



North & Mid Wales Trunk Road Agent

Project Engineer

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 Engineer

Salary: PS1 (SCP 29-31) £37,336 - £39,186

Duration: Permanent

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

Bangor / Halkyn / Llandrindod / Aberaeron / Conwy / Newtown

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

We are looking for a Project Engineer to join an exciting and growing team.

Closing date: 25/04/2024

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

[Apply here](#)

Purpose of post

The Project and Program Engineer will be responsible for assisting the Contract & Procurement Manager in overseeing and co-ordinating all Agency multidisciplinary projects with regard to ensuring delivery to cost, time and quality requirements.



Responsibilities

- To assist the Contract & Procurement Manager in overseeing and coordinating all Agency multidisciplinary projects with regard to ensuring delivery to cost, time and quality requirements
- To assist in the coordination and programming of the Agency's annual and 5 year programme of renewal, upgrade, and safety schemes.
- To assist the Agency Project Sponsors and other Agency officers by providing multi-disciplinary engineering support in relation to highway renewal and maintenance works.
- To assist the Agency Project Sponsors in their role as contract administration and project procurement specialists
- To ensure compliant contract administration of projects on the network to meet WG requirements.
- 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.
- To act as Project Sponsor and CDM Client on projects as agreed.
- To procure and project manage consultancy design and contractor services in accordance with Agency procedures, ensuring compliance with performance requirements.



Person Specification

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

Job Specific Criteria

Essential

Ability to work under pressure

Self motivated and committed

Ability to receive, assimilate and evaluate information from multiple sources.

Candidates must be self-motivated and capable of working with a minimum of supervision

Qualifications and relevant training

Essential

HNC or equivalent in Civil Engineering or an appropriate discipline.

Relevant Experience

Essential

Experience in the delivery of infrastructure projects

Skills and specialist knowledge

Essential

Ability to organise work priorities, forward plan and deliver work on time with minimum supervision

Ability to effectively work to agreed deadlines and to co-ordinate and manage the delivery of own workload to meet agreed programmes

To undertake duties in a confident and professional manner with the ability to show initiative and creativity

Ability to receive, assimilate and evaluate information from multiple sources and provide detailed recommendations

An understanding of project management and the key processes within the delivery of individual projects within an engineering or construction environment

Current Driving Licence

Language requirements

Essential

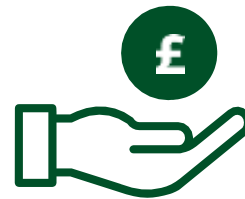
The ability to speak english is essential for this role.

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.



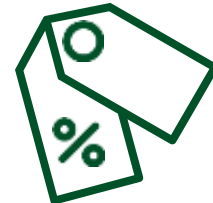
- 26 days of annual leave per year.
- 8.5 days of public and statutory holidays.
- Hybrid working minimum 2 days in the office.
- Flexible working hours.



- 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