



# Rheolwr Prosiect ESF ESF Project Manager

Pecyn Swydd  
Job Pack

Bwrdd Uchelgais Economi Gogledd Cymru  
North Wales Economic Ambition Board



# Cynnwys

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Am fwy o wybodaeth am y swydd,  
cysylltwch gyda:

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## Rheolwr Prosiect ESF

### PWRPAS Y SWYDD

- Arwain, rheoli a gweithredu y prosiect ESF ar gyfer Gweledigaeth Twf Gogledd Cymru.
- Cyflawni deilliannau a thargedau'r prosiect o fewn yr amserlen ac yn unol gyda'r hyn sydd wedi nodi yn y Cynllun Busnes.
- Rheoli'r gyllideb fel sydd wedi nodi yn y Proffil Gwariant.

**Cyflog:** £33,799 - £35,934 (PS2)

**Oriau:** Hyd at 37 awr yr wythnos\*

**Cytundeb:** tan Mehefin 2023\*\*

**Lleoliad:** Canolfan Fusnes Conwy (gyda gweithio hyblyg ar draws y rhanbarth)

\* Mae'r swyddi yn llawn amser, ond byddwn yn ystyried ceisiadau gweithio'n hyblyg ar gyfer yr ymgeisydd cywir.

\*\* Swydd cyfnod penodol hyd at Mehefin 2023 yn y man cyntaf, gyda posibilrwydd o estyniad.

## ESF Project Manager

### JOB PURPOSE

- To lead, manage and implement the ESF project for the Growth Vision for North Wales.
- Deliver the project's outcomes and targets within the timetable and in accordance with content of Business Plan.
- Manage the budget as noted in the Expenditure Profile.

**Salary:** £33,799 - £35,934 (PS2)

**Hours:** Up to 37 Hours a Week\*

**Contract:** until June 2023\*\*

**Location:** Conwy Business Centre, Llandudno Junction (with agile working across North Wales)

\* The roles are full-time, however we will consider flexible working requests for the right candidate.

\*\* Initially a fixed term post until June 2023, with the possibility of an extension,



# Swydd Ddisgrifiad

## CYFRIFOLDEB AM SWYDDOGAETHAU

- Rheoli cyllideb y prosiect ESF gwerth hyd at £6M.
- Bod yn gyfrifol am offer perthnasol yn cynnwys gliniaduron a ffonau symudol.

## PRIF DDYLETSWYDDAU

### Rheoli Prosiect

- dylunio, cyflwyno a goruchwylio systemau rheoli prosiect addas gan gynnwys rheoli a monitro cyllidebau, rhaglenni gwaith a gweithgareddau yn effeithlon;
- goruchwylio a chydlynu fod holl weithgaredd y prosiect yn berthnasol ac yn unol â'r amcanion a thargedau nodwyd yn y Cynllun Busnes;
- cyfrifoldeb dros addasu a chyflwyno unrhyw newidiadau i'r Cynllun Busnes yn y dyfodol;
- arwain ar ansawdd y prosiect er mwyn sicrhau fod gweithgaredd yn cael ei ddarparu yn unol â pholisïau a gweithdrefnau perthnasol;
- bod yn brif bwynt cyswllt gyda WEFO.

### Rheoli Adnoddau

- rheoli cyllid o £6Miliwn, sy'n cynnwys £2.9Miliwn o arian ESF ac £2.9Miliwn o gyfraniadau eraill, gan sicrhau defnydd priodol o adnoddau a'r cyllid a ddyrannwyd ar gyfer y prosiect;
- sicrhau fod systemau effeithiol mewn lle ar gyfer rheoli a monitro'r cyllid, gan sicrhau fod y cyllid yn gymwys o fewn rheoliadau ariannol, a bod cofnodion llawn yn cael eu cadw ar gyfer trafodion.

### Rheoli Perfformiad

- rheoli cynnydd y prosiect yn rheolaidd yn erbyn y Gofrestr Risg ESF, gan ddiweddarau'r gofrestr risg yn rheolaidd a sicrhau fod system briodol mewn lle i gyfarch unrhyw risg;
- rheoli perfformiad yn erbyn targedau'r prosiect sydd wedi nodi yn y Cynllun Busnes;
- sicrhau fod systemau effeithiol mewn lle ar gyfer casglu, cydlynu a chofnodi gweithgaredd.

# Swydd Ddisgrifiad (parhad)

## Adrodd ac Atebolrwydd

- cyfrifoldeb dros baratoi adroddiadau chwarterol i WEFO, gan adrodd ar y cynnydd, cyllid a'r targedau;
- cefnogi a darparu arweiniad i'r Grŵp Gweithredol a'r Bwrdd Uchelgais ar y prosiect ESF, gan ddarparu adroddiadau rheolaidd;
- cyfrifoldeb dros gomisiynu ac arwain ar Werthusiad y prosiect;
- cyfrifoldeb dros arwain ar ac adrodd ar Themâu Trawsbynciol y prosiect.

## Llysgenhadol

- datblygu a rheoli perthnasau effeithiol allanol ar bob lefel gan gynnwys gyda WEFO, y Grŵp Gweithredol a'r Bwrdd Uchelgais;
- sicrhau fod y prosiect yn cael ei hyrwyddo yn briodol, gan ddatblygu cynllun cyfathrebu i'r prosiect ESF.

## Cydymffurfiaeth ac Ymddygiad

- sicrhau bod pob agwedd o'r prosiect yn cydymffurfio gyda Thelerau ac Amodau WEFO sydd wedi ei amlinellu yn y Llythyr cynnig;
- gweithio i'r holl bolisiau a gweithdrefnau sydd wedi'u gosod a'r gyfraith e.e. ariannol, cydraddoldeb ac iechyd a diogelwch;
- arddangos y safonau uchaf o ymddygiadau a gwerthoedd proffesiynol.

# Manylion Person

| Criteria  | Hanfodol | Dymunol |
|---|----------|---------|
| <b>Addysg / Cymhwysterau Proffesiynol</b>   |          |         |
| Addysg i lefel gradd neu gyfatebol mewn maes perthnasol   | ✓        |         |
| Cymhwyster mewn rheoli prosiect   |          | ✓       |
| <b>Gwybodaeth a Sgiliau</b>   |          |         |
| Gwybodaeth fanwl am arian Ewrop a chanllawiau perthnasol  | ✓        |         |
| Dealltwriaeth o arferion rheolaeth Ariannol   | ✓        |         |
| Gallu cyflwyno adroddiadau a gwybodaeth yn ysgrifenedig ac ar lafar   | ✓        |         |
| Llythrennog mewn TGCh, yn gyfforddus gyda Word, PowerPoint, Excel a chronfeydd data a chyfryngau cymdeithasol perthnasol  | ✓        |         |
| Profiad o ymgysylltu gyda amreriad eang o gynulleidfaoedd yn effeithiol   |          | ✓       |
| Gwybodaeth dda o ddulliau rheoli prosiectau   |          | ✓       |
| <b>Profiad</b>  |          |         |
| Profiad o reoli/gweithredu prosiect wedi ariannu gan arian Ewropeaidd   | ✓        |         |
| Profiad blaenorol o reoli cyllidebau  | ✓        |         |
| Y gallu i ddatblygu a meithrin perthynas ynghyd a chyfathrebu gyda unigolion a grwpiau ar bob lefel   | ✓        |         |
| Profiad o weithio mewn amserlen dynn ac o dan bwysau  | ✓        |         |
| Profiad o reoli cytundebau  |          | ✓       |
| Profiad o fonitro a gwerthuso prosiect  |          | ✓       |
| <b>Nodweddion personol</b>  |          |         |
| Dibynadwy   | ✓        |         |
| Yn meddwl yn arloesol   | ✓        |         |
| Sgiliau trefnu ardderchog   | ✓        |         |
| Yn gallu gweithio ar ei liwt ei hun ac fel rhan o dîm   | ✓        |         |
| Yn gallu gweithio dan bwysau ac yn meddu ar strategaethau ymdopi i weithio mewn amgylchedd sydd yn gweithredu ar gyflymder  | ✓        |         |
| Gallu wedi'i brofi i gwrdd â therfynau amser a thargedau  | ✓        |         |
| Y gallu i symbylu ac ysbrydoli eraill i weithredu   | ✓        |         |
| Llygad am fanylder a chywirdeb  | ✓        |         |
| <b>Gofynion Ieithyddol</b>  |          |         |
| <b>Gwrando a Siarad</b><br>Yn gallu ymdrin â holl agweddau'r swydd yn llafar mewn modd hyderus yn y Gymraeg a'r Saesneg.  |          | ✓       |
| <b>Darllen a Deall</b><br>Yn gallu defnyddio a dehongli unrhyw wybodaeth yn gywir o amrywiaeth eang o ffynonellau, yn y Gymraeg ac yn Saesneg, er mwyn gallu ymdrin â phob agwedd o'r swydd.        |          | ✓       |
| <b>Ysgrifennu</b><br>Yn gallu cyflwyno gwybodaeth ysgrifenedig yn hollol hyderus yn y Gymraeg ac yn Saesneg gan ddefnyddio'r ieithwedd a'r arddull fwyaf priodol i gwrdd ag anghenion y darlennydd. |          | ✓       |

# Job Description

## RESPONSIBILITY FOR FUNCTIONS

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- Manage the ESF project budget with a value of up to £6M.
- Be responsible for relevant equipment, including laptops and mobile telephones.

## MAIN DUTIES

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### **Project Management**

- design, present and supervise appropriate project management systems, including managing and monitoring budgets, work programmes and activities effectively;
- supervise and coordinate to ensure that all project activities are relevant and are in accordance with the objectives and targets noted in the Business Plan;
- responsible for modifying and introducing any future changes to the Business Plan;
- lead on the project's quality to ensure that activities are provided in accordance with relevant policies and procedures;
- act as the main contact point with WEFO

### **Resource Management**

- manage a budget of £6M, including £2.9 million of ESF funding and £2.9 million of other contributions, ensuring the appropriate use of the resources and funding allocated to the project;
- ensure that there are effective systems in place for managing and monitoring finance, ensuring that funding is managed in line with financial regulations, and that full records are kept.

### **Performance Management**

- manage the project's progress regularly against the ESF Risk Register, by updating the risk register regularly and ensuring that there is an appropriate system in place to address any risk;
- manage performance against the project's targets as noted in the Business Plan;
- ensure that effective systems are in place for collating, coordinating and recording activity.

# Job Description (continued)

## Reporting and Accountability

- responsibility for preparing quarterly reports for WEFO, reporting on the progress, finance and targets;
- support and provide leadership for the Operational Group and NWEAB on the ESF project, and provide regular reports;
- responsibility for commissioning and leading the project Evaluation;
- responsible for leading and reporting the project's Cross-cutting Themes.

## Ambassadorial

- develop and manage effective external relationships on all levels, including WEFO, the Operational Group and NWEAB;
- ensure that the project is appropriately promoted, by developing a communication plan for the ESF project

## Compliance and Behaviour

- ensure that all aspects of the project comply with WEFO's Terms and Conditions that are outlined in the Offer Letter;
- work in accordance with all the policies set in legislation e.g. financial, equality and health and safety;
- maintain the highest standards of conduct and professional values.



# Person Specification

| Criteria  | Essential | Desirable |
|---|-----------|-----------|
| <b>Education / Professional Qualifications</b>  |           |           |
| Educated to degree level or equivalent in a relevant field  | ✓         |           |
| Project management qualification  |           | ✓         |
| <b>Knowledge and Skills</b>   |           |           |
| Detailed information about European funding and relevant guidance   | ✓         |           |
| Understanding of Financial management practices   | ✓         |           |
| Ability to present reports and information in writing and verbally  | ✓         |           |
| ICT literate, comfortable using Word, PowerPoint, Excel, databases and relevant social media  | ✓         |           |
| Experience of effective engagement with a wide range of audiences   |           | ✓         |
| Extensive knowledge of project management methods   |           | ✓         |
| <b>Experience</b>   |           |           |
| Experience of managing/implementing a project funded by European Funds  | ✓         |           |
| Previous experience of managing budgets   | ✓         |           |
| Ability to develop and nurture key relationships and communicate with individuals and groups on all levels  | ✓         |           |
| Experience of working to a tight timescale and under pressure   | ✓         |           |
| Experience of managing contracts  |           | ✓         |
| Experience of monitoring and evaluating projects  |           | ✓         |
| <b>Personal Attributes</b>  |           |           |
| Trustworthy   | ✓         |           |
| Innovative thinker  | ✓         |           |
| Excellent organisational skills   | ✓         |           |
| Ability to work under own initiative as well as a team player   | ✓         |           |
| Ability to work under pressure and have coping strategies to work in a fast paced environment   | ✓         |           |
| Proven ability to meet deadlines and targets  | ✓         |           |
| The ability to motivate and inspire others to act   | ✓         |           |
| Eye for detail and accuracy   | ✓         |           |
| <b>Language Requirements</b>  |           |           |
| <b>Listening and Speaking</b><br>Able to deal with all aspects of the job verbally in a confident manner in both Welsh and English.   |           | ✓         |
| <b>Reading and Comprehension</b><br>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. |           | ✓         |
| <b>Writing</b><br>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.                      |           | ✓         |

# Amserlen Recriwtio

## Recruitment Timetable

| Amserlen   | Timetable  | Dyddiad Date                 |
|--|--|------------------------------|
| <b>Dyddiad Cau</b><br>Bydd angen derbyn ceisiadau erbyn y dyddiad yma  | <b>Closing Date</b><br>Applications need to be received by this date   | 24/07/2020                   |
| <b>Rhestr Fer</b><br>Byddwn yn anelu i gysylltu gyda y rhai sydd ar y rhestr fer erbyn y dyddiad yma gyda manylion dyddiadau yr asesiadau a'r cyfweiliad             | <b>Shortlisting</b><br>We aim to inform all those shortlisted by this date with details of the assessments and interview date provided.          | erbyn/by<br>w/c<br>5/08/2020 |
| <b>Asesiadau</b><br>Bydd asesiadau yn cymryd lle cyn y cyfweiliad. Byddwn yn derbyn y manylion os byddwch ar y rhestr fer  | <b>Assessments</b><br>Assessments will take place prior to the interview. You will be informed of the details should you be shortlisted.         | w/c<br>10/08/2020            |
| <b>Cyfweiliadau</b><br>Bydd union ddyddiad/amser yn cael ei gadarnhau ar lunio y rhestr fer. Bydd y cyfweiliadau yn cael ei cynnal yn rhithiol drwy Microsoft Teams. | <b>Interviews</b><br>Exact dates/times of interviews will be confirmed upon shortlisting. Interviews will be held virtually via Microsoft Teams. | w/c<br>17/08/2020            |

## Gweithio i ni

Mae'r Swyddfa Rhaglen ar gyfer Bwrdd Uchelgais Economaidd Gogledd Cymru yn cael ei letya gan Gyngor Gwynedd fel ein corff cyflogi. Felly, tra bydd y swydd gyda'r Bwrdd Uchelgais bydd y cytundeb gwaith gyda Cyngor Gwynedd.

<https://www.gwynedd.llyw.cymru/cy/Cyngor/Swyddi/Gweithio-i-ni.aspx>

## Working for us

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

<https://www.gwynedd.llyw.cymru/en/Council/Jobs/Working-for-us.aspx>