



# North & Mid Wales Trunk Road Agent

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## Environmental Co-ordinator

### 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.

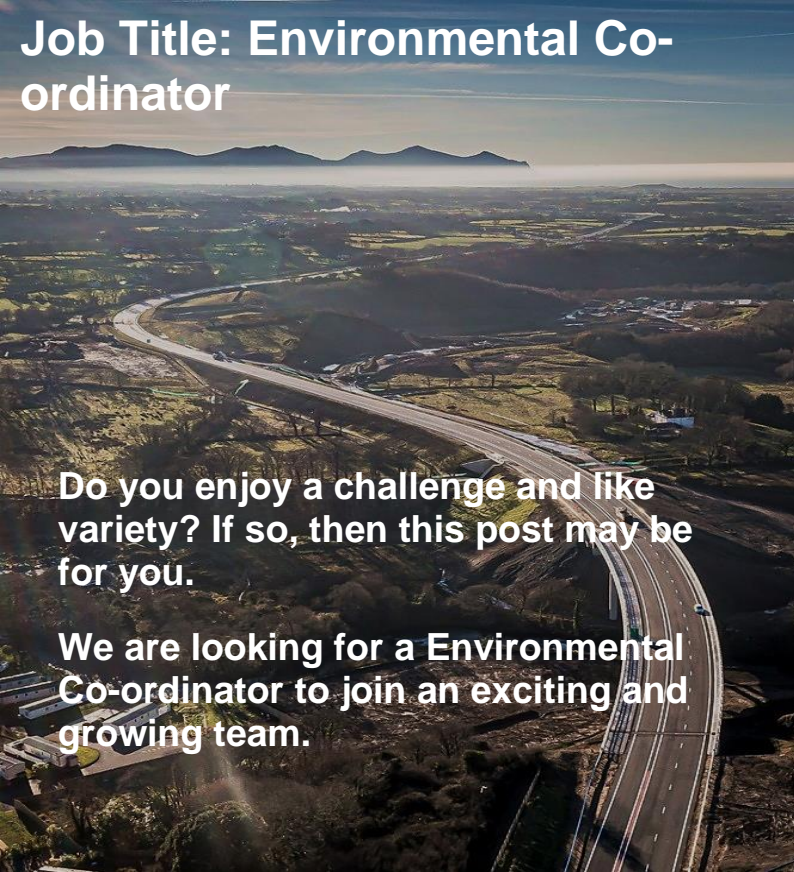
A handwritten signature in dark ink, appearing to read 'D. Cooil'.

## 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: Environmental Co-ordinator

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

We are looking for a Environmental Co-ordinator to join an exciting and growing team.

**Salary:** PS4 (SCP 35-37) 41,496 - £43,516

**Duration:** Permanent

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

**Parc Menai, Bangor, Conwy, Halkyn, Dolgellau, Newtown, Llandrindod, Aberaeron**

**Closing date:** 28/09/2023

**Application forms and further details available at [www.gwynedd.gov.uk](http://www.gwynedd.gov.uk) or by telephoning 01286 679076.**

[Apply here](#)

## Purpose of post

The Environmental Co-ordinator will be responsible for developing and maintaining systems for environmental management on behalf of the Agency **and** lead on the coordination of environmental matters for the Agency in the Mid Wales region



# Responsibilities

- To lead on the coordination of environmental matters for the Agency in the Mid Wales region, whilst also manage the trunk road soft estate, and ensure that environmental aspects are given due consideration in all of the Agency's activities.
- To develop, implement and maintain an inventory of the trunk road soft estate, together with an appropriate management system to ensure effective environmental management in accordance with WG requirements, and to be aware of, and fully conversant with, existing and future relevant environmental and associated legislation, to advise Agency and WG staff as appropriate, and to coordinate any necessary action required.
- To procure, manage and supervise specialist environmental or ecological consultants and contractors on trunk road matters, and develop, implement and maintain an environmental calendar and works programme for the Agency in accordance with WG requirements, and taking into account the particular requirements of documents such as WG Trunk Road Maintenance Manual (WGTRMM), Manual of Contract Documents for Highways Works (MCHW), National Highway Sector Scheme (NHSS) 18 and Design Manual for Roads and Bridges (DRMB)
- To advise and liaise with Partner Authorities with regard to environmental issues with the aim of harmonising arrangements throughout the Agency and across the whole range of operations and activities, and to assist the Route Management, Technology, Delivery Teams and others in the development of appropriate processes and work programmes, with the aim of ensuring that environmental matters are fully taken into account.
- To liaise as appropriate with Agency officers, WG Officers, Partner Authorities and other relevant bodies, to foster a culture of innovation and continuous improvement. In this context, to monitor technological, contractual and other developments in the industry, including new methods, with the aim of adopting best practice wherever appropriate.
- To assist and support the Environmental Team. Provide support to other Agency officers in the fulfilment of their duties.



# Person Specification

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

## **Job Specific Criteria**

### **Essential**

We're looking for someone who has leadership skills as well as decision making and negotiation skills and high degree of interpersonal skills. A person who has the ability to work as part of a multidisciplinary team and has self-motivation, enthusiasm and commitment, as well as good report writing and presentational skills.

## **Qualifications and relevant training**

### **Essential**

We're seeking someone who has a degree in environmental management or relevant specialist field plus relevant professional qualification.

## **Relevant Experience**

### **Essential**

We're looking for someone who has extensive experience of the management of environmental studies, reports, management plans, etc., in connection with highway schemes or other major civil engineering projects. Experience of working with a highway maintenance and improvement organisation with regard to environmental and ecological issues. Experience of implementation and enforcement of European and UK legislation and regulations as well as experience of development of environmental programmes of work. A person who is able to commission and supervise of a variety of ecological studies, surveys and management plans. Experience of dealing with trunk road stakeholders, including representatives of the Welsh Government, local authorities, other public and private bodies, landowners and the public in general, as well as experience of staff / team management.

## **Skills and specialist knowledge**

### **Essential**

Looking for someone who has a high level of environmental and ecological expertise, considerable knowledge of European and UK environmental regulations and legislation, is IT literate and has Health & Safety Awareness.

## **Language requirements**

### **Essential**

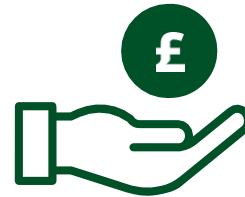
The ability to speak English is essential for this role.

# 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.



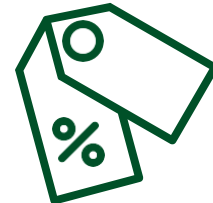
- 25 days of annual leave per year.
- 8.5 days of public and statutory holidays.
- Hybrid working minimum 2 days in the office.
- Flexible working hours.



- 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