



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

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## **Assistant Route Manager Mid Wales**

**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.

## 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: Assistant Route Manager Mid Wales

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

**Duration:** Permanent

**Location:** Newtown

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

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

**Closing date:** 29/08/2024

Application forms and further details available at [www.gwynedd.gov.uk](http://www.gwynedd.gov.uk) or by telephoning 01286 679076.

[Apply here](#)

## Purpose of post

To assist the Route Manager(s) in ensuring the delivery of a reliable trunk road network in North & Mid Wales on behalf of Welsh Government (WG) and in managing maintenance, operational and technical administration activities.



# Responsibilities

## **Inspections**

In conjunction with Inspection personnel to ensure routine and specialist inspections, patrols and surveys are carried out on the relevant elements of the network in accordance with the Welsh Government Trunk Road Maintenance Manual (WGTRMM) or other adopted management plans.

In conjunction with Inspection personnel undertake specialist and reactive inspections of infrastructure as required by the Route Manager(s) and to update Welsh Government Databases in conjunction with the Delivery and Inspection Teams.

To manage Section 75 street works inspections and Section 72 investigatory works activities on behalf of the NMWTRA Occupancy team (street authority) as prescribed under the New Roads and Street Works Act.

## **Maintenance**

To ensure the appropriate response to obstructions, defects and deficiencies identified by inspection/patrols etc. within required timescales, including commissioning, managing, and overseeing /supervising emergency and other reactive works as and when required using the appropriate resources and procurement mechanisms.

To monitor operations on the relevant network and ensure, as far as reasonably practicable, the safety of trunk road users.

To monitor the safety provisions and risk management precautions taken by those carrying out any operations within the network.

## **Inventory & Operational Records**

To assist the Route Manager and Delivery & Inspection Team with regard to the collation and maintenance of trunk road infrastructure inventory information. To maintain operational records e.g. incident logs.

## **Audit and Performance Management Role**

To undertake a programme of monitoring, audits and investigations for activities undertaken by service providers or others (e.g. utilities) in relation to Section 65 of the NRSWA and PR 1.1.21.7 of WGTRMM. To ensure compliance with specifications and standards.

## **Incident Management Role**

To undertake the role of Bronze (Operational) Commander for the Agency in the event of an emergency defined under the Civil Contingencies Act 2004.

To assist in emergency situations to:

- Implement appropriate traffic management plans, road closures and diversionary routes.
- Implement emergency repairs to, or clean-up of, highway infrastructure.
- To assess the condition of highway infrastructure post-incident and to authorise reopening where appropriate.

## **Risk Management Role**

To assist the Route Manager(s) with risk management on the trunk road network by the identification of risks. To ensure that appropriate risk reduction measures are implemented e.g. dealing with Category 1, 2 defects and obstructions.



# Person Specification

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

## **Job Specific Criteria**

### **Essential**

Ability to work within a team environment.  
Self-management.

## **Qualifications and relevant training**

### **Essential**

HNC or equivalent qualification plus relevant experience, or  
Extensive relevant experience.

NRSWA qualification and training for Supervisors (or within 6 months of appointed)

## **Relevant Experience**

### **Essential**

Highway maintenance and improvements on a trunk or principal highway network.

## **Skills and specialist knowledge**

### **Essential**

Highway maintenance activities and associated legislation.  
Traffic management standards.  
IT literate.  
Health & Safety awareness;  
Current valid driving licence

## **Language requirements**

### **Essential**

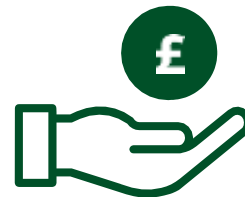
The ability to speak English is essential for this role.

# 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.



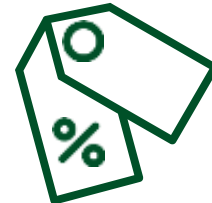
- 26 days of annual leave per year.
- 8.5 days of public and statutory holidays.
- Hybrid working minimum 2 days in the office.
- Flexible working hours.



- 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