



North & Mid Wales Trunk Road Agent

Assistant Route Manager

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: Assistant Route Manager

Salary: £38,626 - £40,476

Duration: Permanent

One of the following locations;

Location: Aberaeron / Aberystwyth or Llandrindod Wells

Closing date: 10am, Thursday, 15 May 2025

[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](#)

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).

To assist the Route Manager(s) in managing maintenance, operational and technical administration activities.

To manage the on-road inspection and investigatory requirements of the New Roads & Streetworks Act (NRSWA) and implement relevant Codes of Practice to the trunk road network on behalf of the NMWTRA Network Occupancy Team.

To assist with ensuring compliance with the enforcement and licensing provisions of the Highways Act 1980.

Responsibility for functions . e.g. staff, budgets, equipment

- Responsible for commissioning and managing planned maintenance works programmes, reactive maintenance and appropriate budgets for the maintenance of the trunk road network utilising both public and private sector supply chain contractors.
- Responsible for overseeing maintenance and other operations within the trunk road network.
- Responsible for commissioning and overseeing the NMWTRA Service Providers and contractors undertaking activities during emergency situations on the trunk road network.

A group of construction workers wearing high-visibility orange and yellow suits and hard hats are standing on a road construction site. In the background, there are hills and a construction crane.

Responsibilities

Main Duties

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.

To implement the on-road requirements of the Section 81 Duty to Maintain Apparatus under NRSWA and Sections 41 & 150 of the Highways Act.

The assessment and approval of licence applications, for example to place skips, scaffolding, hoarding or other excavation works on the trunk road network, and to ensure compliance with the Highways Act 1980, and the terms and conditions of the licence.

.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.

To monitor Service Provider performance and address areas of under performance in accordance with Agency requirements.

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.

Technical Administration

To assist the Business Unit with the provision of information and advice relating to: ·

- third party and rechargeable claims, ·
- Sections 74 (Occupancy) and 75 NRSWA sample fee recovery, ·
- commissioning and cost management, ·
- liaison with Partner Authorities

To assist the Route Manager(s) with Development Control processes.

Asset Management

To liaise, inform and co-operate with other Agency and Partner Authority staff in relation to specific infrastructures types including: ·

- Electrical assets e.g. Street lighting; ·
- Traffic signs e.g. lighting defects on terminal signs; ·
- Structures assets e.g. retaining walls; ·
- Highway assets e.g. carriageway construction; ·
- Geotechnical assets e.g. rock netting; ·
- Soft Estate e.g. grass cutting.

To ensure that appropriate records are maintained, including assisting in maintaining and updating infrastructure inventory information.



Person Specification

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

Job Specific Criteria

Personal attributes:

Essential

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

Desirable

- Good Interpersonal skills
- Basic report writing skills appropriate to the post
- Confidence in dealing with contractors and other statutory undertakers.

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)

Desirable

- Degree in civil engineering or related subject

Relevant experience:

Essential

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

Desirable

- Inspection and assessment of highways
- Dealing with complaints,
- Managing emergencies;
- Contract supervision or in house DSO or other workforce.

Specialist Skills and Knowledge

Essential

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

Desirable

- Familiarity with computer based management systems
- Knowledge of Works Ordering or other procurement systems.

Working for the North & MidWales Trunk Road Agent

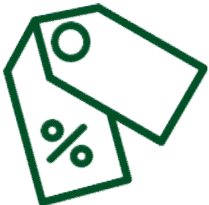
We are committed to developing and supporting our staff.



- 29.5 of annual leave per year.



- 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