



North & Mid Wales Trunk Road Agent



Project and Programme Manager - Traffic Engineering

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.

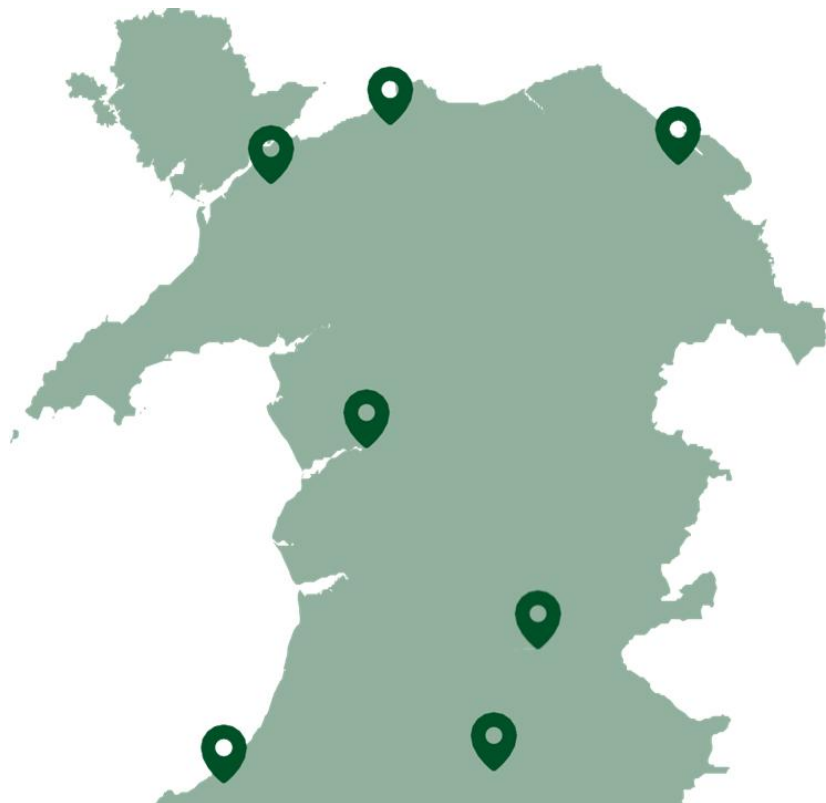
Why not give it a try? We would be very happy to consider your application to join our skilled, enthusiastic, and friendly team.

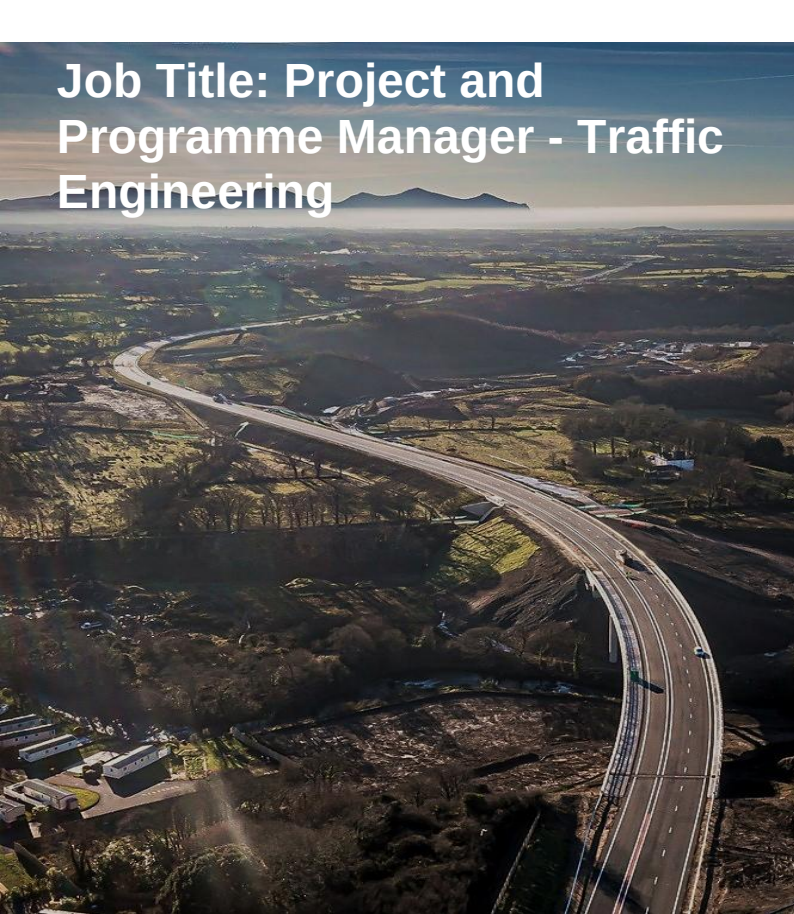
A handwritten signature in dark ink, appearing to be 'M. Jones', written in a cursive style.

Where we're based

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

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





Job Title: Project and Programme Manager - Traffic Engineering

Salary: £48,226 – £50,269

Duration: Permanent

Location: Halkyn

Closing date: 06/11/25 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

An exciting opportunity to join an established team of Project and Programme Managers delivering capital projects on the Trunk Road network across North and Mid Wales. The post holder will be responsible for leading on traffic and road safety related projects, highway improvements, upgrades, and major maintenance capital projects, through our extended public and private sector supply chains. The post benefits from our hybrid working model with the opportunity for home working.

A group of construction workers wearing high-visibility orange and yellow safety suits and hard hats are standing on a concrete road surface. In the background, there is a construction site with a crane and hills under a blue sky with some clouds.

Responsibilities

Project Management

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

To act as the Agency's contract administration and project procurement specialist

To ensure compliant contract administration of projects on the network to meet WG requirements.

To act as Project Sponsor on projects as agreed. In this capacity.

To act as CDM Client on projects as agreed. To advise and assist Project Sponsors on the role of CDM Client.

To manage all relevant highway project budgets associated with the above.

Programme Management

To assist in the coordination of the process of identifying, promoting and prioritising the Agency's annual and 5 year programme of renewal, upgrade and safety schemes.

To support the Agency Project Sponsors in the overall development and delivery of the programme of revenue and capital projects across the Trunk Road network in North and Mid Wales in accordance with Welsh Government (WG) requirements.

To enable the delivery of the programmes of projects through the procurement of trunk road consultancy services and construction works in accordance with Agency procedures.

Other Technical Duties

To assist with regard to the technical and contractual aspects of the establishment, monitoring and renewal of the Agency's framework contracts

To assist in the development and implementation of project procurement policy and procedures including the development and implementation of the Sharepoint project management system and associated database. This will include training and staff development issues both within the Agency and with service providers.

To ensure that the principles of Rethinking Construction are promoted by the Agency in its procurement procedures.

To develop and review processes as part of continual improvement to ensure that budget allocations are utilised efficiently and effectively and that works are delivered to time cost and quality, without undue public or media reaction.

To assist in the management, the collation, preparation and submission of scheme bids through the Agents bid process.

To ensure compliance with all legislative requirements relevant to the post.

To ensure Agency Partner Authority and Framework service providers comply with UK / WG policies and standards.



Person Specification

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

Job Specific Criteria

Personal attributes:

Essential

- Ability to work under pressure
- Self motivated and committed
- Ability to receive, assimilate and evaluate information from multiple sources.
- Candidates must be self-motivated and capable of working with a minimum of supervision
- Ability to motivate staff at all levels.
- Ability to manage and lead junior staff

Qualifications and relevant training

- Degree or equivalent in Civil Engineering or an appropriate discipline
Or
- HNC or equivalent in Civil Engineering or an appropriate discipline and significant relevant experience.

Relevant experience:

- Relevant experience in managing the delivery of traffic engineering and infrastructure improvement schemes
- Experience in coordinating and managing programmes of work
- Experience in contract administration and project procurement

Working for the North & MidWales Trunk Road Agent

We are committed to developing and supporting our staff.



- 29.5 of annual leave per year.
- Flexible working



- 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