



North & Mid Wales Trunk Road Agent

Technology Asset Project and Programme 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: Technology Asset Project and Programme Manager

Salary: PS4 (35-37) - £43,421 - £45,441

Duration: Permanent

Location: Traffic Management Centre Conwy

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

We are looking for a Technology Asset Project and Programme Manager to join an exciting and growing team.

Closing date: 06/06/2024

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

[Apply here](#)

Purpose of post

NMWTRA has an exciting opportunity for an experienced project and programme manager to join our dynamic technology team and support the NMWTRA Intelligent Transport System (ITS) and Electrical Technology Manager with the development and delivery of the capital and revenue programmes which cover the trunk roads network in the North and Mid Wales.

The post would suit a candidate that has strong organisational and management skills and who is self-motivated and able to use their own initiative to complete tasks. A key element to this role is the ability to manage staff and the supply chain that consist of local authority service providers, consultants and contractors. The candidate shall utilise their skills to ensure that the annual capital and revenue programmes are delivered to budget, on programme and the works are completed to the required quality standards.

The successful candidate will be responsible for delivering the annual capital and revenue programme that has a combined value of around £2M per annum. The candidate will also be responsible for managing the ITS team that consist of 3 member of staff who will provide technical assistance with managing the works.

The candidate must have excellent communication skills, both written and verbal, with the ability to adapt your style to suit your audience. They must also enjoy working closely with clients and other members of the technology team ensuring that they deliver solutions that exceed our client's expectations.

The ideal candidate shall have experience with project management software in addition to being able to proficiently use Microsoft Technologies such as Word, Excel, Project and PowerBI. The candidate shall ideally be comfortable using a range of software and be able to quickly learn how to use new systems and interfaces.

Working for NMWTRA you'll experience an inclusive, friendly and flexible working environment where colleagues are encouraged to grow and develop. A meaningful and rewarding career opportunity where you'll help to transform society. Other advantages of working with us is a public sector pension, paid leave and other staff discounts.



Responsibilities

Project Management

- To undertake an overseeing and coordinating role for all Agency technology based projects with regard to ensuring delivery to cost, time and quality requirements.
- To act as the Agency's contract administration and project procurement specialist for Technology based projects
- To ensure compliant contract administration of projects on the network to meet WG requirements.
- To act as Project Sponsor on projects as agreed.
- To act as CDM Client on projects as agreed. To advise and assist Project Sponsors on the role of CDM Client.
- To manage all relevant Technology project budgets.

Programme Management

To assist in the process of identifying, promoting and prioritising the Agency's annual and 5 year programme of Technology asset renewal, upgrade and safety schemes.

To support the Tunnels and Technology Unit Manager in the overall development and delivery of the programme of revenue and capital Technology projects across the Trunk Road network in North Wales in accordance with Welsh Government (WG) requirements.

To enable the delivery of the programmes of projects through the procurement of consultancy services and construction works in accordance with Agency procedures.

Other Technical Duties

To assist with regard to the technical and contractual aspects of the establishment, monitoring and renewal of the Agency's framework contracts

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. This will include training and staff development issues both within the Agency and with service providers.

To ensure Agency Partner Authority and Framework service providers comply with UK / WG policies and standards.

To implement, manage and review technology asset section policies and procedures for inspection, assessment, management and condition of WG technology assets in accordance with WG requirements.

Assist the Tunnel and Technology unit manager with electrical infrastructure, transmission methods and safety systems in accordance with EAWR.

Review and acceptance of technical documents such as reports and surveys.

Performance Management

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

To ensure that systems and processes are implemented and to audit, monitor and manage the performance of the supply chain in delivering the projects.

To implement methods of reviewing performance and working in partnership to deliver continuous improvement.

To address areas of service provider and contractor non-performance.



Person Specification

Job Specific Criteria

Essential

Ability to work under pressure

Ability to work in a team environment

Self-motivated and committed

Willingness to take responsibility for own actions within defined parameters.

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

A Degree in an appropriate discipline or HNC in an Engineering discipline with significant project management experience.

Relevant Experience

Essential

- Relevant experience in managing the delivery of infrastructure improvement schemes
- Experience in the preparation and coordination/management of works programmes, budgets and quality management systems.
- Experience in contract administration and project procurement

Skills and specialist knowledge

Essential

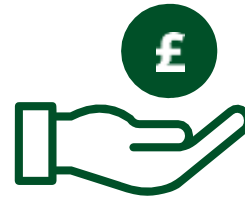
- Ability to organise work priorities, forward plan and deliver programmes of work on time with minimum supervision
- Good Interpersonal and strong analytical skills and the ability to produce detailed report writing supplemented by effective presentation skills.
- Ability to effectively co-ordinate and manage the delivery of work programmes through service providers to prescribed deadlines
- Risk Management with reference to CDM and other Health and safety regulations.
- 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.
- Detailed knowledge of project management and the key processes within the delivery of individual projects within an engineering or construction environment.
- Well-developed written and oral communications skills.
- Proficient IT skills in industry standard software.
- Current Driving Licence

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.



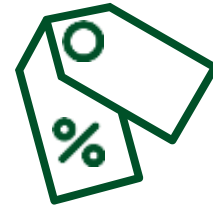
- 26 days of annual leave per year.
- 8.5 days of public and statutory holidays.
- Hybrid working minimum 2 days in the office.
- Flexible working hours.



- 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