



Proffil Swydd/Job Profile

Teitl y Swydd – Arweinydd Contractau a Chomisiynu Eiddo Tai

Post Title – Housing Property Contracts & Commissioning Lead

Adran	Cymunedau
Department	Communities

Is-adran/Adain	Eiddo Tai a Phrosiectau Strategol
Division/Section	Housing Property & Strategic Projects

Gradd/Grade	L
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Rhif y Swydd/Post Number	033180
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Paratowyd Gan/Prepared By	Jonathan Fearn
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Dyddiad/Date	Chwefror/February 2023
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Prif Ddiben y Swydd

Bydd deiliad y swydd hon yn gyfrifol am weithredu'n strategol ar draws yr adran Cymunedau ac adran yr Amgylchedd, gan arwain y gwaith o ddatblygu a gweithredu'r Fframwaith Mân Waith newydd yn unol â'r weledigaeth strategol.

Y Prif Ddyletswyddau

1. Bod yn gyfrifol am ddatblygu trefniadau caffael, gan sicrhau cydymffurfiaeth â Rheoliadau Caffael Ewropeaidd a Rheolau o ran Gweithdrefnau Contractau'r Awdurdod.
2. Cydweithio ag adrannau corfforaethol a datblygu Strategaeth Lotiau, gan sicrhau bod y fframwaith yn hwyluso darparu gwasanaethau corfforaethol.
3. Bod yn gyfrifol am weithio gydag Ymgynghorwyr Cyfreithiol (mewnol ac allanol) i ddatblygu a gweithredu trefniadau contractiol, gan sicrhau bod y gwaith yr ymgwymerir ag ef yn cael ei ddosrannu'n unol â hynny er mwyn lleihau'r risg i'r awdurdod.
4. Gweithio gyda'r tîm Adfywio i dynnu sylw at y cyfle a'i hysbysebu ac annog cyfranogiad drwy ymgysylltu'n gynnar â'r farchnad a thrwy nodi a chefnogi cwmnïau anodd eu cyrraedd a chynnig hyfforddiant ynghylch tendro.
5. Arwain y gwaith o ddatblygu proses cyn-gymhwyso addas ar gyfer contractwyr a meini prawf ansawdd a chost yn gymesur â'r lotiau i alluogi cwmnïau i dendro, gan gynnwys lleihau'r rhwystrau i dendro.
6. Cydweithio â'r tîm caffael corfforaethol, gan sicrhau bod trefniadau cymorth tendro addas a chadarn ar waith.
7. Arwain y gwaith o ddatblygu a gweithredu strategaeth cyfathrebu/ymgysylltu i helpu i gyflwyno model caffael y Fframwaith Mân Waith newydd i randdeiliaid mewnol ac allanol (e.e. Seminarau i'r Aelodau, Rheolwyr Gyfarwyddwyr (cwmnïau allanol) ac ati).
8. Bod yn gyfrifol am ddatblygu ac adolygu gofynion yr awdurdod a gweithredu Mesurau Lleddfu'r Llywodraeth ar brosiectau a gaiff eu rheoli gan yr Adain.
9. Bod yn gyfrifol am ddatblygu a gweithredu adolygiadau contract i hyrwyddo gwelliant parhaus a gwerth am arian yn unol â gofynion contract.

Yn gyfrifol am staff/offer

X1 Cynorthwydd Contractau a Chomisiynu Tai
X1 Cynorthwydd Fframwaith Heblaw Tai
X2 Cynorthwydd Fframwaith Tai

Bod yn gyfrifol am gaffael a gweithredu cyllideb rhaglenni.

Yn atebol i

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant Galwedigaethol ac Aelodaethau Proffesiynol

- Gradd neu brofiad sylweddol cyfatebol mewn maes sy'n gysylltiedig â chontractio, comisiynu a chaffael.
- Tystiolaeth amlwg o hyfforddiant datblygiad proffesiynol parhaus sy'n berthnasol i ddyletswyddau'r swydd
- NVQ neu Ddiploma mewn Arweinyddiaeth a Rheolaeth

Sgiliau a Galluoedd sy'n ymwneud â'r Swydd

- Datblygu cynigion i wella ansawdd y gwasanaeth gan gynnwys ystod amrywiol o staff, rhanddeiliaid neu bartneriaid cyflenwi.
- Dangos sgiliau cyfathrebu cryf ynghyd â thystiolaeth o osod cyfeiriad clir er mwyn gallu cyflawni yn erbyn safonau perfformiad y cytunwyd arnynt.
- Rheoli, cefnogi ac ymestyn eich hun a'r tîm yn llwyddiannus i gyflawni amcanion y cytunwyd arnynt, gan ganolbwyntio ar y nodau sy'n wirioneddol bwysig.
- Y gallu i feddwl yn ddadansoddol ac yn greadigol er mwyn dod o hyd i atebion a rheoli adnoddau er mwyn gwella perfformiad y gwasanaeth a rheoli risg.
- Gweithredu ar lefel strategol, gan ddangos cyfathrebu rhagorol, diplomyddiaeth a dealltwriaeth o rôl aelodau etholedig a rhanddeiliaid allweddol eraill.
- Llunio a chyflwyno adroddiadau ac achosion busnes cadarn a chydlynol i lywio'r broses o wneud penderfyniadau yn rheolaidd.
- Rheoli blaenoriaethau sy'n gwrthdaro drwy gynllunio'n effeithiol er mwyn cyflawni amcanion o fewn amserlenni y cytunwyd arnynt.

Gwybodaeth

- Gwybodaeth am ddarparu a gwella gwasanaethau i gefnogi amcanion llesiant y Cyngor.
- Dealltwriaeth ragorol o'r diwydiant adeiladu a chynnal a chadw a'i reoliadau.
- Dealltwriaeth ardderchog o gyflawni gwaith sy'n gysylltiedig ag adeiladu.
- Dealltwriaeth ragorol o'r rheoliadau caffael Ewropeaidd a gweithdrefnau caffael yr awdurdod.
- Gwybodaeth helaeth am ddatblygu a gweithredu trefniadau contractiol.
- Gwybodaeth am Fesurau Lleddfu'r Llywodraeth a sut i'w gweithredu.

Profiad

- Profiad o fodloni gofynion deddfwriaethol gan gynnwys Rheoliadau Ariannol, Rheoliadau Caffael Ewropeaidd, gweithdrefnau Caffael a Chontractau.
- Profiad o weithio'n effeithiol mewn partneriaeth ag ystod eang o gyrff mewnol ac allanol er mwyn darparu a gwella gwasanaethau.
- Profiad o reoli cyllid ac adnoddau dynol yn llwyddiannus.
- Profiad amlwg o reoli rhaglenni rheoli newid trawsnewidiol yn llwyddiannus.
- Profiad amlwg o ddatblygu a gweithredu cytundebau contractiol/prosesau sicrhau ansawdd o fewn maes Gwaith a Gwasanaethu.
- Profiad amlwg o ymgymryd ag ymarferion caffael a'u rheoli (e.e. manylbau, ymgysylltu'n gynnar â'r farchnad, tendrau).
- Profiad amlwg o gaffael contractau a monitro perfformiad.

Rhinweddau Personol

Mae'n rhaid i chi ddangos y rhinweddau personol canlynol, sy'n cyd-fynd â'n gwerthoedd craidd:

Un Tîm

- Dangos brwdfrydedd ac egni ynghylch eich gwaith ac annog aelodau'r tîm i gydweithio o fewn y tîm ac ar draws yr Is-adran gan fuddsoddi amser i greu ffocws cyffredin ac ysbryd tîm gwirioneddol.

Rhagori

- Cyfathrebu'n barhaus â staff, gan helpu i egluro nodau a gweithgareddau a'r cysylltiadau rhwng y cynlluniau hyn a chynlluniau Adrannol/cynlluniau'r Cyngor.

Uniondeb

- Gwahodd her a, lle bo'n briodol, cynnwys eraill wrth wneud penderfyniadau i helpu i feithrin ymgysylltiad a chyflwyno argymhellion cadarn.

Cymryd Cyfrifoldeb trwy:

- Adnabod patrymau a thueddiadau mewn ystod eang o dystiolaeth/data a dod i gasgliadau allweddol, gan amlinellu costau, manteision, risgiau ac ymatebion posibl • Gwneud penderfyniadau pan fydd eu hangen, hyd yn oed os ydynt yn anodd neu'n amhoblogaidd.

Cwsmeriaid yn Gyntaf

- Dod o hyd i ffyrdd o wella systemau a strwythurau er mwyn cyflawni ag adnoddau symlach, gan ystyried anghenion a gofynion amrywiol cwsmeriaid a hyrwyddo diwylliant lle mae cwsmeriaid yn dod yn gyntaf.

Meini prawf dymunol

Sgiliau Iaith a Chyfathrebu

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

Cymraeg	Sgiliau siarad Lefel 3	Sgiliau ysgrifennu Lefel 2
Saesneg	Sgiliau siarad Lefel 5	Sgiliau ysgrifennu Lefel 5
Arall (nodwch)		

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)

Gall gwiriadau DBS fod yn ofynnol ar gyfer rhai swyddi sy'n gweithio gyda phlant ac oedolion agored i niwed. Yn ofynnol ar gyfer y swydd hon:

Adran A – y math o ddatgeliad Nid oes angen gwiriad DBS

Adran B – y math o weithlu Ddim yn berthnasol

Y RHESWM

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UNRHYW WYBODAETH ARALL

- Mae'n rhaid i ddeiliad y swydd allu teithio o amgylch y sir a'r tu hwnt.
- Mae'n bosibl y bydd natur eich cyfrifoldebau yn golygu y bydd yn ofynnol i chi weithio y tu allan i oriau swyddfa arferol.

Main Purpose of Job
This post will be responsible for operating strategically across the Communities and Environment departments, leading on the development and implementation of the new Minor Works Framework in line with the strategic vision.
Key responsibilities
1. Responsible for development of procurement arrangements, ensuring compliance with European Procurements Regulations and the authorities' Contract Procedure Rules. 2. To collaborate with corporate departments and develop a Lotting Strategy, ensuring the framework facilitates the delivery of corporate services. 3. Responsible for working with Legal Advisors (in-house & external) in the development and implementation of contractual arrangements, ensuring risk allocation of works undertaken is apportioned accordingly minimising risk to the authority. 4. To work with the Regeneration team to alert/advertise the opportunity and encourage participation through early market engagement and by identifying and supporting hard to reach companies and offering tender training. 5. Lead on the development of suitable pre-qualification of contractors and quality and cost criteria proportionate to the lots to enable companies to tender, including reducing barriers to tendering. 6. To collaborate with corporate procurement team, ensuring suitable and robust tender support arrangements are in place. 7. Lead on developing and implementing a communication/engagement strategy to assist in the delivery of the new Minor Works Framework procurement model to internal and external stakeholders (e.g. Member Seminars, Managing Directors (external companies), etc.). 8. Responsible for developing and reviewing of the authority's requirements and implementation of GLS (Government Soft Landings) on projects managed by the Section. 9. Responsible for developing and implementing contract reviews to promote continuous improvement and value for money in line with contract requirements.
Responsible for staff/equipment
X1 Housing Contracts & Commissioning Assistant X1 Non-Housing Framework Assistant X2 Housing Framework Assistant To be responsible for the procurement and implementation of programmes budget.
Reporting to
Head of Housing Property & Strategic Projects

Essential Criteria
Qualifications, Vocational training and Professional Memberships
- Degree or equivalent significant experience in a contracting, commissioning, procurement related field. - Demonstrable evidence of CPD training related to the duties of the post - NVQ or Diploma in Leadership and Management
Job Related Skills and Competencies
- Develop proposals to improve the quality of service with involvement from a diverse range of staff, stakeholders, or delivery partners - Demonstrate strong communication skills together with evidence of setting clear direction to enable delivery against agreed performance standards. - Successfully manage, support, and stretch self and team to deliver agreed objectives, focused on the goals that really matter - Ability to think analytically and creatively to deliver solutions and manage resources to improve service performance and manage risk. - Operate on a strategic level, demonstrating excellent communication, diplomacy and an understanding of the role of elected members and other key stakeholders. - Produce and present robust and coherent reports and business cases to inform the decision-making process on a regular basis. - Manage conflicting priorities through effective planning to deliver objectives within agreed timescales.
Knowledge
- Knowledge of delivering and improving services to support the council's well-being objectives. - Excellent understanding of the construction and maintenance industry and its regulations. - Excellent understanding of delivering construction related works - Excellent understanding of European procurement regulations and the authority's procurement procedures. - Significant knowledge of developing and implementing contractual arrangements - Knowledge of Government Soft Landings and how to implement.
Experience
- Experience of meeting legislative requirements including Financial Regulations, European Procurement Regulations, Contract and Procurement procedures. - Experience of effective working in partnership with a wide range of internal and external bodies to deliver and improve services. - Experience of successfully managing financial and human resources. - Demonstrable experience in successfully managing transformational change management programmes. - Demonstrable experience of developing and implementing Quality Assurance processes/contractual agreements within a Works and Servicing field. - Demonstrable experience of undertaking and managing procurement exercises (e.g. specifications, early market engagement, tenders). - Demonstrable Experience of contract procurement and performance monitoring.
Personal qualities
You must demonstrate the following personal qualities, which align with our core values: One Team Role model enthusiasm and energy about their work and encourage collaborative team working within own team and across the Division investing time to generate a common focus and genuine team spirit.

Excellence

- Continually communicate with staff, helping to clarify goals and activities and the links between these and Departmental/Council plans.

Integrity

- Invite challenge and where appropriate involve others in decision making to help build engagement and present robust recommendations.

Take Responsibility by:

- Recognising patterns and trends in a wide range of evidence/data and drawing key conclusions, outlining costs, benefits, risks, and potential responses
- Making decisions when they are needed, even if they prove difficult or unpopular.

Customer First

- Find ways to improve systems and structures to deliver with more streamlined resources, taking account of diverse customer needs and requirements promoting a culture where customers come first.

Desirable Criteria**Language and Communication Skills**

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

Welsh	Spoken Level 3	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

JUSTIFICATION

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ANY OTHER INFORMATION

- The post holder must be able to undertake travel both inside and outside of the County.
- The nature of services may require working outside of core hours.