



Uchelgais
Gogledd Cymru
Ambition
North Wales

Land and Property Project Manager Job Pack

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For further information about this role, please contact:
[David Mathews](#) – Land and Property Programme Manager

An exciting time to join the team

Dear Candidate

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 over the last two years. The first project was signed off in December 2021 and we'll see many more projects move forward this year. There has never been a more exciting time to join the team.

The Economic Ambition Board 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.

Yours sincerely



A handwritten signature in black ink.

Councillor Dyfrig Siencyn
Chair of the North Wales
Economic Ambition Board



A handwritten signature in black ink.

Alwen Williams
Portfolio Director



Job Purpose

- Leadership of assigned projects including design, negotiation and planning within the Land and Property Programme.
- Management and delivery of assigned projects within the Programme.
- Stakeholder engagement and working collaboratively with partners to deliver programme objectives.
- Development of business cases using the Better Business Case methodology.
- Delivery of individual project objectives and contributing towards cumulative Programme outcomes and targets on time and within budget.
- Co-ordination of projects and their inter-dependencies across the Programme and within the wider Growth Deal Portfolio.
- Support projects to deliver on our climate change and biodiversity targets

Salary: £39,571 – £41,591 (PS4)

Hours: Up to 37 Hours a Week*

Contract: until 31 March 2024** (secondments will be considered)

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

This post is part funded by the European Social Fund through the Welsh Government.

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

** Initially a fixed term post until 31 March 2024, with the possibility of an extension,

*** At present the whole team is working virtually and will be adopting a hybrid model in the future with a mix of office based and home working.

Are you the person we're looking for?

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, you could be the person that we're looking to join our team.

We are looking for an individual with excellent interpersonal skills, who are passionate about driving our the Growth Deal forward. Each role in the team has it's own focus, but 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.

Being able to develop and maintain relationships across multiple partners to drive the projects forward, is a key requirement for all our roles. Partnership working is at the core of what we do as a team.

The team at Ambition North Wales will provide you with a supportive environment and development opportunities, we encourage individuals to pursue professional development and are looking for individuals have the desire to learn and improve.

Some of our roles require Welsh language skills, however, we are looking for individuals who recognise the importance of the Welsh language, have empathy for the Welsh culture and are committed to improving their linguistic skills.

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?



A stylized, handwritten signature in black ink, appearing to read 'Hedd Vaughan-Evans'.

Hedd Vaughan-Evans
Operations Manager

About the role

The Land and Property Programme is targeted to deliver stalled strategic employment and residential development sites across North Wales so the private sector can invest and create new employment premises and deliver increased numbers of new housing. 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 creation.

The programme currently consists of six independent projects, five of which are the provision of primary services to development sites or the provision of approved gap funding to development viability. The sixth project is a series linked investments into the port of Holyhead for the provision of safeguarding works and capacity enhancements. Details of the six projects can be found [here](#).

The Project Manager will be responsible for delivering a selection of these projects, including the initial development of full business cases according to Five Case Treasury Model. This development phase will include working with project boards, identifying risks and issues and devising mitigation measures, holding stakeholder workshops to set the scope of projects and make recommendations regarding the economic priorities, commercial arrangements and delivery against net zero targets to the Board.

The Project Manager will lead on 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.

The projects will require knowledge of town and country planning, the delivery of primary services, development appraisal and site investigation, procurement and state aid, as well as an awareness of UK and Welsh government policy. Additionally knowledge of funding models, the property market and commercial awareness would be helpful. The Project Manager will ideally have a broad knowledge in some or all these areas, although there will be access to specialist internal and external expertise.

The post holder will need to be a problem solver, capable of lateral thinking, taking the initiative and with leadership qualities. Good interpersonal and relationship building skills will be essential and the ability to interact and negotiate with a wide cross section of businesses, government departments, developers, consultants, local authorities (elected members and officers), land owners and individuals at differing levels would be desirable.

Job Description

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- Delivery of individual project objectives and contributing towards cumulative programme outcomes and targets on time and within budget.
- Co-ordination of projects and their inter-dependencies across the programme and within the wider Growth Deal Portfolio.
- Support projects to deliver on our climate change and biodiversity targets

Responsibility for Functions:

- Managing project budgets, monitoring expenditure and costs against delivered and realised project outputs and wider programme benefits.
- Management of staff and resources across project teams including allocation, management, recording and analysis of work outcomes.
- Responsible for relevant equipment including laptops and mobile phones.

Main Duties:

Land and Property programme:

- Project-manage the development and delivery of priority Land and Property projects identified by Ambition North Wales.
- Progress project applications for legal and compliant project funding opportunities as required.
- Oversee and lead the development of Full Business Cases for Land and Property projects.
- Manage and input to relevant project / programme boards as required.
- Work with key regional stakeholders, partners and governments to ensure successful delivery of projects and programmes.
- Establish relationships with Welsh and cross-border Enterprise Agencies to support the strategic aims of the Growth Deal and to obtain examples of best practice investment opportunities where appropriate.

Project Management:

- Project business case completion including negotiations with internal and external parties to reach agreement within the programme.
- The management of multiple complex projects from outline approval to implementation and completion.
- Quality assurance and compliance for all project work.
- Providing professional support including quality assurance to other projects within the wider Growth Deal portfolio.

Job Description (continued)

Programme Management:

- Supporting and co-ordinating programme management systems and disciplines to adopted best practice.
- Co-ordination and management of inter-dependencies across programmes and projects.

Programme and Contracts Governance:

- Negotiation, management and review of contracts.

Resource Management:

- Capital and revenue project budget and grant management.
- Maximise the efficient use of resources in the delivery of projects.
- Achievement of agreed commercial targets.

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:

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

Compliance and Conduct:

- Compliance with all adopted policies, procedures, best practice and statute.
- Demonstrate the highest standards of professional behaviour and 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).		✓
Member of a Professional Institution such as the RICS, RTPI, RIBA, IED or similar.		✓
A minimum of five years post professional qualification experience.		✓
Knowledge and Skills		
Knowledge or awareness of Town and Country Planning, design and construction, land and property development, urban regeneration, public sector procurement and an awareness of legal and contractual issues.	✓	
Good interpersonal and communication skills.	✓	
A good working knowledge of project management methods.	✓	
Good knowledge or awareness of techniques for planning, monitoring and controlling projects.	✓	
Understanding of financial management practice.	✓	
ICT literate, at ease with Word, PowerPoint, Excel and relevant databases and social media.	✓	
Knowledge or awareness of the Five Case Business Case Model methodology.		✓
Understanding of bid writing / business case development process.		✓
Experience		
Previous experience in either property development, planning, design and construction or project delivery.	✓	
Evidence and a record of continuous professional development.	✓	
Experience of successful programme and/or project delivery to deadline and to budget.	✓	
Experience of effective public/stakeholder engagement.	✓	
Previous experience of contract management.	✓	
Experience of working with Elected Members and dealing with politically sensitive issues.		✓
Experience of applying for external funding and / or business case development.		✓
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 own initiative as well as within a team environment.	✓	
Ability to work under pressure.	✓	
Proven ability to meet deadlines and targets.	✓	
Ability build relationships and to motivate and inspire others to act.	✓	
Language Requirements		
Listening and Speaking– Able to deal with all aspects of the job verbally in a confident manner in both Welsh and English.		✓
Reading and Comprehension– Able to use and interpret any information from a wide range of sources accurately through the medium of Welsh and English in order to fulfil all aspects of the post.		✓
Writing– Able to present information in writing confidently in both Welsh and English using the most appropriate language and style to meet the requirements of the reader.		✓

Appointment Process

- Please [use this link](#) to access the Gwynedd Council 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.
- The closing date is 10am on 19th April 2022.
- Following the closing date an assessment panel will assess your application against the requirements 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 may ask applicants to complete a task either during or before the interview (full details will be included within the interview letter).
- Please note applications received after the closing date will not be considered.
- **For full details please read the job advert and the job description.**



Recruitment Timetable

Timetable	Date
Closing Date Applications need to be received by this date.	19/04/22
Shortlisting We aim to inform all those shortlisted by this date with details of the assessments and interview date provided.	by 25/04/22
Assessments Assessments will take place prior to the interview. You will be informed of the details should you be shortlisted.	by 02/05/22
Interviews Exact dates/times of interviews will be confirmed upon shortlisting.	10/05/22

Working for us:

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

To discover more, click [here](#).

About the 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.

Spending objectives:

- 

Job creation
Create up to 4,200 net additional jobs
- 

GVA
Generate up to £2.5 billion in net additional GVA

Investment:

Private sector investment:	Growth Deal investment:	Public sector investment:	Total investment:
£722.1m	£240m	£184.3m	£1.1bn

The 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.