



Uchelgais Gogledd Cymru
Ambition North Wales

Job Pack for the Project Manager: Agri-food and Tourism

ambitionnorth.wales

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For further information about this role,
please contact:



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Growth Deal Programme Manager
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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. 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

Project Manager: Agri-food and Tourism

The position provides the opportunity to play an integral role in delivering transformational projects in North Wales which will have an impact on the economy to stimulate growth, investment and job. The Project Manager will primarily work within the Agri-food and Tourism Programme which currently consists of three independent projects being led by regional partners as outlined below.

Project Name	Project Sponsor	Sector
<u>Glynllifon Rural Economy Hub</u>	Grŵp Llandrillo Menai	Food
<u>Tourism Talent Network</u>	Grŵp Llandrillo Menai	Tourism
Responsible Adventure	Zip World	Tourism

The Project Manager will be responsible for supporting our project sponsors to deliver these projects through the development of detailed business cases according to the Five Case Treasury Model. This development phase will include working with project boards, proactively identifying risks and issues and devising mitigation measures, helping organise stakeholder workshops to set the scope of projects and making recommendations regarding the economic priorities, commercial arrangements and delivery against net zero and biodiversity targets to the Board.

Once business cases are approved, the Project Manager will then support our partners with procurement activity and market engagement leading into the delivery of capital investment and contract management. Reporting, monitoring and evaluation are also key aspects of the role.



Duties and responsibilities

Job Purpose

- Manage the engagement with external project sponsors on the Agri-food and tourism projects
- Progress applications for related funding opportunities
- To develop relationships with key stakeholders to ensure the successful delivery of projects
- Undertake research as required to inform project development

Salary £37,261 - £39,493 (PS2)

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.

** Initially a 2 year fixed term post, with the possibility of an extension,

Responsibility for functions

- Manage revenue project budgets, monitor expenditure and costs.
- Be responsible for relevant equipment including laptops and mobile phones.



Main duties and responsibilities

Agrifood and Tourism

- Manage the engagement with external project sponsors, ensuring projects are developed and delivered to Growth Deal standards and in line with agreed policies and procedures
- Support the development and delivery of current agrifood and tourism projects and emerging future projects.
- Proactively anticipate and manage risks and benefits across the programme
- Engage with sector stakeholders and participate in relevant sector discussions including relevant boards
- Progress applications for related funding opportunities as required and lead on the delivery of those activities
- Work with key regional stakeholders, partners and governments to ensure successful delivery of the programme.
- Undertake research as required to inform project development and support the work of the wider Portfolio Management Office

Project Management

- To support and manage multiple projects/workstreams.
- Organise, prepare for, attend and contribute to programme board meetings
- Prepare for, attend and contribute to project board meetings
- Provide professional support including quality assurance to other projects as required.

Portfolio and Programme Management

- Support the wider Portfolio Management Office including the Innovation in High Value Manufacturing programme
- Co-ordination and manage inter-dependencies across programmes and projects
- Support with benefits realisation across the portfolio

Resource Management

- Maximise the effective use of resources in the delivery of projects

Performance Management

- Performance management and accountability at project output levels
- Risk management and accountability at project output levels



Reporting and Accountability

- Reporting on project and resource planning as required
- Quality assurance of all data and performance reports
- Acting as an expert and trusted advisor within the Portfolio Management Office

Ambassadorial

- Acting as an advocate for the Growth Vision and the region
- Development and management of effective external relationships at all levels
- Management of external project/workstream communications and public relations

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 in line with Ambition North Wales' organisational values.

Person specification

Criteria

Essential

Desirable

Education / Professional Qualifications

- Degree/postgraduate in a relevant field (or equivalent)
- Project / Programme Management Qualification (e.g. PRINCE 2 Practitioner or equivalent)



Knowledge and Skills

- Knowledge of the agrifood and tourism sectors nationally and regionally
- Effective interpersonal and communication skills
- Good knowledge of project management methods
- Good knowledge of techniques for planning, monitoring and controlling projects
- ICT literate, at ease with Word, PowerPoint, Excel and relevant databases and social media
- Understanding financial management practice
- Understand bid writing/ business case development process



Experience

- Experience of supporting projects and programmes
- Experience of effective stakeholder/ public engagement
- Experience of developing and managing successful partnership relationships with key stakeholders across sectors
- Experience of working at national, regional and local levels with senior officials
- Experience of applying for external funding and / or business case development



Person specification

Criteria

Essential

Desirable

Personal attributes

- Trustworthy
- Confident communicator and negotiator with strong emotional intelligence
- Innovative thinker and problem solver
- Flexible mindset and willing to accept with responsibility, differing priorities and recognising and adapting to change
- Excellent organisational skills
- Ability to work under pressure
- Ability to work under own initiative as well as within 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

04/10/2023



Shortlisting

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

by 06/10/2023



Assessments

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

by 10/10/2023



Interviews

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

**w/c
09/10/2023**

Work for us

The Portfolio Management Office for Ambition North Wales is currently hosted by Cyngor Gwynedd* as our employing authority. Therefore, while the role is with Ambition North Wales your contract of employment will be with Cyngor Gwynedd.

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.

*future arrangements may change with the establishment of the North Wales Corporate Joint Committee.

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



£240M OF GROWTH DEAL FUNDING BY





ambitionnorth.wales
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