



North & Mid Wales Trunk Road Agent



Health, Safety & Environmental Officer

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.

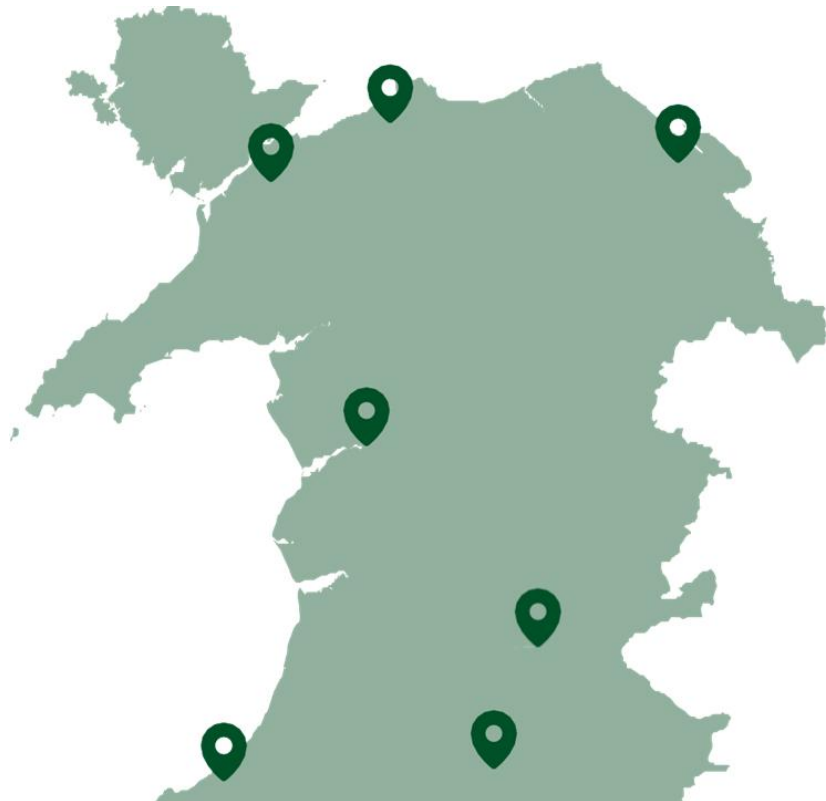
Why not give it a try? We would be very happy to consider your application to join our skilled, enthusiastic, and friendly team.

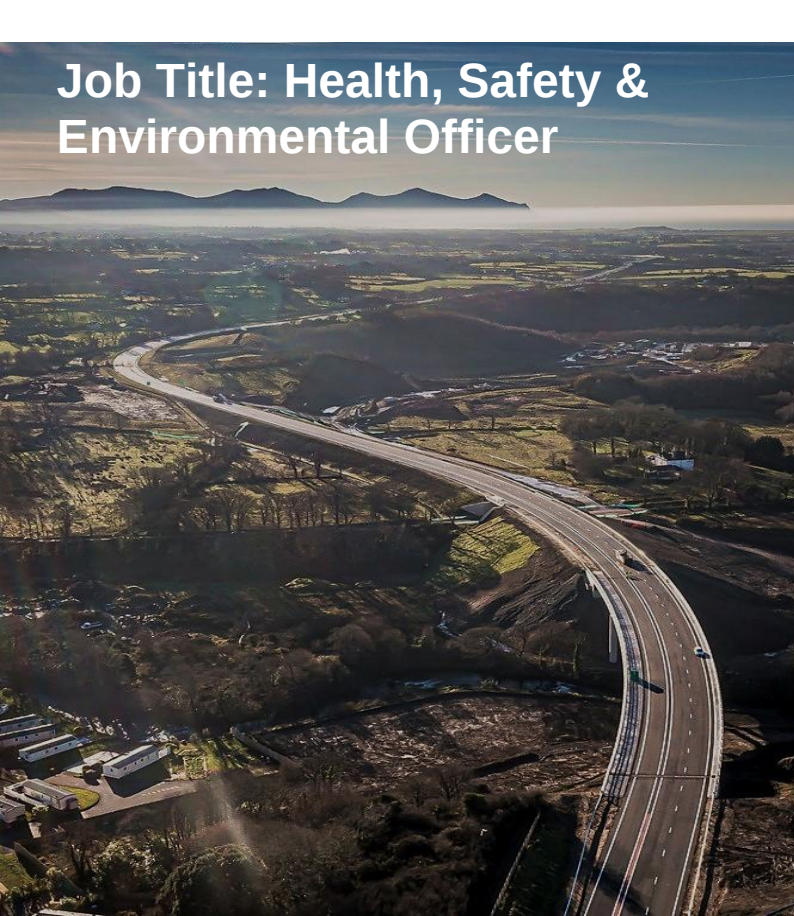


Where we're based

**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: Health, Safety & Environmental Officer

Salary: £37,280 – £39,152

Duration: Permanent

Location: Aberystwyth, Llandrindod or Newtown

Closing date: 07/11/25 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

Ensure compliance with regulations and best practice within Health, Safety and Environmental management by providing competent advice, carrying out audits and monitoring visits, investigating incidents as well as providing relevant training. Evaluate the impact of the Agency's work on the environment and strive to reduce it as much as possible. There will also be an element of managing properties that the Agency has responsibility for, including arranging and monitoring contractors.

A group of construction workers wearing high-visibility orange and yellow safety suits and hard hats are standing on a concrete bridge deck. In the background, a large construction crane is visible against a backdrop of green hills under a blue sky with scattered clouds.

Responsibilities

Health, Safety and Environmental (HSE) Management

- To support the HS&E manager on all aspects of HSE management for NMWTRA.
- To provide Agency staff with specialised HSE advice on topics such as: CDM compliance, Asbestos, Working on a highway network, Waste management, Pollution prevention
- To monitor new legislation relating to HSE and consider impact on the Agency.
- To prepare reports as necessary for the HSE manager.
- To ensure that the Agency has a rigorous regime in place to properly manage the Construction (Design and Management) Regulations for relevant projects and works.
- To monitor the industry for best practice and to promote a culture of continuous improvement in HSE management.
- To continually assess the status of HSE management within the Agency, identifying areas for improvement and developing new policies and systems where appropriate.
- To assist the HSE Manager in the development and maintenance of the accredited Quality Management systems (ISO 9001, ISO14001, ISO 45001).
- To Assist the HSE Manager in ensuring that rigorous risk assessment and accident management systems are in place.
- To provide in house HSE training.
- Liaison with key stakeholders (Others) including inter alia Emergency Services, Welsh Government officers, local authority corporate health & safety officers, Partner Authority officers, public & private sector service providers (including consultants and contractors), UK Highways Ltd, Welsh Transport Technology Consultant, All Wales Maintenance Contractor and SWTRA.
- Liaison with and support to other Agency staff.
- To advise on staff welfare issues on behalf the Agency.
- To undertake / manage health & safety risks assessments, analysis, registers and monitoring required as part of Agency service provision.
- Develop a comprehensive HSE audit programme and undertake health & safety audits within NMWTRA and its public and private sector service providers.
- Undertake HSE investigations and identify and implement any necessary improvement plans.
- To monitor and report on NMWTRA's aspect and impact register control measures
- To monitor and report on the Environmental impacts of the NMWTRA supply chain
- To identify opportunities for continuous environmental improvement and implement programmes to deliver these.



Person Specification

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

Job Specific Criteria

Personal attributes:

Essential

- Ability to work in a team environment
- Self-motivated and committed
- Well-developed interpersonal skills with ability to influence others
- Ability to work safely under pressure.
- Able to work with limited supervision
- Good organisational skills
- Frequently work hours which are outside normal hours as required
- Assertive with a willingness to challenge and correct poor operational practice

Qualifications and relevant training

- NEBOSH Certificate in either Occupational Health & Safety / Construction Health & Safety / Environmental Management
OR
- Degree or equivalent in an Environmental Management related subject

Relevant experience:

Working in a Health & Safety and / or Environmental management capacity

Skills and special knowledge

- Understanding of accredited Quality management systems to include:
ISO 9001, ISO 45001 and ISO 14001
- Good communication skills.
- Good awareness and understanding of health & safety and environmental management.
- IT literate, able to understand and use a range of Technology to deliver the output needs of the Agency.
- Knowledge of relevant statutory regulations, standards and specification in relation to Health and safety and Environmental management
- Ability to organise work priorities, forward plan and deliver programmes of work on time with minimum supervision.
- Current Driving Licence.

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