



North & Mid Wales Trunk Road Agent

Project and Programme Manager - Pavements

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.

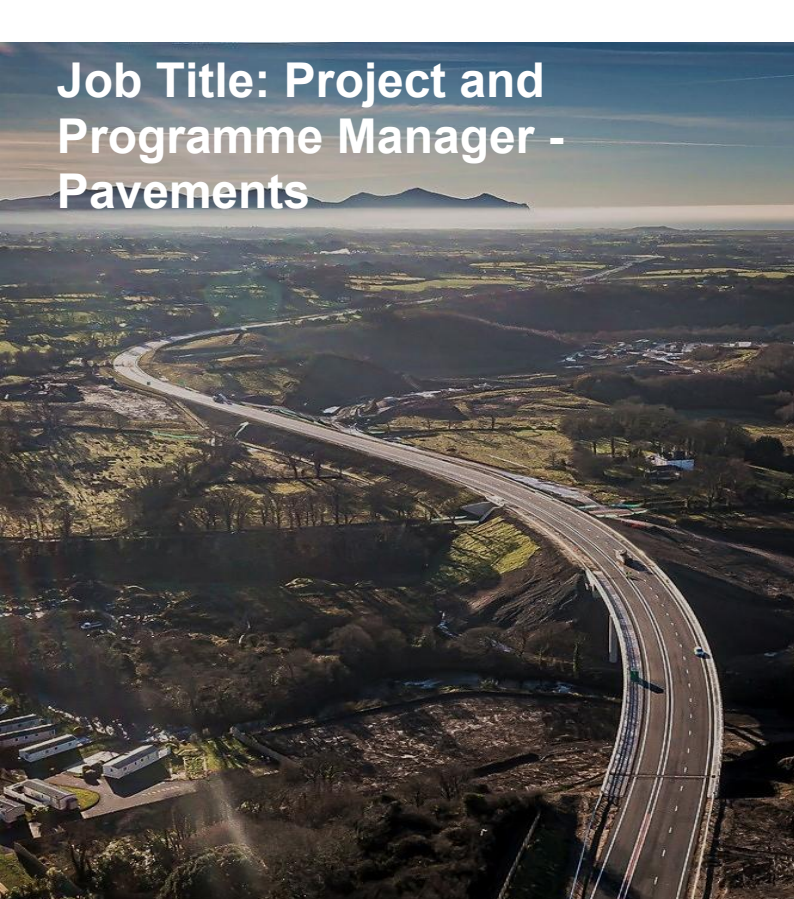
A handwritten signature in black ink, appearing to read 'Mark McNamara'.

Where we're based

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

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





Job Title: Project and Programme Manager - Pavements

Salary: £46,142 – £48,226

Duration: Permanent

One of the following locations;

Location: Halkyn, Conwy, Bangor, Llandrindod, Dolgellau, Aberystwyth, Newtown, to include hybrid working

Closing date: 06/08/26 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 the project management of 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 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 undertake an overseeing and coordinating role for all Agency Pavement related projects with regard to ensuring delivery to cost, time and quality requirements, including:

- Maintaining and monitoring a master schedule of all Agency projects, with specific emphasis on ensuring delivery
- Advising and liaising closely with Project Sponsors regarding the preparation of project briefs, mini competition tendering procedures, project management programmes/plans, and project delivery.
- Applying the principles of the PRINCE2 project management system.
- To represent the Agency in road surfacing improvement initiatives
- To review pavement design recommendations and technical reports where necessary. To provide advice to Route Managers on road surface defects.
- To advise on Pavement related enquiries on major improvement schemes as required.
- To review inspection reports and Carbon saving data to identify improvement opportunities and take appropriate action as necessary.
- Liaising with Partner Authority and private sector providers with regard to projects including the provision of Key Performance Indicators
- Liaising with the Business Unit with regard to project performance management
- Assisting Project Sponsors with project closure including commissioning, as-built records and updating of inventory



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

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 Pavement engineering and infrastructure improvement schemes
- Experience in coordinating and managing programmes of work
- Experience in contract administration and project procurement

Skills and special knowledge

- Ability to organise work priorities, forward plan and deliver programmes of work on time with minimum supervision
- Ability to effectively co-ordinate and manage the delivery of work programmes through service providers to prescribed deadlines
- To undertake duties in a confident and professional manner with the ability to show initiative and creativity
- Ability to receive, assimilate and evaluate information from multiple sources and provide detailed recommendations
- Detailed knowledge of project management and the key processes within the delivery of individual projects within an engineering or construction environment
- Experience in the assessment of road surface defects and the delivery of Pavement engineering related schemes
- 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 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