



North & Mid Wales Trunk Road Agent

Mid Wales Regional 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: Mid Wales Regional Manager

Salary: PS7 (41-43) - £49,498 - £51,515

Duration: Permanent

Location: one of the following locations;

Llandrindod Wells, Newtown, Aberaeron

Closing date: 30/05/2024

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

[Apply here](#)

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

We are looking for a Mid Wales Regional Manager to join an exciting and growing team.

Purpose of post

We are looking for an experienced manager to support the NMWTRA Network Manager and to undertake the operational management and maintenance of the trunk road single and dual carriageway network in the Mid Wales region covering Powys and Ceredigion.

Delivering to the requirements of the Welsh Government Trunk Road Maintenance Manual and maintaining a safe and efficient Network on behalf of the Welsh Government.

The role is required to manage delivery through Local Authority Service Providers as well as Consultants and Contractors.

You will lead on managing the Emergency Responses, Routine Maintenance and Capital Maintenance within the Mid Wales Region, managing a Route Management Team of 9 staff plus an Apprentice scheme.

The role includes managing and participating in an out of hours service.



Responsibilities

Network Operation Management

To manage the regional operations staff in the delivery of reactive maintenance and the programme of Routine and Cyclic maintenance via the Agency's service providers to ensure that the network is maintained in accordance with WG standards. To manage the delivery and performance of NMWTRA Service Providers in order to ensure safe, effective, efficient, and consistent operation of the dual or single carriageway trunk road network in accordance with the requirements WGTRMM. To liaise with WG in assessing maintenance requirements based on information from technical surveys and other investigations, to consider and evaluate works options, and to develop annual prioritised works programmes.

'Project Manager' role under the NEC4 Contract Form

To undertake the formal role of 'Project Manager' under the NEC4 Contract Form. To act in a senior capacity in dealing with significant contractual issues including dispute resolution, contested compensation events and the arbitration process.

Project Sponsor Role

To manage the procurement of trunk road works and consultancy services using transparent and efficient procedures. To develop ongoing prioritised work programmes for the regional network in accordance with WG requirements.

Development Control, Third Party Claims and Land Matters

To liaise with the NMWTRA lead officer(s) in respect of Development Control, Third Party Claims and Land Matters and be responsible for providing operational information and technical advice.

Risk Management Role

To assist Designers, Principal Designers, Contractors and Principal Contractors in the discharge of their duties under CDM Regulations.

Premises Manager

To fulfil the role and manage the responsibilities of the Premises Manager for the Agency's Mid Wales offices in Llandrindod, Newtown and Aberaeron.

Performance Management

To assist the Business and Quality Manager and relevant staff to develop systems and procedures for the Agency Business Management System.

Staff Management

Day to day management of network operations staff including:

- Appraisals
- Advocacy
- Discipline
- Training and development
- Performance

To oversee the delivery of services by Service Providers in respect of the following Agency functions:

- Project delivery
- Highway improvement works
- Programmed and reactive maintenance works
- Incident Management.



Person Specification

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

Job Specific Criteria

Essential

We are looking for someone who has the ability to work under pressure, is self-motivated and committed as well as the ability to lead a team.

Qualifications and relevant training

Essential

Degree in civil engineering or HND with extensive experience

Relevant Experience

Essential

- Experience of staff/team management in a senior role.
- Experience of highway maintenance and operational management.
- Proven project and budget management experience.
- Contract management and administration.

Skills and specialist knowledge

Essential

- Ability to organise work priorities, forward plan and deliver programmes on time.
- Good interpersonal, report writing and presentation skills.
- Ability to adapt to a broad range of operational issues.
- Ability to receive, assimilate and evaluate information from multiple sources.
- Ability to effectively coordinate and manage the delivery of works programmes through service providers ensuring value for money and compliance with the Welsh Government's requirements is achieved.
- Financial management and analysis skills.
- Detailed knowledge of legislation, standards and other policies relating to the management of the highway and its assets.
- Detailed understanding of processes required to undertake delegated functions on behalf of the Assembly in respect of the Highway Act and other relevant legislation.
- Current valid driving licence.

Language requirements

Essential

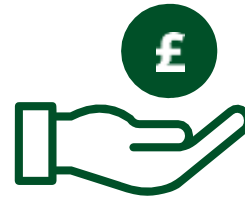
The ability to speak English is essential for this role.

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.



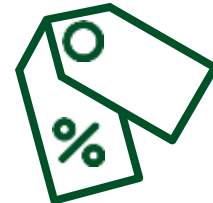
- 26 days of annual leave per year.
- 8.5 days of public and statutory holidays.
- Hybrid working minimum 2 days in the office.
- Flexible working hours.



- 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