



Rheolwr Prosiect Ynni Energy 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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For further information about this role,
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Rheolwr Prosiect Ynni

PWRPAS Y SWYDD

- Arwain prosiectau sydd wedi'u neilltuo, gan gynnwys y gwaith dylunio, negodi a chynllunio;
- Rheoli a chyflwyno'r prosiectau a neilltuwyd o fewn amgylchedd rhaglen;
- Datblygu achos busnes ar gyfer yr holl brosiectau a neilltuwyd;
- Cyflawni deilliannau a thargedau'r prosiectau unigol a'r rhaglen gronnus ar amser ac o fewn yr adnoddau sydd wedi'u neilltuo;
- Cydlynu prosiectau ac elfennau rhyng-ddibynnol ar draws y rhaglen a phortffolio ehangach y Cynllun Twf.

Cyflog: £37,849—£39,782 (PS4)

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.

Energy Project Manager

JOB PURPOSE

- Leadership of assigned projects including design, negotiation and planning;
- Management and delivery of assigned projects within a programme environment;
- Development of business cases for all assigned projects;
- Achievement of individual project objectives and cumulative programme outcomes and targets on time and within allocated resources;
- Co-ordination of projects and inter-dependencies across the programme and wider Growth Deal portfolio.

Salary: £37,849—£39,782 (PS4)

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 cyllidebau'r prosiect, monitro gwariant a chostau yn erbyn allbynnau'r prosiect a gyflawnwyd ac a wireddwyd a buddion ehangach y rhaglen.
- Rheolaeth matrices o staff ac adnoddau ar draws timau prosiectau gan gynnwys dyrannu a rheoli gwaith.
- Bod yn gyfrifol am offer perthnasol yn cynnwys gliniaduron a ffonau symudol

PRIF DDYLETSWYDDAU

Rheoli Prosiect

- dylunio prosiectau niferus a chwblhau, negodi a chytuno ar achosion busnes o fewn y rhaglen(ni) sydd wedi'u neilltuo
- rheoli nifer o brosiectau cymhleth drwy'r cyfnodau cymeradwyo a gweithredu
- sicrhau ansawdd yr holl waith prosiect
- darparu cefnogaeth broffesiynol, gan gynnwys sicrhau ansawdd, i brosiectau eraill o fewn portffolio ehangach y Cynllun Twf

Rheoli Rhaglen

- cefnogi'r gwaith o gydlynu a goruchwylio systemau a disgyblaethau rheolaeth rhaglen i safon y diwydiant;
- cydlynu a rheoli'r rhyng-ddibyniaethau ar draws rhaglenni a phrosiectau ar y cyd

Llywodraethu Rhaglenni a Chontractau

- negodi a rheoli contractau

Rheoli Adnoddau

- rheoli cyllidebau a grantiau prosiectau refeniw a chyfalaf
- gwneud y defnydd gorau a mwyaf effeithiol o adnoddau wrth gyflwyno prosiectau
- cyflawni unrhyw dargedau incwm a masnachol sydd wedi'u gosod

Rheoli Perfformiad

- rheoli perfformiad ac atebolrwydd ar lefelau allbynnau prosiectau
- rheoli risg ac atebolrwydd ar lefelau allbynnau prosiectau

Adrodd ac Atebolrwydd

- adrodd ar gynllunio a rheoli adnoddau yn ôl yr angen
- sicrhau ansawdd yr holl adroddiadau data a pherfformiad
- gweithredu fel ymgynghorydd arbenigol sy'n ennyn ymddiriedaeth o fewn y Swyddfa Rhaglen

Swydd Ddisgrifiad (parhad)

Llysgenhadol

- gweithredu fel lladmerydd dros y Weledigaeth Twf a'r rhanbarth
- datblygu a rheoli perthnasau allanol effeithiol ar bob lefel
- rheoli cyfathrebu allanol a chysylltiadau cyhoeddus y prosiectau

Cydymffurfiaeth ac Ymddygiad

- gweithio i'r holl bolisiâu 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

Ynni

- Ymgymryd â gwaith rheoli prosiect i ddatblygu a chyflwyno'r prosiectau ynni blaenoriaeth sydd wedi'u hadnabod gan y Bwrdd Uchelgais (e.e. Prosiect Ynni Lleol Blaengar y Cynllun Twf)
- Rheoli cynnydd ceisiadau am gyfleoedd ariannu sy'n ymwneud ag Ynni yn ôl yr angen
- Cadw trosolwg, ac arwain ar ddatblygu Achos Busnes Lawn ar gyfer Prosiectau Ynni
- Rheoli a darparu mewnbwn i Fyrddau Prosiect / Rhaglen Ynni yn ôl yr angen
- Gweithio gyda rhanddeiliaid rhanbarthol, partneriaid a llywodraethau allweddol i sicrhau bod Prosiectau a Rhaglenni Ynni yn cael eu cyflwyno'n llwyddiannus
- Sefydlu perthnasau gyda chanolbwytiau a rhaglenni trawsffiniol i gefnogi nodau strategol ac ymelwa ar gyfleoedd cyd-fuddsoddi;

Manylion Person

Criteria	Hanfodol	Dymunol
Addysg / Cymhwysterau Proffesiynol		
Gradd/ôl-radd mewn maes perthnasol (neu gyfatebol)	✓	
Cymhwyster Rheoli Prosiect / Rhaglen (e.e. PRINCE 2 Practitioner neu gyfatebol)		✓
Aelodaeth o Sefydliad Proffesiynol		✓
Gwybodaeth a Sgiliau		
Sgiliau rhyngberthnasol a sgiliau cyfathrebu effeithiol	✓	
Gwybodaeth dda am ddulliau rheoli prosiectau	✓	
Gwybodaeth dda am dechnegau cynllunio, monitro a rheoli prosiectau	✓	
Dealltwriaeth o arferion rheolaeth ariannol	✓	
Llythrennog mewn TGCh, yn gyfforddus gyda Word, PowerPoint, Excel, cronfeydd data perthnasol a chyfryngau cymdeithasol	✓	
Gwybodaeth am y sector ynni carbon isel	✓	
Dealltwriaeth o'r broses ysgrifennu bidiau / datblygu achosion busnes		✓
Profiad		
Tystiolaeth o ddatblygiad proffesiynol parhaus	✓	
Profiad o gyflawni rhaglenni a/neu prosiectau'n llwyddiannus ar amser ac o fewn y gyllideb	✓	
Profiad o ymgysylltu gyda'r cyhoedd/rhanddeiliaid yn effeithiol	✓	
Profiad blaenorol o reoli contractau	✓	
Profiad o weithio gydag Aelodau Etholedig ac ymdrin â materion sy'n wleidyddol sensitif		✓
Profiad o wneud ceisiadau am gyllid allanol a / neu ddatblygu achosion busnes		✓
Profiad blaenorol o fewn y sector ynni carbon isel		✓
Nodweddion personol		
Dibynadwy	✓	
Cyfathrebwr hyderus gyda deallusrwydd emosiynol cryf	✓	
Yn meddwl yn arloesol	✓	
Yn hyblyg yng nghyswllt meysydd cyfrifoldeb, blaenoriaethau sy'n newid ac yn addasu i newid	✓	
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	✓	
Gofynion Ieithyddol		
Gwrando a Siarad Yn gallu ymdrin â holl agweddau'r swydd yn llafar mewn modd hyderus yn y Gymraeg a'r Saesneg.		✓
Darllen a Deall 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.		✓
Ysgrifennu 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 darllynydd.		✓

Job Description

RESPONSIBILITY FOR FUNCTIONS

- Manage project budgets, monitoring expenditure and costs against delivered and realised project outputs and wider programme benefits.
- Matrix management of staff and resources across project teams including allocation and management of work.
- Be responsible for relevant equipment including laptops and mobile phones

MAIN DUTIES

Project Management

- multiple project design and business case completion including negotiation and agreement within assigned programme(s)
- manage multiple complex projects through approval and implementation
- quality assurance of all project work
- provide professional support including quality assurance to other projects within the wider Growth Deal portfolio.

Programme Management

- support the co-ordination and oversight of programme management systems and disciplines to industry standard;
- collective co-ordination and management of the inter-dependencies across programmes and projects

Programme and Contracts Governance

- negotiation and management of contracts

Resource Management

- capital and revenue project budget and grant management
- maximise the effective use of resources in the delivery of projects
- achievement of any set commercial and income targets

Performance Management

- performance management and accountability at project output levels
- risk management and accountability at project output levels

Reporting and Accountability

- reporting on project and resource planning as required
- quality assurance of all data and performance reports
- acting as an expert and trusted advisor within the Programme Office

Job Description (continued)

Ambassadorial

- acting as an advocate for the Growth Vision and the region
- development and management of effective external relationships at all levels
- management of external project communications and public relations

Compliance and Conduct

- working to all set policies and procedures and law e.g. financial, equalities, health and safety
- demonstrating the highest standards of professional behaviours and values

Energy

- Project-manage the development and delivery of priority energy projects identified by the NWEAB (e.g. the Growth Deal Smart Local Energy Project)
- Progress applications for Energy related funding opportunities as required
- Oversee and lead the development of Full Business Cases for Energy Projects
- Manage and input to relevant Energy Project / Programme Boards as required
- Work with key regional stakeholders, partners and governments to ensure successful delivery of Energy Projects and Programmes
- Establish relationships with cross-border hubs and programmes to support strategic aims and exploit joint investment opportunities;

Person Specification

Criteria	Essential	Desirable
Education / Professional Qualifications		
Degree/post graduate in a relevant field (or equivalent)	✓	
Project / Programme Management Qualification (e.g PRINCE 2 Practitioner or equivalent)		✓
Member of a Professional Institution		✓
Knowledge and Skills		
Effective interpersonal and communication skills	✓	
Good knowledge of project management methods	✓	
Good knowledge of techniques for planning, monitoring and controlling projects	✓	
Understanding of financial management practice	✓	
ICT literate, at ease with Word, PowerPoint, Excel and relevant databases and social media	✓	
Knowledge of the low carbon energy sector	✓	
Understanding of bid writing / business case development process		✓
Experience		
Evidence of continuous professional development	✓	
Experience of successful programme and/or project delivery to deadline and to budget	✓	
Experience of effective public/stakeholder engagement	✓	
Previous experience of contract management	✓	
Experience of working with Elected Members and dealing with politically sensitive issues		✓
Experience of applying for external funding and / or business case development		✓
Previous experience within the low carbon energy sector		✓
Personal Attributes		
Trustworthy	✓	
Confident communicator and strong emotional intelligence	✓	
Innovative thinker	✓	
Flexible with regard to areas of responsibility, differing priorities and adaptable to change	✓	
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	✓	
Ability to motivate and inspire others to take action	✓	
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 Comprehension		
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.		✓
Writing		
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
Dyddiad Cau Bydd angen derbyn ceisiadau erbyn y dyddiad yma	Closing Date Applications need to be received by this date	17/07/2020
Rhestr Fer 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	Shortlisting We aim to inform all those shortlisted by this date with details of the assessments and interview date provided.	erbyn/by w/c 26/07/2020
Asesiadau Bydd asesiadau yn cymryd lle cyn y cyfweiliad. Byddwn yn derbyn y manylion os byddwch ar y rhestr fer	Assessments Assessments will take place prior to the interview. You will be informed of the details should you be shortlisted.	w/c 3/08/2020
Cyfweiliadau 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.	Interviews Exact dates/times of interviews will be confirmed upon shortlisting. Interviews will be held virtually via Microsoft Teams.	w/c 10/08/2020

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>