



North & Mid Wales Trunk Road Agent

Area Administrative Officer

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.

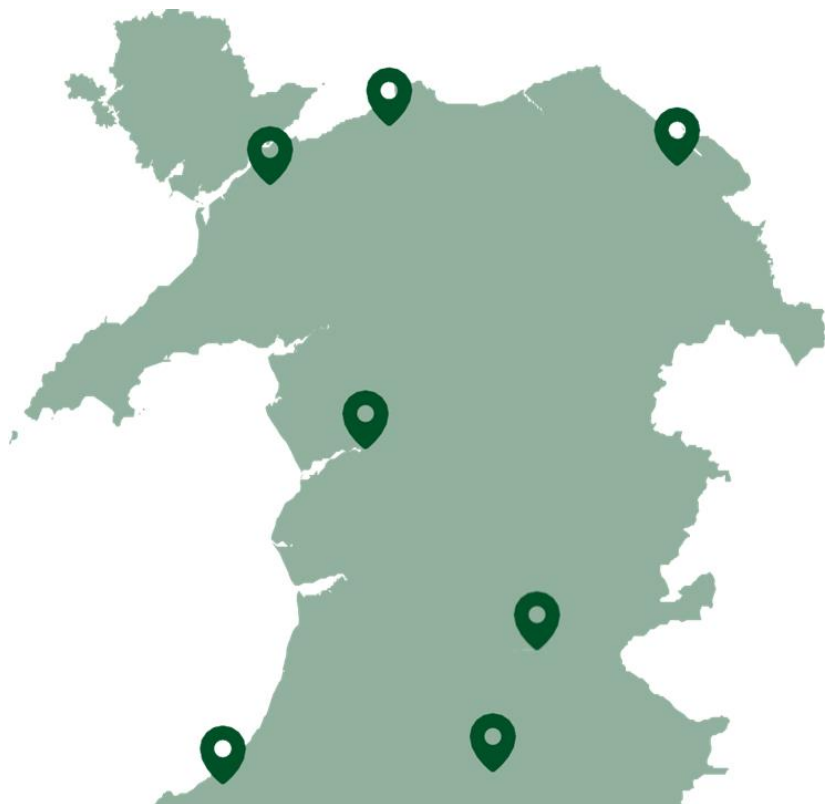
Why not give it a try? We would be very happy to consider your application to join our skilled, enthusiastic, and friendly team.

A handwritten signature in black ink, appearing to read 'Mark McNamara', written over a white background.

Where we're based

**Over 250
employees
based across
North and Mid
Wales.**

- **Aberystwyth, Ceredigion**
- **Bangor, Gwynedd**
- **Conwy**
- **Dolgellau, Gwynedd**
- **Halkyn, Flintshire**
- **Llandrindod Wells, Powys**
- **Newtown, Powys**





Job Title: Area Administrative Officer

Salary: GS4 £25,584– £27,269

Duration: Permanent

Location: Llandrindod, to include hybrid working

Closing date: 17/07/25 10:00

To view the current vacancies, visit our website [NMWTRA Wales | Current vacancies](#) and application forms are available through Gwynedd Council website.

[Apply here](#)

Purpose of post

This exiting post will provide effective office administration function for the unit to include providing meeting secretariat services for a range of meetings, arranging training courses and recording all the details on the Agency's database.



Responsibilities

Main Duties

To provide support to senior managers and provide effective office administration management function and support for the area in which the post is located or at other Agency offices.

Fleet Management –

- Arranging and liaising with relevant staff to ensure that all vehicles are serviced, maintained and MOT's are undertaken within the given timeframe.
- Updating records of all vehicles and maintain the fleet database in conjunction with the SLA including the issuing of pool vehicle keys.

HR Functions

- Maintain the **NMWTRA Employee checklist** to ensure that all documents have been completed and returned.
- Administrating the **sickness/Leave/TOIL function via Tensor**. Ensuring staff sicknesses are recorded as per the Policy,
- **Managing absenteeism** – administering and forwarding the daily lateness reports to Line Managers for actioning.
- **Staff Performance Review** – Ensuring appraisals are undertaken yearly by Line Managers and arrange calendar dates/invites to staff on behalf of Line Managers and ensuring that all documents are uploaded securely to SharePoint.
- Provide guidance on the day to day use on the TENSOR system to staff and how to correctly follow the process, carry out the registration process and any amendments that cannot be actioned for technical reasons by the Line Manager, ensuring staff sickness are recorded, provide monthly reports to Senior Line Managers to ensure that the formal procedures on managing staff absenteeism are followed.
- Assisting the Administration and Staff Development Manager in producing and delivering training programmes, staff induction packs, interviews, uploading relevant certificates to SharePoint.

Training Administering

- Administering the MODS Training Module to create training titles, arranging dates and liaising with relevant staff within the Agency.

Technical support/administration

To assist the Administration and Staff Development Manager in the fulfilment of his/her duties as required.

To communicate effectively and courteously with elected members, the public, members and officers of the Assembly and other external organisations and bodies.

To co-operate and liaise with staff from the Agency, other Departments of the Council, and Partner Authorities in order to promote the effective management of the Agency.



Person Specification

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

Job Specific Criteria

Personal attributes:

Essential

- The ability to work as a member of a team and individually
- The ability to work under pressure and meet tight deadlines
- The ability to manage own time, giving consideration to work priorities
- The ability to respond calmly and logically in a conflicting situation
- The ability to work accurately and thoroughly without supervision
- The ability to deal with people courteously
- The confidence to deal with officers on various levels
- The ability to deal with sensitive and confidential situations

Qualifications and relevant training

- 5 GCSE or equivalent

Relevant experience:

- Experience of administrative office work.

Skills and special knowledge

- Familiar with Word, Excel, Access software.
- Computer Skills of the highest quality in word processing, spreadsheets, systems
- The ability to prioritise work
- Good interpersonal skills
- Current Driving Licence.

Working for the North & MidWales Trunk Road Agent

We are committed to developing and supporting our staff.



- 26.5 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