

## Vacancy: Operations Manager

**Salary:** £26,629 - £34,953 per annum (dependent on experience)

**Job Type:** Secondment or Fixed Term until March 2024

### Location

This role is initially offered on a home working basis, however there will be an expectation that the post holder will work flexibly between home and a Cwmni Egino office location (when formally established) near the Trawsfynydd site. Interested applicants should note that the role may involve some travel to attend meetings at other locations across the area.

### About Us

Cwmni Egino Ltd is a Welsh Government owned company set up in 2021 to create sustainable jobs and promote economic and social regeneration through facilitating development in and around the former nuclear power station site at Trawsfynydd.

### The Role

We are now looking to recruit an Operations Manager to join our team. You will report to a member of the Senior Management Team and will have responsibility for the overall functioning of the business, overseeing the operational day-to-day management of the Cwmni Egino. You will be involved with developing and maintaining the operational systems, process, and infrastructure to drive the success of the company, as well as establishing credible, professional relationships and acting as a lead point of contact for internal and external stakeholders. Additionally, you will also provide support to the Board and its committees.

To be successful, you will ideally have previous operations or office management experience. You will have excellent interpersonal communication, planning and organising skills. You will be highly enthusiastic and self-motivated with the ability to work with details and time-sensitive issues.

Due to the nature and responsibilities of the role, you must be able to speak Welsh as well as possess a high degree of skill in both reading and writing Welsh. A relevant Business Administration or similar qualification would be desirable.

For more information or for an informal discussion about the role please contact Laurence Smith: [Laurence.smith@cwmniegino.wales](mailto:Laurence.smith@cwmniegino.wales)

### How to Apply

Interested individuals should submit a covering letter stating why you believe you are suitable and what experience you can bring to the role together with an up-to-date C.V. setting out your career history, key responsibilities and achievements and details of your current remuneration package. You should highlight in your covering letter how you believe your skills and experience match the criteria in the person specification contained in the Job Description attached.

**Applications must be received by 12pm 19<sup>th</sup> May 2022 and sent to [Laurence.smith@cwmniegino.wales](mailto:Laurence.smith@cwmniegino.wales). Shortlisting will take place 20<sup>th</sup> May with interviews expected to take place week beginning 23<sup>rd</sup> May 2022.**

*We value the unique differences that each of our colleagues bring to work every day and are committed to creating an environment where everyone feels respected, included and able to perform at their best. At Cwmni Egino we are committed to creating a workplace that is diverse and inclusive. We value the diversity of our people and actively seek to have a workforce that represents the rich diversity of the communities we support. We welcome applicants from Women, BAME, LGBTQ+ and candidates who have a disability. We are happy to consider flexible working.*