

# AMBITION

WE HAVE IT.  
NOW WE NEED  
YOURS

**Senior Project Officer (Planning)**  
**NLC 12 - £40,629 - £44,690**

**Recruitment pack**



**WORK HERE**



# W E L C O M E



**In North Lanarkshire, we have a shared ambition. We want this to be the place to live, learn, work, invest and visit.**

We want to:

- Improve economic opportunities and outcomes
- Support all children to realise their full potential
- Improve the health, wellbeing and care of our communities
- Improve relationships with communities and the third sector
- Improve the council's resource base

This is our shared ambition. But we need yours.

We want to do all this using our We ASPIRE philosophy. We ASPIRE is about how we work together to achieve inclusive growth and prosperity for the people and communities of North Lanarkshire. It defines all our work in the council, with partners and with people in communities.

Through We ASPIRE we will improve the quality of life of people living and working here. We will drive economic growth, increase our talent base and generate jobs and training opportunities.

We'll involve our communities in the decisions that will affect them and help strengthen their community foundations. We will reduce inequalities and use technology to make our sustainable, connected communities better places to live.

In the rest of 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 that North Lanarkshire is 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
- 26 Days annual leave and 6 fixed public holidays, rising to 36 days in line with service
- Flexible working
- Buy and bank leave scheme
- Cycle to work scheme
- Childcare voucher scheme
- Relocation policy

# ABOUT US

We have a bold vision for growth in North Lanarkshire that sets us apart from the rest of Scotland.

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.

With a population of over 341,000 people and Scotland's fourth largest local authority, we're brimming with ambition, have bags of determination and are moving at pace to effect real change in our communities and how we deliver services. 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.

Utilising the £1.2 billion Glasgow City Region City Deal 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 are key to North Lanarkshire's regeneration strategy. 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 recently 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. We aim to enhance the lives of people living and working here and you can be part of making that happen.

**77** Members

**21** Wards

**36** Scottish National Party councillors

**32** Scottish Labour Party councillors

**5** Scottish Conservative and Unionist councillors

**2** Independent councillors

**1** British Unionist Party councillor

**1** Green Party councillor

**12,413** Workforce (full-time equivalent)





Population **341,140**

**21%** under 18

**64%** age 16-64 working age population

**4.8%** unemployment rate

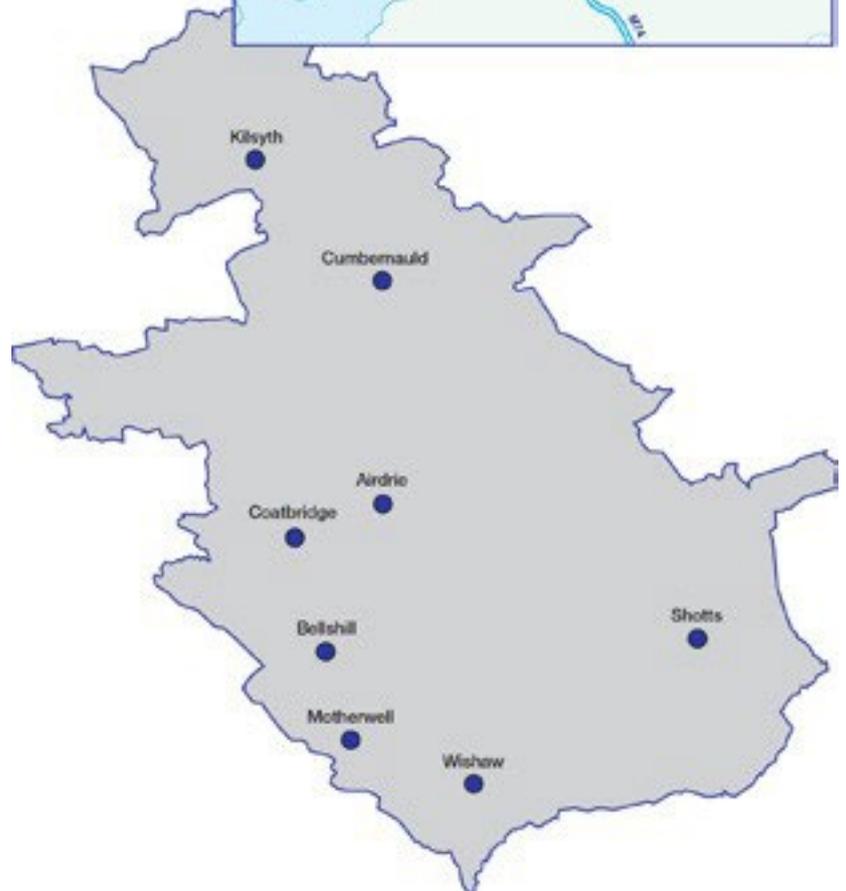


**£845m**

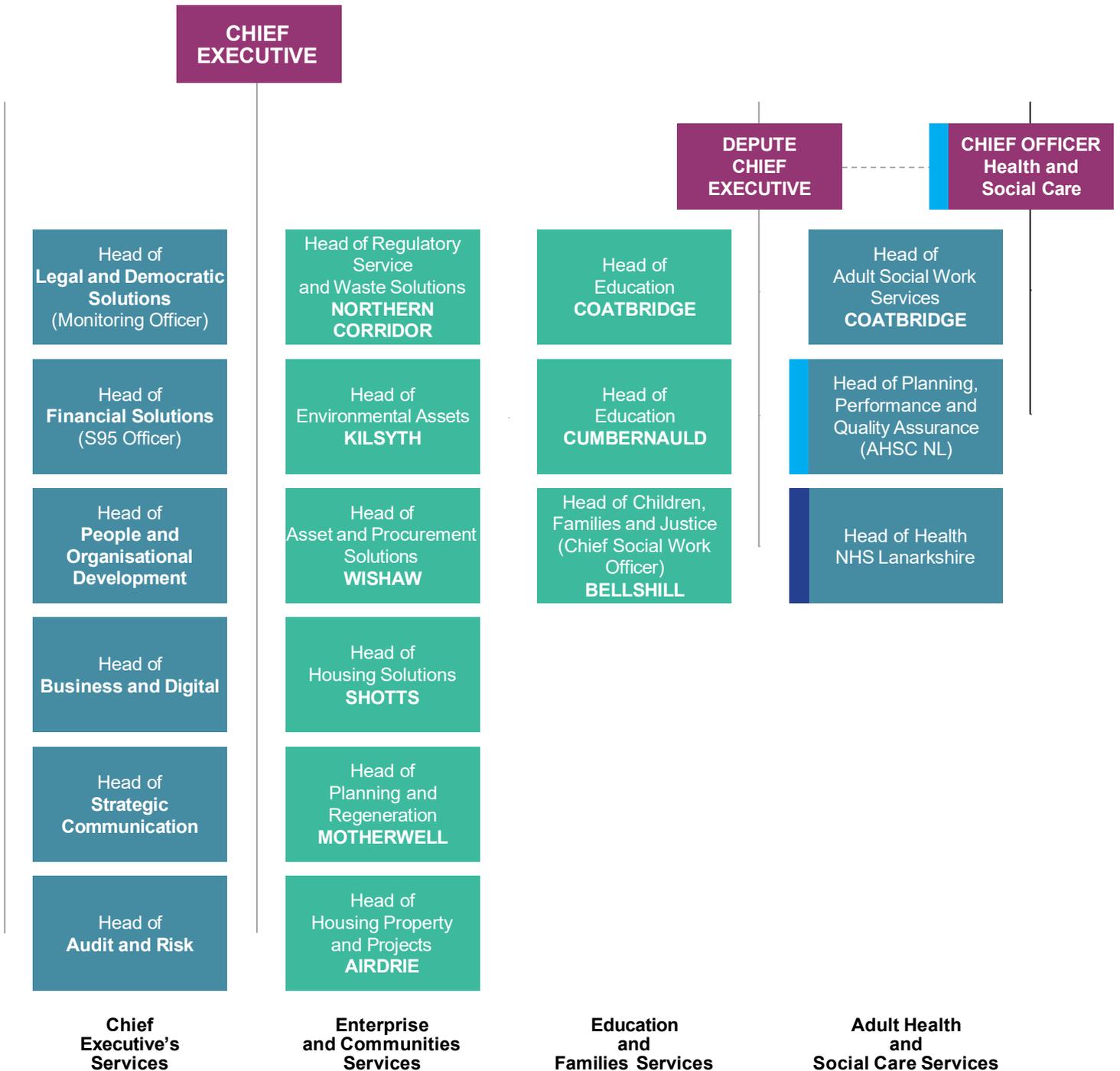
revenue budget 2021/22

**£148m**

housing revenue 2021/22



# ORGANISATIONAL STRUCTURE



**KEY**

 Community Champions, each supporting one community board

 Strategic Oversight and support across all 9 community Boards

 Integrated posts - Jointly funded NLC/NHS Lanarkshire

 NHS Lanarkshire Post

# THE ROLE

## Inclusion Manager

**Service:** Planning and Regeneration

**Division:** Planning and Place

**Job Title:** Senior Project Officer (Planning)

**Responsible to:** Planning Manager (Strategy and Policy)

**Grade:** NLC12

**Conditions of Service:** SJC

**Date of last Review:**

### JOB OUTLINE

Working in the Planning and Regeneration Service and reporting to the Planning Manager (Strategy and Policy) within Planning and Place, this is a key role, providing delivery, coordination and a support function aligned to Project Management and Business Improvement activities. The post contributes to ongoing successful delivery of Planning and Place's Programme of Work and the wider North Lanarkshire Council vision.

The Senior Project Officer will work across 3 main aspects:

- Programme management and delivery – the planning, monitoring, control and delivery of all aspects of the Local Development programme on a day-to-day basis
- Programme Management responsibilities – providing hands-on support for programme and project leads across Planning and Place playing a proactive knowledge management role in the promotion of programme and project management methods and controls, and the rollout of best practice management. This will include providing support and enabling decision making from programme planning, resource management and capacity planning, programme governance, analytics and reporting, standards and processes and quality assurance etc
- Responsibility for assessing and continually reviewing systems, procedures and performance management arrangements in support of continuous improvement and the delivery of efficiencies across Planning and Place.

Reporting to the Planning Manager (Strategy and Policy) the Senior Project Officer (Planning) will be responsible for the day-to-day project management and delivery of the Local Development Plan programme alongside other members of the Planning and Strategy Team. This will include managing multiple workstreams, activities and phases of the programme, and being the interface between teams within Planning and Place as well as, other teams within Planning and Regeneration other NLC teams and partner organisations from diverse disciplines.

The Senior Project Officer (Planning) will provide coordination and support to The Planning and Place Manager to improve the performance of the Planning and Place Service, identifying dependencies and helping to ensure a standardised project approach is adopted across the Service. This includes the provision of timely and accurate reports to Programme Boards; including the Planning Performance Framework and attending council meetings as required.

It will be beneficial for the post holder to have understanding and experience of technology and of local government ICT infrastructure backed by relevant working experience. Knowledge and understanding of technical change management and potential issues likely to impact service delivery and operations would be beneficial.

## **Main Duties and Responsibilities**

### **Generic Duties:**

1. Work with in-house and external business change and technology partners in the identification, planning and implementation of appropriate business and technical solutions. Harmonize ideas to deliver continuous performance improvement by proactively benchmarking performance using both internal and external comparators across the range of specialities and proposing best practice to realise these improvements.
2. Working with Planning and Place Managers, aid the production of a prioritised portfolio of change projects supported by business cases. Under the direction of the Planning Manager (Strategy and Policy) gain the support of internal and external stakeholders, in order to achieve the aims, objectives, expected benefits and outcomes from the improvement project(s).
3. In consultation with the Planning and Place Managers, identify, plan, schedule, and manage appropriate staff resources on all projects within the portfolio. Provide support, performance management and direction to other council staff involved with projects associated with delivering strategic objectives across the Service (e.g., productivity and efficiency opportunities, quality improvement and transformation).
4. Engage with key agencies and assist with the management of third-party contributions to relevant projects within the overall portfolio of programmes and projects. Use negotiation and persuasion skills to overcome barriers and obstacles to the delivery of project deliverables and objectives in particular where staff, partners and other stakeholders are resistant and / or the post holder has no direct line management relationship.
5. Maintains awareness of the Councils business solutions processes and applications portfolios, promoting their reuse, effectiveness and efficiency across the authority, whilst keeping up to date with new technological developments.
6. Comply with the Employee Code of Conduct, demonstrating the ethical standards expected of officials in public service.
7. Ensure compliance of staff with Health and Safety at Work legislation and safe systems of work.
8. Promote and value the diversity of staff, people and communities served by the council to ensure equality of access and treatment in employment and service delivery.
9. Responsible for the application and implementation of personnel practices, and provision of guidance regarding Council policies.
10. Carry out such other appropriate duties and responsibilities as are required by the Planning Manager (Strategy and Policy) or Planning and Place Manager.

### **Specific Duties:**

11. Development and day-to-day project management and delivery of the Local Development Plan programme alongside other members of the Planning and Strategy Team, in accordance with the requirements of Scottish Government legislation and guidance while ensuring internal consistency, and alignment with strategic objectives and interfaces with other projects and programmes.

12. Support a portfolio of projects related to change management and programme management for the Planning Service 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 and liaise with the Service Managers of teams across the Planning and Regeneration Service to recognise when there is a potential to improve the effectiveness of services.
13. Collect and analyse activity data, financial data, benchmarking, service level agreement targets, key performance indicators, benefits management and other information to support project management, objectives and outcomes. Successfully communicate complex, and at times sensitive, information relating to specific change projects.
14. Provide reports on a regular basis to the Planning Management Team, including the identification and management of risks and issues including submission of reports to project boards/committees.
15. Motivate staff across the council and at all levels to ensure programme/project delivery.
16. The role will be a key point of contact, representing Planning and Place and supporting the Strategy and Policy Manager in liaising with Project and PMO functions and services across Planning and Regeneration and the organisation, navigating operational practices, policies and processes, as well as ensuring alignment to strategic objects and governance.
17. As part of the project management aspect the Senior Project Officer (Planning and Place) will be required to perform in a business analyst role, interpreting, and defining customer and Key Agency partner requirements and relate these to existing solutions or project portfolio to inform and enable decisions.
18. Provide knowledge of the councils Risk management practices, ensuring Planning and Place programme and project specific risks are documented and maintained either individually or aligned to Corporate/Business Solutions Risks.
19. 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 particular duties, the outline is considered to provide a reasonable general description of the post.

SPECIFICATION	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>QUALIFICATIONS/TRAINING</b> <ul style="list-style-type: none"> <li>• Educated to SVQ4/HND/degree or equivalent in a relevant discipline.</li> <li>• Project Management Qualification, e.g., Prince 2, Agile</li> <li>• Management of Risk / Benefits etc</li> <li>• Evidence of Continuous Professional Development</li> </ul>	<p style="margin-left: 100px;">X</p> <p style="margin-left: 100px;">X</p>	<p style="margin-left: 100px;">X</p> <p style="margin-left: 100px;">X</p>	<p>Verification/ Application Form</p>
<b>WORK EXPERIENCE</b> <ul style="list-style-type: none"> <li>• Experience of drafting and advising on contracts.</li> <li>• Experience in providing procurement and competition law advice.</li> <li>• Experience of participating in project teams.</li> <li>• Experience of infrastructure and new build projects.</li> </ul>	<p style="margin-left: 100px;">X</p>	<p style="margin-left: 100px;">X</p> <p style="margin-left: 100px;">X</p> <p style="margin-left: 100px;">X</p>	<p>Application Form/ Interview</p>
<b>KNOWLEDGE/SKILL/ABILITY</b> <ul style="list-style-type: none"> <li>• Knowledge and technical understanding of ICT technologies and integration.</li> <li>• Knowledge, exposure to and a willingness to learn and understand Planning Legislation, Planning Transformation and Performance Monitoring requirements.</li> <li>• Development of services, initiatives, policies and procedures.</li> <li>• Ability to work effectively under pressure and to respond quickly to unforeseen events and changing priorities and circumstances.</li> <li>• Knowledge and some technical understanding of Microsoft Windows operating systems.</li> <li>• Business Analysis techniques.</li> <li>• Excellent verbal and written skills.</li> </ul>	<p style="margin-left: 100px;">X</p> <p style="margin-left: 100px;">X</p> <p style="margin-left: 100px;">X</p> <p style="margin-left: 100px;">X</p>	<p style="margin-left: 100px;">X</p> <p style="margin-left: 100px;">X</p>	<p>Application Form/ Interview</p>

<p><b>PERSONAL QUALITIES/ATTRIBUTES</b></p> <ul style="list-style-type: none"> <li>• Strong team player.</li> <li>• Open and enquiring mind adaptable to change and innovation. Proactive by nature, identifies opportunities for improvement and innovation.</li> <li>• Confident and self-motivated, with an ability to communicate and present at all levels</li> <li>• Strong relationship and rapport building where credibility provides the opportunity and invitation to influence.</li> <li>• Capability to work to targets and react appropriately and quickly to challenges.</li> </ul>	<p style="text-align: center;">X</p>		<p style="text-align: center;">Interview</p>
<p><b>OTHER</b></p> <ul style="list-style-type: none"> <li>• Ability to travel throughout North Lanarkshire</li> </ul>	<p style="text-align: center;">X</p>		<p style="text-align: center;">Interview</p>

## 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 [www.northlanarkshire.gov.uk](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](#)

## TIMETABLE

For further information on the post, contact Gordan Laing,  
[LaingG@northlan.gov.uk](mailto:LaingG@northlan.gov.uk)

