



Uchelgais Gogledd Cymru
Ambition North Wales

Job Pack for Senior Operations Officer

ambitionnorth.wales

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:



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Operations and Resources 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.

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 now in its fourth year, 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

SENIOR OPERATIONS OFFICER

This is an exciting opportunity to join the North Wales Ambition team, as our Senior Operations Officer. You will play a key role in the operational work of Ambition North Wales, to operate as a Corporate Joint Committee. The post is within the Operations and Resources team who are responsible for providing operational support across the Ambition North Wales team and the broad portfolio of projects. You will work with a range of stakeholders, including the partners of the North Wales Corporate Joint Committee as well as the private sector.

We are looking for a highly organised and hard-working individual to provide operational support for the Portfolio Management Office and the Corporate Joint Committee. Responsible for managing up to five members of staff and co-ordinating team resources and ensuring that they are appropriately allocated to support delivery and implementation across the team's functions.

Leading on the co-ordination of operational support for the meetings of the Corporate Joint Committee and its Sub-committees, by working effectively with the Democracy Services team. The officer will be expected to have an eye for detail and consistency while ensuring quality across all committee documentation.

The officer will be responsible for leading the management of all Ambition North Wales systems. Current systems include Sharepoint for document management, Intranet, project management system, monitoring system and reporting on benefits and social value. The Senior Operations Officer will be expected to lead on maximizing the use of existing systems, further developing the systems to reach their full potential and identifying any further systems requirements within the team.

The Senior Operations Officer will be designated as Data Protection Officer for Ambition North Wales, and will be expected to lead on the co-ordination of Freedom of Information Requests and Data Management.

If you're someone who thrives in a fast-paced environment, can work with competing priorities, and takes pride in enabling teams to succeed, we'd love to hear from you.

Job Description

Purpose of the role

The Senior Operations Officer is responsible for managing the operational support function within the Operations and Resources team for Ambition North Wales. With a responsibility for providing executive support for the Portfolio Management Office and the Corporate Joint Committee. Leading on the co-ordination of the Corporate Joint Committee and its Sub-Committees meetings.

Salary £50,269 - £52,413 (PS6)

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.

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

- Leadership and Management of up to 5 employees.
- Support the work of the Operations and Resources Manager.
- Co-ordination of resources (including line management of the operational support team) across the team's areas of responsibility to support the delivery and operations of the North Wales Growth Deal and the wider functions of the Corporate Joint Committee.
- Coordinate the executive support for all meetings and work in partnership with Democratic Services to ensure the effective coordination of all committees including management of forward work programmes, management and quality control of reports.
- Oversee the work of the Finance Project Manager, including line management, supporting the management of funding and claims processes for the Corporate Joint Committee including assisting with external funding applications and coordinating the assessment of funding claims for Growth Deal projects.
- Coordinate and manage all Ambition North Wales systems including internal and externally procured systems.
- Lead on the coordination of Freedom of Information and Data Management, acting as the Data Protection Officer for the Corporate Joint Committee.
- Support the Operations and Resources Manager to ensure compliance with all set procurement, audit, legal, financial and information management system requirements.
- Act as a point of contact for those external bodies seeking to engage with Ambition North Wales including Welsh Government, UK Government and other public bodies.
- Undertake any required duties in line with the level of the role to support the delivery of organisational priorities.

Personal Specification

Qualifications

- Educated to degree level or equivalent
- Evidence of relevant continuous professional development

Experience, Knowledge and Skills

- Experience and evidence of successfully providing executive support on a senior level.
- Experience and evidence of resource coordination and operational management.
- Experience working in or supporting public sector or partnership organisations, preferably with exposure to governance structures (e.g., committees, boards).
- Experience and evidence of effective communication and interpersonal skills to liaise with internal teams, senior managers, and external partners.
- Ability to work collaboratively across teams and external bodies to support shared goals.
- Proven experience in leadership and line management, ideally managing a small team (up to 5 employees).
- Demonstrate an eye for detail, ensuring accuracy and thoroughness in all tasks while identifying inconsistencies and maintaining high standards of quality.
- Knowledge and understanding of local, regional and central government structures and processes.
- Knowledge and understanding of programme and project delivery.
- General knowledge and understanding of North Wales, the North Wales Corporate Joint Committee and the Ambition North Wales partnership.

Language Requirements

For this role the following requirements are ESSENTIAL:

- 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



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.



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

Head of Operations
Ambition North Wales

Recruitment Timetable



Closing date

Applications need to be received by

w/c

10/11/2025



Shortlisting

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

by

14/11/2025



Assessments

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

w/c

24/11/2025



Interviews

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

Beginning of
December

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 are 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 wellbeing.

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



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