



Uchelgais Gogledd Cymru
Ambition North Wales

Job Pack for the Growth Deal Programme Manager

ambitionnorth.wales

Contents

Introduction	3
About the role	4
Job Description	5
Person Specification	7
Join Our Team	9
Our Values	10
Recruitment Timetable	11
Working for us	11
Benefits	12
The North Wales Growth Deal	13

For further information about this role,
please contact:



Hedd Vaughan-Evans
Head of Operations
jobs@ambitionnorth.wales

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. We are responsible for delivering a portfolio of capital projects across the region, and we've made significant progress to date. The first project was signed off in December 2021 and we are seeing many projects progress. We are currently in an assessment period to bring new projects into the Growth Deal, there has never been a more exciting time to join the team.

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 has been established to deliver the Growth Deal, and 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. Dyfrig Siencyn

Chair of the Economic
Ambition Board



Alwen Williams

Portfolio Director
Ambition North Wales

About the role

GROWTH DEAL PROGRAMME MANAGER

The Growth Deal programme manager is responsible for delivering two programmes within the North Wales Growth Deal.

Agri-food and Tourism Programme

This programme will promote and support employment and training in the agri-food and tourism sectors, building on world-leading skills and expertise already established within the region. Due to our diverse and striking landscape, the programme will maximise sustainable opportunities within North Wales.

Successfully delivered, the programme will optimise innovation and create employment and training opportunities. It will deliver facilities that drive a sustainable and globally competitive position for our region.

There are currently three projects in the programme:

Glynllifon Rural Economy Hub

Tourism Talent Network

Responsible Adventure

Innovation in High Value Manufacturing Programme

This programme will promote innovation and commercialisation of technology in the manufacturing industry, building on the existing strength of the sector within our region.

In doing so, the programme aims to secure high-value employment and training opportunities and support manufacturing businesses to decarbonise in line with national and global efforts.

There are currently two projects in the programme:

Enterprise Engineering and Optics Centre

Centre for Environmental Biotechnology

In addition to the Growth Deal projects, Ambition North Wales plays a key role in the delivery of other regional strategies and action plans and there is an opportunity as the programme lead to identify complimentary areas of work and funding opportunities that could add value to our core programme of work.

As a member of our leadership team, this position is an opportunity to play a leading role in delivering the North Wales Growth Deal and securing benefits for North Wales. Our team works collaboratively with a flat structure focused on collective responsibility and success. This provides opportunities to engage with and influence activities beyond the scope of the programmes. You'll also have the opportunity to lead on cross cutting themes across the portfolio.

The Programme Manager is the lead for these two areas for Ambition North Wales, providing strategic advice to our Board as well as managing, co-ordination and overseeing the delivery of the both programmes and other complimentary areas of work.

The delivery resource for the programme is a mix of internal project management capacity and external project sponsors ensuring a varied and interesting workload and the opportunity to shape, direct and influence projects and stakeholders at many different levels.

At present, one of the projects is in delivery with a further two having outline business cases approved. The majority of the work initially will be shaping and developing business cases for approval before the programme transitions into project delivery and benefits realisation.

We are seeking candidates with significant programme and project management experience and with knowledge of at least one of the sectors covered by the programmes. The ideal candidate will be a collaborative leader with a strong ethos of developing staff, able to engage and influence stakeholders across the public and private sectors and will have a strong track record of programme and project delivery.

Duties and responsibilities

Job Purpose

- Leadership of the Agri-food and Tourism and Innovation in High Value Manufacturing programmes including design, negotiation and planning;
- Management, co-ordination and implementation of both programmes;
- Development, negotiation and agreement of business cases for all projects within the scope of the programmes;
- Oversee project delivery across the programmes including project design and planning, implementation and conclusion;
- Achievement of individual project and cumulative programme outcomes and targets on time and within allocated resources;
- Co-ordination of joint and inter-dependent planning and implementation of programmes within the Growth Deal including risk management and benefits realisation;
- Contribution to the design and implementation of relevant regional strategies .

Salary £56,703 - £59,815 (UR2)

Hours up to 37 hours per week*

Contract Permanent

Location Llandudno Junction (hybrid with home working)

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

Responsibility for functions

- Manage the programme budget up to £100m, monitoring expenditure and costs against delivered and realised benefits as the programme progresses.
- Line manage up to 5 staff
- Be responsible for relevant equipment including laptops and mobile phones

Main duties and responsibilities

Programme Management

- Maintain and improve programme management systems and disciplines to industry standard;
- Oversee design, negotiation, agreement and planning matters within the programme;
- Co-ordination and implementation of the Agri-food and Tourism and Innovation in High Value Manufacturing programmes;
- Collective co-ordination and management of the inter-dependencies across programmes and project including risk management and benefits realisation.

Project Management

- Maintain and improve project management systems and disciplines to industry standard;
- Oversee multiple projects through design and business case completion including negotiation and agreement with project sponsors;
- Oversee the delivery and implementation of multiple projects within the programmes;
- Quality assurance of all project work

Programme and Contracts Governance

- creation and management of new delivery vehicles as needed
- negotiation and management of contracts

Resource Management

- capital and revenue programme budget and grant management
- achievement of any set commercial and income targets

Performance Management

- performance management and accountability at programme and project output levels
- risk management and accountability at programme and project output levels
- team and people management – support and develop your direct reports to succeed in their roles and support the wider development of the team as part of the leadership team.

Reporting and Accountability

- reporting on programme, project and resource planning and management to Board level and to sponsoring Governments, partners and stakeholders
- quality assurance of all data and performance reports
- acting as an expert and trusted advisor

Ambassadorial

- Acting as an advocate for Ambition North Wales, the Growth Deal and the region;
- Develop, manage and maintain effective external relationships at all levels;
- Management of external communications and public relations;

Strategic

- Collective forward strategy – development and planning;

Compliance and Conduct

- Working to all set policies and procedures and law e.g. financial, equalities, health and safety;
- Demonstrating the highest standards of professional behaviours and values;

Programme Specific

- Be responsible for the delivery of the Agrifood and Tourism and Innovation in High Value Manufacturing programmes in the North Wales Growth Deal ensuring that the projects deliver on their targets;
- Lead on negotiations with project sponsors, investors and key stakeholders including UK and Welsh Governments, providing the knowledge and expertise required to support the business case for investment in projects;
- Lead on the development of any strategies or action plans related to the programmes and on opportunities to secure additional funding to support these activities;
- Establish strong regional and cross-border relationships to support the delivery of the programmes and exploit joint investment opportunities;
- Manage the work of the relevant programme boards including provision of support and guidance to senior members and officers in order to inform decision making;

Person specification

Criteria

Essential

Desirable

Education / Professional Qualifications

- Degree/post graduate in a relevant field (or equivalent)
- Member of Professional Institution



Knowledge and Skills

- Effective leadership, interpersonal and communication skills
- Good knowledge of programme and project management methods
- Good knowledge of techniques for planning, monitoring and controlling programmes
- Knowledge of topic of specific programme – either Agrifood and Tourism or Innovation in High Value Manufacturing
- Understanding of procurement process
- Understanding of financial management practice
- Sufficient seniority and credibility to advise project teams on their projects in relation to the programme
- ICT literate, at ease with Word, PowerPoint, Excel and relevant databases and social media
- High level negotiating skills including securing approvals within complex governance arrangements
- Knowledge of national policies and regulations affecting programmes areas
- Experience of effective public/stakeholder engagement
- Knowledge of benefits of specific programme topic to economic growth
- Experience of business case development
- Experience of working with Elected Members and dealing with politically sensitive issues



Experience

- Evidence of continuous professional development
- Previous experience of budget management
- Previous experience of staff management
- Experience of prioritising strategic opportunities and securing consensus for project selection
- Experience of successful programme and/or project delivery to deadline and to budget



Person specification

Criteria

Essential

Desirable

Personal attributes

- Trustworthy
- Innovative thinker
- Flexible with regard to areas of responsibility, differing priorities and adaptable to change
- Excellent organisational skills
- Ability to work under own initiative as well as a team player
- Ability to work under pressure and have coping strategies to work in a fast paced environment
- Proven ability to meet deadlines and targets
- Ability to motivate and inspire others to take action



Language Requirements

- 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



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 of the six local authorities, two universities and two colleges in North Wales 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

Our 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.



Recruitment Timetable



Closing date

Applications need to be received by **17/06/2024**



Shortlisting

We aim to inform all those shortlisted by this date with details of the assessments and interview date provided **by 21/06/2024**



Assessments

Assessments will take place prior to the interview. You will be informed of the details, should you be shortlisted **by 28/06/2024**



Interviews

The exact date and time of interview will be confirmed upon shortlisting **w/c 01/07/2024**

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

Ambition North Wales are currently hosted by Cyngor Gwynedd as our employing authority, and are currently in the process of transferring into the North Wales Corporate Joint Committee.

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.

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

Following the transfer, this role and existing staff will be employed by the North Wales Corporate Joint Committee. It is anticipated (depending on notice period) that this role would be appointed and employed by Cyngor Gwynedd and will then be transferred by TUPE into the North Wales Corporate Joint Committee at a date in the near future. The Terms and Conditions will not be affected by the transfer.

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 currently hosted through Gwynedd Council 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

The North Wales Growth Deal

Aims

- To build a more vibrant, sustainable and resilient economy in North Wales.
- To build on our strengths, to boost productivity while tackling long-term challenges and economic barriers to deliver inclusive growth.
- To promote growth in a scalable, inclusive and sustainable way, in line with the Well-being of Future Generations (Wales) Act 2015.

Benefits

- Growth in regional prosperity: improved productivity, inward investment and the creation of new jobs.
- Better-quality jobs: through targeted interventions in high value sectors.
- More skilled workforce: supporting skills and training initiatives and targeted interventions in high value sectors.
- Improvements in standards of living: inclusive growth that provides opportunities, reduces poverty, inequality and deprivation.

INVESTMENT

Growth Deal Target Investment:

£240m

Total Target Investment:
over

£1bn

SPENDING OBJECTIVES

Create up to

4,200

new jobs

Generate up to

£2.4bn

net additional GVA

Our Programmes

Agri-food and Tourism



This programme will promote and support employment and training in the Agri-food and Tourism sectors, building on world-leading skills and expertise already established within the region.

Digital Connectivity



The programme will enhance our region's capability to develop technologies for the future, ensuring that we can meet the increasing demand for digital and benefit from fast, high-quality connectivity.

Innovation in High Value Manufacturing



This programme will promote innovation and commercialisation of technology in the manufacturing industry, building on the existing strength of the sector within our region.

Land and Property



This programme will address land and property challenges within the region, to unlock opportunities and build on our strengths.

Low Carbon Energy



This programme will unlock the benefits of developing low carbon energy projects within the region, positioning North Wales as a leading location for the low carbon energy sector.

OUR PARTNERS



Prifysgol Wrexham
Wrexham University

£240M OF GROWTH DEAL FUNDING BY





ambitionnorth.wales
jobs@ambitionnorth.wales