



North & Mid Wales Trunk Road Agent

Network Manager/Deputy Head of Service

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.

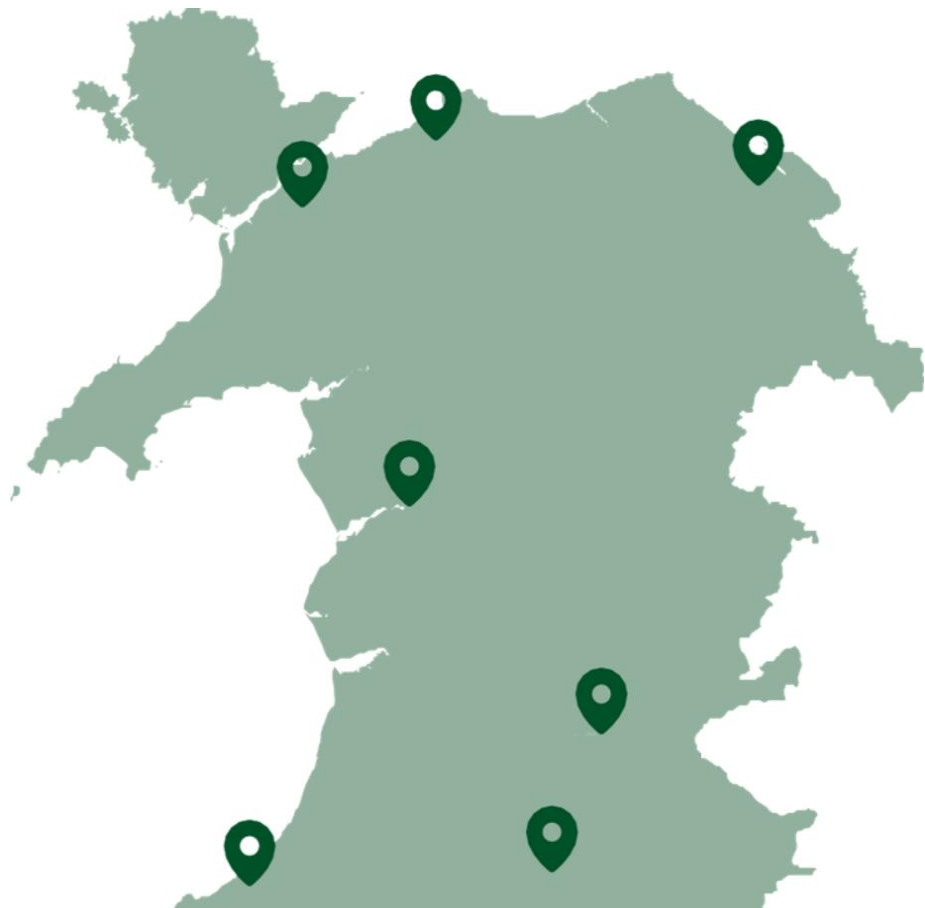
Why not give it a try? We would be very happy to consider your application to join our skilled, enthusiastic, and friendly team.

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: Network Manager / Deputy Head of Service

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: 19/04/2024

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

[Apply here](#)

Purpose of post

To lead a multi disciplinary team of 87 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. Deputising for the Head of Service when required.
- Route Management Team – Managing network risks, incident recovery management, revenue maintenance management, development control advice, assisting third parties.
- Control Room Team – Network, emergency/incident management, Intelligent Transport and Tunnels control systems operational management.
- Traffic Officers – on road emergency/incident managing, support to the Emergency Services
- Traffic Wales – All Wales Communications, Network Information
- DBFO – Operational Support to UK Highways Ltd and Welsh Government



Responsibilities (key extracts from full job description)

Network Management

To undertake the lead role in the development and implementation of the Agency Network and Route Management Plans in accordance with WG requirements.

To be responsible for all Agency Network and Operational Management procedures and systems with particular reference to the following areas of responsibility:

- To be responsible for all aspects of highway Network and Operational management, including: Highway Route Management Teams, Highway Operations Unit, Control Room functions and Traffic Officer Service. Through the Network management team responsible for reactive, routine and planned maintenance works and bid preparation and management of associated budgets. Management and review of all related policies and procedures.
- To be responsible for all aspects of project management including the overall development, procurement and delivery of the programme of revenue and relevant capital projects.

'Project Manager' role under the NEC3 Contract Form

To undertake the formal role of 'Project Manager' under the NEC3 Contract Form. To act in a senior capacity in dealing with significant contractual issues including dispute resolution, contested compensation events and the arbitration process.

Works Programmes

- To lead, manage and coordinate the annual Agency routine and cyclical maintenance programmes.
- To formulate and submit bids in relation to network and operational management functions.
- To review, update and implement Welsh Government Route Management plans.

Other Technical and Managerial Duties

- To ensure liaison with key stakeholders including WG senior management, Partner Authority and private sector service providers, on all Network Management related issues.
- To manage compliance with all relevant technical, service and legal standards and methods of working relating to trunk road highway management in accordance with WG requirements.
- To monitor the performance of Service Providers, to ensure performance targets are met and to instigate appropriate remedial action for underperformance.
- To identify and coordinate all technical standards required to be met by service providers relating to maintenance and route custodian services.
- To lead on the development of innovative and effective working practices relating to network and operational management in conjunction with service providers.
- To identify and ensure response to relevant legislative or technical changes.

Relationships

- To manage and motivate the staff of the Agency's, Operations and Route Management teams, including the management of individual and team performance, identifying and facilitating training, safety and development opportunities for team members to meet performance targets, and dealing with issues surrounding individual performance, e.g. discipline, grievance, attendance, or other employment matters.
- To support and deputise for the Head of Service in managing the necessary partnerships and relationships to enable the effective management of trunk road network. To support the Head of Service at Agency Steering Group meetings with senior Welsh Government representatives.



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
Team leadership and delegation skills.
Decision making and negotiation skills.
Self motivation, enthusiasm and commitment.
Well developed interpersonal skills.

Qualifications and relevant training

Essential

Chartered Civil Engineer or significant relevant experience and clear evidence that chartered status will be achieved within 12 months of appointment
Corporate membership of relevant professional body.

Relevant Experience

Essential

Experience of operational management at a senior level.
Network management experience at a senior level, including the development and management of relevant budgets.
Project management experience at a senior level.
Considerable resource management experience.
Experience of managing a multidisciplinary team at a senior level.
Risk management

Skills and specialist knowledge

Essential

Extensive knowledge of network management for trunk roads including high speed dual carriageways.
Understanding and appreciation of Health & Safety legislation, including the CDM regulations.
Proven project and budget management skills.
Proven managerial skills.
Proven contract procurement and administration skills.
Good report writing and presentation skills.
Fully IT literate.
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.



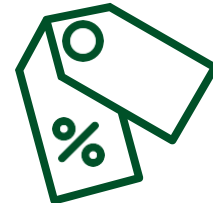
- 28 days of annual leave per year.
- 8.5 days of public and statutory holidays.
- Hybrid working minimum 2 days in the office.
- Flexible working hours.



- 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