



Uchelgais Gogledd Cymru  
Ambition North Wales

# Job Pack for Head of Portfolio Management Office Delivery

[ambitionnorth.wales](http://ambitionnorth.wales)



# Contents

Introduction	3
About the role	4
Job Description	5
Personal Specification	8
Team Values	9
Join Our Team	11
Recruitment Timetable	12
Working for us	13
Benefits	14

For further information about this role,  
please contact:



Hedd Vaughan-Evans  
Portfolio Director

[jobs@ambitionnorth.wales](mailto: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

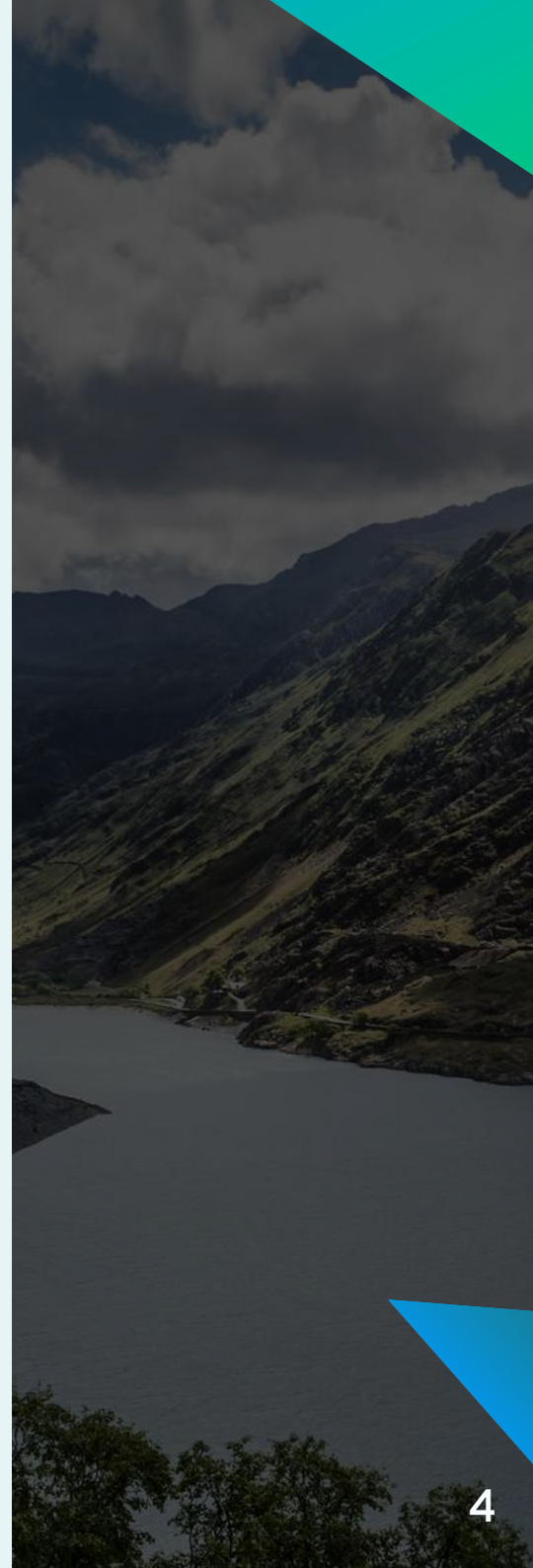
## HEAD OF PORTFOLIO MANAGEMENT OFFICE DELIVERY

As Head of PMO Delivery, you will play a pivotal leadership role in driving forward the delivery of the North Wales Growth Deal and other associated funding streams. Reporting to the Portfolio Director, you will lead the day-to-day operation of the Portfolio Management Office and provide senior leadership across programme and project delivery, governance, assurance, performance, risk, change and benefits management.

This is a high-profile role with regional impact, working closely with senior leaders, local authority partners, governments, education providers, businesses and other stakeholders to ensure the portfolio is delivered effectively and in line with Ambition North Wales's long-term vision for economic well-being. You will co-ordinate complex programmes and interdependencies, maintain strong governance and reporting arrangements, and support informed decision-making at the highest levels.

You will also act as a senior representative for the organisation, building strong strategic relationships, supporting the Portfolio Director, and deputising when required. Alongside your external leadership, you will contribute as a member of the wider leadership team—helping to shape organisational priorities, develop people and resources, and foster a culture that reflects the values and behaviours of Ambition North Wales.

We are looking for an experienced and confident leader with a commitment to the highest standards of public service and governance, strong track record in delivering complex programmes or portfolios, ideally within a multi-stakeholder or public sector environment. You will bring excellent judgement, political awareness and stakeholder management skills, alongside the ability to lead teams, manage resources effectively and translate strategic ambition into practical delivery. Above all, you will be motivated by the opportunity to help deliver lasting benefits for North Wales and its communities.



## Purpose of the role

- Oversee delivery of the North Wales Growth Deal programmes and projects and other associated funding streams in line with the region's long-term vision for Economic Well-being.
- To manage the day-to-day running of the Portfolio Management Office (PMO) ensuring that resources, governance structures and PPM systems maintained, managed and developed to enable delivery.
- To oversee performance, risk, change and benefits management for the portfolio, programmes, projects and other activities on behalf of Ambition North Wales.
- Develop and maintain strong working relationships with regional, national, and UK stakeholders, supporting the Portfolio Director in influencing policy, attracting investment, and strengthening North Wales's economic position.
- Act as Deputy Portfolio Director and as a senior representative of the organisation, promoting the region's opportunities and achievements to partners, investors, and communities.

**Salary** £68,762 - £72,055 (UR3)

**Hours** up to 37 hours per week

**Contract** Permanent

**Location** Llandudno Junction (hybrid with home working)

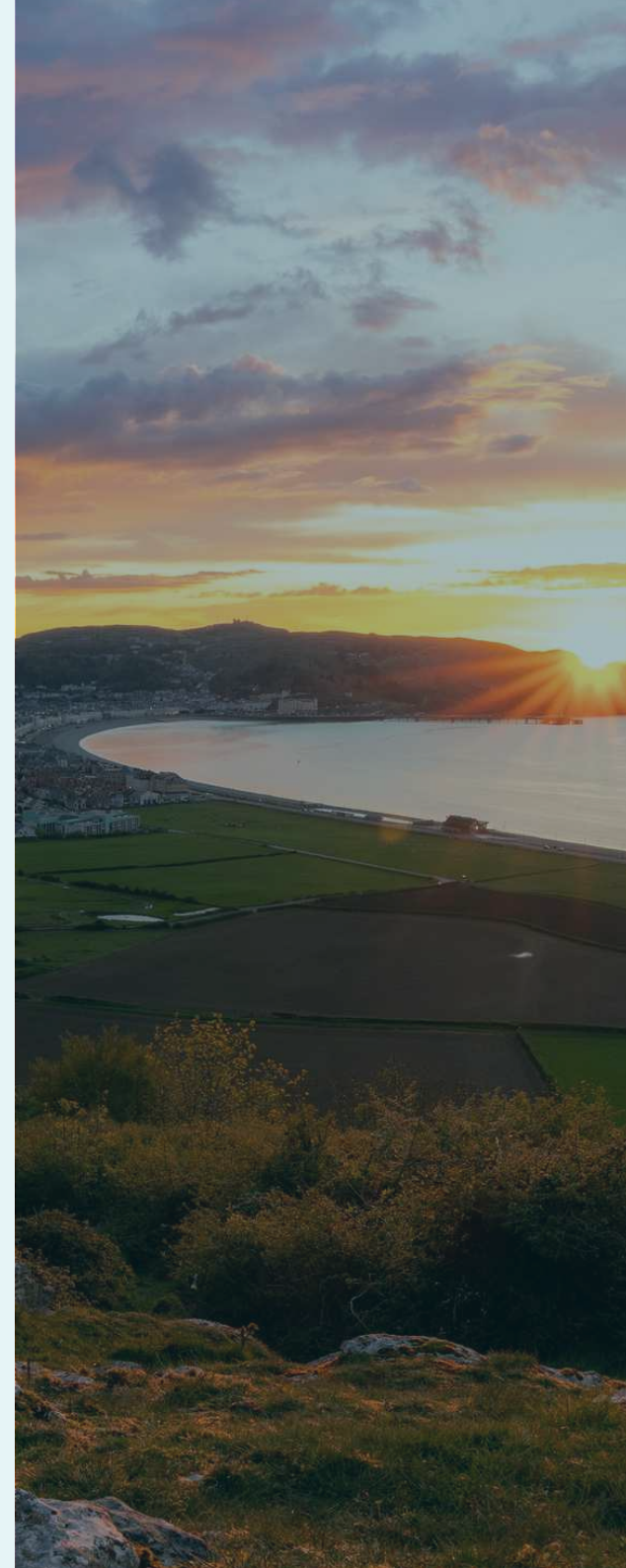
# Role Specific Responsibilities

## Strategic Leadership & Vision

- Support the development and operational delivery of the Vision for Economic Well-being, providing advice and direction to maximise opportunities for sustainable and inclusive economic growth across the region.
- Support the co-ordination and management of inter-dependencies across funding interventions, programmes and projects to maximise impact and benefits from investments in the region.
- Maintain a strong, supportive relationship with the Growth Deal's Senior Responsible Owner (SRO) and the Portfolio Director of Ambition North Wales, escalating risks and issues appropriately.

## Portfolio Delivery, Governance and Assurance

- Oversee the successful delivery of the North Wales Growth Deal, ensuring all programmes and projects are delivered effectively by relevant partners.
- Manage and monitor the delivery of the portfolio, programme and project business cases within the Growth Deal and other relevant funding streams.
- Lead on the governance and assurance processes for the Growth Deal and other relevant funding streams including quality assurance of business cases and compliance with the Final Deal Agreement. Ensure governance and assurance systems are proportional and support delivery.
- Develop and maintain portfolio, programme and project management systems and disciplines to industry standard, including delivery of regular progress reports.
- Ensure portfolio, programme and project delivery plans are in place and properly resourced to enable delivery.
- Support the co-ordination of the decision-making process in relation to the Growth Deal and other relevant funding streams to ensure the timely and accurate provision of the information required to enable decision making.



## Performance, Risk and Benefits Realisation

- Manage and monitor performance, risk and benefits and lead on the delivery of regular reporting for the Growth Deal and other relevant funding streams, including quarterly reporting to the Economic Well-being Sub-Committee, Welsh Government and UK Government.
- Responsible for leading on benefits realisation, monitoring and evaluation for the Growth Deal ensuring relevant strategies and systems are maintained and regularly reviewed to monitor progress.
- Manage and maintain robust controls for risk management, benefits realisation, issue resolution, and change control across the Growth Deal other relevant funding streams.
- Support the Portfolio Director and statutory officers (Section 151 and Monitoring Officer) to ensure all portfolio activities comply with relevant financial, legal, and governance regulations, and adhere to the Ambition North Wales Constitution and associated policies.
- Ensure risks and issues are escalated appropriately to the SRO and Portfolio Director.

## Stakeholder & Partnership Engagement

- Build and maintain strong, strategic relationships with Welsh and UK Governments, neighbouring Local Authorities, Combined Authorities, and other regional and national stakeholders.
- Act as a senior point of contact for external stakeholders engaging with the Economic Well-being Sub-Committee, delivering co-ordinated communication and engagement approach across local authorities, partner agencies, businesses, and communities.
- Support the Regional Business Advisory Board to identify opportunities for growth, innovation, and investment.

## Leadership of People & Resources

- As part of the senior leadership team, provide clear, visible leadership that supports the development of a high-performing, motivated team culture.
- Lead and role model the values and behaviours of Ambition North Wales, fostering a culture of collaboration, integrity, and excellence.
- Support and develop staff within the PMO and wider Ambition North Wales team through effective line and matrix management, contributing to the broader leadership of the organisation.
- Responsible for effective management, monitoring and allocation of capital and revenue funding through the Growth Deal and other relevant funding streams including ensuring effective systems and processes are in place for financial management.

## Additional Duties

- Undertake any other responsibilities commensurate with the seniority of the role to support the Portfolio Director and the wider team in delivering organisational and regional priorities.



# Personal Specification

## Qualifications

- Educated to degree level or equivalent in a relevant field.
- Evidence of relevant continuous professional and managerial development.

## Experience, Knowledge and Skills

- Proven track record of portfolio or programme delivery in delivering complex programmes, projects or economic development initiatives, ideally within a multi-stakeholder or public sector environment.
- Experience of leading a Portfolio or Programme Management Office including strong knowledge and understanding of governance, assurance, risk, performance, change and financial management.
- An understanding of economic development, regional growth, and regeneration policy in Wales and the UK, including government funding and the HM Treasury's Green Book guidance for Better Business Cases.
- Experience of partnership working with local authorities, higher/further education, the private sector, and government, with evidence of building effective collaborative relationships to support delivery.
- Strong political awareness and stakeholder management skills, with the ability to influence and negotiate across diverse interests and at senior levels.
- Strong analytical skills, with the ability to interpret economic, financial, and demographic data to support evidence-based decision-making.
- Strong communication, interpersonal and presentation skills, with the ability to inspire confidence and promote the Ambition North Wales vision to varied audiences.
- Proven leadership and people management skills, with experience in developing high-performing, motivated teams.
- Proven experience managing complex budgets (revenue and capital), ensuring robust monitoring and reporting systems are in place to ensure compliance and value for money.
- Commitment to the highest standards of public service and governance, including adherence to the Nolan Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership).

## 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 Welsh and English.
- Reading and Understanding - able to use and interpret correctly any information in both Welsh and English from a wide variety of sources in order to deal with all aspects of the post.
- Writing - able to present written information in both Welsh and English 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.

## Core Leadership Responsibilities

- Collective responsibility as part of the Leadership Team for setting strategy, delivery and performance management across the organisation.
- Responsible for embodying and ensuring staff with teams embody the values and behaviours of Ambition North Wales.
- Responsible for supporting colleagues and team members to deliver on the priorities of Ambition North Wales and for supporting their development.
- Matrix management of staff and resources across the Corporate Joint Committee as required to deliver on priorities.
- Act as an ambassador for Ambition North Wales and the region.

## 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.

**The role holder will be expected to demonstrate the highest standards of ethical conduct and public service values, consistent with the Nolan Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.**

# Ambition North Wales's 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.



# 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.

# Recruitment Timetable



## Closing date

Applications need to be received by 09:00am, Tuesday 23<sup>rd</sup> June 2026.



## Shortlisting

We aim to inform those shortlisted by the end of the following dates, with details of online assessments and follow-up interview - end of business on Friday, 26th June 2026.

## Assessment Centre



During the week commencing 29th June 2026, there will be online assessments alongside an inperson assessment centre on the 1st of July, all applicants are asked to keep this date clear.



## Final Interview

We aim to have the final interview on Friday, 10<sup>th</sup> July 2026. All applicants are asked to keep this date clear.

# 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 Assessment Centre and interview, details of the interviews will be sent at least a week in advance.

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](http://ambitionnorth.wales)  
[jobs@ambitionnorth.wales](mailto:jobs@ambitionnorth.wales)