



Proffil Swydd/Job Profile

Teitl y Swydd – Rheolwr Prosiect
Post Title – Project Manager

Adran	Cymunedau
Department	Communities

Is-Adran/Adain	Uned Cydweithredu Rhanbarthol
Division/Section	Regional Collaboration Unit

Gradd/Grade	J
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Rhif y Swydd/Post Number	033026
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Paratowyd gan/Prepared By	Kelvin Barlow
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Dyddiad/Date	Gorffennaf/July 2022
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Prif Ddiben y Swydd

Mae Partneriaeth Gofal Gorllewin Cymru yn dwyn ynghyd ystod o bartneriaid strategol o'r sector statudol, y trydydd sector a'r sector annibynnol ac mae'n goruchwyllo rhaglen uchelgeisiol gwerth £40 miliwn, gan lywio'r broses o drawsnewid ac integreiddio iechyd a gofal yn y rhanbarth.

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 yn cael eu cyflawni ar amser ac o fewn y gyllideb.

Bydd y Rheolwr Prosiect yn gweithio fel rhan o dîm i gefnogi'r gwaith o gyflawni prosiectau penodol yn ein rhaglen Iechyd a Gofal Cymdeithasol Integredig ar gyfer gorllewin Cymru.

Y Prif Ddyletswyddau

1. Gweithio gydag ystod o bartneriaid a rhanddeiliaid ledled rhanbarth Gorllewin Cymru i gyflawni'r blaenoriaethau strategol y cytunwyd arnynt gan y Bwrdd Partneriaeth Ranbarthol.
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 disgwyliedig, risgiau a ffactorau llwyddiant allweddol.
3. Gwneud yr ymchwil berthnasol i gefnogi'r gwaith o ddatblygu dulliau rhanbarthol a hwyluso dysgu ar y cyd.
4. Rheoli prosiectau a rhoi cyngor technegol i'r timau prosiect rhanbarthol yn ôl yr angen.
5. Datblygu mesurau perfformiad ar gyfer prosiectau rhanbarthol y cytunwyd arnynt a chydymffurfio â'r holl delerau, amodau a gofynion monitro cyllid grant y Gronfa Integreiddio Rhanbarthol.
6. Cynorthwyo grwpiau rhanbarthol y Rhaglen i ddatblygu a gweithredu cynlluniau cyfathrebu prosiectau rhanbarthol yn ôl yr angen.
7. Rhoi diweddariadau ynghylch cyflawni'r prosiectau y cytunwyd arnynt 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 arweinwyr y Rhaglen i reoli eithriadau, llithriadau a chynnwys gweithgareddau ychwanegol mewn prosiectau cyfalaf a nodir yn ôl yr angen.

Yn gyfrifol am staff/offer

Cyllideb - Cydlynw a goruchwyllo cyllideb prosiect a neilltuwyd
Dim staff i'w rheoli ar y dechrau
Rheoli contractau allanol ac ymgynghorwyr

Yn atebol i

Rheolwr Partneriaeth Strategol

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant Galwedigaethol ac Aelodaethau Proffesiynol

Cymhwyster perthnasol

Profiad amlwg o reoli prosiectau mewn maes tebyg

Tystiolaeth o ddatblygiad proffesiynol parhaus

Sgiliau sy'n Ymwneud â'r Swydd a Galluoedd

Rheoli 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

Datblygu cynlluniau prosiectau

Gwybodaeth am systemau TG perthnasol a sut i'w defnyddio

Gwybodaeth

Gwybodaeth a dealltwriaeth o'r sector cyhoeddus yng Nghymru, polisiâu a deddfwriaeth berthnasol

Gwybodaeth ynghylch arferion a deddfwriaeth berthnasol, mewn perthynas â chyllid cyfalaf a gwaith adeiladu

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 rhagorol 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 parffion

Meini prawf dymunol

Gwybodaeth a dealltwriaeth o iechyd a gofal cymdeithasol

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

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

Y RHESWM

UNRHYW WYBODAETH ARALL

Main Purpose of Job

The West Wales Care Partnership brings together a range of strategic partners from the statutory, third and independent sectors and oversees an ambitious, £40 million programme driving the transformation and integration of health and care in the region.

The post-holder will develop and coordinate robust project plans, with clear delivery milestones ensuring that all projects are delivered on time and to budget.

The Project Manager role will work as part of a team to support the delivery of specific projects within our Integrated Health and Social Care programme for West Wales.

Key responsibilities

1. Work with a range of partners and stakeholders across the West Wales region to deliver strategic priorities agreed by the RPB.
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 approaches and facilitate shared learning.
4. Provide project management and technical advice to the regional project teams as required.
5. Develop performance measures for agreed regional projects and comply with all RIF grant funding terms, conditions and monitoring requirements.
6. Assist the regional Programme groups to develop and implement regional project communication plans as required.
7. Produce updates on the delivery of agreed 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 Programme leads to manage exceptions, slippage and inclusion of additional activities within identified capital projects as required.

Responsible for staff/equipment
Budget – Coordination and overview of an assigned project budget No staff management initially Management of external contracts and consultants
Reporting to
Strategic Partnership Manager

Essential Criteria

Qualifications, Vocational training and Professional Memberships

Relevant Qualification

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

Development of project plans

Knowledge of relevant IT systems and their application

Knowledge

Knowledge and understanding of the Welsh public sector, relevant policy and legislation

Knowledge of relevant legislation and practice, in relation to capital funding, construction and building works

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 and social care

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**

JUSTIFICATION

ANY OTHER INFORMATION