

North & Mid Wales Trunk Road Agent

Project and Programme Manager

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.

Where we're based

Over 250 employees basedacross North and Mid Wales.

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





Salary: £47,665 - £49,817

Duration: Permanent

One of the following locations;

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

Closing date: 16/11/26 10:00

Application forms and further details available through Gwynedd Council website 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.



Responsibilities

Main Duties

- To be responsible for overseeing and coordinating all Agency multidisciplinary projects with regard to ensuring delivery to cost, time and quality requirements
- To assist in the coordination and programming of the Agency's annual and 5 year programme of renewal, upgrade, and safety schemes.
- To support the Agency Project Sponsors in the development and delivery of the Agency's overall programme of revenue and capital projects.
- 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 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.
- To assist with regard to the technical and contractual aspects of the establishment, monitoring and renewal of the Agency's framework contracts. • To act as Project Sponsor and CDM Client on projects as agreed. • To procure and project manage consultancy design and contractor services in accordance with Agency procedures, ensuring compliance with performance requirements.



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
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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 structures 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
- 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