



Job Pack for Corporate Support Officer

ambitionnorth.wales



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For further information about this role,
please contact:



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An exciting time to join the team

We're delighted that you're considering joining the Ambition North Wales team. We are a team of passionate and enthusiastic individuals who are proud to be involved in developing the North Wales economy.

As the North Wales Corporate Joint Committee our responsibilities include regional transport, strategic planning and economic well-being. We are responsible for delivering a portfolio and capital projects across the region through the North Wales Growth Deal now in its fourth year, with a number of projects in delivery.

Ambition North Wales is a strong partnership, working on behalf of North Wales to deliver against a future vision for economic prosperity. The Portfolio Management Office was established to deliver the Growth Deal, and now has the wider remit of being the Corporate Joint Committee for North Wales. The team support the regional ambitions for a stronger, more resilient and sustainable future economy.

Our ambition moving forward is to attract Investment into North Wales and achieve a more prosperous future for everyone that lives and works here. The Growth Deal projects will create new highly-paid jobs, attract investment and ultimately build a more vibrant, sustainable and resilient economy in our communities, for young people and for future generations to come.

We work closely as a team and we have developed a set of values that underpin how we work and what we expect from others. We are ambitious, we empower and support each other to succeed, we have integrity and do as we say we will and we respect and value people and their perspectives as we shape a great future for North Wales. We do hope you will consider applying for this position and hopefully join us on this journey.



Cllr. Mark Pritchard

Chair of the North
Wales Corporate Joint
Committee



Alwen Williams

Chief Executive
Ambition North Wales

About the role

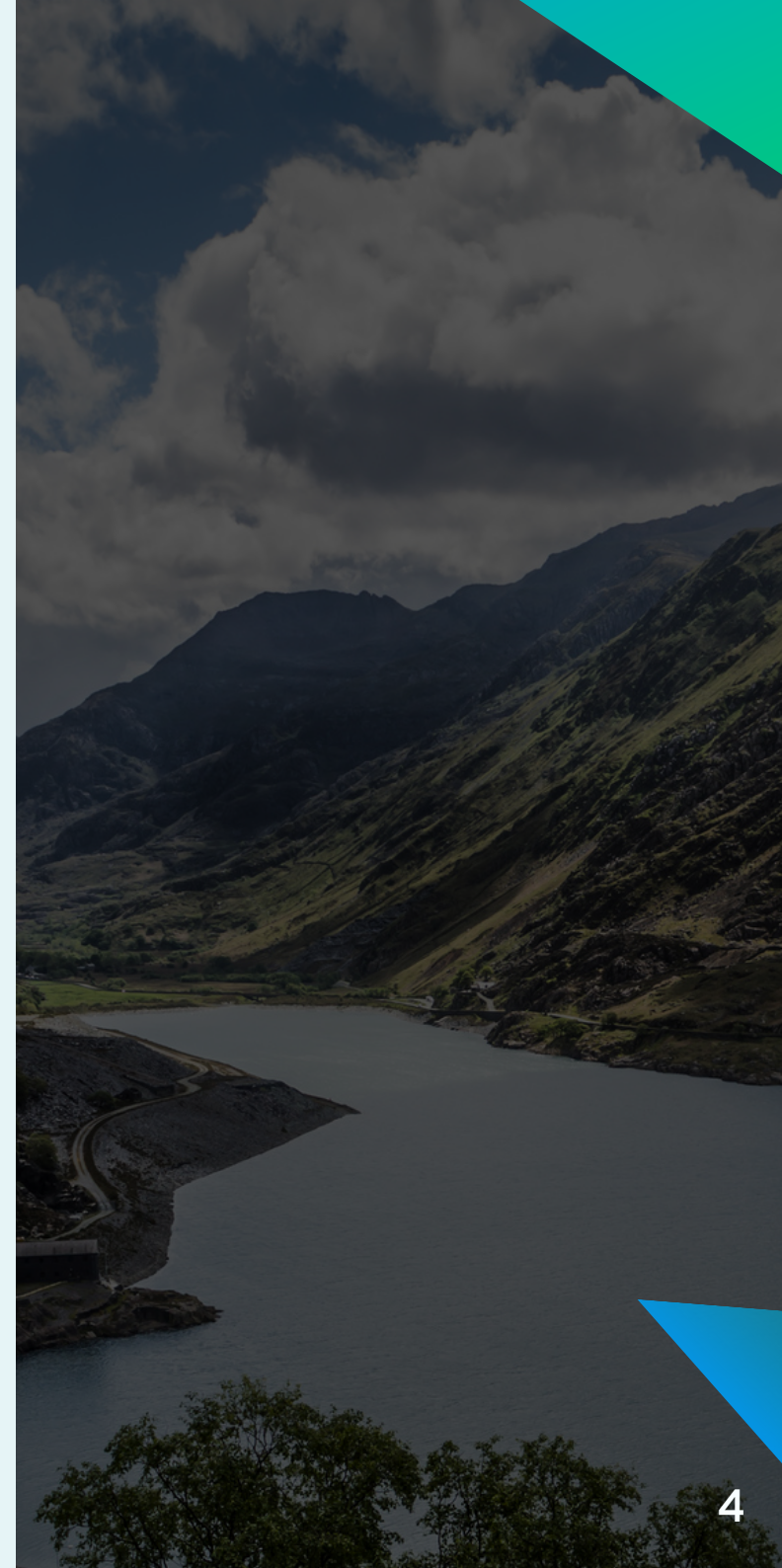
CORPORATE SUPPORT OFFICER

As Corporate Support Officer, you will play a key part in supporting the work of the North Wales Corporate Joint Committee. Part of the Operations and Resources Team, you will provide support across the Ambition North Wales Team and the wide-ranging portfolio of projects. Working with a variety of stakeholders including the North Wales Corporate Joint Committee partners.

We are seeking a highly organised and proactive individual to provide administrative support across the Portfolio Management Office, ensuring the smooth delivery of projects and operational tasks. This multifaceted role requires someone who can confidently manage meetings and governance processes, coordinate diaries and logistics, maintain efficient administrative systems, and handle data and financial processes with accuracy.

Our ideal candidate will be detail-oriented and adaptable, with strong communication skills and a can-do attitude. They will be comfortable supporting a variety of tasks, including Freedom of Information requests, brand-aligned document preparation, and marketing and communications efforts.

If you're someone who thrives in a fast-paced environment, can juggle competing priorities, and takes pride in enabling teams to succeed, we'd love to hear from you.



Job Description

Purpose of the role

The Corporate Support Officer is responsible for providing support across the North Wales Corporate Joint Committee. Leading on administrative arrangements for the Portfolio Management Office ensuring data collection, minute taking, processing invoices, and acting as a first point of contact within the team.

Salary £28,598 - £31,022 (S1)

Hours up to 37 hours per week*

Contract 2 year fixed term

Location Llandudno Junction (hybrid with home working)

* The role is full-time, however we will consider flexible working requests for the right candidate.

Core Team Responsibilities

- Responsible for embodying the values and behaviours of Ambition North Wales.
- Collective responsibility as part of the team to deliver on the priorities of Ambition North Wales.
- Responsible for supporting colleagues and team members to deliver on the priorities of Ambition North Wales.
- Act as an ambassador for Ambition North Wales and the region.



Role Specific Responsibilities

- Provide administrative support and assistance across the Portfolio Management Office to ensure that projects and tasks are delivered.
- Arrange and support meetings within the governance of the Corporate Joint Committee, including agreeing agendas, minute taking and action tracking.
- Manage diaries and arrange meetings including invites, technology, venues, catering, printing, photocopying and disseminating meeting papers.
- Establish, maintain and manage effective administrative systems.
- Support with the coordination of Freedom of Information and Data Management. Including managing and inputting data into internal and external systems.
- Responsibility for preparing and providing information for internal use and for external partners which align with the approved brand guidelines.
- Responsibility for processing and managing orders and invoices, including correct coding, monitoring and inputting on finance spreadsheets.
- Support communications and marketing activities across the team including content creation, campaigns, events, the website and social media channels.
- Support in dealing with and prioritising correspondence.
- Undertake any required duties in line with the level of the role to support the delivery of organisational priorities.

Team Values



We are Ambitious

We strive to deliver the best for North Wales. We are leaders in our fields, opinion formers and influencers, and we challenge conventional thinking. We pursue high standards, aim to be our best, and continuously develop ourselves professionally.



We work Collaboratively

We share knowledge, skills, information and support and ensure to keep colleagues informed. We always help each other, facilitate opportunities for North Wales and recognise that our collective impact is more significant than our individual impact.



We do the right thing

We do the right thing, not what is easy. We challenge unethical behaviour and speak out when things don't feel right. We are respectful, fair and considerate and can be trusted to deliver agreed commitments on time.



We make a difference

We pursue opportunities to make a difference in North Wales. We champion the Welsh language, heritage and culture and support regional charities. We protect the environment and seek opportunities to reduce our footprint.

Core behaviours for all roles

- Leadership – we all lead by example and are all leaders within our own areas.
- Responsibility – we take responsibility for our work, performance and development.
- Respect – we respect our colleagues, partners and stakeholders and demonstrate this throughout our work and in how we build effective relationships.



Personal Specification

Qualifications

- NVQ 3 or similar qualification in administration.

Experience, Knowledge and Skills

- Experience of working in an administrative/secretarial role.
- Experience of dealing with enquiries effectively and promptly.
- Experience of arranging meetings and events.
- Experience of supporting Teams.
- Excellent organisational skills.
- Experience working within local government
- Excellent interpersonal and communication skills including the ability to communicate effectively with a wide range of audiences.
- Ability to produce high quality work while working to a tight timetable.
- Written skills and the ability to take minutes in meetings and note action points.
- Demonstrate an eye for detail, ensuring accuracy and thoroughness in all tasks.

Language Requirements

For this role the following requirements are DESIRABLE:

- Listening and Speaking - Able to deal with all aspects of the job verbally in a confident manner in both English and Welsh
- Reading and Understanding - Able to use and interpret correctly any information in both English and Welsh from a wide variety of sources in order to deal with all aspects of the post
- Writing - Able to present written information in both English and Welsh with complete confidence using the most appropriate language and style to meet the needs of the reader
- An understanding of the importance of the Welsh Language to the region and a willingness to develop and improve their Welsh language skills.

Join our team

Do you have a passion for North Wales and a desire to see the region grow and deliver on its potential? Are you enthusiastic, committed and a team player?

If so, Ambition North Wales could be the organisation for you.

As a partnership collaboration and partnership working is at the core of what we do as a team. We are looking for a collaborative individual with excellent interpersonal skills who is passionate about delivering for the region and able to develop and maintain relationships across multiple partners to drive forward our work.

While each role within the team has its own focus, you will be expected to contribute to the wider work of the team and the success of the team as a whole. We're looking for team players capable of leading their own areas but also supporting their colleagues to deliver. In return you will find a varied and interesting workload with opportunities to contribute across our portfolio.

Professional and personal development is important to us. The team at Ambition North Wales will provide you with a supportive environment to continue your development with a number of formal and informal development opportunities available. We encourage our team pursue professional development opportunities and are looking for individuals who have the desire to learn and improve.

Some of our roles require Welsh language skills while others do not. However, all team members are expected to recognise the importance of the Welsh language, our culture and heritage and be willing to improving their own language skills with our support. If this sounds like you, we look forward to hearing from you.

North Wales is an excellent place to live and work, why not play a key role in shaping its future.



Hedd Vaughan-Evans

Head of Operations
Ambition North Wales

Recruitment Timetable



Closing date

Applications need to be received by

10am

11/09/2025



Shortlisting

We aim to inform all those shortlisted by this date with details of the assessments and interview date provided

by 19/09/2025



Assessments

Assessments will take place prior to the interview. You will be informed of the details, should you be shortlisted

by 06/10/2025



Interviews

The exact date and time of interview will be confirmed upon shortlisting

10/10/2025

The application process

Please use this [link](#) to access the Cyngor Gwynedd's recruitment portal. You will be required to create an account to submit an application.

Please remember to complete all sections of the form. You are welcome to submit your form in Welsh or English.

Following the closing date an assessment panel will assess your application against the requirements set out in the personal specification. Please make sure your statement covers all essential criteria set out in the personal specification.

Applicants who reach the shortlist will be invited to an interview, details of the interviews will be sent at least a week in advance.

We will ask applicants to complete assessments before the interview (full details will be included within the interview letter).

Please note applications received after the closing date will not be considered.



The Employer

The North Wales Corporate Joint Committee is the employing authority.

Corporate Joint Committees (CJCs) are new regional corporate local government entities with similar powers, duties, governance, and administrative structures to local authorities in Wales.

Four CJCs were established in Wales on 1st April 2021, based on the geographical areas requested by local government and reflecting existing Regional collaborative arrangements. The North Wales Corporate Joint Committee comprises the six Local Authorities in North Wales - Anglesey, Gwynedd, Conwy, Denbighshire, Flintshire, Wrexham as well as the Snowdonia National Park Authority. The North Wales Corporate Joint Committee are known under the brand Ambition North Wales.

At present the Corporate Joint Committee has three specific areas of focus – strategic planning, strategic transport and economic wellbeing.

Benefits

There are several benefits of working for Ambition North Wales, full details can be found [here](#). However, the following is a summary of the key benefits:

Pension scheme

Ambition North Wales operates a Local Government Pension Scheme. Information about the fund can be found on the Gwynedd Pension Fund [website](#).

Annual leave

The annual leave entitlement varies between 21 and 30 days per year - depending on the grade of the post. Staff are also entitled to 8 days leave for bank and public holidays, as well as an additional 3 and a half days.

Special leave

As well as the leave noted above, paid absence may be granted in special circumstances such as moving house, bereavement, attending medical appointments, undertaking public duties and so on.

Work life balance

Ensuring that staff strike a healthy balance between work and home life is very important for Ambition North Wales. Staff can take advantage of the following arrangements:

- Flexible working hours
- Maternity, paternity and adoption leave
- Parental leave and flexible working for parents and carers
- Hybrid working

Training and development

Ambition North Wales recognises the importance of investing in its most important asset - its staff. Every employee can expect:

- A formal induction process and a continuous performance review
- A wide range of internal and external training and development opportunities
- Contribution towards the membership of professional bodies which are relevant to the work



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