

Contents

Introduction	3
About the role	4
Job Description	5
Personal Specification	6
Team Values	7
Join Our Team	8
Recruitment Timetable	9
Working for us	10
Benefits	11

For further information about this role,
please contact:



Nia Medi Williams
Operations and Resources Manager



Lynn Slaven
Executive Assistant

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.

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, 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

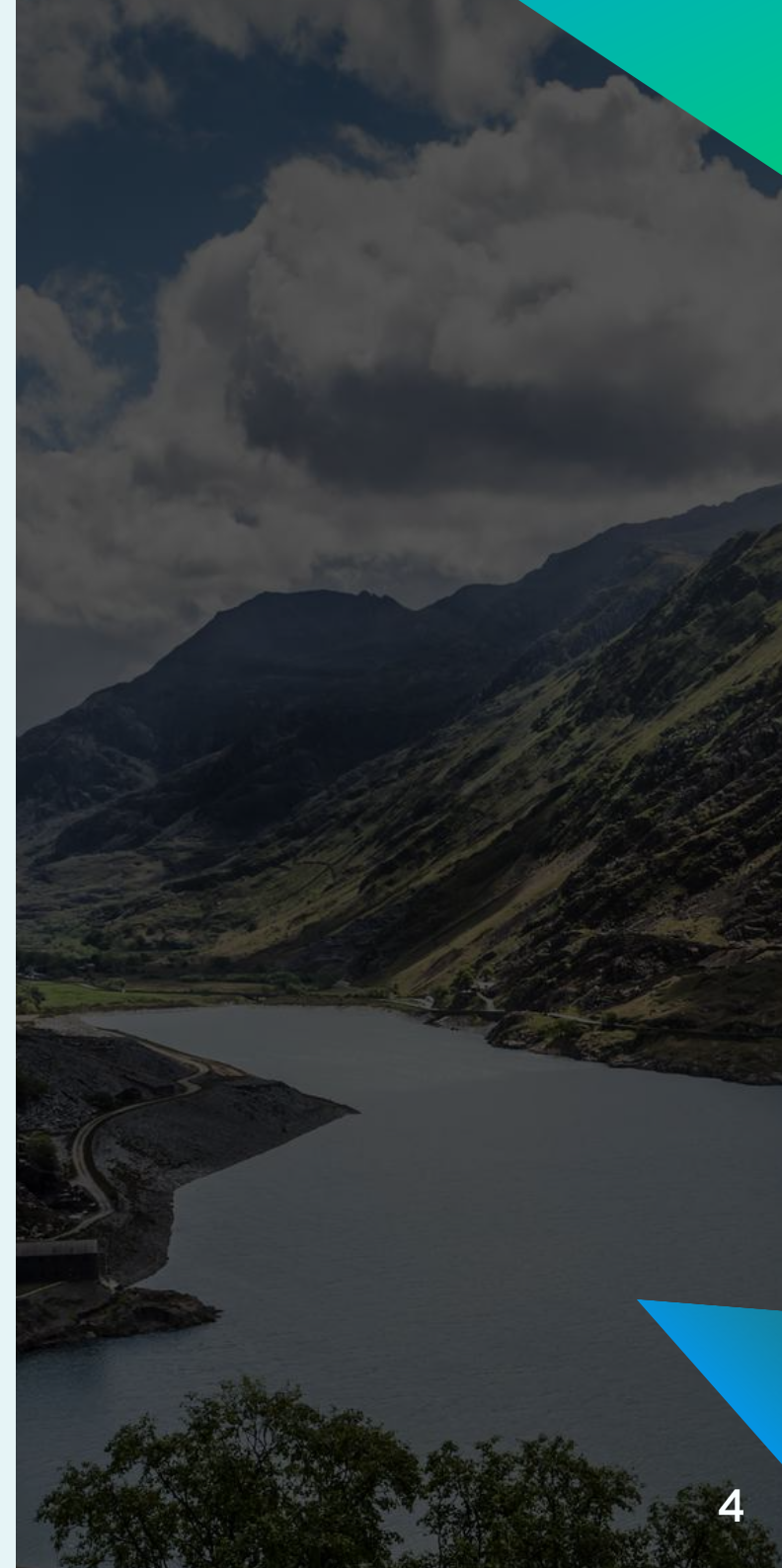
EXECUTIVE ASSISTANT TO THE PORTFOLIO DIRECTOR

This role offers an exciting opportunity to join the Ambition North Wales team as an Executive Assistant, providing high-level executive support to the Portfolio Director. Playing a vital part in co-ordinating and managing the Portfolio Director's diary, priorities and daily activities, handling all matters in a professional, sensitive and confidential manner.

This is a key role at the heart of the organisation's strategic work and long-term vision for the Economic Well-being of the region. It offers an unique opportunity to work closely with a wide range of strategic stakeholders, including local authorities, regional and national partners, and both Welsh and UK Governments. As the primary point of contact on behalf of the Portfolio Director, you will lead and co-ordinate arrangements for high-profile meetings, reviews and events, including ministerial visits.

We are looking for a highly organised, proactive and confident individual, who can manage complex issues, sensitive correspondence and rapidly changing priorities. The role involves preparing, co-ordinating and ensuring the quality of reports, presentations and written material across the team, including proof-reading, and with the ability to work confidently in both Welsh and English. The role also contributes to the management and development of Ambition North Wales' web content, by supporting to ensure content is accurate, up-to-date, consistent and aligned the organisation's brand.

If you thrive in a fast-paced environment, can work and manage multiple priorities effectively, and take pride in contributing towards delivering the best for the communities of North Wales, we'd love to hear from you.



Job Description

Purpose of the role

To provide specialist support to the Portfolio Director and assist them with the management and organisation of their role in a professional, sensitive and confidential manner.

Salary £31,537 - £33,699 (S2)

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.

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

- To provide broad operational support at a higher level to the Portfolio Director, assisting the Portfolio Director in managing and prioritising time, keeping the diary and arranging meetings with a range of stakeholders and partners, including Welsh Government, UK Government, Local Authority Leaders and Chief Executives, and others as required.
- Deal consistently, on behalf of the Portfolio Director, with all correspondence on complex, wide-ranging and varied matters, including preparing responses to complaints, enquiries, e-mails and letters in a sensitive and diplomatic manner.
- To be the point of contact for the Portfolio Director to external bodies wishing to engage with Ambition North Wales, including the Welsh Government, the UK Government and other Local Authorities outside the region.
- Prepare and co-ordinate reports on behalf of the Portfolio Director including preparing and translating reports and relevant material such as presentations as required and taking responsibility for ensuring reports and written content are of a high and consistent quality across the team, by proof reading content in both English and Welsh.
- Producing and publishing content for the Ambition North Wales website, advising the Communications and Engagement Lead on improvements, while also taking responsibility for ensuring that pages and content are updated appropriately to protect the brand.
- Gather information and undertake research for the Portfolio Director and prepare briefing notes as required.
- Lead and take control over arranging any high-profile events on behalf of the Portfolio Director where necessary, such as visits from Welsh Government and UK Government Ministers, etc.
- Lead on all arrangements associated with the Portfolio's Gateway Reviews, including keeping in regular contact with the review team and interviewees.
- Provide support to the Chief Executive and/or Executive Assistant to the Chief Executive as required.
- Offer support with the training and induction of new members to the team to have a team that collaborates effectively.
- Undertake any other required and reasonable duties commensurate 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

- A NVQ Level 3 qualification (or equivalent) and considerable experience in the field.
- A recognised secretarial qualification or qualification in business administration.

Experience, Knowledge and Skills

- Experience of working as a secretary/personal assistant to a senior officer.
- Experience of providing a wide range of administrative duties in a professional environment.
- Experience of working in a confidential environment and the ability to deal with confidential matters in a sensitive manner.
- Experience of serving Committees or governance within the public sector.
- Awareness of political and local authority matters and familiarity with local authority governance and decision-making arrangements.
- Good interpersonal skills with the ability to communicate effectively showing initiative (able to see work).
- Excellent organisational skills including managing diaries and organising meetings.
- Research and analysis skills.
- The ability to manage time and work effectively within tight deadlines.
- Excellent IT skills including using Microsoft Outlook, Teams, Word, PowerPoint.

Language Requirements

For this role the following requirements are ESSENTIAL:

- Listening and Speaking – Able to deal with all aspects of the job orally in a confident manner in both Welsh and English.
- Reading and Comprehension – Able to use and interpret any information correctly from a wide range of sources, in both Welsh and English, to fulfil all aspects of the post.
- Writing – Able to present written information confidently in both Welsh, and English using the most appropriate language and style to meet the readers' requirements.

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

Portfolio Director
Ambition North Wales

Recruitment Timetable



Closing date

Applications need to be received by

10am

08/06/2026



Shortlisting

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

by 17/06/2026



Assessments

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

by 23/06/2026



Interviews

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

25/06/2026

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 is 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 well-being.

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



ambitionnorth.wales
jobs@ambitionnorth.wales