

North & Mid Wales Trunk Road Agent

Assistant Route 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 based across North and Mid Wales.

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





Salary: PS1 (SCP 29-31) £41,177-£43,149

Duration: Permanent

Location: Halkyn

Closing date: 23/11/2026

Application forms and further details available at www.gwynedd.gov.uk or by telephoning 01286 679076.

Apply here

Purpose of post

- To assist the Route Manager(s) in the effective management and delivery of a reliable trunk road network across North & Mid Wales on behalf of the Welsh Government (WG).

- To assist the Route Manager(s) in managing maintenance, operational and technical administration functions.

- To manage on-road inspection and undetaking investigatory activities in accordance with the New Roads and Streetworks Act (NRSWA), implementing relevant Codes of Practice on behalf of the NMWTRA Network Occupancy Team.

- To assist with monitoring and ensuring compliance of the Highways Act 1980 to support the intergrity and operation of the trunk road Network.



Responsibilities

- Responsible for commissioning and managing planned maintenance works programs, reactive maintenance and appropriate budgets for the maintenance of the trunk road network utilising both public and private sector supply chain contractors.

- Responsible for overseeing maintenance and other operations within the trunk road network.

- Responsible for commissioning and overseeing the NMWTRA Service Providers and contractors undertaking activities during emergency situations on the trunk road network.

- **Inspections**
  In conjunction with Inspection personnel to ensure routine and specialist inspections, patrols and surveys are carried out on the relevant elements of the network in accordance with the Welsh Government Trunk Road Maintenance Manual (WGTRMM) or other adopted management plans.

- **Maintenance**
  To ensure the appropriate response to obstructions, defects and deficiencies identified by inspection/patrols etc. within required timescales, including commissioning, managing, and overseeing /supervising emergency and other reactive works as and when required using the appropriate resources and procurement mechanisms.

- **Inventory & Operational Records**
  To assist the Route Manager and Delivery & Inspection Team regarding the collation and maintenance of trunk road infrastructure inventory information.

- **Incident Management Role**
  To undertake the role of Bronze (Operational) Commander for the Agency in the event of an emergency defined under the Civil Contingencies Act 2004.

- **Risk Management Role**
  To assist the Route Manager(s) with risk management on the trunk road network by the identification of risks. To ensure that appropriate risk reduction measures are implemented e.g. dealing with Category 1, 2 defects and obstructions.

- **Technical Administration**
  To assist the Business Unit with the provision of information and advice relating to:

  - Third party and rechargeable claims,
  - Sections 74 (Occupancy) and 75 NRSWA sample fee recovery,
  - Commissioning and cost management,
  - Liaison with Partner Authorities

- **Asset Management**

To liaise, inform and co-operate with other Agency and Partner Authority staff in relation to specific infrastructure types.



Person Specification

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

Job Specific Criteria

Essential

The successful candidate will demonstrate the ability to work effectively within a team environment, contributing positively to shared goals while maintaining clear communication. They will also possess strong self-management skills, including the ability to prioritise tasks, manage their time efficiently, and work independently when required.

Qualifications and relevant training

Essential

We're seeking someone who has an HNC or equivalent qualification plus relevant experience, or extensive relevant experience. It is also required to hold a Streetworks NRSWA for Supervisors qualification or gain within 6 months of appointment.

Relevant Experience

Essential

Experience supporting highway maintenance and improvement works on trunk and principal road networks, ensuring safety, quality, and compliance with standards.

Skills and specialist knowledge

Essential

Looking for someone who has knowledge of highway maintenance activities and associated legislations, traffic management standards. You should also be IT literate, have an awareness of Health and Safety in the workplace. A current valid driving license is also required.

Language requirements

Essential

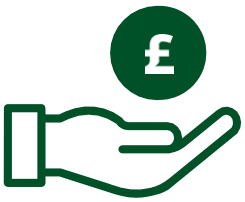
The ability to speak Welsh and English is essential for this role.

Working for the North & Mid Wales Trunk Road Agent

NMWTRA is an exciting place to work. We have progressive policies and a commitment to training and development.



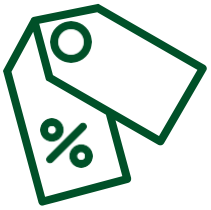
- 29.5 days of annual leave per year.
- 8.5 days of public and statutory holidays.



- Incremental pay increase
- Generous Local Government Pension Scheme further information on the Gwynedd Pension Fund website.



- The opportunity to work in beautiful locations across North and Mid Wales including 1 national parks, 50 nature reserves and 1,680 miles of stunning coastline.



- 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 work.



- MEDRA Counselling service - free and confidential counselling service for staff
- Generous maternity, foster, adoption, and shared parental leave