



North & Mid Wales Trunk Road Agent

Third Party Claims and Development Control 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: Third Party Claims and Development Control Manager

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

We are looking for a Third Party Claims and Development Control Manager 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 or Halkyn

Closing date: 12/10/2023

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

[Apply here](#)

Purpose of post

The Third Party Claims and Development Control Manager will be responsible for leading on the process of recovering costs arising from damage to Welsh Government (WG) property caused by third parties in the Agency's network area, lead process of defending claims for damages against WG by third parties, lead on the process of providing WG with advise on development control applications, as well as lead on responding to all requests for information under the Freedom of Information Act.

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 scattered clouds. The surrounding landscape consists of green hills and fields.

Responsibilities

- To lead on the development and implementation of processes and procedures for defending claims made by Third Parties against the (WG), as well as development and ongoing maintenance of the Third party s claims module of WG's "IRIS" system
- To lead on the development and implementation of policies and procedures for the management of recovering claims for damage to WG property in accordance with the Assembly's requirements as stated in WG Trunk Road Maintenance manual (WGTRMM), and develop Implement and maintain a register of current legal issues affecting the North and Mid-Wales Trunk Road Agency (NMWTRA).
- To lead on behalf of the Agency and to ensure data required to defend claims is collated and forwarded to WG Third Party Claims unit in a timely manner to assist in defending any claims made against the Welsh Government. Produce regular reports on the recovery of claims and their value as requested by WG, and liaise directly with WG, Partner Authorities, Insurers and any other stakeholders on all claim related issues in accordance with WG guidelines
- To Lead on investigating to identify those alleged to have caused damage to WG property, respond to queries by Insurers and Solicitors as necessary, monitor and report on progress on all claims and prepare regular performance management data and produce performance management reports for the Business and Quality management.
- To lead on the development and implementation of processes for providing WG with advice regarding Development Control applications adjacent to the Trunk road. To manage and co-ordinate others who provide the technical advise to ensure all advise is timely and consistent.
- To liaise with the relevant Planning Authority to ensure that a timely response is achieved on all consultations which the Agent is providing advice to WG on, and to lead on dealing with all requests for information under the Freedom of Information Act 2000.
- To ensure that requests are logged and to co-ordinate a response in a timely manner, represent the Agency at meetings with Partner Authority representatives and ensure that targets set by the Business and Statutory Operations Manager are achieved and to take appropriate steps to rectify any slippage.
- Obtaining and maintaining the latest information on professional standards, statutory requirements and technical developments.



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 self motivated, enthusiastic and committed and is able to lead and motivate others, able to organise workload and perform to meet deadlines, work with limited supervision and has good interpersonal skills. The successful candidate must be able to deal sensitively but firmly with problems as they arise, able to work and contribute effectively as part of a multidisciplinary team, display personal initiative and the ability to deal with people on every level in a courteous and professional manner as well as able to prioritise and work under pressure and able to deal with tight working deadlines.

Qualifications and relevant training

Essential

We're seeking someone who has a degree or equivalent in an area appropriate to the requirements of the post e.g. finance, legal, administration.

Relevant Experience

Essential

We're looking for someone who has experience of working in Local Government environment, communicating skills with official sources on a variety of levels. Experience in utilising appropriate IT systems, collating and assessing data, and experience of Managing a team.

Skills and specialist knowledge

Essential

Looking for someone with excellent I.T. skills including a high level of spreadsheet expertise, proven communication skills with the ability to deal sensitively with difficult issues, knowledge of Local Authority Financial systems (ledger/creditor/debtor etc), and current valid UK driving licence

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.



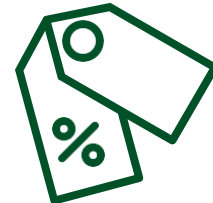
- 28.5 days of annual leave per year.
- 8.5 days of public and statutory holidays.
- Hybrid working minimum 2 days in the office.
- Flexible working hours.



- 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