



Rheolwr Rhaglen y Cynllun Twf Growth Deal Programme Manager

Pecyn Swydd Job Pack



Cynnwys

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Am fwy o wybodaeth am y swydd,
cysylltwch gyda:

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Rheolwr Rhaglen Cynllun Twf

PWRPAS Y SWYDD

- Arwain y gwaith o ddylunio, negodi a chynllunio'r rhaglen(ni) sydd wedi'u neilltuo
- Rheoli'r gwaith o gydlynu a gweithredu'r rhaglen(ni) sydd wedi'u neilltuo
- Datblygu, negodi a chytuno'r achosion busnes ar gyfer yr holl brosiectau o fewn sgôp y rhaglen (ni);
- Rheoli dyluniad a chynllunio, gweithredu a chasgliadau'r prosiectau unigol
- Cyflawni deilliannau a thargedau'r prosiectau unigol a'r rhaglen gronrus ar amser ac o fewn yr adnoddau sydd wedi'u neilltuo
- Cydlynu'r gwaith o gynllunio a gweithredu rhaglenni ar y cyd ac yn rhyng-ddibynnol o fewn y Cynllun Twf a'r Weledigaeth Twf
- Cyfrannu at ddylunio a gweithredu Gweledigaeth Twf Ranbarthol tymor hwy

Cyflog: £50,368—£53,234 (UR2)
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.

Growth Deal Programme Manager

JOB PURPOSE

- Leadership of assigned programme (s) design, negotiation and planning
- Management of assigned programme(s) co-ordination and implementation
- Development, negotiation and agreement of business cases for all projects within the scope of the programme(s);
- Management of individual project design and planning, implementation and conclusion
- Achievement of individual project and cumulative programme outcomes and targets on time and within allocated resources
- Co-ordination of joint and inter-dependent planning and implementation of programmes within the Growth Deal and Vision
- Contribution to the design and implementation of a longer-term Regional Growth Vision

Salary: £50,368—£53,234 (UR2)
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 rhaglen o hyd at £100m, monitro'r gwariant a'r costau yn erbyn y buddion a ddarparwyd a'r buddion a wireddwyd wrth i'r rhaglen fynd yn ei blaen.
- Bod yn rheolwr llinell ar hyd at 5 aelod o staff
- Bod yn gyfrifol am offer perthnasol yn cynnwys gliniaduron a ffonau symudol

PRIF DDYLETSWYDDAU

Rheolaeth Rhaglen

- dylunio, cyflwyno a goruchwylio systemau rheoli rhaglenni a disgyblaethau i safon diwydiant
- dylunio, negodi, cytuno a chynllunio'r rhaglen(ni) sydd wedi'u neilltuo
- cydlynu a gweithredu'r rhaglen(ni) sydd wedi'u neilltuo unwaith y cytunir ar hynny
- cydlynu a rheoli'r rhyng-ddibyniaethau ar draws y rhaglenni ar y cyd

Rheolaeth Prosiect

- dylunio, cyflwyno a goruchwylio systemau rheoli rhaglenni a disgyblaethau i safon diwydiant
- dylunio prosiectau niferus a chwblhau, negodi a chytuno ar achosion busnes o fewn y rhaglen(ni) sydd wedi'u neilltuo
- dylunio a gweithredu prosiectau niferus o fewn y rhaglen(ni) sydd wedi'u neilltuo
- sicrhau ansawdd yr holl waith prosiect

Llywodraethu Rhaglenni a Contractau

- creu a rheoli cerbydau cyflawni newydd fel sydd angen
- negodi a rheoli contractau

Rheoli Adnoddau

- rheoli cyllidebau a grantiau rhaglenni refeniw a chyfalaf
- cyflawni unrhyw dargedau incwm a masnachol sydd wedi'u gosod

Rheoli Perfformiad

- rheoli perfformiad ac atebolrwydd ar lefelau allbynnau rhaglenni a phrosiectau
- rheoli risg ac atebolrwydd ar lefelau allbynnau rhaglenni a phrosiectau
- rheoli timau a phobl

Swydd Ddisgrifiad (parhad)

Adrodd ac Atebolrwydd

- adrodd ar gynllunio a rheoli rhaglenni, prosiectau ac adnoddau ar lefel Bwrdd ac i'r Llywodraethau, y partneriaid a'r rhanddeiliaid sy'n ariannu
- sicrhau ansawdd yr holl adroddiadau data a pherfformiad
- gweithredu fel ymgynghorydd arbenigol y mae ymddiriedaeth ynddo/ynddi

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

Strategol

- strategaeth hir-dymor ar y cyd - datblygu a chynllunio

Cydymffurfiaeth ac Ymddygiad

- 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

Yn Benodol i'r Rhaglen

- Arwain ar y rhaglen Gweithgynhyrchu Uwch a'r Rhaglen Diwydiannau'r Tir a Thwristiaeth;
- Arwain ar ddatblygu unrhyw strategaethau neu gynlluniau gweithredu sy'n ymwneud â'r rhaglenni;
- Bod â chyfrifoldeb cyffredinol am reoli'r prosiectau o fewn y rhaglenni;
- Arwain ar y trafodaethau gyda Llywodraeth y DU a Llywodraeth Cymru ynghylch materion sy'n ymwneud â'r rhaglenni;
- Sefydlu perthnasau rhanbarthol a thraws-ffiniol cryf i gefnogi'r gwaith o gyflawni'r rhaglenni;
- Rheoli gwaith y byrddau rhaglen perthnasol gan gynnwys darparu cefnogaeth a chyfarwyddyd i uwch aelodau a swyddogion er mwyn hysbysu'r broses o wneud penderfyniadau;

Manylion Person

Criteria	Hanfodol	Dymunol
Addysg / Cymhwysterau Proffesiynol		
Gradd/ôl-radd mewn maes perthnasol (neu gyfatebol)	✓	
Aelod o Sefydliad Proffesiynol		✓
Gwybodaeth a Sgiliau		
Sgiliau arweinyddiaeth, sgiliau rhyngpersonol a sgiliau cyfathrebu effeithiol	✓	
Gwybodaeth dda o ddulliau rheoli rhaglenni a phrosiectau	✓	
Gwybodaeth dda am dechnegau cynllunio, monitro a rheoli rhaglenni	✓	
Gwybodaeth am bwnc y rhaglen benodol - naill ai Gweithgynhyrchu Uwch neu Diwydiannau ar y Tir a Thwristiaeth	✓	
Dealltwriaeth o'r broses caffael	✓	
Dealltwriaeth o arferion rheolaeth ariannol	✓	
Digon o awdurdod a hygrededd i fedru cynghori timau prosiect am eu prosiectau o ran eu perthynas â'r rhaglen	✓	
Llythrennog mewn TGCh, yn gyfforddus gyda Word, PowerPoint, Excel a chronfeydd data a chyfryngau cymdeithasol perthnasol	✓	
Sgiliau negodi lefel uchel yn cynnwys sicrhau cymeradwyaeth o fewn trefniadau llywodraethu cymhleth	✓	
Gwybodaeth am bolisiau a rheoliadau cenedlaethol sy'n effeithio ar feysydd y rhaglenni		✓
Profiad o ymgysylltu gyda'r cyhoedd/rhanddeiliaid yn effeithiol		✓
Gwybodaeth am fuddion pynciau rhaglenni penodol i dwf economaidd		✓
Profiad o ddatblygu achosion busnes		✓
Profiad o weithio gydag Aelodau Etholedig ac ymdrin â materion sy'n wleidyddol sensitif		✓
Profiad		
Tystiolaeth o ddatblygiad proffesiynol parhaus	✓	
Profiad blaenorol o reoli cyllidebau	✓	
Profiad blaenorol o reoli staff	✓	
Profiad o flaenoriaethu cyfleoedd strategol a sicrhau consensws ar gyfer dethol prosiectau	✓	
Profiad o gyflawni rhaglenni a/neu prosiectau'n llwyddiannus ar amser ac o fewn y gyllideb		✓

Manylion Person (parhad)

Criteria	Hanfodol	Dymunol
Nodweddion personol		
Dibynadwy	✓	
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		
Gwranddo 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 darllenydd.		✓

Job Description

RESPONSIBILITY FOR FUNCTIONS

- Manage the programme budget up to £100m, monitoring expenditure and costs against delivered and realised benefits as the programme progresses.
- Line manage up to 5 staff
- Be responsible for relevant equipment including laptops and mobile phones

MAIN DUTIES

Programme Management

- design, introduction and oversight of programme management systems and disciplines to industry standard
- assigned programme(s) design, negotiation, agreement and planning
- assigned programme(s) co-ordination and implementation once agreed
- collective co-ordination and management of the inter-dependencies across programmes

Project Management

- design, introduction and oversight of programme management systems and disciplines to industry standard
- multiple project design and business case completion, negotiation and agreement within assigned programme(s)
- multiple project and implementation with assigned programme(s)
- quality assurance of all project work

Programme and Contracts Governance

- creation and management of new delivery vehicles as needed
- negotiation and management of contracts

Resource Management

- capital and revenue programme budget and grant management
- achievement of any set commercial and income targets

Job Description (continued)

Performance Management

- performance management and accountability at programme and project output levels
- risk management and accountability at programme and project output levels
- team and people management

Reporting and Accountability

- reporting on programme, project and resource planning and management to Board level and to sponsoring Governments, partners and stakeholders
- quality assurance of all data and performance reports
- acting as an expert and trusted advisor

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 communications and public relations

Strategic

- collective forward strategy - development and planning

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

Programme Specific

- Lead on the Advanced Manufacturing programme and the Land-based industries and tourism programme;
- Lead on the development of any strategies or action plans related to the programmes;
- Have overall responsibility for the project management of projects within the programmes;
- Lead on negotiations with UK and Welsh Government on matters relating to the programmes;
- Establish strong regional and cross-border relationships to support the delivery of the programmes;
- Manage the work of the relevant programme boards including provision of support and guidance to senior members and officers in order to inform decision making;

Person Specification

Criteria	Essential	Desirable
Education / Professional Qualifications		
Degree/post graduate in a relevant field (or equivalent)	✓	
Member of Professional Institution		✓
Knowledge and Skills		
Effective leadership, interpersonal and communication skills	✓	
Good knowledge of programme and project management methods	✓	
Good knowledge of techniques for planning, monitoring and controlling programmes	✓	
Knowledge of topic of specific programme – either Advanced Manufacturing or Land-based industries and tourism	✓	
Understanding of procurement process	✓	
Understanding of financial management practice	✓	
Sufficient seniority and credibility to advise project teams on their projects in relation to the programme	✓	
ICT literate, at ease with Word, PowerPoint, Excel and relevant databases and social media	✓	
High level negotiating skills including securing approvals within complex governance arrangements	✓	
Knowledge of national policies and regulations affecting programmes areas		✓
Experience of effective public/stakeholder engagement		✓
Knowledge of benefits of specific programme topic to economic growth		✓
Experience of business case development		✓
Experience of working with Elected Members and dealing with politically sensitive issues		✓
Experience		
Evidence of continuous professional development	✓	
Previous experience of budget management	✓	
Previous experience of staff management	✓	
Experience of prioritising strategic opportunities and securing consensus for project selection	✓	
Experience of successful programme and/or project delivery to deadline and to budget		✓

Person Specification (continued)

Criteria	Essential	Desirable
Personal Attributes		
Trustworthy	✓	
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 27/07/2020
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 3/08/2020

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>