



# South Wales Trunk Road Agent

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Graduate Civil  
Engineer



# Welcome from the Head of Service



**RICHARD JONES**  
SWTRA HEAD OF SERVICE

At SWTRA, we help create a road network that connects people and places in a safer, greener and more reliable way.

We work on projects across South Wales that address some of the country's most critical challenges. From complex infrastructure, increasing transport needs, and climate change – we combine innovation, expertise, and technology to make South Wales a better place to live, work and visit.

You can contribute to work that will have a lasting positive impact on your local community with an organisation where diversity, equity and inclusion are shared values.

We're committed to fostering a work environment that's supportive, respectful and inclusive, with great opportunities for growth.

Why not give it a try? We would be very happy to consider your application to join our skilled, enthusiastic and friendly team.



## Where we're based

**Over 250  
employees  
based  
across  
South  
Wales.**



- Coryton, Cardiff
- The Quays, Baglan
- St Clears, Carmarthen





**Salary:** £30,060-£32,654 Start date – September 2025.

**Duration:** Permanent

**Location:** **Hybrid Working – 3 Office Days**

The Quays (Baglan) or Coryton (Cardiff)

**Closing date:** 17/01/2025

Should you require further information or to speak to someone please email – [jobs@southwales-tra.gov.uk](mailto:jobs@southwales-tra.gov.uk)

## Purpose of post

To support the Asset Management Team in the management and delivery of inspections; capital maintenance and capital renewal projects across the Strategic Road Network (SRN) in south Wales.

The role will be varied to meet a Graduates experience and development needs but will include supporting the asset condition team (primarily structures General and Principal Inspections) which will provide familiarity with the SRN through to supporting our capital delivery team to promote and deliver projects through our Framework Contracts up to £15m in value.

Graduates will be encouraged to progress towards professional membership of a recognised institute and their role and opportunities will be tailored to support their progression towards our senior roles within Asset Condition or Capital Delivery (Highways, Structures, ITS or Traffic and Safety)



# Responsibilities

Depending on placement within Asset Condition or Capital Delivery

## Asset Condition:

1. To assist the Asset condition team in the delivery of a programme of asset inspections including those which may be required outside of normal office hours (with approved overtime) in accordance with the requirements of the Welsh Government
2. To assist the Asset Condition team in the collation of inspection data the update and maintenance of asset inventories and records relating to Welsh Governments assets on their integrated asset management system
3. To produce supporting documentation to aid the delivery of asset inspections and minor maintenance works including location plans, drawings, method statements, inspection reports, defect history and may require the use of Geographical Information Systems (GIS) and AutoCAD software
4. To support the Asset Condition team in the identification and prioritisation of maintenance works through the provision of condition information
5. To assist in the delivery of the annual maintenance programmes and reactive maintenance works arising from inspections or network events

Depending on placement within Asset Condition or Capital Delivery

## Capital Delivery:

6. To assist the Principal Engineer with the management and procurement of capital maintenance and improvement works on the SRN through the Framework Contracts
7. To support the Principal Engineer in the day-to-day management of schemes through the completion of various contract administration tasks
8. To produce supporting documentation to aid the delivery of schemes including location plans, drawings, task briefs and progress reports etc.
9. To support the Principal Engineer with the project management of schemes assisting in the drafting, issue and review of project task orders and associated administration through our NEC Project Management System

It is the responsibility of every employee within the South Wales Trunk Road Agent to comply with the Health and Safety, Environmental and Quality policies as defined within the Integrated Management System.

Any other Duties commensurate with the grading of the post.



# Person Specification

**You should refer to these job specific criteria in your application form.**

## **Job Specific Criteria**

### **Essential**

Ability to work as a part of an integrated team

Ability to organise work priorities, forward plan and deliver programmes of work on time

Computer literate and experienced in using Microsoft Office applications

Ability to effectively coordinate and manage the delivery of work programmes internally and through service providers

Good Interpersonal, report writing and presentation skills

## **Qualifications and relevant training**

### **Essential**

To be educated to degree level Class II Division II or better in a relevant degree

### **Desirable**

Training in Health and Safety

## **Skills and specialist knowledge**

### **Desirable**

Knowledge of highway asset assessment processes and requirements

Knowledge of legislation, standards and other policies relating to the role

## **Other requirements**

### **Essential**

Current Driving Licence

Capable of undertaking site work, often in adverse weather conditions and outside normal office hours.

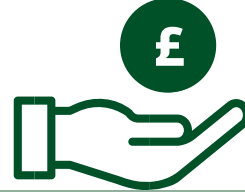


# Working for the South Wales Trunk Road Agent

SWTRA is an exciting place to work. We have progressive policies and a commitment to training and development.



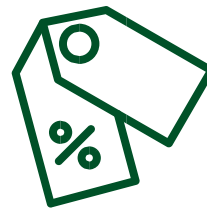
- 25 days of annual leave per year to 32 after 5 years' service
- 8 bank holidays plus one extra statutory day
- Hybrid Working and flexible hours (for some roles)



- Incremental pay increase
- Generous Local Government Pension Scheme.
- Life Assurance Scheme.



- The opportunity to work in beautiful locations across South Wales including 1 national park, 26 nature reserves and 416 miles of stunning coastline.



- Cycle to Work Salary Sacrifice Scheme
- Relocation Scheme (subject to conditions)



- On the job learning and exciting career development opportunities.
- Inclusive training opportunities that can be accessed either by face-to-face training, online individual e-learning modules or via webinars.



- In-house Occupational Health Unit.
- Time to Change Wales Employer
- Staff Health & Wellbeing Group and online staff portal to enable staff to access help, support and resources for their health and wellbeing.

