application Form/Interview
WORK EXPERIENCE			
Recent practical experience of data protection and the requirements of Data Protection Legislation		X	Application Form/ Interview
Experience of advising and supporting the completion and review of Data Protection Impact Assessments, Information Sharing Agreements, Data Processing Agreements; and Privacy Notices		X	Application Form/ Interview
Experience of monitoring compliance; managing data protection activities and personal data breaches, together with experience of raising awareness of data protection issues.		X	Application Form/ Interview
Experience in terms of the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004.		X	Application Form/ Interview
Experience of the Public Records (Scotland) Act 2011 and Regulation of Investigatory Powers (Scotland) Act 2000		X	Application Form/ Interview

Experience of drafting and implementing policies, procedures, briefing notes, and practice notes		**X**	Application Form/ Interview
Experience of leading in the delivery of organisational change		**X**	Application Form/ Interview
KNOWLEDGE/SKILL/ABILITY			
Comprehensive knowledge of data protection and requirements of Data Protection Legislation including UK GDPR, Data Protection Act 2018 and The Data Use and Access Act 2025	**X**		Application Form/ Interview
Knowledge of the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004	**X**		Application Form/ Interview
Knowledge of the Public Records (Scotland) Act 2011 and Regulation of Investigatory Powers (Scotland) Act 2000	**X**		Application Form/ Interview
Ability to adapt to change	**X**		Application Form/ Interview
Ability to work to deadlines and manage large caseload	**X**		Application Form/ Interview
Excellent verbal communication skills	**X**		Application Form/ Interview
Excellent written communication skills	**X**		Application Form/ Interview
Ability to manage own caseload	**X**		Application Form/ Interview
Work independently and as part of a team	**X**		Application Form/ Interview
Deliver training and briefing sessions	**X**		Application Form/ Interview
Ability to develop, implement and review policies, briefing notes and procedures	**X**		Application Form/ Interview
Ability to contribute to service improvement and innovation	**X**		Application Form/ Interview

Ability to work collaboratively and build effective relationships across services	**X**		Application Form/ Interview
Excellent attention to detail	**X**		Application Form/ Interview
Good time management and organisation skills	**X**		Application Form/ Interview
PERSONAL QUALITIES/ ATTRIBUTES			
Good interpersonal skills	**X**		Interview
Confident demeanour	**X**		Interview
Positive attitude	**X**		Interview
OTHER			
Satisfactory Disclosure Scotland Level 2 check	**X**		Interview
Commitment to complying with all Council policies, procedures and professional obligations	**X**		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; Shona Adair - AdairSh@northlan.gov.uk

