Job Description and Employee Specification [Project Co-ordinator]

Enterprise & Communities

Service:	Enterprise & Communities
Division:	Community Operations
Job Title:	Project Co-ordinator
Responsible to:	Senior Project Officer
Grade:	NLC9
Conditions of Service	SJC
Date of last review:	

Job Outline

Based within Facility Support services you will be required to work directly with the Senior Project Officer within the Support Section of the service to co-ordinate the Good Food Nations Plans and the development and introduction of management information software which is required to support the management of special dietary requirements for pupils across all North Lanarkshire Schools.

This post will also support the individual teams located within Facility Support Services (support) - Community Operations, this includes ad-hoc short-term projects.

Educated to HNC level or equivalent in Project Management/Delivery or relevant discipline, you will have proven experience in management/relevant environment. You should further demonstrate high personal drive and motivation alongside excellent communication and partnership working.

Main Duties and Responsibilities

1. To support the Senior Project Officer in the coordination, 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. To assist with project planning, stakeholder engagement, performance monitoring, data analysis and reporting, ensuring projects are delivered on time and in line with Council policies and legislative requirements.

3. To assist the Senior Project Officer in monitoring, tracking and risk assessing projects through the Councils Project Management Framework.

4. Support the development and implementation of new management information software which monitor and track special diet information for pupils across the Council's school estate and maintain project records and documentation.

5. Support the development and implementation of training to improve service delivery and provide improved processes for multiple work areas across the Support team.

6. Through a collaborative approach, schedule regular review meetings, working groups and consultations to monitor and track the development of Good Food Nation Plans to ensure stated objectives are met, highlighting areas for concern and action.

7. To support the delivery of multiple projects and service improvement activities, identify any risks and support decision making by providing accurate and timely project updates.

8. Support the Senior Project Officer to provide reports and information analysis to present to the Facility Support Services Senior Management Team and contribute to Committee reports.

9. Support the Senior Project Officer within the Support team, which includes operational and support functions within Facility Support Services.

10. To undertake any other duties consistent with the remit of this post, as directed by the Senior Project Officer or other nominated senior officer.

11. To undertake periodic reviews as agreed through the Good Food Nation Plan Working Group

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			
• Educated to a minimum of HNC, or equivalent in a relevant discipline	X		Verification/Application Form/Interview
WORK EXPERIENCE			
• Co-ordination and delivery of projects within a complex environment.	X		Application Form/Interview
• Partnership working experience.	X		
• Experience of working within a large multi discipline organisation.	X		
• Experience of delivering complex programmes.	X		
• Experience of Quality Management Processes		X	
• Demonstrate high personal drive	X		
KNOWLEDGE/SKILL/ABILITY			
• Project Management experience.	X		Application Form/Interview
• Good organisation skills.	X		
• Good verbal and written communication skills	X		
• Ability to meet deadlines	X		
PERSONAL QUALITIES/ATTRIBUTES			
• Outgoing, friendly manner	X		Interview
• Motivated	X		
OTHER			
• Ability to travel throughout North Lanarkshire		X	Application Form/Interview