



North & Mid Wales Trunk Road Agent

Business and Statutory Operations 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.

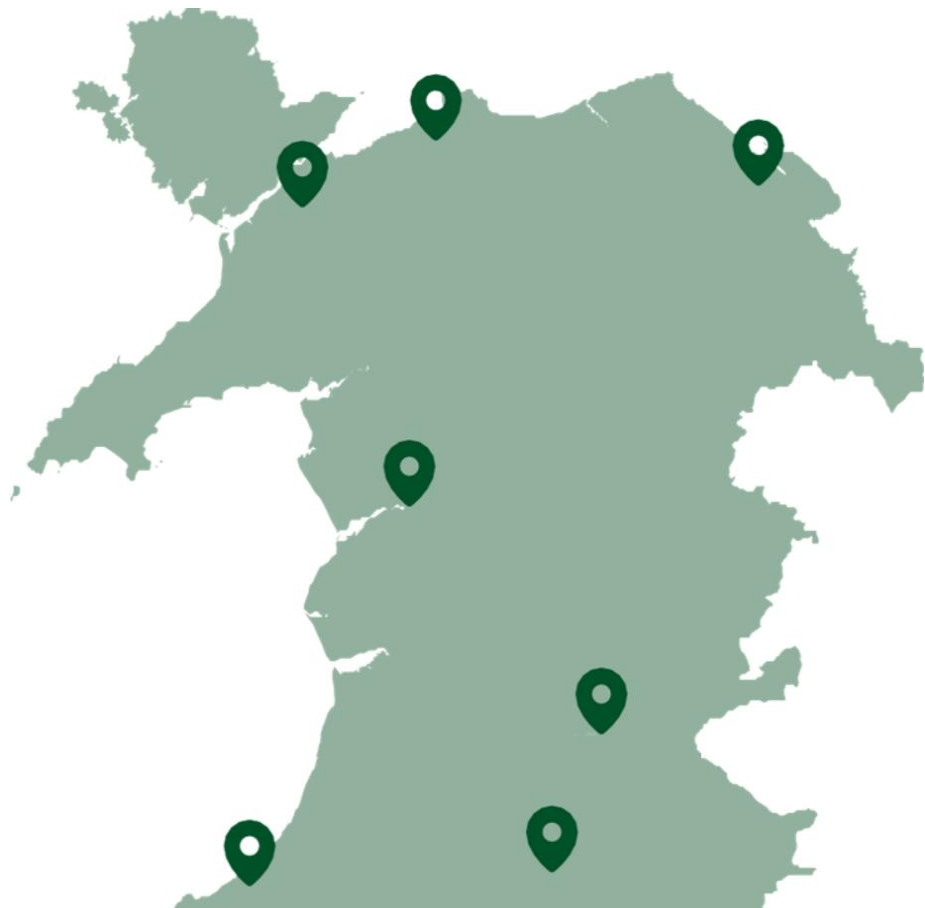
Why not give it a try? We would be very happy to consider your application to join our skilled, enthusiastic, and friendly team.

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: Business and Statutory Operations Manager

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

We are looking for a Senior Manager to join the Agency Senior Management Team to assist in the strategic management of a thriving and dynamic organisation.

Salary: UR4 (SCP 56-59) £65,004 - £68,118

Duration: Permanent

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

Bangor / Conwy / Halkyn / Llandrindod

Closing date: 16/02/2024

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

[Apply here](#)

Purpose of post

To lead a multi disciplinary team of 60 staff and to be responsible in a senior management capacity for leading on the strategic development and management of the following functions on behalf of the Agency and in accordance with the Welsh Government Managing Agency Agreement (WGMAA):

- To be a member of the Agency Senior Management Team supporting the Head of Service and to provide advice and input into the overall strategic direction of the Agency.
- Business, Quality, Performance Management, Audit and Financial Management functions, Commercial management Contract procurement and Administration
- Statutory Operational Management Functions including: H&S, Third Party Claims, Network Occupancy, Risk Management, Tunnels Safety Management, Development Control Advice, Hazardous trees management
- Environmental Management and carbon reduction



Responsibilities (key extracts from full job description)

Business, Finance, Quality and IT Functions

- To prepare the Agency's annual budget and ensure proper management of the Agency's finances in line with WG requirements, Gwynedd Council Financial regulations and accounting practices.
- To coordinate the preparation of improvement and maintenance programmes on trunk roads and lead the process of making applications to WG to finance the work.
- To prepare, manage and monitor the trunk road work programmes throughout the year by monthly requisition and dealing with final accounts.
- To lead on all aspects of Finance relating to the Agency's Partner Authorities.
- To advise the Head of Service Trunk Road Agency and WG on the Agency's financial matters.
- To lead on developing and maintaining the Agency Schedule of Rates (SOR) payment system.
- To benchmark rates submitted by Partner Authorities and to agree any changes to rates.
- To develop and maintain consultancy services commissioning systems
- To develop and administer the Agency extended supply chain framework contracts.

UK Highways Design Build Finance Operate (DBFO) Contract Departmental Representative Role

- To undertake financial and insurance aspects of the Agency's Departmental Representative / contract administration role.

Business Systems / Business Planning

- To lead on the development and management of all Agency business systems and processes.
- To lead on the development and implementation of the Agency's Sharepoint (Integrated Business Management) system.
- To lead on the preparation and implementation of the Agency's Five year Business Development Plan.

Performance Management

- To be responsible for ensuring that the Agency complies with WG requirements for performance management as laid out in WGMAA.
- To be responsible for all aspects of Agency performance management and to ensure that an effective Performance Audit regime is implemented across the Agency's supply chain and reporting in accordance with requirements of the WGMAA.

3.Statutory Operational Functions

Health & Safety

- To lead on the development and management of Health & Safety systems to ensure the Agency meets its

statutory obligations relating to the H&S at Work Act, Construction Design & Management (CDM) Regulations and the Asbestos Regulations and to ensure that Health & Safety matters are fully considered and managed in all aspects of the work of the Agency.

Environmental Management

- To manage the statutory environmental management functions of the Agency in ensuring compliance with current legislation.
- To manage the environmental; operational management functions for the soft estate in accordance with WGMAA and WG Environmental Policies
- Manage the delivery of environmental capital improvement projects
- Manage the safety and environmental aspects of the Ash Die Back programme
- Implement WG policy and develop and implement initiatives to improve biodiversity across the NMWTRA area
- Develop the WG environmental inventory GIS database
- Provision of specialist environmental advice to WG
- Develop use of new and emerging technology to monitor and manage environmental impact
- Implement Policy and develop and implement a programme of climate change initiatives to meet the carbon reduction objectives of Welsh Government

Network Occupancy Management

- To lead on implementation of Road Space Management Function and ensure the Agency meets its Statutory obligations regarding the Highways Act, The Traffic Management Act, New Roads and Streetworks Act and the Road Traffic Act (Orders and Notices)

Risk management

- To be responsible for developing and maintaining robust Risk Management processes on behalf of the Agency. To ensure that the Agency meets its statutory obligations regarding the Road Tunnel Safety Regulations, H&S at Work Act and the Civil Contingencies Act. Reporting to the Strategic Management Team and WG.

Tunnels Management

- Implement and manage the Agency Statutory role of Tunnels Safety Officer in accordance with the UK Road Tunnel Safety Regulations.

Third party Claims

- To ensure the Agency meets its Statutory obligations under the Highways Act, and the EU Directive for Fatal Incident Reporting.
- To lead on the process of defending the Agency and WG against claims for damages by Third Parties.
- To lead on the process of collecting rechargeable costs from those causing damage to WG property.

Development Control Advice

- To ensure the Agency assists WG in fulfilling its Statutory responsibilities under the Town & Country Planning Act.
- To be responsible for developing and managing the process of providing WG with advice with regard to Development Control.

Contract Procurement and Administration

- To lead on implementing a robust extended supply chain for procurement of Construction, Technology, Environmental and Consultancy framework contracts.

- To ensure the Agency contract procurement meets the statutory requirements regarding EU Procurement Regulations, WG Financial Regulations and Gwynedd Council Financial Regulations.

Major Incident Management

- Responsible for major incident strategic management and represent the Agency at Gold Command in conjunction with all Category 1 responders in accordance with the Civil Contingencies Act including all emergency services.



Person Specification (Key essential extracts)

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

Job Specific Criteria

Essential

Strategic and change management skills
Leadership skills.
Ability to work under pressure
Ability to work as part of a multidisciplinary team.
Decision making and negotiation skills.
Good report writing and presentational skills.
Self-motivation, enthusiasm and commitment.
Good interpersonal skills

Qualifications and relevant training

Essential

Post Graduate qualification or chartered status in a relevant field; or clear evidence that chartered status will be achieved within 12 months of appointment.

Relevant Experience

Essential

Considerable experience of financial management, financial systems and procedures.
Experience of IT systems and databases
Personnel and staffing matters
Managing teams of multidisciplinary staff
Supervision and administration of various forms of contract.
Performance Management systems
Managing Highways statutory functions
Implementing and managing audit regimes

Skills and specialist knowledge

Essential

Local Government Financial Regulations
Knowledge of European and UK procurement regulations.
Performance management systems (e.g. ISO 9001, 14001 requirements). Fully IT literate.
Health & Safety Regulations.
Highways related legislation including Statutory functions
Current Driving Licence

Language requirements

The ability to speak English is essential and the ability to speak Welsh is desirable 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.



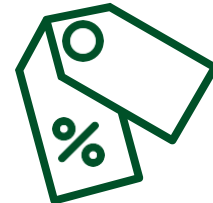
- 28 days of annual leave per year.
- 8.5 days of public and statutory holidays.
- Hybrid working minimum 2 days in the office.
- Flexible working hours.



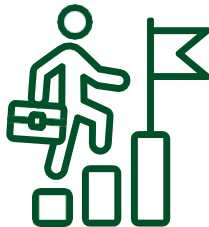
- Incremental pay increase
- Generous Local Government Pension Scheme further information on the [Gwynedd Pension Fund](#) website.



- The opportunity to work in beautiful locations across North and Mid Wales including 1 national park, 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