

Disgrifiad Swydd

Enw Post	Cynllunydd Portffolio
Gwasanaeth	Economi ac Adfywio (Swyddfa Rheoli Portffolio BTCC)
Gradd	12
Pwynt / s Asgwrn y Cefn	35-37
Cyflog	£44,711 - £46,731
Pwrpas Swydd	Mae Bargaen Twf Canolbarth Cymru (BTCC) yn bartneriaeth rhwng Cynghorau Ceredigion a Phowys (fel rhan o Tyfu Canolbarth Cymru) i sicrhau buddsoddiad cyfunol o £110m gan Lywodraethau'r DU a Chymru i dyfu a datblygu'r economi ranbarthol yn sylweddol mewn partneriaeth â'r sector preifat. Bydd y Cynllunydd Portffolio yn arwain ar sicrhau bod pob agwedd ar y Portffolio yn cael ei diffinio. Byddwch yn rhoi eglurder ar gerrig milltir allweddol i ddiffinio beth, pryd a sut y bydd gweithgareddau'n cael eu trefnu i sicrhau y gellir cyflawni canlyniadau'r Portffolio, gyda'r adnoddau sydd ar gael. Bydd amrywiaeth o gymhlethdod prosiectau a rhaglenni. Byddwch yn arwain ar bob agwedd ar gynllunio portffolio, a fydd yn cynnwys datblygu, diweddarau a monitro cynlluniau ac amserlenni. Byddwch yn nodi tasgau, gweithgareddau, rhyng-ddibyniaethau ac allbynnau ar gyfer y prosiect ac yn gweithio gyda thîm y prosiect i olrhain a monitro cynnydd yn erbyn y cynllun drwy gydol oes y prosiect, gan sicrhau bod dadansoddiad blaengar yn cael ei gynhyrchu ar gyfer rhanddeiliaid.
Lleoliad / Sylfaen Gwaith Cytundebol	Aberystwyth, Canolfan Rheidol (Hybrid)
Oriau gwaith	37 awr yr wythnos
Math o Gytundeb	Amser-llawn
Hyd y Contract	Parhaol
Teitl Swydd Rheolwyr Llinell	Cyfarwyddwr Portffolio
Cyfrifoldebau goruchwyllo/rheoli	- Rheoli goruchwyllo adnoddau a benodir/comisiynwyd ar gyfer datblygu rhaglenni. - Rheoli llinell a chyfeiriadol 2x Dadansoddwyr Portffolio
Atebolrwydd	Cyfarwyddwr Portffolio
Telerau Cytundebol sy'n Gysylltiedig â'r Post	Gweithio hybrid – fodd bynnag, bydd angen o leiaf 2 ddiwrnod yn y swyddfa gyda'r tîm yn wythnosol.
Dyletswyddau a Chyfrifoldebau	

Cyflawni ac Arwain

- Arwain ar weithgarwch cynllunio a gweithio gyda rhaglenni a phrosiectau'r Portffolio i gefnogi'r gwaith o ddarparu buddion a chanlyniadau achosion busnes.
- Cefnogi meithrin gallu ar draws y tîm ac ar draws Noddwyr y Prosiect a defnyddio arfer gorau wrth gynllunio ac adrodd.
- Darparu cyngor arbenigol i aelodau'r tîm a chymuned y prosiect yn y Portffolio.
- Adeiladu rhwydweithiau cryf o fewn y tîm (Swyddfa Rheoli Portffolio (PoMO) yn fewnol ac yn allanol ar draws cymuned y prosiect ar draws y Portffolio.

Cynllunio prosiectau

- Herio a phrofi rhagdybiaethau prosiect i sicrhau bod cynlluniau'n realistig ac yn gyraeddadwy.
- Arwain y gwaith o ddatblygu a gweithredu strwythurau dadansoddi, meini prawf ansawdd, disgrifiadau cynnyrch a strategaeth fonitro effeithiol.
- Cefnogi'r Rheolwr Portffolio i nodi opsiynau i wneud y gorau o'r ddarpariaeth drwy esmwytho adnoddau, lefelu adnoddau ac aildrefnu gweithgareddau.

Adnoddau

- Rheoli'r tîm cynllunio i nodi, datblygu a defnyddio adnoddau.
- Adnabod a chynllunio ar gyfer gofynion adnoddau ehangach y Portffolio drwy gymhwyso technegau cynllunio prosiectau yn gyson – o fewn y PoMO ac ar draws partneriaid allanol.

Rheoli rhanddeiliaid

- Sicrhau bod cyfrifoldebau ac anghenion rhanddeiliaid yn cael eu deall a'u trin mewn trefniadau adrodd.
- Gweithio gyda rhanddeiliaid i sicrhau bod y cynlluniau'n gynhwysfawr.

Perfformiad a rheolaethau prosiect

- Dadansoddi data perfformiad, edrych ar dueddiadau i nodi meysydd gwella a chydweithio, a dewis dulliau ac offer priodol i'w datrys.
- Monitro a dadansoddi gwybodaeth, rhoi gwybod am gynnydd, llithriad ac amlygu meysydd risg a chyfle.
- Arwain y tîm cynllunio i gasglu gwybodaeth gan dimau rhaglenni a phrosiectau i gynhyrchu adroddiadau perfformiad.

Arweiniad a chefnogaeth

- Darparu cyngor a chymorth arbenigol i sicrhau bod prosiectau'n cael eu cyflawni'n llwyddiannus.
- Darparu arweiniad a chynghor i Reolwyr Prosiect yn ystod cychwyn prosiect ar ddewis dull cynllunio, offer, prosesau a chymesuredd.
- Nodi ac arwain cyflwyno prosesau, offer a thempledi cynllunio arfer gorau, gan ddefnyddio arfer gorau safonau'r diwydiant fel meincnod.
- Adolygu ac adeiladu gallu cynllunio o fewn y PoMO ac ar draws cymuned y prosiect ar draws y Portffolio.
- Darparu cyngor arbenigol ar brosesau cynllunio drwy gydol cylch bywyd y prosiect.

Cyffredinol

- 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.

Manyleb Person

Hanfodol			
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	- Gradd berthnasol neu gyfwerth ac o leiaf 5 mlynedd o brofiad mewn rôl gynllunydd arweiniol mewn Swyddfa Rheoli Rhaglen fawr Un o'r canlynol (rhaid iddo fod yn gyfredol): - Tywysog 2 Ymarferydd - Ymarferydd APM - Ymarferydd Rheoli Prosiect Ystwyth - Ymarferydd Cynllunio a Rheoli Prosiect Rhyngwladol APMG		
Sgiliau ieithyddol Cymraeg	Gwrando/siarad: Darlleniad: Ysgrifen	Lefel 1 Lefel 1 Lefel 1	Rhaid sicrhau'r sgiliau ieithyddol Cymraeg a nodir o fewn dwy flynedd i'w phenodi.
Sgiliau Iaith Saesneg	Gwrando/siarad: Darlleniad: Ysgrifen	Lefel 5 Lefel 5 Lefel 5	Mae angen y sgiliau ieithyddol Saesneg a nodir wrth gael eu penodi.
Sgiliau ymarferol a phersonol	- Gallu gweithio gydag eraill a dylanwadu arnynt a bod yn weladwy. - Y gallu i gymryd camau arweinyddiaeth credadwy, gan nodi risgiau a phroblemau, gweithredu a chynyddu lle bo hynny'n briodol. - Defnyddio menter eich hun ac yn gallu gweithio gydag amwysedd sylweddol. - Sgiliau cydweithio rhagorol – datblygu perthnasoedd newydd a meithrin un presennol ar gyfer canlyniadau llwyddiannus. - Yn gallu rheoli a gwasgaru gwrthdaro. - Ysbrydoli eraill i fod yn llwyddiannus. - Gallu amlwg i fod yn wydn a gweithio dan bwysau. - Y gallu i feddwl yn arloesol - Llygad am fanylion a chywirdeb		
Profiad Angenrheidiol	- Sgiliau cynllunio ac amserlennu rhagorol. - Profiad o arwain y gwaith o reoli Risgiau a Materion mewn amgylchedd rhaglen/prosiect. - Profiad o reoli trefniadau llywodraethu mewn amgylchedd prosiect/rhaglen. - Profiad cryf o weithio gyda nifer o randdeiliaid mewn amgylchedd prosiect/rhaglen. - Profiad o drefnu a chefnogi gweithgaredd Sicrwydd. - Dealltwriaeth amlwg o brosesau Rheoli Newid o fewn amgylchedd rhaglen/prosiect. - Dealltwriaeth amlwg o Reoli Gwybodaeth o fewn amgylchedd rhaglen/prosiect.		

	• Profiad o reoli adnoddau mewn amgylchedd prosiect/rhaglen a dyrannu asedau. • Profiad o gefnogi datblygiad / monitro cyllidebau/rheoli costau. • Profiad o gefnogi datblygiad achosion busnes. • Profiad o reoli budd-daliadau. • Profiad o ddatblygu fframweithiau a methodolegau.
Hyfforddiant/addysg sy'n ofynnol ar gyfer y swydd/gweithio tuag ato	• Ymarferydd Cynllunio a Rheoli Prosiect Rhyngwladol APMG

Dymunol	
Cymwysterau / Hyfforddiant	-
Sgiliau Ymarferol / Personol	• Dealltwriaeth o ranbarth Canolbarth Cymru a'r nodweddion cymdeithasol ac economaidd, gan gynnwys blaenoriaethau a rhanddeiliaid allweddol. • Dealltwriaeth gref o'r cyd-destun polisi cenedlaethol.

Job Description

Post Name	Portfolio Planner
Service	Economy and Regeneration (MWGD Portfolio Management Office)
Grade	12
Spinal Point/s	35-37
Salary	£44,711 - £46,731
Job Purpose	The Mid Wales Growth Deal (MWGD) is a partnership between Ceredigion and Powys Councils (as part of Growing Mid Wales) to deliver a combined £110m investment from UK and Welsh Governments to significantly grow and develop the regional economy in partnership with the private sector. The Portfolio Planner will lead on ensuring that all aspects of the Portfolio are defined. You will provide clarity on key milestones to define what, when and how activities will be organised to ensure the outcomes of the Portfolio can be achieved, with the resources available. There will be a range of project and programme complexity. You will lead on all aspects of Portfolio planning, which will include the development, updating and monitoring of plans and schedules. You will identify tasks, activities, interdependencies and outputs for the project and work with the project team to track and monitor progress against the plan throughout the life of the project, ensuring a forward look analysis is produced for stakeholders.
Contractual Work Location/Base	Aberystwyth, Canolfan Rheidol (Hybrid)
Hours of Work	37 hours a week
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Portfolio Director
Supervisory/Managerial Responsibilities	- Supervisory management of appointed/commissioned resources for programme development delivery. - Line and directional management of 2x Portfolio Analysts
Accountability	Portfolio Director
Contractual Terms Associated with the Post	Hybrid working – however will require a minimum of 2 days in the office with the team weekly.

Duties and Responsibilities

Delivery and Leadership

- Lead on planning activity and work with the programmes and projects of the Portfolio to support the delivery of business case benefits and outcomes.
- Support capability building across the team and across the Project Sponsors and use best practice in planning and reporting.
- Provide expert advice for team members and project community within the Portfolio.
- Build strong networks within the internally within the PoMO team and externally across the project community across the Portfolio.

Project planning

- Challenge and test project assumptions to ensure that plans are realistic and achievable.
- Lead the development and implementation of breakdown structures, quality criteria, product descriptions and an effective monitoring strategy.
- Support the Portfolio Manager to identify options to optimise delivery through resource smoothing, resource levelling and rescheduling of activities.

Resources

- Manage the planning team to identify, develop and deploy resources.
- Identify and plan for wider resource requirements of the Portfolio through the consistent application of project planning techniques – both within the PoMO and across external partners.

Stakeholder management

- Ensure that stakeholder responsibilities and needs are understood and addressed in reporting arrangements.
- Work with stakeholders to ensure plans are comprehensive.

Project performance and controls

- Analyse performance data, looking at trends to identify areas of improvement and collaboration, and select appropriate methods and tools to resolve them.
- Monitor and analyse information, reporting progress, slippage and highlighting areas of risk and opportunity.
- Lead the planning team to gather information from programme and project teams to produce performance reports.

Guidance and support

- Provide specialist advice and support to ensure successful delivery of projects.
- Provide guidance and advice to Project Managers during project initiation on selection of planning approach, tools, processes and proportionality.
- Identify and lead the introduction of best practice planning processes, tools and templates, using industry standards best practice as a benchmark.
- Review and build planning capability within the PoMO and across the project community across the Portfolio.
- Provide expert advice on planning processes throughout the lifecycle of the project.

General

- 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.

Job Evaluation Post Ref

JD 1790-01

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	- Relevant degree or equivalent and Minimum of 5 years experience in a leading planner role in a large Programme Management Office One of the following (must be current): - Prince 2 Practitioner - APM Practitioner - Agile Project Management Practitioner - APMG International Project Planning and Control Practitioner	
Welsh Linguistic Skills	Listening/Speaking: Level 1 Reading: Level 1 Writing: Level 1	The Welsh linguistic skills noted must be attained within two years of appointment.
English Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 5 Writing: Level 5	The English linguistic skills noted are required on appointment.
Practical and personal skills	- Able to work with and influence others and be visible. - Able to take credible leadership actions, identifying risks and issues, taking action and escalating where appropriate. - Using own initiative and able to work with considerable ambiguity. - Excellent collaboration skills – developing new relationships and nurturing existing one for successful outcomes. - Able to manage and diffuse conflict. - Inspire others to be successful. - Demonstrable ability to be resilient and work under pressure. - Ability to think innovatively - Eye for detail and accuracy	
Required Experience	- Excellent planning and scheduling skills. - Experience of leading the management of Risks and Issues in a programme/project environment. - Experience of managing governance arrangements in a project/programme environment. - Strong experience of working with multiple stakeholders in a project/programme environment. - Experience of scheduling and supporting Assurance activity. - Demonstrable understanding of Change Control processes within a programme/project environment. - Demonstrable understanding of Knowledge Management within a programme/project environment. - Experience of managing resources in a project/programme environment and allocating assets.	

	• Experience of supporting the development/monitoring of budgeting/cost management. • Experience of supporting business case development. • Experience in Managing Benefits. • Experience of developing frameworks and methodologies.
Training/education required to be undertaken for the post/worked towards	• APMG International Project Planning and Control Practitioner

Desirable	
Qualifications / Training	-
Practical / Personal Skills	• Understanding of the Mid Wales region and the social and economic characteristics, including key priorities and stakeholders. • Strong understanding of the national policy context.