Proffil Swydd/Job Profile

Teitl y Swydd – Swyddog Datblygu Economaidd Cronfa Ynni Adnewyddadwy Busnes y Gronfa Ffyniant Gyffredin

Post Title – Economic Development Officer SPF Business Renewable Energy Fund

Adran	Prif Weithredwr
Department	Chief Executives

Is-adran/Adain	Adfywio a Pholisi/Datblygu Economaidd
Division/Section	Regeneration & Policy/Economic Development

Gradd/Grade	G
Rhif y Swydd/Post Number	033312

Paratowyd Gan/Prepared By	Mike Bull

Dyddiad/Date	03/02/2023

Prif Ddiben y Swydd
Chwarae rhan allweddol wrth gynorthwyo'r Cydgysylltydd Datblygu Economaidd - Prosiectau a Chyllid i ddatblygu a gweithredu Cronfa Ynni Adnewyddadwy Busnes y Gronfa Ffyniant Gyffredin.
Y Prif Ddyletswyddau
Cyflawni amcanion a thargedau'r prosiect drwy ymgymryd â'r gweithgareddau canlynol:- 1. Datblygu'r prosesau a'r gweithdrefnau ar gyfer cyflwyno ceisiadau ac ar gyfer cymeradwyo cyllid, ynghyd â system rheoli gwybodaeth i gleientiaid, a systemau i sicrhau bod trefniadau monitro priodol ar gyfer prosiectau. 2. Marchnata'r gronfa sydd ar gael, derbyn a phrosesu ymholiadau a darparu cymorth a chyngor i'r rhai sy'n gwneud cais am gyllid o'r gronfa. 3. Asesu ceisiadau ar y cyd â swyddog diwydrwydd dyladwy (lle bo'n briodol) a pharatoi adroddiad penderfyniadau i'w ystyried gan y panel cyllido prosiectau. 4. Trefnu er mwyn hybu datblygiad y prosiectau a gymeradwywyd a chynorthwyo i lunio'r llythyr cynnig. 5. Monitro'n rheolaidd gynnydd prosiectau a gymeradwywyd, a llunio a chyflwyno adroddiadau cynnydd rheolaidd i'r Cydgysylltydd Prosiectau a Chyllid, Cyllidwr Prosiectau a'r panel cyllido prosiectau. 6. Gwirio hawliadau interim a therfynol ymgeiswyr a chynnal ymweliadau safle i sicrhau bod yr holl elfennau wedi'u cwblhau yn unol â'r hyn a gymeradwywyd a bod yr holl ddogfennaeth/tystiolaeth ofynnol yn cael ei darparu cyn i'r hawliad gael ei gymeradwyo a'i brosesu. 7. Monitro perfformiad / canlyniadau ac atebolrwydd ariannol y prosiectau sydd wedi cael cymorth a chynnal archwiliadau fel bo'r angen. 8. Sicrhau bod hawliadau am gyllid allanol a gwybodaeth monitro yn cael eu cyflwyno mewn modd cywir ac amserol. 9. Cynnal llinellau cyfathrebu clir a pharhaus â'r Gronfa Ffyniant Gyffredin a'r Swyddog Cydymffurfiaeth - Grantiau er mwyn sicrhau bod y prosiect yn cydymffurfio â gofynion grantiau mewnol, archwilio a Llywodraeth y DU. 10. Cydgysylltu â thîm marchnata Cyngor Sir Caerfyrddin a'r cyllidwyr mewn perthynas â chyhoeddusrwydd. 11. Cyflawni unrhyw ddyletswyddau eraill sy'n ofynnol ac sy'n gymesur â gradd y swydd.
Yn gyfrifol am staff/offer
• Yn gyfrifol am eich offer eich hun (ffôn symudol, gliniadur ac ati) • Yn gyfrifol am grantiau gan drydydd parti
Yn atebol i
Cydgysylltydd Datblygu Economaidd - Prosiectau a Chyllid

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant Galwedigaethol ac Aelodaethau Proffesiynol

Profiad o Ddarparu Grantiau gan Drydydd Parti neu Radd a/neu gymhwyster perthnasol.

Sgiliau a Galluoedd sy'n ymwneud â'r Swydd

Y gallu i lunio adroddiadau cywir a chryno mewn pryd

Y gallu i weithio mewn sefyllfaoedd heriol, gan ddatblygu a gweithredu prosiectau o fewn y gyllideb ac yn brydlon.

Y gallu i drosglwyddo sgiliau i dasgau gwahanol pan fydd angen.

Sgiliau da o ran dylanwadu a chyd-drafod. Y gallu i ddangos dyfalbarhad a phenderfyniad mewn trafodaethau.

Cyfathrebwr clir sydd â sgiliau da o ran ymwneud ag eraill / gofal cwsmeriaid

Gwybodaeth

Gwybodaeth am Ddulliau Darparu Adfywio.

Gwybodaeth am ddulliau cyllido sector preifat a sector cyhoeddus a grantiau gan drydydd parti.

Gwybodaeth am Ynni Adnewyddadwy.

Gwybodaeth am Systemau TG.

Profiad

Profiad o reoli prosiectau a chyllidebu.

Rhoi grantiau/cymorth ariannol i drydydd partïon.

Gweithio mewn partneriaeth ac yn gydweithredol.

Rhinweddau Personol

Y gallu i weithio o'ch pen a'ch pastwn eich hun ac fel rhan o dîm, a chreu cysylltiadau gwaith effeithiol yn fewnol ac yn allanol.

Sgiliau cyfathrebu da

Sgiliau rhagorol ar lafar, yn ysgrifenedig ac wrth wrando.

Meini prawf dymunol

Profiad o baratoi a chyflwyno ceisiadau am gyllid allanol

Sgiliau Iaith a Chyfathrebu

Cliciwch ar y ddolen Beth yw lefel eich gallu?

Cymraeg	**Sgiliau Siarad Lefel 2**	**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** **Adran C – A oes angen adnewyddiad DBS bob 3 blynedd ar gyfer y swydd neu gofrestru gyda gwasanaeth diweddaru ar-lein y DBS?** **Nac oes**

Y RHESWM
Amherthnasol

UNRHYW WYBODAETH ARALL
Y gallu i weithio'r tu allan i oriau arferol y swyddfa. Y gallu i deithio o fewn y sir ac yn genedlaethol. Bydd prif fan gwaith deiliad y swydd yng Nghaerfyrddin. Fodd bynnag, efallai y bydd yn ofynnol iddo/iddi weithio o fannau eraill yn y sir, yn ôl y gofyn.

Main Purpose of Job
Play a key role in supporting the Economic Development Projects and Funding Coordinator in the development and implementation of the Shared Prosperity Fund Business Renewable Energy Fund
Key responsibilities
To meet the objectives and targets of the project by undertaking the following activities:- 1. To develop the processes and procedures for application and approval of funding, a client information management system, and systems to ensure appropriate project monitoring. 2. To market the availability of the fund, take and process enquiries and provide support and advice to fund applicants 3. Undertake application assessment in conjunction with due diligence officer (where applicable) and prepare decision making report for consideration by project funding panel. 4. Organise to progress the development of approved projects and assist with the preparation of the offer letter. 5. To regularly monitor the progress of approved projects, and to prepare and present regular progress reports to Project and Funding Coordinator, Project Funder and Project funding panel 6. Check applicant interim and final claims and undertake site visit to ensure all elements have been completed as approved and that all required documentation/evidence is provided before the claim is approved and processed. 7. To monitor the performance/outcomes and financial accountability of projects assisted and implement audits as necessary. 8. To ensure that external funding claims and monitoring information are submitted in a timely and accurate manner. 9. To maintain continuous clear lines of communication with Shared Prosperity Fund and Grants Compliance Officer to ensure that the project complies with internal grant compliance, audit and UK Government requirements. 10. To liaise with Carmarthenshire County Council's and funders marketing team in relation to publicity 11. To carry out any other duties as and when required commensurate with the grade
Responsible for staff/equipment
• Responsible for own equipment (Mobile, Laptop etc.) • Third party grant responsibility
Reporting to
Economic Development Coordinator – Projects and Funding

Cyngor Sir Gâr
Carmarthenshire County Council

Essential Criteria

Qualifications, Vocational training and Professional Memberships

Experience in Third Party Grant Delivery / or Educated to degree level and/ or relevant qualification.

Job Related Skills and Competencies

Ability to produce accurate and concise reports on time

Ability to work in challenging situations, developing, and implementing projects within budget and on time.

Ability to transfer skills to different tasks as and when required

Good influencing and negotiation skills. Ability to show persistence and determination in negotiations.

Clear communicator with good interpersonal/customer care skills

Knowledge

Knowledge of Regeneration Delivery Methods.

Knowledge of public and private sector funding mechanisms and third-party grants.

Knowledge of Renewable Energy

Knowledge of IT systems

Experience

Working experience in project management and budgeting.

Delivering grants / financial assistance to third parties

Partnership Collaborative Working

Personal qualities

Ability to work on own initiative and to work as part of a team and create effective working relationships both internally and externally.

Good communication skills

Excellent verbal writing and listening skills

Desirable Criteria

Experience of preparing and submitting external funding applications

Language and Communication Skills

Click on the link What level are you?

Welsh	**Spoken Level 2**	**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
N/A

ANY OTHER INFORMATION
Ability to work outside normal office hours. Ability to travel within the county and nationally. The post holder's main place of work will be in Carmarthen. However, they may be required to work from elsewhere in the county as required