



North & Mid Wales Trunk Road Agent

Senior Executive 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.

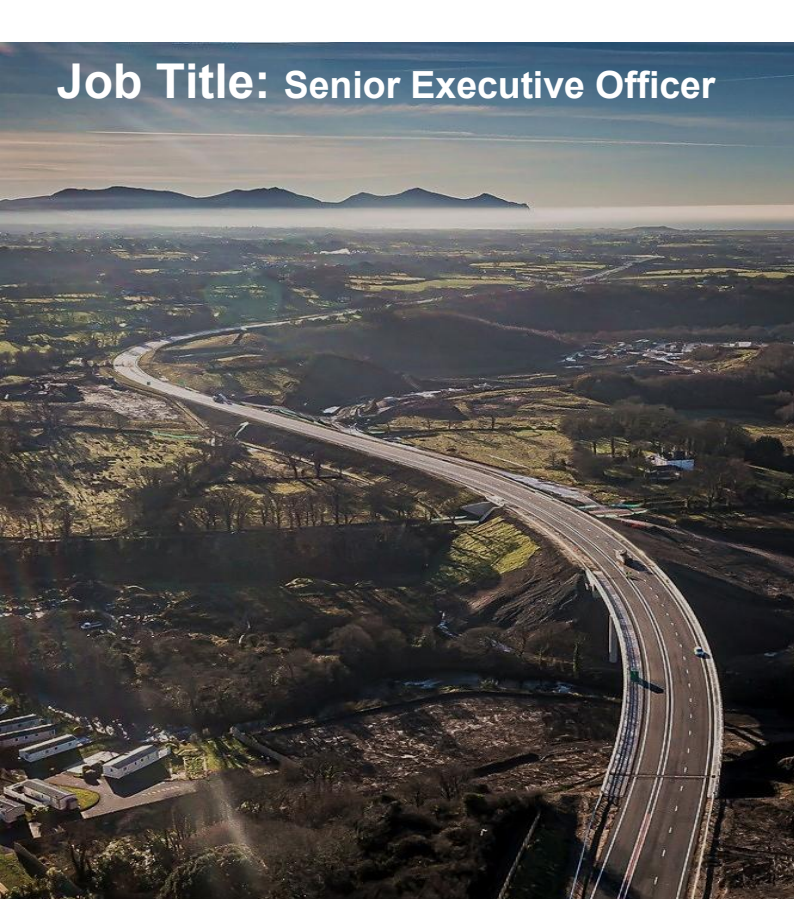
A handwritten signature in black ink, appearing to read 'Mark McNamara'.

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: Senior Executive Officer

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: 20/08/26 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

This is an exciting opportunity to join the North and Mid Wales Trunk Road Agent (NMWTRA), working closely with senior leaders to deliver strategic projects, drive improvement, and support the management of one of Wales' most important transport networks.

The Senior Executive Officer will play a key role in performance management, governance, business planning and stakeholder engagement, helping to shape the Agency's future and deliver meaningful change across North and Mid Wales.

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

Responsibilities

Main Duties

- Developing, setting up and managing projects that will provide a framework within which Unit and Team managers will operate.
- To act as an expert to the Head of Agency in relation to Project Management and to offer high quality advice on how they develop and implement the Agent's project management framework and systems.
- Undertake research and identify key trends in various areas providing regular support and updates.
- Produce high-quality documents (including reports to various forums and committees, discussion papers/evidence and reviews) and ensure that they are suitable for internal and external audiences.
- Run individual programmes or projects in various areas including taking on various roles under the Agent's project management regime.
- To support the Head of Agency with the performance reporting and support, including the Joint Committee performance report, the Agency Quarterly Performance Report, and other documents of a similar nature.
- Co-ordinate and update the Agency risk register and support the Head of Agency and Agency Senior Management Team in introducing and implementing mitigation measures.
- Supporting the Head of Agency and Agency Senior Management Team to ensure that the Business Continuity Planning and Emergency Response plans are up-to-date, practical and effective.
- Ensure that the Agency has access to up-to-date and relevant data in order to be able to manage performance efficiently.
- Looking at good practice in other organisations and comparing performance in specific areas of work against the performance of other equivalent organisations with the aim of finding out if there are opportunities to learn lessons.
- Lead on public communication and consultation issues ensuring that we raise awareness of progress in the individual areas of work.
- Support the Head of Agency and Agency Senior Management Team to respond to situations that require unique solutions or a combination of solutions that cut across many different areas of work across the Agency.
- Support the Head of Agency and Agency Senior Management Team to establish the case for change, formulate business cases and deliver change in specific areas of work including the delivery of the Agency 5-year Business Plan.
- Investigate complaints and ensure that the Agency learns lessons when the opportunity arises.
- Work closely with stakeholders in various areas, building effective and influential relationships with key Welsh Government and Partner Authority officials, and external stakeholders as required.



Person Specification

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

Job Specific Criteria

Personal attributes: Essential

Demonstrates resilience, determination, and tenacity in achieving objectives, with the confidence and ability to independently drive challenging work programmes forward.

Possesses strong analytical and organisational skills, is flexible and innovative in approach, able to constructively challenge where appropriate, and excels at developing and maintaining effective working relationships.

Qualifications and relevant training

Degree and/or equivalent professional/managerial qualification.

Relevant experience:

Experienced in project management, with a proven ability to produce high-quality documents, including reports for a range of forums and committees, discussion papers, evidence reviews, and business cases. Skilled in developing and delivering well-structured, audience-appropriate documentation for both internal and external stakeholders.

Skills and special knowledge

Possesses a sound understanding of the Council and the Agency's structure and governance arrangements, with the ability to represent the Head of Service and the Senior Management Team confidently at internal and external meetings. Demonstrates excellent interpersonal and communication skills, enabling effective engagement with colleagues at all levels of the organisation, alongside strong project and programme management expertise. Has a solid understanding of change management, with the ability to influence and manage stakeholders effectively, and is highly proficient in Microsoft Office applications, including Word, Excel, PowerPoint, Outlook, and Power BI.

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