



# North & Mid Wales Trunk Road Agent

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## Delivery and Inspection Unit Manager

Recruitment Pack



# Welcome from the Head of Service



**MARK MCNAMARA**  
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 'Mark McNamara', written in a cursive style.

## 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: Delivery and Inspection Unit Manager

**Salary:** UR3 (SCP 52-55) £60,855 - £63,965

**Duration:** Permanent

**Hybrid Working**

**Location:** one of the following locations;  
Conwy Traffic Management Centre, Bangor, Llandrindod Halkyn

**Closing date:** 01/08/2024

**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 Delivery and Inspection Unit Manager to join an exciting and growing team.

## Purpose of post

We are looking for an experienced senior manager to join the Agency Senior Management Team to support the Head of Service and to provide advice and input into the overall strategic direction of the Agency. You will lead a multi-disciplinary team of 57 staff managing the following functions on behalf of the Agency and in accordance with the Welsh Government Managing Agency Agreement (WGMAA):

- Capital Project Delivery Team - To manage capital delivery functions of the Agency across North and Mid Wales. To be responsible for overseeing delivery and coordinating all Agency multidisciplinary capital projects from design through to construction phase.
- Inspection Teams - Inspection Management of Highway, Structures and Geotechnical assets.



# Responsibilities

As member of the Agency Senior management Team undertake strategic management functions with regard to overall management of the Agency.

To be responsible for long term and strategic planning relating to capital delivery programmes and asset inspection management in accordance with WG requirements.

## **Programme Management**

Oversee and coordinate the process of identifying, promoting and prioritising the Agency's annual and 5 year capital works programme. To Manage the Agency Capital Deliver Project Sponsor team in the overall development and delivery of the programme of capital projects across the Trunk Road network in accordance with Welsh Government (WG) requirements. To enable the delivery of the programmes of projects through the procurement and administration of design, construction and service supply chains. To report on progress against programme directly to the Agency Head of Service

## **Procurement Management**

Lead on the establishment of appropriate Supply Chains including all frameworks to deliver the Agency's Capital Works Procurement Strategy in accordance with Cyngor Gwynedd Financial Regulations and WG procurement requirements. Management of the Agency Capital Projects (£25M pa) approximately 450 individual projects per annum ranging from £2K to £10m. Negotiate and agree fee structure and value for all in house consultancy service delivery with consultancy senior managers. Ensure all NMWTRA procurement complies with Welsh Government policy.

## **Project Management Systems**

To clearly identify and define Agency project management system requirements. To design, develop and implement a Microsoft SharePoint and K2 Black Pearl project management and data base systems and associated database including application on an all Wales Basis on behalf of WG. Management of system training and staff development issues for the Agency and 7 Partner Authority service providers and the private sector supply chains. To continuously improve systems and staff competencies to achieve best practice objectives and meet the requirements of the WGMA.

## **Project Management**

To undertake an overseeing and coordinating role for all Agency projects with regard to ensuring delivery to cost, time and quality requirements.

## **Contract Procurement and Administration**

To act in a senior capacity overseeing the overall Agency Contract Administration function

## **Performance Management of Agency Supply Chains**

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 audited to monitor and manage the performance of the supply chain in delivering the projects. To identify areas of non-performance and address by ensuring corrective actions are undertaken and issues escalated as appropriate. Manage and resolve contractual disputes including negotiation, adjudication and Arbitration processes. To implement methods of reviewing performance and working in partnership to deliver continuous improvement.



# Person Specification

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

## **Job Specific Criteria**

### **Essential**

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

## **Qualifications and relevant training**

### **Essential**

Degree in Civil Engineering or equivalent subject.  
Chartered Civil Engineer or equivalent.  
Corporate membership of relevant professional body.

## **Relevant Experience**

### **Essential**

Management experience of multi-disciplinary teams at a senior level, including the development and management of relevant budgets.  
Project management experience at a senior level.  
Considerable resource management experience.  
Experience in contract administration at a senior level with high level knowledge of NEC3 contract procedures.  
Risk management experience.

## **Skills and specialist knowledge**

### **Essential**

Extensive knowledge of asset inspection management for trunk road infrastructure including high speed dual carriageways, highway structures, drainage systems and geotechnical assets.  
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**

### **Essential**

The ability to speak Welsh is essential and English desirable for this role.

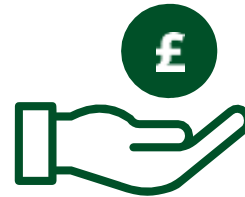


# Working for the North & Mid Wales Trunk Road Agent

NMWTRA is an exciting place to work. We have progressive policies and a commitment to training and development.



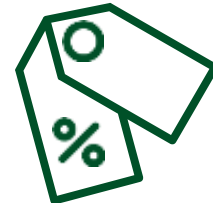
- 28 days of annual leave per year.
- 8.5 days of public and statutory holidays.
- Hybrid working minimum 2 days in the office.
- Flexible working hours.



- 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 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