NORTH LANARKSHIRE COUNCIL
COMHAIRLE SIORRACHD LANNRAIG A TUATH

Senior Project Officer (FSS) 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

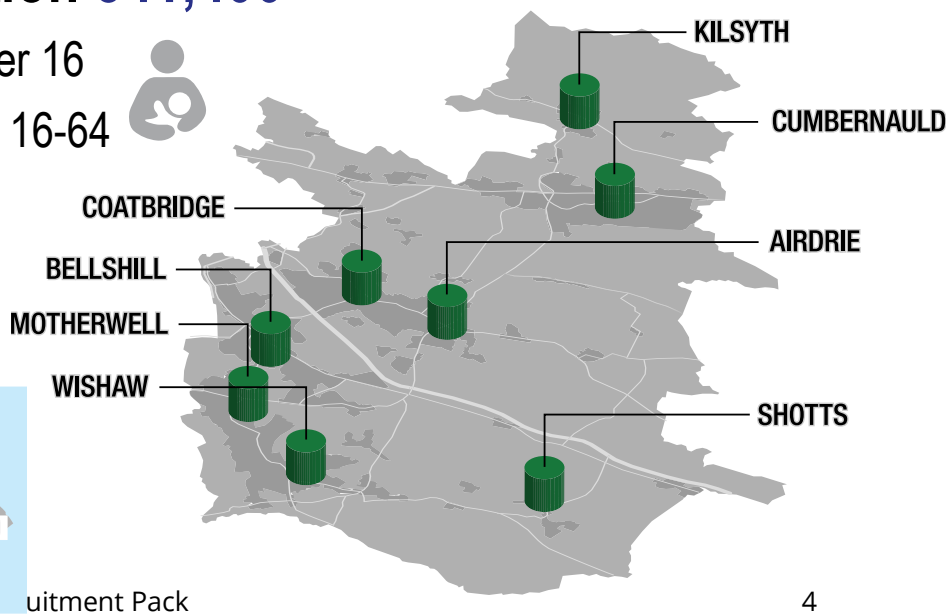
Population 341,400

17.7% under 16

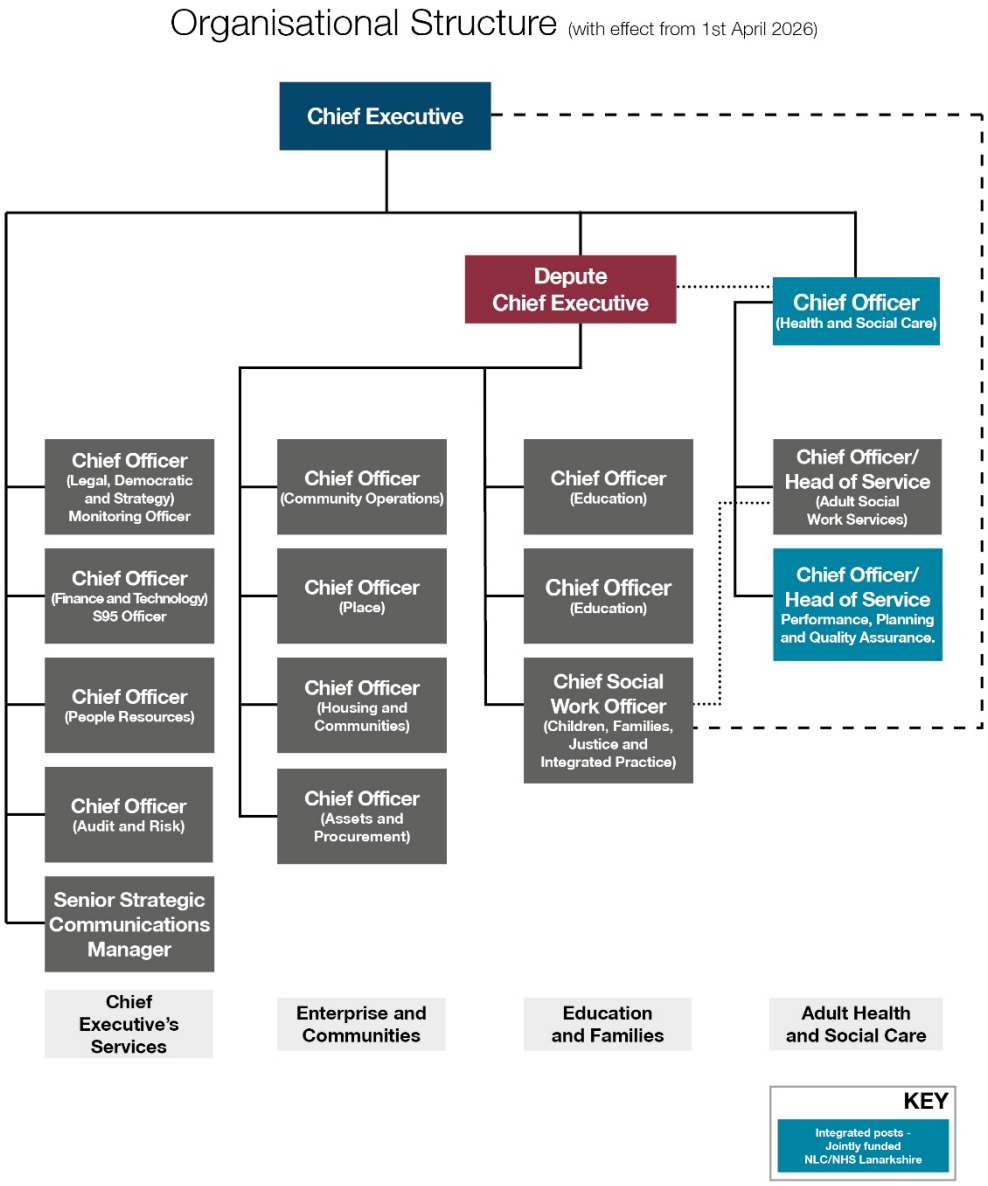
64.5% age 16-64

3.2% unemployment





Organisational Structure



THE ROLE

Senior Project Officer (FSS)

Service: Enterprise & Communities

Division: Community Operations

Job Title: Senior Project Officer (FSS)

Responsible to: Assistant Business Manager (Support)

Grade: NLC12

Conditions of Service: SJC

Date of last Review: October 2026

ROLE SUMMARY

Reporting to the Assistant Business Manager (Support), the Senior Project Officer leads the development and implementation of key strategic projects within Facility Support Services, including Good Food Nation legislation and the introduction of management information software for pupils with special dietary requirements across North Lanarkshire schools.

The Senior Project Officer manages a small project team, oversees project delivery through effective planning and governance, and supports service improvement through collaboration across departments. The role is responsible for producing high-quality project documentation, reports, and presentations for senior management and committees.

Educated to HND level or equivalent in Project Management or a related discipline, the successful candidate will demonstrate strong leadership, project management, communication, and partnership-working skills.

MAIN DUTIES AND RESPONSIBILITIES

General Duties:

1. To support the Assistant Business Manager (Support) in managing, monitoring and delivery of projects within Facilities Support Services, with a particular focus on Good Food Nation legislation, management information and service improvement initiatives.
2. Contribute to the implementation of strategic plans, to ensure the service is delivered effectively and performance optimised.
3. Ensure that information under your control is collated, processed, held and securely destroyed in accordance with the council's Data Protection policy and legislative requirements.
4. Participate in project teams following all relevant project management and risk management processes as required.
5. Ensure effective utilisation of financial resources and budgets under your control ensuring compliance with the council's Financial Regulations and Contract Standing Orders.
6. Contribute to and support the work of council committees, sub-committees, partnership groups and working groups, representing the service as required and maintain a good working relationship with councillors, stakeholders and communities.
7. Undertake such duties and responsibilities as may be required in terms of the Health and Safety Acts and related legislation, e.g. Health and Safety at Work Act, 1974.
8. Undertake such delegated duties as may be required by the Council and Assistant Business Manager (Support).

Specific Tasks:

9. Support a portfolio of projects including the initiation, planning, monitoring and reporting of progress, managing project risks and identifying early indicators of emerging issues and problems that may require remedial action.
10. Ensure the integrity of the allocated projects, focusing on internal consistency, and alignment with strategic objectives and interfaces with other projects. Ensure the delivery of products or services meet time, cost and quality required.
11. Collect and analyse activity data, financial data, benchmarking, key performance indicators and other information to support project management, objectives and outcomes. Successfully communicate complex, and at times sensitive, information relating to specific change projects.
12. Provide project reporting on a regular basis including the identification and management of risks and issues including submission of reports to project boards/committees.
13. Motivate staff across the relevant project and programmes and at all levels to ensure programme/project delivery.
14. Perform business analysis when required, interpreting, and defining requirements and relate these to existing solutions to inform and enable decisions.
15. Provide knowledge of the councils Risk management practices, ensuring project specific risks are documented and maintained.
16. Possess a good standard of interpersonal, influencing, negotiation and communication skills and be able to interpret and determine the requirements of information users and develop reports which meet these requirements whilst being easily understood.

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 generic and specific duties, the outline is considered to provide a reasonable general description of the post.

SPECIFICATION	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS/TRAINING			
Educated to SVQ4/HND/degree or equivalent in a relevant discipline	X		Verification/ Application Form/ Interview
Project best practice, e.g.: Prince 2, Agile		X	Verification/ Application Form/ Interview
Management of Risk / Benefits etc		X	Verification/ Application Form/ Interview
Evidence of Continuous Professional Development		X	Verification/ Application Form/ Interview
WORK EXPERIENCE			
Previous work experience of managing projects (of various shape, size and complexity) through the full project life cycle	X		Application Form/ Interview
Experience of procurement		X	Application Form/ Interview
Project management or supervisory experience	X		Application Form/ Interview
Project governance controls and use of methodology		X	Application Form/ Interview
Background in business analysis with capability for interpreting and defining customer requirements	X		Application Form/ Interview
KNOWLEDGE/SKILL/ABILITY			
Ability to work effectively under pressure and to respond quickly to unforeseen events and changing priorities and circumstances	X		Application Form/ Interview
Knowledge and understanding of Programme and Project Management tools, techniques and systems.	X		Application Form/ Interview

Knowledge, understanding and practical application of business analysis techniques	**X**		Application Form/ Interview
Ability to manage the scheduling of multiple complex project and programme activities	**X**		Application Form/ Interview
PERSONAL QUALITIES/ ATTRIBUTES			
Strong team player	**X**		Application Form/ Interview
Open and enquiring mind adaptable to change and innovation. Proactive by nature, identifies opportunities for improvement and innovation	**X**		Application Form/ Interview
Confident and self-motivated, with an ability to communicate and present at all levels	**X**		Application Form/ Interview
Strong relationship and rapport building where credibility provides the opportunity and invitation to influence	**X**		Application Form/ Interview
Capability to work to targets and react appropriately and quickly to challenges	**X**		Application Form/ Interview
OTHER			
Ability to travel throughout North Lanarkshire		**X**	Application Form

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; Gillian Finnigan - finnigang@northlan.gov.uk

