

Disgrifiad Swydd

Teitl y Swydd	Rheolwr Gweithrediadau Busnes
Gwasanaeth	Economi ac Adfywio
Graddfa	11
Pwynt/iau Cyflog	32-34
Cyflog	£40,221 - £42,403 pro rata
Pwrpas y Swydd	<p>Mae'r rôl hon yn hanfodol i ddatblygu a rheoli'r swyddogaeth Gweithrediadau Busnes yng Nghanolfan Bwyd Cymru, gan gefnogi'r Tîm Technegol a sicrhau darpariaeth effeithiol o wasanaethau.</p> <p>Bydd deiliad y swydd yn:</p> <ul style="list-style-type: none"> • Rheoli'r tîm Gweithrediadau Busnes. • Monitro'r gwaith o gyflawni prosiect Helix Llywodraeth Cymru. • Helpu i sicrhau twf busnes cynaliadwy a meithrin perthnasoedd cryf â chleientiaid. • Gweithredu strategaeth datblygu busnes newydd, effeithiol. <p>Cynnal rhwydwaith cryf ar ran y Ganolfan</p>
Lleoliad	<p>Canolfan Bwyd Cymru</p> <p>Bydd gofyn i ddeiliaid y swydd hefyd fynychu lleoliadau eraill y tu allan i oriau gwaith, yn ôl y gofyn.</p> <p>Bydd ffôn symudol, sgrîn a gliniadur yn cael eu darparu er mwyn galluogi cyflawni gwaith y tu allan i'r swyddfa.</p>
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Cyfnod Penodedig
Teitl swydd y Rheolwr Llinell	Rheolwr Canolfan
Cyfrifoldebau Goruchwylio / Rheoli	Cyfrifoldeb rheoli llinell dros y tîm datblygu busnes, cydlynu canolfannau a swyddogaethau hyfforddi (5)
Atebolrwydd	<p>Cael cryn ymreolaeth yn rheoli datblygiad a darpariaeth gweithgaredd Gweithrediadau Busnes.</p> <p>Monitro ac adrodd ar gynnydd yn erbyn allbynnau a thargedau prosiect, gan nodi risgiau / materion i uwch reolwyr Gweithio'n agos gyda thîm ehangach Canolfan Bwyd Cymru, uwch gynrychiolwyr sector Bwyd a Diod a rhanddeiliaid Canolfan Bwyd Cymru i lywio darpariaeth gwasanaethau datblygu busnes wrth ddelio â materion sensitif a chyfrinachol.</p> <p>Bod yn atebol am ofal a diogelwch offer sy'n gysylltiedig â gwaith Canolfan Bwyd Cymru yn ddiogel yn y cyfleuster busnes gweinyddol.</p>
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Penodol hyd at 30 Mehefin 2025

Rheoli Prosiect

- Hyrwyddo'r rhaglen Helix, gan gynnwys prosiectau, gwasanaethau a chymorth a gynigir
- Datblygu rhaglen dwy ran ar gyfer Rheoli Cyfrif, gan dargedu'r busnesau Bwyd a Diod newydd a'r rhai sy'n bodoli'n barod.
- Gweithio ar y cyd gyda chyd-weithwyr Gweithrediadau Busnes FIW i sicrhau cydraddoldeb o ran darparu gwasanaethau ac adrodd.

Rheoli Adnoddau

- Hyrwyddo'r cyfleusterau ymchwil a datblygu a'r sgiliau a'r gwasanaethau arbenigol sydd ar gael drwy'r Ganolfan Fwyd
- Adolygu a rheoli cronfeydd data rheoli cysylltiadau cwsmeriaid (CRM) a gwaith cofnodi yn unol â systemau ddata perfformiad.

Rheoli Perfformiad

- Datblygu systemau monitro ac adrodd gweithrediadau busnes cadarn.
- Gweithredu gweithrediadau busnes effeithiol a chyfredol a systemau rheoli data.
- Rheoli a llywio'r strategaeth datblygu busnes
- Goruchwylio'r tîm datblygu busnes i ddiwallu anghenion cleientiaid presennol a newydd.
- Dehongli ymchwil i adnabod marchnadoedd newydd ac anghenion cwsmeriaid

Adrodd ac Atebolrwydd

- Goruchwylio datblygiad strategaeth farchnata.
- Goruchwylio gweithrediad systemau monitro er mwyn sicrhau cydymffurfiaeth â gofynion ariannol a chytundebol ac archwilio.
- Nodi cyfleoedd gweithgaredd masnachol posibl o fewn y sector.
- Hysbysu, trefnu a goruchwylio rhaglen hyfforddi a gweminar Canolfan Bwyd Cymru.
- Rheoli gwybodaeth tîm a matrices sgiliau Canolfan Bwyd Cymru, gan nodi gofynion CPD a hyfforddiant.

Cyffredinol

- Mabwysiadu'r safonau uchaf o ran ansawdd, cywirdeb ac effeithlonrwydd
- Ymgymryd ag unrhyw ddyletswyddau eraill a allai fod yn briodol i gyflawni amcanion y swydd, sy'n gymesur â chyflog, gradd a gallu deiliad y swydd.
- Bod yn gyfrifol a chymryd gofal rhesymol am lechyd, Diogelwch a Lles personol a gweithwyr eraill
- Hyrwyddo a chadw at Bolisi Cyfle Cyfartal y Cyngor
- Cydymffurfio â'r Ddeddf Diogelu Data bob amser.

Manyleb Person

Gofynnol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Addysgwyd i safon gradd neu gyfwerth. Diogelwch Bwyd Lefel 4 a HACCP. Dyfarniad Lefel 3 mewn Addysg a Hyfforddiant
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: Lefel 3 Darllen: Lefel 2 Ysgrifennu: Lefel 2 Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: Lefel 5 Darllen: Lefel 5 Ysgrifennu: Lefel 5 Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd o fewn dwy flynedd i benodiad
Sgiliau Ymarferol / Personol	Gallu gwneud gwahaniaeth buddiol i dîm Canolfan Bwyd Cymru, Arloesi Bwyd Cymru a'r Cyngor. Profiad gwaith profedig fel rheolwr gweithrediadau busnes, neu rôl gyfatebol yn y sector Bwyd a Diod. Hunan-gymhelliant, yn gallu gweithio heb goruchwyliaeth ac awydd cryf i yrru twf busnes. Y gallu i reoli a goruchwyllo gweithrediadau busnes o dan eu liwt eu hunain, a gweithio dan bwysau gan flaenoriaethu gwaith yn unol â hynny. Cyfathrebwr cryf sydd â gallu profedig o ymgysylltu effeithiol â rhanddeiliaid ar bob lefel uwch. Tystiolaeth o sgiliau rhwydweithio wrth ddatblygu partneriaethau e.e. deall pwysigrwydd cysylltedd cadwyn gyflenwi. Sgiliau cyflwyno a sgiliau siarad cyhoeddus rhagorol. TGCh llythrennog, hyderus gyda Word, PowerPoint, Excel a chronfeydd data perthnasol Y gallu i ddelio â materion cymhleth, dadleuol a chyfrinachol.
Profiad Hanfodol	Profiad a thystiolaeth o ymgysylltu'n strategol ar lefel uwch reolwyr yn y sector. Tystiolaeth o brofiad cyflenwi o fewn y sector bwyd a diod. Deall a gwybodaeth am faterion Cymreig dyddiol yn y sector bwyd a diod. Tystiolaeth o brofiad o ddatblygu, cynnal a thyfu gwasanaeth trosglwyddo gwybodaeth cryf.
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Parodrwydd i fynychu hyfforddiant perthnasol
Dymunol	
Cymwysterau / Hyfforddiant	Cymhwyster IQA
Sgiliau Ymarferol / Personol	Dealltwriaeth o raglenni Llywodraeth Cymru ac effaith bosibl eu cyflawniad. Cael golwg ar dueddiadau, pwysau a dylanwadau yn y dyfodol y gallai'r diwydiant eu profi. Ymwybyddiaeth, gwybodaeth a dealltwriaeth o'r materion sy'n wynebu busnesau gwledig

Job Description

Post Name	Business Operations Manager
Service	Economy and Regeneration
Grade	11
Spinal Point/s	32-34
Salary	£40,221 - £42,403 pro rata
Job Purpose	<p>This role is essential to develop and manage the Business Operations function within Food Centre Wales, supporting the Technical Team and ensuring effective service delivery.</p> <p>The postholder will:</p> <ul style="list-style-type: none"> • Manage the Business Operations team. • Monitor the delivery of the WG Helix project. • Help deliver sustainable business growth and forge strong relationships with clients. • Implement an effective new business development strategy. <p>Maintain a strong network on behalf of the Centre</p>
Location	<p>Food Centre Wales</p> <p>The post-holder will also be required to attend other locations and outside normal working hours as and when required.</p> <p>A mobile phone, screen and laptop will be provided to enable work to be undertaken outside the office base.</p>
Hours of Work	37 hours per week
Type of Contract	Full-time
Contract Duration	Fixed Term
Line Managers Job Title	Agri Food Centre Manager
Supervisory/Managerial Responsibilities	Line management responsibility for the business development team, centre co-ordination and training functions (5)
Accountability	<p>Have considerable autonomy managing the development and delivery of Business Operations activity.</p> <p>Monitor and report progress against project outputs and targets, identifying risks / issues to senior management.</p> <p>To work closely with the FCW wider team, F&D sector senior representatives and FCW stakeholders to inform business development service provision whilst dealing with sensitive and confidential issues.</p> <p>To be accountable for the safe keeping and security of the Food Centre Wales work related equipment in the business administrative facility</p>
Contractual Terms Associated with the Post	Fixed until 30 th June 2025
Duties and Responsibilities	
<p>Project Management</p> <ul style="list-style-type: none"> • Promote the Helix program, including projects, services and assistance offered • Develop a two-tier Account Management program targeting new and existing F&D businesses. 	

- Work in collaboration with FIW Business Operations colleagues to ensure parity of service delivery and reporting.

Resource Management

- Actively promote the research and development facilities and the specialist skills and services available through the Food Centre
- Review and manage customer relationship management (CRM) databases and record work in line with performance data systems.

Performance Management

- Develop robust monitoring and reporting business operations systems.
- Implement effective and up to date business operations and data management systems.
- Manage and inform the business development strategy
- Oversee the business development team to meet existing and new client needs.
- Interpret research to identify new markets and customer needs

Reporting & Accountability

- Oversee the development of a marketing strategy.
- Oversee the implementation of monitoring systems to ensure compliance of projects with both financial and contractual output and audit requirements.
- Identify potential commercial activity opportunities within the sector.
- Inform, schedule and oversee the FCW training and webinar program.
- Manage the FCW team knowledge and skills matrix, identifying CPD and training requirements.

General

- To adopt the highest standards of quality, accuracy, and efficiency
- To undertake such other duties as may be appropriate to achieve the objectives of the post, commensurate with the post holders salary, grade and ability.
- To be responsible and take reasonable care for the Health, Safety and Welfare of him/herself and other employees
- To promote and adhere to the council's Equal Opportunities Policy
- To adhere to the Data Protection Act at all times.

Job Evaluation Post Ref

JD 1736

Person Specification

Essential								
Academic / Professional / Technical / Vocational Qualifications	Educated to degree standard or equivalent. Level 4 Food Safety and HACCP. Level 3 Award in Education and Training							
Welsh Linguistic Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Listening/Speaking:</td> <td style="text-align: right;">Level 3</td> <td rowspan="3" style="width: 40%; vertical-align: top;">The Welsh linguistic skills noted must be attained within two years of appointment</td> </tr> <tr> <td>Reading:</td> <td style="text-align: right;">Level 2</td> </tr> <tr> <td>Writing</td> <td style="text-align: right;">Level 2</td> </tr> </table>	Listening/Speaking:	Level 3	The Welsh linguistic skills noted must be attained within two years of appointment	Reading:	Level 2	Writing	Level 2
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Writing	Level 2							
English Linguistic Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Listening/Speaking:</td> <td style="text-align: right;">Level 5</td> <td rowspan="3" style="width: 40%; vertical-align: top;">The English linguistic skills noted must be attained within two years of appointment</td> </tr> <tr> <td>Reading:</td> <td style="text-align: right;">Level 5</td> </tr> <tr> <td>Writing</td> <td style="text-align: right;">Level 5</td> </tr> </table>	Listening/Speaking:	Level 5	The English linguistic skills noted must be attained within two years of appointment	Reading:	Level 5	Writing	Level 5
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Reading:	Level 5							
Writing	Level 5							
Practical and personal skills	<p>Be able to make a beneficial difference to the FCW team, Food Innovation Wales and the Council.</p> <p>Proven working experience as a business operations manager, or equivalent role within the F&D sector.</p> <p>Self-motivated, able to work with minimum supervision and have a strong desire to drive business growth.</p> <p>Ability to manage and supervise business operations under own initiative, and work under pressure prioritising work accordingly.</p> <p>Strong communicator with a proven ability of effective stakeholder engagement at all levels of seniority.</p> <p>Networking skills demonstrated by a track record of building partnerships e.g., understanding the importance of supply chain connectivity.</p> <p>Excellent presentation and public speaking skills.</p> <p>ICT literate, confident with Word, PowerPoint, Excel and relevant databases</p> <p>Ability to deal sensitively with complex, controversial and confidential issues.</p> <p>Full UK driving license.</p>							
Required Experience	<p>Experience and track record to engage strategically at senior management level in the sector.</p> <p>A track record of proven delivery within the food and drink sector.</p> <p>Understanding and knowledge of daily Welsh issues in the food and drink sector.</p> <p>Proven experience of developing, maintaining and growing a strong knowledge transfer service.</p>							
Training/education required to be undertaken for the post/worked towards	Willingness to attend relevant training							
Desirable								
Qualifications / Training	IQA qualification							
Practical / Personal Skills	<p>Understanding of WG programs and the potential impact of their delivery.</p> <p>Having a view of future trends, pressures and influences that the industry might experience.</p> <p>Awareness, knowledge and understanding of the issues facing rural businesses</p>							