



**Uchelgais  
Gogledd Cymru  
Ambition  
North Wales**

# Portfolio Director

[uchelgaisgogledd.cymru](http://uchelgaisgogledd.cymru)

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For further information about this role,  
please contact:



Alwen Williams  
Chief Executive Officer  
[AlwenWilliams@ambitionnorth.wales](mailto:AlwenWilliams@ambitionnorth.wales)

Dear applicant,

We're delighted that you're considering joining the team at Ambition North Wales. We are a team of passionate and enthusiastic individuals who are proud to be involved in strategic development, transport and developing the North Wales economy.

Ambition North Wales is a strong partnership, working on behalf of North Wales to deliver against a future vision for economic prosperity. We have an established team of professional and dedicated individuals who are tasked with driving forward our vision, and we now require a Portfolio Director to join that team and drive forward our ambitions.

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



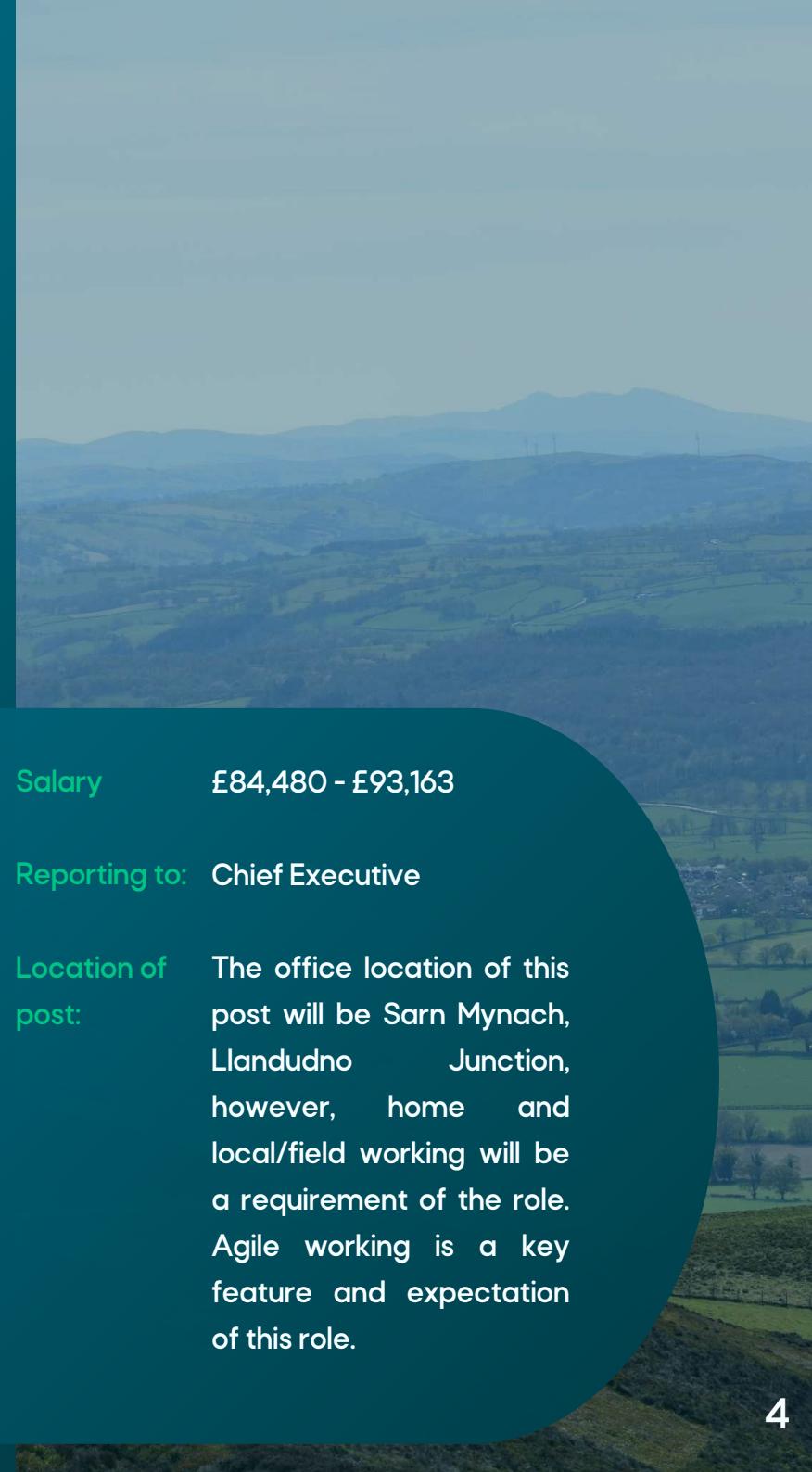
**Cllr. Jason McLellan**  
Vice Chair of the North  
Wales Corporate Joint  
Committee



# Job Description

## Purpose of the role

- Provide senior leadership and direction for the delivery of the North Wales Growth Deal in line with the region's long-term vision for Economic Well-being.
- Drive and promote collaboration across the six North Wales local authorities, higher and further education, the private sector, and Welsh and UK Governments to maximise economic and social impact.
- Lead the planning, management, and delivery of the Growth Deal portfolio, securing value for money and achieving agreed outcomes.
- Champion inclusive, sustainable economic growth through innovation, skills development, job creation, private sector investment, and the transition to a low-carbon economy.
- Develop and maintain strong working relationships with regional, national, and UK stakeholders, supporting the CEO in influencing policy, attracting investment, and strengthening North Wales's economic position.
- Ensure high standards of governance, transparency, and accountability in all aspects of portfolio delivery.
- Act as a senior representative of the organisation, promoting the region's opportunities and achievements to partners, investors, and communities.



**Salary** £84,480 - £93,163

**Reporting to:** Chief Executive

**Location of post:** The office location of this post will be Sarn Mynach, Llandudno Junction, however, home and local/field working will be a requirement of the role. Agile working is a key feature and expectation of this role.

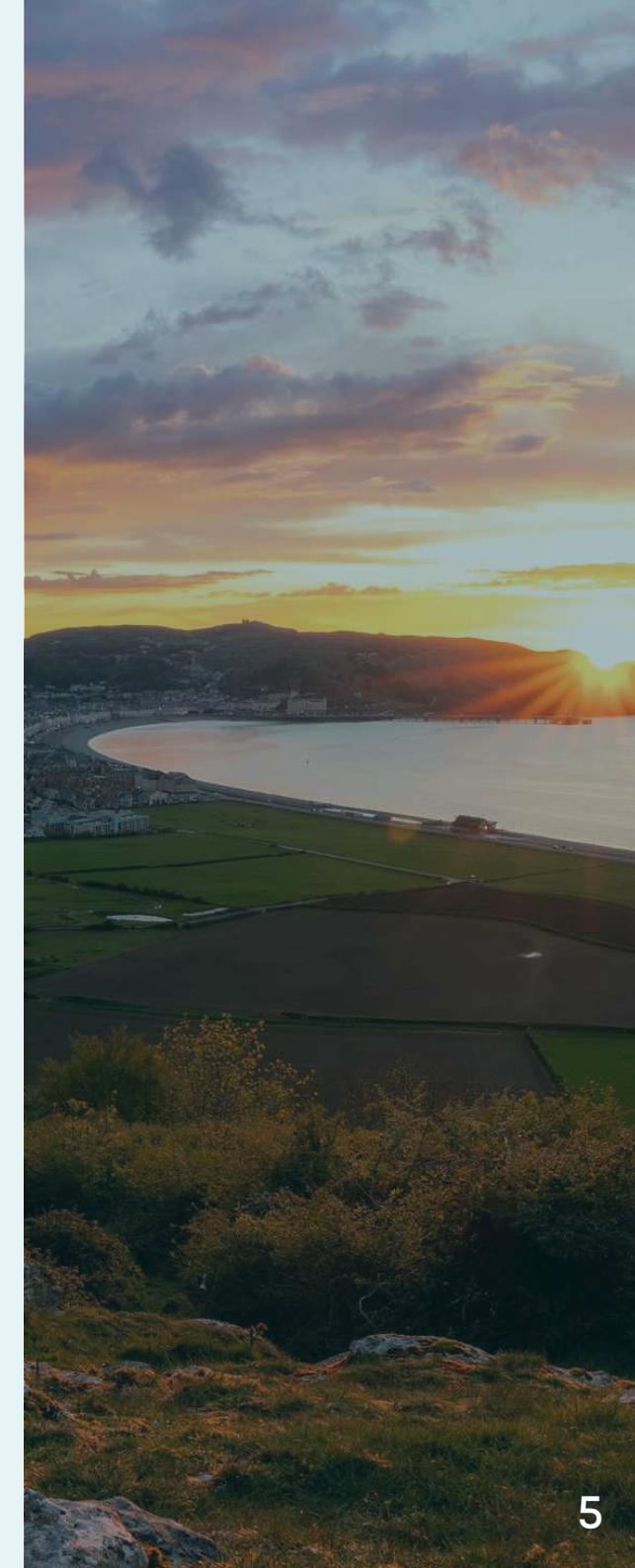
# Role Specific Responsibilities

## Strategic Leadership & Vision

- Be accountable to the North Wales Economic Well-being Sub-Committee for the development and operational delivery of the Vision for Economic Well-being, providing strategic advice and direction to maximise opportunities for sustainable and inclusive economic growth across the region.
- Provide expert guidance and recommendations to the Sub-Committee on the strategies and systems required to deliver growth and prosperity, ensuring that employment and skills, transport, and land-use planning are integrated as part of the broader Economic Well-being function within the Corporate Joint Committee.
- Identify and pursue opportunities to influence UK and Welsh Government policy and attract external investment, promoting the needs and potential of North Wales on a regional and national stage.
- Promote a joined-up and collaborative approach among key partners to address strategic economic challenges and capitalise on growth opportunities.
- Maintain a strong, supportive relationship with the Growth Deal's Senior Responsible Owner (SRO) and the CEO of Ambition North Wales, escalating risks and issues appropriately.

## Programme & Portfolio Delivery

- Lead and co-ordinate the successful delivery of the North Wales Growth Deal, ensuring all programmes and projects are delivered effectively by relevant partners, supported by a comprehensive and resourced programme plan, robust project management arrangements, and clear performance monitoring.
- Take responsibility for the performance, risk management, and outcomes of Growth Deal programmes and projects, as well as wider initiatives aligned to the Corporate Strategy and Vision.
- Review and synthesise economic and demographic analysis from partners and the business sector to inform portfolio planning and prioritisation.
- Develop and manage the Growth Deal portfolio budget, in partnership with Finance business partners, for approval by the Sub-Committee – ensuring sound financial management and maximising the value of available resources.
- Ensure issues are escalated appropriately to the SRO and CEO, with shared understanding of risk and performance.



## **Governance, Accountability & Compliance**

- Co-ordinate the decision-making process through partner councils and other agencies where matters fall outside the direct remit of the Sub-Committee.
- Ensure matters within the remit of the Economic Well-being Sub-Committee are brought forward for timely decision-making, supported by comprehensive, accurate, and high-quality performance reports and recommendations.
- Lead delivery of the Growth Deal through the Portfolio Office, ensuring an efficient approach in accordance with agreed governance, and that resources are effectively allocated to meet portfolio priorities.
- Ensure that delivery partners and dispersed workstreams are adequately resourced and held accountable for delivery to agreed objectives, timescales, and budgets.
- Ensure robust controls are in place for risk management, benefits realisation, issue resolution, and change control across the Growth Deal programme.
- Work proactively with 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.

## **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 the senior point of contact for external stakeholders engaging with the Economic Well-being Sub-Committee, ensuring co-ordinated communication and engagement.
- Work proactively with the Regional Business Advisory Board to identify opportunities for growth, innovation, and investment – ensuring their advice is considered in Sub-Committee decision-making.
- Lead an inclusive, proactive stakeholder engagement approach across local authorities, partner agencies, businesses, and communities.
- Ensure the Sub-Committee has a clear and effective communications strategy that promotes its vision, priorities, and achievements to all stakeholders.

## **Leadership of People & Resources**

- 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 through effective line and matrix management, contributing to the broader leadership of the organisation.

## **Additional Duties**

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



# Person Specification

## Criteria

### Education / Professional Qualifications

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

#### Assessment method key

A - Application Form

T - Assessment Centre

I - Interview

#### Assessment method

A

A

### Knowledge and Skills

- Proven track record of senior leadership in delivering complex portfolios, programmes, or economic development initiatives, ideally within a multi-stakeholder or public sector environment.
- Strong knowledge of economic development, regional growth, and regeneration policy in Wales and the UK, including understanding of government funding and the HM Treasury's Green Book guidance for Better Business Cases.
- Extensive experience of partnership working with local authorities, higher/further education, the private sector, and government, with evidence of building effective collaborative relationships.
- Demonstrable ability to translate strategic vision into delivery, ensuring measurable outcomes, value for money, and sustainable benefits.
- Excellent political awareness and stakeholder management skills, with the ability to influence and negotiate across diverse interests and at senior levels.
- Proven capability in programme management, including risk, performance, financial management, and governance.
- Strong analytical skills, with the ability to interpret economic, financial, and demographic data to support evidence-based decision-making.
- Strong communication 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.
- 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

- 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.

## 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.

# Terms and Conditions of Employment

The appointment will be in accordance with the terms and conditions as set out by the Joint Council for Local Government Chief Executives (including any local amendments to those terms) or other local conditions that forms an agreement between the Corporate Joint Committee and the trade unions.

## Hours of work

- The standard working week is 37 hours, but the nature of the role means that the Portfolio Director will be required to work additional unsocial hours.

## Service

- The post holder will not be permitted to undertake any other work or employment without the specific permission of the Corporate Joint Committee.

## Salary

- Salary £84,480 - £93,163
- The postholder will receive an annual incremental increase in pay, dependent on satisfactory performance in the role.
- The salary will be paid on the 19th of each month through bank transfer (or the nearest date if the 19th falls on a weekend or bank holiday).

## Expenses

- The Portfolio Director will be able to claim reimbursement of travelling, subsistence and any other appropriate expenses as defined by the Corporate Joint Committee, and in accordance with the national agreement as adopted or amended.
- The postholder will be required to have the use of a car to undertake the role. When using a car for business use the postholder will be able to claim reimbursement of expenses on the casual rate.

# Terms and Conditions of Employment

## Annual Leave

- The Chief Executive is entitled to 28 days of annual leave, with an additional 5 days awarded after completing 5 years of service.
- In addition, the postholder is entitled to 8 days leave for bank and public holidays, as well as an additional 3 and a half days statutory holidays.

## Notice

- The minimum amount of notice for both parties will be 3 months.

## Benefits

- Access to the local government pension scheme.
- Flexible working – an employer that will consider and has shown its eagerness to support staff to work flexibly, as a means of ensuring a healthy work and life balance.
- Financial contribution to membership of one professional body.

## Political restriction

- This role is politically restricted in accordance with the Local Government and Housing Act 1989. This means that the Portfolio Director will not display any political bias or allegiance.



# 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.

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

# 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.



# Recruitment Timetable



## Closing date

Applications need to be received by 10:00am, Wednesday 4<sup>th</sup> February 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 Wednesday, 18th February 2026.



## Assessment Centre

During the week starting 9th March 2026, with the exact date to be confirmed after the shortlisting process.



## Final Interview

We aim to have the final interview with members of the Corporate Joint Committee on Friday, 20<sup>th</sup> March 2026. All applicants are asked to keep this date clear for the time being.

# 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.

# Benefits

There are several benefits of working for the North Wales Corporate Joint Committee, 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 is 28 days per year (or 33 days after 5 years service). 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 North Wales Corporate Joint Committee. 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

North Wales Corporate Joint Committee 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



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