



North & Mid Wales Trunk Road Agent

**Project and Programme Manager
(Climate Change and Environmental)**

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: Project and Programme Manager (Climate Change and Environmental)

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

We are looking for a Project and Programme Manager (Climate Change and Environmental) to join an exciting and growing team.

Salary: PS4 (SCP 35-37) £43,421 - £45,441

Duration: Permanent

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

Parc Menai / Conwy / Halkyn / Llandrindod / Aberaeron / Newtown / Dolgellau

Closing date: 08/02/2024

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

[Apply here](#)

Purpose of post

Purpose of the post is to be responsible for overseeing and coordinating all Agency multidisciplinary projects with regard to ensuring delivery to cost, time and quality requirements, assist in the coordination and programming of the Agency's annual programme of Climate Change and Environmental Projects, and to support the Environment Team Project Sponsors in the development and delivery of the Agency's overall programme of Climate Change and Environmental revenue and capital projects.

The Project and Programme Manager must also act as the Agency's contract administration and project procurement specialist for environmental and climate change projects, ensure compliant contract administration of projects on the network to meet WG requirements, and assist in the development and implementation of project procurement policy and procedures including the development and implementation of the SharePoint project management system and associated database. There will also be a requirement to assist with regard to the technical and contractual aspects of the establishment, monitoring and renewal of the Agency's framework contracts for environmental and climate change projects, act as Project Sponsor and CDM Client on projects as agreed, and procure and project manage consultancy design and contractor services in accordance with Agency procedures, ensuring compliance with performance requirements.



Responsibilities

- To undertake an overseeing and coordinating role for all Agency environmental and climate change projects with regard to ensuring delivery to cost, time and quality requirements, including:
 - Maintaining and monitoring a master schedule of all Agency environmental and climate change projects, with specific emphasis on ensuring delivery
 - Advising and liaising closely with Project Sponsors with regard to the preparation of project briefs, mini-competition tendering procedures, project management programmes/plans, and project delivery.
 - Applying the principles of the PRINCE2 project management system.
 - Liaising with Partner Authority and private sector providers with regard to projects including the provision of Key Performance Indicators
 - Liaising with the Delivery & Inspection Unit with regard to project performance management
 - Assisting Project Sponsors with project closure including commissioning, as-built records and updating of inventory.
- To act as the Agency's contract administration and project procurement specialist for environmental and climate change projects
- To ensure compliant contract administration of projects on the network to meet WG requirements.
- To act as Project Sponsor on projects as agreed.
- To act as CDM Client on projects as agreed. To advise and assist Project Sponsors on the role of CDM Client.
- To manage all relevant highway project budgets associated with the above.
- To assist in the coordination of the process of identifying, promoting and prioritising the Agency's annual and 5 year programme of environmental and climate changeschemes, support the Agency Project Sponsors in the overall development and delivery of the programme of revenue and capital projects across the Trunk Road network in North Wales in accordance with Welsh Government (WG) requirements, and to enable the delivery of the programme of projects through the procurement of trunk road consultancy services and construction works in accordance with Agency procedures.
- To assist with regard to the technical and contractual aspects of the establishment, monitoring and renewal of the Agency's framework contracts
- To assist in the development and implementation of project procurement policy and procedures including the development and implementation of the SharePoint project management system and associated database. This will include training and staff development issues both within the Agency and with service providers.
- To ensure Agency Partner Authority and Framework service providers comply with UK / WG policies and standards



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 under pressure, is Self motivated and committed, has the ability to receive, assimilate and evaluate information from multiple sources, and is self-motivated and capable of working with a minimum of supervision

Qualifications and relevant training

Essential

We're seeking someone who has a Degree or equivalent in Civil Engineering or an appropriate discipline or HNC or equivalent in Civil Engineering or an appropriate discipline and significant relevant experience.

Relevant Experience

Essential

We're looking for someone who has experience in coordinating and managing programmes of work, relevant experience in managing the delivery of infrastructure improvement, and experience in contract administration and project procurement

Skills and specialist knowledge

Essential

Looking for someone who has the ability to organise work priorities, forward plan and deliver programmes of work on time with minimum supervision, good Interpersonal and strong analytical skills and the ability to produce detailed report writing supplemented by effective presentation skills, and has the ability to effectively co-ordinate and manage the delivery of work programmes through service providers to prescribed deadlines. The candidate must be able to undertake duties in a confident and professional manner with the ability to show initiative and creativity, and detailed knowledge of project management and the key processes within the delivery of individual projects within an engineering or construction environment. Current Driving Licence is essential as well as the ability to receive, assimilate and evaluate information from multiple sources and provide detailed recommendations

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.



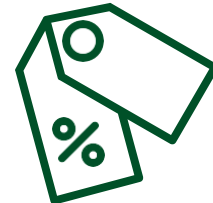
- 28.5 days of annual leave per year.
- 8.5 days of public and statutory holidays.
- Hybrid working minimum 2 days in the office.
- Flexible working hours.



- 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