



North & Mid Wales Trunk Road Agent

Deputy Resilience 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: Deputy Resilience Manager

Salary: PS2 (SCP 31-33) £39,186 - £41,418
Duration: Permanent

Location: **Hybrid Working** from one of the following office locations;
Bangor / Conwy / Halkyn

Closing date: 22/02/2024

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

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

We are looking for a Deputy Resilience Manager to join an exciting and growing team.

[Apply here](#)

Purpose of post

Purpose of the post is to provide specialist advice to the Trunk Road Agency for resilience management issues relating to the trunk road network to ensure the delivery of a robust and proportionate response to emergencies (e.g. adverse weather and incidents). To assist Tunnel Safety Officer & Resilience Manager on further development of contingency plans and procedures across the trunk road network in North & Mid Wales in accordance with the Welsh Government's requirements and to meet the standards required by the Civil Contingencies Act 2004. To assist the TSRN by undertaking the designated independent Safety Officer duties in accordance with Regulations 11(a),11(b) & 11(d).

A group of construction workers wearing high-visibility orange and yellow safety suits and hard hats are standing on a concrete road surface. In the background, there is a construction site with a crane and hills under a blue sky with some clouds.

Responsibilities

- To maintain Agency Contingency Plans in accordance with Welsh Government's requirements, prepare reports as necessary for the Trunk Road Management Unit for reporting to the Welsh Government, to liaise with key stakeholders (Others) including inter alia Category 1 & 2 Emergency Services, Welsh Government officers, local authority emergency planning, environmental and highway officers, public & private sector service providers (including consultants and contractors), UK Highways Ltd, SWTRA and other Welsh Government Service Providers.
- To liaise with and support to other Agency staff on resilience issues, undertake any other duties required to deliver the services commensurate with the grading of the post, operate according to Council policies and its clients, under the relevant Code of Conduct and to achieve satisfactory level of achievement of agreed deadlines and milestone objectives.
- Achieving and maintaining the highest standards of Trunk Road Agency management is essential, undertake any necessary training in relation Continual Professional Development, ensure good relationships through standards of customer care and be able to develop and maintain good team morale and productivity.
- Assist the Welsh Government Tunnel Manager with Safety Documentation management and documentation requirements required by legislation, policy, procedure or standards, as well as assist Welsh Government with their duties under the Regulatory Reform Order 2005, and liaise with those who undertake the Principal Contractor and Principal Designer functions at the A55 Tunnels. To attend meetings and conferences as required in relation to risk management issues including the UK Tunnel Operators Forum / Road Tunnel Operators Association.
- Assist in the identification of network resilience issues and measures to maintain safety and operation of the network. This will include for example, flooding risk, pollution risk, fire risk, adverse weather risks including winter maintenance, road Traffic Collision clusters, congestion & tactical & Strategic Diversions.
- Manage and maintain the quality of contingency plans, security measures and emergency procedures affecting trunk roads, liaise with Agency staff and others to design, implement Emergency Exercises and other appropriate training requirements, and liaise with Agency staff and functions on development of NMWTRA Business Continuity Management System. Attend appropriate regional Local Resilience Forum (LRF) sub working group meetings in North and Mid Wales and exercises agreed with the Tunnel Safety Officer and Resilience Manager, as well as attending and advise Local Authority Safety Advisory Groups for Events on Trunk Road issues.
- To manage the Adverse Weather Service / Winter Maintenance services undertaken by the Partner Authorities on behalf of the Network Manager.
- Liaison with Welsh Government, their forecaster and meteorological equipment Service Providers. This will include supporting the Network Manager in the management of the Welsh Government strategic salt stocks.
- Monitor the delivery of the NMWTRA integrated Adverse / Winter Maintenance service undertaken in accordance with the Welsh Government's Trunk Road Maintenance Manual requirements.
- Ensure relevant winter maintenance service audits are undertaken



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 out of hours and emergency working who is able to work in a team environment, is self-motivated and committed, and well-developed interpersonal skills with ability to influence others.

Qualifications and relevant training

Essential

We're seeking someone who has a degree in a relevant subject or HNC with significant relevant experience (Engineering, technology, science, health and safety or environmental based qualification).

Relevant Experience

Desireable

We're looking for someone who has proven experience in contingency planning or emergency procedures.

Skills and specialist knowledge

Essential

Looking for someone who has good communication skills, good awareness and understanding of health & safety and environmental management, is IT literate, and is able to understand and use a range of IT systems to deliver the output needs of the Client. Candidates must have knowledge of relevant statutory regulations, standards and specification in relation to highways or contingency planning, and is able to organise work priorities, forward plan and deliver programmes of work on time with minimum supervision, and holds a current driving licence.

Language requirements

Essential

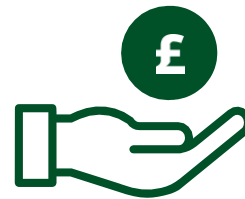
The ability to speak English is essential for this role.

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.



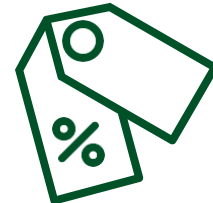
- 28.5 days of annual leave per year.
- 8.5 days of public and statutory holidays.
- Hybrid working minimum 2 days in the office.
- Flexible working hours.



- 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