



Proffil Swydd/Job Profile

Teitl y Swydd – Rheolwr Prosiect y Gronfa
Gofal Integredig

Post Title – ‘A Healthier Carmarthenshire’
(HC) Project Manager

Adran	Cymunedau
Department	Communities

Is-adran/Adain	Integrated Services
Division/Section	Y Gwasanaethau Integredig

Gradd/Grade	J
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Rhif y Swydd/Post Number	033065
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Paratowyd Gan/Prepared By	Alex Williams
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Dyddiad/Date	03.11.22
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Prif Ddiben y Swydd

Mae Bwrdd Partneriaeth Ranbarthol Gorllewin Cymru yn gyrru cydweithio rhanbarthol integredig a chydweithredol rhwng gwasanaethau cymdeithasol, iechyd, tai, y trydydd sector a'r sector annibynnol ar draws y rhanbarth.

Sefydlwyd swydd Rheolwr Prosiect Sir Gaerfyrddin iachach i reoli prosiectau dirprwyedig ar gyfer rhaglen y Gronfa Integreiddio Rhanbarthol yn Sir Gaerfyrddin. Bydd deiliad y swydd yn datblygu ac yn cydlynu cynlluniau prosiect cadarn, gyda cherrig milltir clir o ran darpariaeth gan sicrhau bod yr holl brosiectau refeniw a chyfalaf yn cael eu cyflawni ar amser ac o fewn y gyllideb.

Y Prif Ddyletswyddau

1. Gweithio gydag ystod o bartneriaid a rhanddeiliaid ledled rhanbarth Gorllewin Cymru i gyflawni'r blaenoriaethau strategol y cytunwyd arnynt gan Fwrdd Sir Gaerfyrddin iachach
2. Cynhyrchu cynlluniau cynhwysfawr, wedi'u prisio ar gyfer prosiectau y cytunwyd arnynt, gan fodloni blaenoriaethau ac anghenion rhanbarthol diffiniedig ac adlewyrchu rheoliadau, canllawiau statudol a deddfwriaeth berthnasol. Sicrhau bod yr holl gynlluniau prosiect yn nodi cerrig milltir clir o ran darpariaeth, canlyniadau disgwylidiedig, risgiau a ffactorau llwyddiant allweddol.
3. Gwneud yr ymchwil perthnasol i gefnogi'r gwaith o ddatblygu dulliau rhanbarthol a lleol a hwyluso dysgu ar y cyd.
4. Rheoli prosiectau a rhoi cyngor technegol i'r timau prosiect rhanbarthol a lleol yn ôl yr angen.
5. Datblygu mesurau perfformiad ar gyfer prosiectau rhanbarthol a lleol y cytunwyd arnynt a chydymffurfio â'r holl delerau, amodau a gofynion monitro y Gronfa Integreiddio Rhanbarthol.
6. Cynorthwyo Bwrdd Cyfalaf Strategol Gorllewin Cymru rhanbarthol i ddatblygu a gweithredu cynlluniau cyfathrebu prosiectau rhanbarthol a lleol yn ôl yr angen.
7. Rhoi diweddariadau ynghylch cyflawni'r prosiectau cyfalaf a refeniw y cytunwyd i'w cynnwys mewn adroddiadau rhanbarthol ar gyfer Llywodraeth Cymru, fforymau rhanbarthol gan gynnwys y Bwrdd Partneriaeth Ranbarthol ac asiantaethau partner.
8. Cyfathrebu â swyddogion Llywodraeth Cymru ac asiantaethau perthnasol eraill yn rheolaidd i sicrhau y cydymffurfir ag amodau cyllido, adrodd ar gynnydd, cael cyngor o ran polisi a rhaglenni a rhannu arferion datblygol.

9. Cynorthwyo Arweinydd Trawsnewid Gwasanaeth Sir Gaerfyrddin i reoli eithriadau, llithriadau a chynnwys gweithgareddau ychwanegol mewn prosiectau cyfalaf a referniw a nodir yn ôl yr angen.

Yn gyfrifol am staff/offer

Cyllideb – Cydlynu a goruchwylio'r prosiect sy'n gysylltiedig â chyllideb cyfalaf a / neu referniw o tua £6 miliwn yn flynyddol.

Dim staff i'w rheoli ar y dechrau

Rheoli contractau allanol ac ymgynghorwyr

Yn atebol i

Arweinydd Trawsnewid Gwasanaeth Sir Gaerfyrddin

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant Galwedigaethol ac Aelodaethau Proffesiynol

Gradd neu gymhwyster cyfwerth

Profiad amlwg o reoli prosiectau mewn maes tebyg

Tystiolaeth o ddatblygiad proffesiynol parhaus

Y Sgiliau sy'n Ymwneud â'r Swydd/Galluoedd

Rheoli'r prosiect ar raddfa gymharol.

Sgiliau o ran trafod, dwyn perswâd a dylanwadu

Y gallu i reoli gwahanol ofynion a buddiannau a dod i gonsensws.

Y gallu i addasu i sefyllfaoedd newydd a heriol a rhoi ymatebion amserol, ystyriol ac effeithiol ar ran amrywiaeth o randdeiliaid.

Y gallu i ddatblygu cynlluniau prosiect cyfalaf a refeiwi

Gwybodaeth am systemau TG perthnasol a sut i'w defnyddio.

Gwybodaeth

Gwybodaeth am ddeddfwriaeth ac ymarferion perthnasol mewn perthynas ag iechyd, gofal cymdeithasol a thai

Profiad

Profiad amlwg o Reoli Prosiectau gyda'r gallu i gyflawni prosiectau o ansawdd ar amser ac o fewn y gyllideb.

Rhinweddau Personol

Meddu ar sgiliau arbennig o ran cyfathrebu ac ymwneud ag eraill.

Y gallu i weithio'n egniol gyda chymhelliant a brwdfrydedd a ffocws clir ar gyflawni canlyniadau.

Sgiliau da o ran cynllunio prosiectau, trefnu a busnes masnachol.

Mynegi gydag eglurder ym mhob deunydd ysgrifenedig a'r gallu i gyflwyno cynigion yn effeithiol.

Y gallu i weithio'n strategol, yn greadigol, yn flaengar, yn annibynnol ac fel rhan o dimau amlddisgyblaethol

Parodrwydd i gymryd cyfrifoldeb personol ar gyfer cael llwyddiant.

Y gallu i feithrin ac i gynnal perthynas bersonol dda â rheolwyr, aelodau, staff, cydweithwyr mewn is-adrannau eraill, tenantiaid, cyflenwyr, a thrydydd partïon.

Meini Prawf Dymunol

Gwybodaeth a dealltwriaeth o iechyd, gofal cymdeithasol a thai.

Sgiliau Iaith /Cyfathrebu

Cliciwch ar y ddolen - [Beth yw lefel eich gallu?](#)

Cymraeg	Sgiliau Llafar Lefel 2	Sgiliau Ysgrifennu Lefel 2
Saesneg	Sgiliau Llafar Lefel 5	Sgiliau Ysgrifennu Lefel 5
Arall (nodwch)		

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)

Gall fod gwiriadau DBS yn ofynnol ar gyfer rhai swyddi lle bydd angen gweithio gyda phlant ac oedolion agored i niwed. Mae'r canlynol yn ofynnol ar gyfer y swydd hon

Adran A – y math o ddatgeliad **Dim Angen Gwiriad DBS**

Adran B – y math o weithlu **Ddim yn berthnasol**

Adran C – A yw'n ofyniad
ar gyfer adnewyddiadau DBS 3 blynedd neu
DBS wedi cofrestru ar y gwasanaeth diweddarau **Nage**

Y RHESWM

UNRHYW WYBODAETH ARALL

Main Purpose of Job

The West Wales Regional Partnership Board (RPB) drives regional integrated and collaborative working between social services, health, housing, the third and independent sectors across the region.

The Healthier Carmarthenshire (HC) Project Manager post has been established to manage delegated projects for the Regional Integration Fund (RIF) programme in Carmarthenshire. The post-holder will develop and coordinate robust project plans, with clear delivery milestones ensuring that all revenue and capital projects are delivered on time and to budget.

Key responsibilities

1. Work with a range of partners and stakeholders across the West Wales region to deliver strategic priorities agreed by the Healthier Carmarthenshire Board
2. Produce comprehensive, costed, plans for agreed projects, meeting defined regional priorities and need, reflecting relevant legislation, statutory guidance and regulations. Ensure that all project plans identify clear delivery milestones, expected outcomes, risks and critical success factors.
3. Undertake relevant research to support the development of regional and local approaches and facilitate shared learning.
4. Provide project management and technical advice to the regional and local project teams as required.
5. Develop performance measures for agreed regional and local projects and comply with all RIF terms, conditions and monitoring requirements.
6. Assist the regional West Wales Strategic Capital Board to develop and implement regional and local project communication plans as required.
7. Produce updates on the delivery of agreed capital and revenue projects for inclusion in regional reports for Welsh Government, regional forums including the RPB and partner agencies.
8. Liaise with Welsh Government officials and other relevant agencies on a regular basis to ensure compliance with funding conditions, report on progress, obtain policy and programmes advice and share emerging practice.
9. Assist the Carmarthenshire Service Transformation Lead to manage exceptions, slippage and inclusion of additional activities within identified capital and revenue projects as required.

Responsible for staff/equipment

Budget – Coordination and overview of project associated annual capital and / or revenue budget of approximately £6million annually.
No staff management initially
Management of external contracts and consultants

Reporting to

Carmarthenshire Service Transformation Lead

Essential Criteria

Qualifications, Vocational training and Professional Memberships

Degree or equivalent

Demonstrable project management experience in a similar field

Evidence of continuing professional development

Job Related Skills and Competencies

Project management on a comparable scale

Negotiation, persuasion and influencing skills

Ability to manage competing demands and interests and broker consensus

Ability to adapt to new and challenging situations and provide timely, considered and effective responses on behalf of a range of stakeholders

Ability to develop capital and revenue project plans

Knowledge of relevant IT systems and their application

Knowledge

Knowledge of relevant legislation and practice, in relation to health, social care and housing.

Experience

Demonstrable experience of Project Management with the ability to deliver quality projects on time and to budget.

Personal qualities

Excellent communication and interpersonal skills.

Ability to work with energy, drive and enthusiasm with a clear focus on achieving results.

Strong project planning, organisational and commercial business skills.

Articulate with clarity in all written materials and the ability to present propositions effectively.

Ability to work strategically, creatively and innovatively, independently and as part of multi-disciplinary teams

A willingness to take personal responsibility for achieving success.

The ability to develop and maintain good personal relationships with managers, members, staff, colleagues in other divisions, tenants, suppliers, and third parties.

Desirable Criteria

Knowledge and understanding of health, social care and housing

Language and Communication Skills

Click on the link [What level are you?](#)

Welsh	Spoken Level 2 1	Written level 2
English	Spoken Level 5	Written level 5
Other (please State)		

DISCLOSURE AND BARRING SERVICES (DBS) CHECKS

DBS Checks may be required for certain posts which work with children and vulnerable adults. This post requires:

Section A – type of disclosure No DBS check required

Section B – workforce type Not Applicable

**Section C – Does the post require 3 yearly DBS renewals
or registration with the DBS online update service?** No

JUSTIFICATION

ANY OTHER INFORMATION