



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

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## **Streetworks System Coordinator**

### **Recruitment Pack**



# Welcome from the 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.

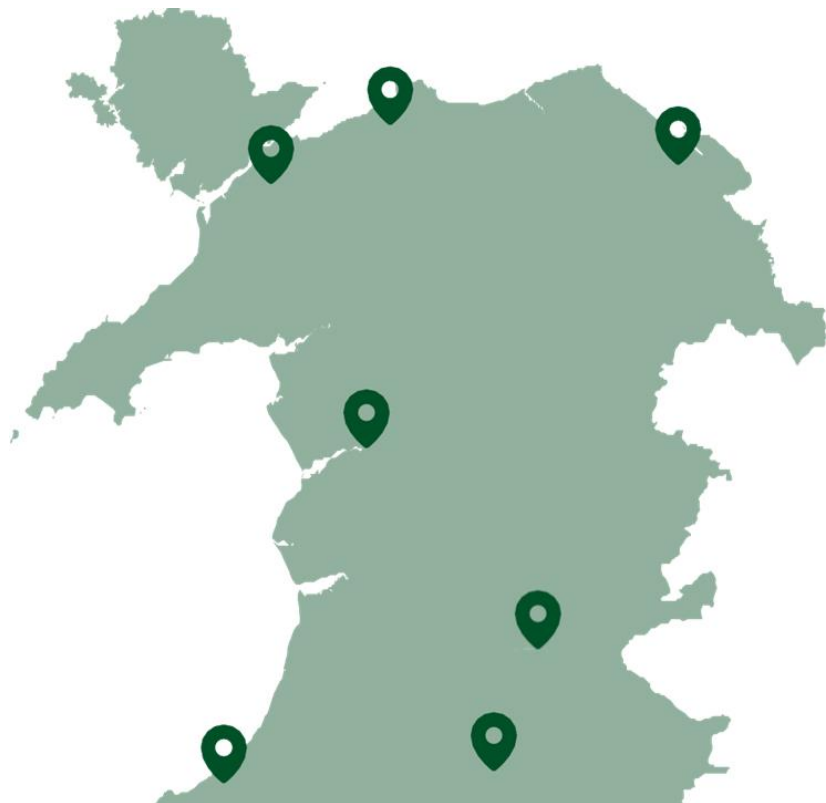
Why not give it a try? We would be very happy to consider your application to join our skilled, enthusiastic, and friendly team.

A handwritten signature in dark ink, appearing to be 'M. Jones', 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, Flintshire
- Llandrindod Wells, Powys
- Newtown, Powys





## Job Title: Streetworks System Coordinator

**Salary:** £26,421– £28,770

**Duration:** Permanent

**One of the following locations;**

**Location:** Llandrindod, Aberaeron, Newtown

**Closing date:** 17/10/24 10:00

**[Application forms and further details available through Gwynedd Council website \[www.gwynedd.gov.uk\]\(http://www.gwynedd.gov.uk\) or phone 01286 679076.](#)**

**[Apply here](#)**

**[Ymgeisiwch](#)**

## Purpose of post

To manage and facilitate the smooth and efficient operation of NMWTRA's Street Works Coordination Service. Providing administrative support for the notice processing function, ensuring service standards and plans are achieved and delivered in accordance with policy, timescales and legal requirements.

A group of construction workers wearing high-visibility orange and yellow safety suits and hard hats are standing on a road construction site. In the background, a large crane is visible against a blue sky with scattered clouds. The word "Responsibilities" is overlaid in large white text on the left side of the image.

# Responsibilities

## Main Duties

To implement network occupancy management systems, policies and processes;

To administer and manage information, records and data associated with network occupancy management using the Welsh Government Integrated Roads Information System (WG-IRIS) and other management systems;

To be the principal point of contact regarding network occupancy functions in relation to:

- a) Internal Agency processes e.g. liaison with Agency Route Managers, Project Sponsors and Agency Service Providers;
- b) External parties e.g. utilities, developers and abnormal load hauliers.

To assist in the preparation of information required for internal and external reports.

To attend Highway Authorities and Utilities Committee (HAUC) and other meetings as required by the Network Occupancy Manager.

To assist in the administration of budgets and incomes for network occupancy related functions.

- Assist with the co-ordination of all works undertaken on the public highway by using the relevant highway asset management system to identify potential conflicts and to take appropriate action as required by EToN.
- Liaising closely with statutory undertakers, highway authority officers and private contractors engaged on street works in order to minimise the adverse impact of any works on users of the highway.
- Responsibility for the daily organisation of the administration function in accordance with the Service's legal agreements, procedures and processing standards.
- Assist with ensuring that the highway asset management system is kept up to date by liaising with Route Managers and external Welsh Government service suppliers ~~via the Council's internal IT Service.~~
- Monitor and supervise the highway asset management system in relation to the administration of licences notices, specification and street designations, including mapping and GIS.
- Design, implement, develop and maintain administration systems, including filing, storage and retrieval, to meet service specifications and ensure that all work is undertaken to a high standard.
- Undertake regular reviews of the data entered by enforcement inspectors by ensuring that the integrity of data meets the minimum defined standards.
- Monitor processing standards to ensure compliance with procedures and to check that all work is undertaken accurately and to a high standard.
- Deal with enquiries from the general public concerning the Unit's work and advise on processing and administrative procedures as necessary.
- Ensure compliance with all financial and administrative procedures and that all paperwork is accurately completed.
- Deal with correspondence as appropriate.
- Ensure that the Unit's forms comply with the WG and NMWTRA's procedures and statutory obligations and maintain adequate levels of stationery to meet the demands of the service.
- Identify best practice opportunities to improve both service provision and self-development.
- Responsibility for self-development.
- Responsible for managing information in accordance with NMWTRA's information management guidelines. Ensure that personal information is treated in accordance with Data Protection legislation.



# Person Specification

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

## **Job Specific Criteria**

### **Personal attributes:**

#### **Essential**

- Good communication skills
- Display personal initiative and the ability to deal with people on every level in a courteous, sensitive and professional manner
- Ability to prioritise work and respond positively to tight working deadlines.
- To be able to use own initiative and suggest improvement to administrative processes.

### **Qualifications and relevant training**

- 5 GCSE's (Grade C or above) including, English and Mathematics (or equivalent qualifications)

### **Relevant experience:**

- Experience of technical administration in a busy office environment
- Experience of dealing sensitively and diplomatically with queries and complaints by members of the public, contractors and elected members.

# Working for the North & MidWales Trunk Road Agent

We are committed to developing and supporting our staff.



- 27.5 of annual leave per year.
- Flexible working hours



- Incremental pay increase
- Generous Local Government Pension Scheme further information on the [Gwynedd Pension Fund](#) website.



- 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 role.



- Free and confidential counselling service for staff
- Maternity, paternity, foster, adoption, and shared parental leave