



# **North & Mid Wales Trunk Road Agent**

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# **Network Occupancy 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: Network Occupancy Manager

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

**Duration:** Permanent

**Location:** one of the following locations;

Bangor / Conwy / Halkyn / Llandrindod / Newtown / Aberaeron

**Closing date:** 13/06/2024

**Application forms and further details available at [www.gwynedd.gov.uk](http://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 Network Occupancy Manager to join an exciting and growing team.

## Purpose of post

We are looking for an experienced and enthusiastic Network Occupancy Manager to support NMWTRA in the management of the Strategic Road Network (SRN) across North & Mid Wales.

The role will lead on, and be responsible for network occupancy management and abnormal load management and associated staff for the Agency. This includes ensuring that NMWTRA fulfils the delegated statutory duties, regulatory enforcement, policies, processes and other requirements in respect of the Highways Act 1980, New Roads & Street Works Act 1991 (NRSWA) and other associated legislation.

The role will lead on street works management functions including National Street Gazetteer, Additional Street Data, noticing, co-ordination, inspections, reinstatements, roadspace management, events management and embargo periods within the NMWTRA area.

In addition, the role will lead on providing specialist policy and legislative advice and support to Welsh Government and operational technical advice and support to the Business, Technology, Delivery and Inspection and Network Operations teams on wider network management issues.



# Responsibilities

## **Network Occupancy Management**

To lead on street works management functions including National Street Gazetteer, Additional Street Data, noticing, co-ordination, inspections, reinstatements, roadspace management, events management, embargo periods.

To lead on abnormal loads management;

To lead on permanent / temporary traffic orders & notices management;

To lead on highway regulatory and enforcement requirements including illegal signs, obstructions, works, 'dangerous' trees, street works permits and licences for skips & scaffolding, trading in laybys, temporary traffic signal permits;

To lead on minimising congestion and disruption on the network through the identification of problems and liaison with stakeholders;

To lead on the development and implementation of processes for providing WG with advice regarding Development Control applications adjacent to the trunk road network.

To assist the Network Manager, Delivery Manager and other Agency staff with wider network management issues including for example:

- Incident management e.g. contingency plans and processes;
- Programming of works.
- Development Control

To represent the Agency on network occupancy issues in liaison with others including Welsh Government and their suppliers, Partner Authority Service Providers, Designers, Contractors, Utilities, Developers, South Wales Trunk Road Agency, Highways England, A55 UK Highways Ltd, adjacent Highway Authorities, GeoPlace, Police & other Emergency Services, attending Highway Authorities and Utilities Committee (HAUC) Meetings.

To lead on the protection of trunk road infrastructure from damage e.g. management of inventory records for underground / over ground apparatus on trunk roads and special requirements for statutory undertakers;

To lead on the creation and management of network occupancy management systems, policies and processes;

To undertake the Project Sponsor role for commissioning services;

To manage budgets for all network occupancy related functions.



# Person Specification

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

## **Job Specific Criteria**

### **Essential**

Ability to lead and co-ordinate staff and service providers.  
Ability to organise work priorities, forward plan and deliver programmes of work on time.  
Ability to effectively co-ordinate and manage work.  
Ability to work under pressure  
Self motivated and committed

## **Qualifications and relevant training**

### **Essential**

HNC, Degree or equivalent in a relevant engineering discipline

## **Relevant Experience**

### **Essential**

Relevant experience in managing compliance with the New Roads & Street Works Act and the Traffic Management Act.  
Experience in the operational management of highways.

## **Skills and specialist knowledge**

### **Essential**

Good interpersonal, report writing and presentation skills.  
Detailed knowledge of legislation, standards and other policies relating to the operational management of highways  
Current Driving Licence.

## **Language requirements**

### **Essential**

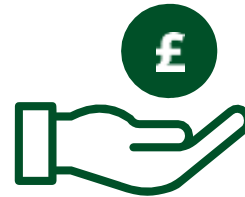
For this post, the ability to communicate in English is essential and Welsh is desirable.

# 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.



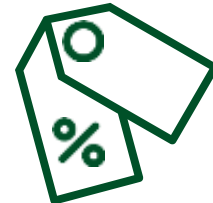
- 26 days of annual leave per year.
- 8.5 days of public and statutory holidays.
- Hybrid working minimum 2 days in the office.
- Flexible working hours.



- 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