



North & Mid Wales Trunk Road Agent

Tunnel Safety & Resilience Manager

Recruitment Pack



Welcome from the Head of Service



DAVID COOIL
NMWTRA HEAD OF SERVICE

At the NMWTRA, we help create a road network that connects people and places in a safer, greener and more reliable way.

We work on projects across North and Mid Wales that address some of the country's most critical challenges. From complex infrastructure, increasing transport needs, and climate change – we combine innovation, expertise, and technology to make North and Mid Wales a better place to live, work and visit.

You can contribute to work that will have a lasting positive impact on your local community with an organisation where diversity, equity and inclusion are shared values. We're committed to fostering a work environment that's supportive, respectful, and inclusive, with great opportunities for growth.

Why not give it a try? We would be very happy to consider your application to join our skilled, enthusiastic, and friendly team.

A handwritten signature in dark ink, appearing to read 'D. Cooil'.

Where we're based

**Over 250
employees based
across North and
Mid Wales.**

- Aberaeron, Ceredigion
- Bangor, Gwynedd
- Conwy
- Dolgellau, Gwynedd
- Halkyn, Wrexham
- Llandrindod Wells, Powys
- Newtown, Powys





Job Title: Tunnel Safety & Resilience Manager

Salary: PS5 (SCP 37-39) £43,516 - £45,495

Duration: Permanent

Location: **Hybrid Working** from one of the following office locations;

Parc Menai / Conwy / Halkyn

Closing date: 10/08/2023

Application forms and further details available at www.gwynedd.gov.uk or by telephoning 01286 679076.

Do you enjoy a challenge and like variety? If so, then this post may be for you.

We are looking for a Tunnel Safety & Resilience Manager to join an exciting and growing team.

[Apply here](#)

Purpose of post

Purpose of the post is to undertake the designated independent Safety Officer duties in accordance with the Regulations for the relevant A55 Tunnels. The Tunnel Safety & Resilience Manager will also lead on and provide specialist advice to the Trunk Road Agency for resilience management issues relating to the trunk road network to ensure the delivery of a robust and proportionate response to emergencies, and in accordance with the Welsh Government's requirements to ensure the safety of users of the network.

A group of construction workers wearing high-visibility orange and yellow safety suits and hard hats are standing on a concrete bridge deck. In the background, a large crane is visible against a blue sky with some clouds. The word "Responsibilities" is overlaid in large white text on the left side of the image.

Responsibilities

- To establish and manage the implementation of Agency Contingency Plans in accordance with Welsh Government's requirements, prepare reports as necessary for the Trunk Road Management Unit for reporting to the Welsh Government.
- Liaison with key stakeholders (Others) including inter alia Category 1 & 2 Emergency Services, Welsh Government officers, local authority emergency planning, environmental and highway officers, public & private sector service providers (including consultants and contractors), UK Highways Ltd, SWTRA and other Welsh Government Service Providers.
- Management of internal and external relationships and processes with press / media organisations including social media systems to meet Welsh Government and NMWTRA requirements.
- Assist the Welsh Government Tunnel Manager with Safety Documentation management and documentation requirements required by legislation, policy, procedure or standards, arrange or undertake independent Regulation 18 risk analyses as agreed with the Welsh Government Tunnel Manager, and assist Welsh Government with their duties under the Regulatory Reform Order 2005.
- Undertake the Safety Officer role described in Design Manual for Roads & Bridges (DMRB) BD78 [2.2.9] and BA72 [3.11] standards, manage and co-ordinate the A55 Standing Tunnel Design Safety Consultation Group (TDSCG) under the DMRB standards, and liaise with those who undertake the Principal Contractor and Principal Designer functions at the A55 Tunnels.
- To analyse and identify network resilience issues and measures to maintain safety and operation of the network. This will include flooding risk, pollution risk, fire risk, adverse weather risks including winter maintenance, road Traffic Collision clusters, congestion & tactical & Strategic Diversions
- To supervise, inspect and manage the quality of contingency plans, security measures and emergency procedures affecting trunk roads, liaise with Agency staff to design, implement Emergency Exercises and other appropriate training requirements, and attend appropriate regional Local Resilience Forum (LRF) meetings in North and Mid Wales and exercises agreed with the Business & Statutory Operations Manager.
- To manage the implementation and monitoring of Agency processes and procedures to ensure that there is adequate provision for daytime and out-of-hours response to emergencies, to manage the development of Agency contingency plans and processes for emergencies on the trunk road network in co-operation with Others, to take part in an emergency out of hours on call scheme in a Silver Command operational role as well as arrange for Gold, Silver & Bronze training for the Agency, and manage and implement the Agency debrief processes.
- To manage the Adverse Weather Service / Winter Maintenance services undertaken by the Partner Authorities on behalf of the Network Manager, liaison with Welsh Government, their forecaster and meteorological equipment Service Providers. This will include supporting the Network Manager in the management of the Welsh Government strategic salt stocks. Manage the processes for the delivery of the NMWTRA integrated Adverse / Winter Maintenance service undertaken in accordance with the Welsh Government's Trunk Road Maintenance Manual requirements, and manage the annual Adverse / Winter Maintenance Plan and Post Winter review documents and ensure relevant audits are undertaken.



Person Specification

You should refer to these job specific criteria in your application form.

Job Specific Criteria

Essential

We're looking for someone who is able to work out of hours and emergency working

Qualifications and relevant training

Essential

We're seeking someone who has a degree or HNC with significant relevant experience or equivalent.

Relevant Experience

Essential

We're looking for someone who has management experience in an operational environment.

Skills and specialist knowledge

Essential

Looking for someone who has good awareness and understanding of health & safety and environmental management, knowledge of relevant statutory regulations, standards and specification in relation to highways or contingency planning, with good communication skills. The candidate must have the ability to organise work priorities, forward plan and deliver programmes of work on time with minimum supervision, IT literate and able to understand and use a range of IT systems to deliver the output needs of the Client.

Language requirements

Essential

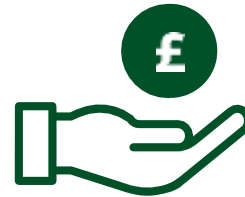
The ability to speak English is essential for this role.

Working for the North & Mid Wales Trunk Road Agent

NMWTRA is an exciting place to work. We have progressive policies and a commitment to training and development.



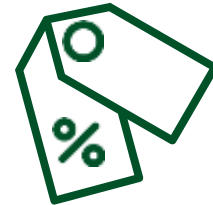
- 25 days of annual leave per year.
- 8.5 days of public and statutory holidays.
- Hybrid working minimum 2 days in the office.
- Flexible working hours.



- Incremental pay increase
- Generous Local Government Pension Scheme further information on the [Gwynedd Pension Fund](#) website.



- The opportunity to work in beautiful locations across North and Mid Wales including 1 national parks, 50 nature reserves and 1,680 miles of stunning coastline.



- Assisted car purchase & cycle to works schemes
- Lifestyle savings on groceries, holidays, eating out, DIY, electricals, insurance, motoring, and much more!



- On the job learning and exciting career development opportunities.
- Contribution towards the membership of professional bodies which are relevant to the work.



- MEDRA Counselling service - free and confidential counselling service for staff
- Generous maternity, foster, adoption, and shared parental leave