



# **North & Mid Wales Trunk Road Agent Inspection Manager**

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## **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: Inspection Manager

**Salary:** PS5 (SCP 37-39) £45,411 - £47,420

**Duration:** Permanent

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

Bangor / Halkyn / Llandrindod

**Closing date:** 22/02/2024

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

[Apply here](#)

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

We are looking for a **Inspection Manager** to join an exciting and growing team.

## Purpose of post

To manage a team of approximately 20 in-house staff and a wider supporting supply chain delivering safety and detailed inspections of Highway assets, including pavement, drainage, vehicle restraint systems and geotechnical assets on the Strategic Road Network (SRN) across North and Mid Wales.

Working closely with Welsh Government and NMWTRA's Network Operational Team, the post holder will assist NMWTRA in meeting its statutory obligations and achieving compliance with all relevant standards, including DMRB and WGTRMM (Welsh Government Trunk Road Maintenance Manual). In doing so, the post holder will seek to develop innovative and efficient working practices.

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

# Responsibilities

- To manage the Agency Inspection Service requirements in North and Mid Wales to meet duties under *Section 41 Duty to maintain highways maintainable at public expense* and *Section 58 Special defence in action against a highway authority for damages for non-repair of highway* of the Highways Act 1980.
- Manage the implementation of the requirements of the *Regulation 13 Inspection Entity* requirements in respect of highway assets under The Road Tunnel Safety Regulations 2007 (as amended 2009).
- To manage the safe delivery of the North and Mid Wales Highways Asset Inspection Service to legislative requirements, Agency Health & Safety processes and as client under D2.2 of Chapter 8 Traffic Signs Manual Part 1.
- Contribute to the development of WG strategies, WGTRMM, Agency Business Management Systems (BMS) and ensure the Agency Inspection Service performs, and is auditable, to the procedures of the BMS.
- To manage the implementation and delivery of the inspection and data management functions using the WG Trunk Road Agency Asset Management Systems, providing advice on the assets condition and works programmes to ensure value for money is demonstrated.
- To manage the in-house multi-disciplinary Inspection Service and external providers in the delivery of Safety, Detailed and Specialist Inspection of the highway asset and other associated assets to meet Welsh Government Trunk Road Maintenance Manual and Design Manual for Roads and Bridges requirements.
- On behalf of the Agency lead on the development and implementation of comprehensive Inspection Manuals, training and inspection procedures.
- To manage the accurate and timely delivery of all inspection and maintenance records from the Agency to Welsh Government data systems,



# 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, that is able to work safely under pressure with limited supervision. The person should have good interpersonal skills, is able to work and contribute effectively as part of a multidisciplinary team, and display personal initiative and the ability to deal with people on every level in a courteous and professional manner.

## **Qualifications and relevant training**

### **Essential**

We're seeking someone who has a degree in Civil Engineering plus relevant experience, or a degree or equivalent in a relevant subject plus extensive relevant experience.

## **Relevant Experience**

### **Essential**

We're looking for someone who has experience in Highway Inspections or Maintenance, experience in the operational use of data management systems, as well as experience of using a variety of IT hardware, software programmes, and experience of managing a team.

## **Skills and specialist knowledge**

### **Essential**

Looking for someone who is able to demonstrate high order inter-personal skills and to motivate a team, and has well developed communication skills, both oral and writing. Knowledge of health and safety legislation and implementing risk management techniques is essential, as well as the ability to manage change and to progress new developments successfully.

## **Language requirements**

### **Essential**

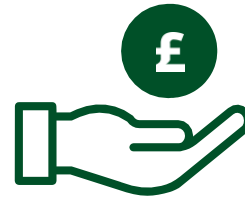
The ability to speak english is essential for this role.

# 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.



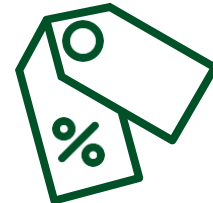
- 26 days of annual leave per year.
- 8.5 days of public and statutory holidays.
- Hybrid working minimum 2 days in the office.
- Flexible working hours.



- 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