

Disgrifiad swydd

Enw Post	Cyfarwyddwr Portffolio (Bargen Twf Canolbarth Cymru)
Gwasanaeth	Economi ac Adfywio (Swyddfa Rheoli Portffolio BTCC)
Gradd	Gradd 15
Pwynt / s Asgwrn y Cefn	47-49
Cyflog	£56,999 - £59,095
Pwrrpas Swydd	Mae Bargen Twf Canolbarth Cymru (BTCC) yn bartneriaeth rhwng Cyngorau 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 Cyfarwyddwr Portffolio yn adrodd yn uniongyrchol i'r Uwch Berchennog Cyfrifol Portffolio (UBC) a bydd yn bwrw ymlaen â rheoli'r Swyddfa Rheoli Portffolio (PoMO) i sicrhau bod Portffolio BTCC yn mynd i gam cyflawni yn llwyddiannus.
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	Uwch Berchennog Cyfrifol (Bargen Twf Canolbarth Cymru)
Cyfrifoldebau goruchwylio/rheoli	- Rheoli'r Swyddfa Rheoli Portffolio (7 FTE) - Cyllidebol – Rheoli Cyllideb Refeniw BTCC yn weithredol - Rheoli cyllideb gyfalaf portffolio BTCC yn strategol
Atebolrwydd	Yn atebol i'r Uwch Berchennog Cyfrifol (UBC) am Fargen Twf Canolbarth Cymru
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

Bod yn gyfrifol am arwain Portffolio Bargen Twf Canolbarth Cymru a'i Raglenni a'i Phrosiectau cyfansoddol i gyflawni'r amcanion a nodwyd ac a gytunwyd arnynt yng Nghytundeb y Fargen Derfynol gyda Llywodraeth y DU a Llywodraeth Cymru.

Bod yn gyfrifol am flaenoriaethu a dyrannu adnoddau yn effeithiol ar draws y Portffolio er mwyn sicrhau'r ffordd orau o gyflawni'r amcanion y cytunwyd arnynt.

Piblinell Prosiectau:

- Gweithio gyda'r UBC i ddatblygu dull o ddatblygu a chynnal piblinell prosiectau i'r Bwrdd Portffolio ei hadolygu'n rheolaidd.

Llywodraethu ac Adrodd:

- Sefydlu fframwaith llywodraethu clir a'r drefn adrodd sy'n cyd-fynd ag arfer gorau Rheoli Portffolios. Cydlynu adrodd o raglenni a phrosiectau a darparu dadansoddiad o berfformiad ar lefel portffolio i'w adolygu gan lywodraethu rhanbarthol.

Achosion Busnes a Sicrwydd:

- Gweithio gyda thimau rhaglenni a phrosiectau i gydlynu cynhyrchu achosion busnes gan sicrhau mewnbwn ac amseriad arbenigol priodol trwy fframwaith llywodraethu, gan ddarparu cyngor ac arweiniad arfer gorau.
- Goruchwyllo'r Cynllun Gweithredu a Chymeradwyo Integredig (IAAP) ar gyfer y Portffolio. Sicrhau eglurder ynghylch y pwyntiau penderfynu sy'n ymwneud â datblygu a darparu achosion busnes a sicrhau lefelau priodol o sicrwydd.

Pobl ac Arweinyddiaeth

- Cyfathrebu ac adeiladu ymrwymiad i weledigaeth a rennir ac ymdeimlad o bwrpas o fewn y Swyddfa Rheoli Portffolio, ac ar y cyd â'r UBC, gyda rhanddeiliaid allanol.
- Cefnogi'r PoMO a'r timau Rhaglen a Phrosiectau cyfansoddol ar draws y Portffolio i wneud penderfyniadau yn annibynnol a chymryd yr awenau yn eu maes arbenigedd.
- Hyrwyddo gweithrediad y Portffolio ar draws y sefydliad a darparu arweiniad a chyfeiriad cyffredinol.
- Hyrwyddo diwylliant egniïol sy'n canolbwyntio ar gydweithio er budd y portffolio cyfan.

Cynllunio, amserlennu ac adnoddau

- Cynnal map cyflwyno Portffolio a llwybr beirniadol i fonitro cynnydd Portffolio.
- Datblygu tîm PoMO i sicrhau dadansoddiad cywir ac effeithiol i gydnabod ac olrhain cyd-ddibyniaethau ar draws y Portffolio.
- Argymhell sut y caiff adnoddau ariannol ac adnoddau eraill eu dyrannu ar draws mentrau newid er mwyn sicrhau'r enillion gorau posibl ar fuddsoddiad.
- Datblygu strategaethau i fynd i'r afael â bylchau adnoddau.
- Sicrhau bod y Portffolio yn esblygu i adlewyrchu newidiadau mewn cyfarwydddebau strategol a blaenoriaethau busnes – sicrhau'r ffordd orau o gyflawni.
- Rheoli integreiddio allbynnau a dibyniaethau o fewn amcanion strategol.

Rheoli risg a chyfleoedd

- Nodi a monitro risgiau Portffolio (bygythiadau a chyfleoedd), cynllunio a gweithredu ymatebion iddynt ac ymateb i faterion eraill sy'n effeithio ar y Portffolio.
- Sicrhau bod rheoli risg prosiectau/rhaglen yn rhan annatod o'r Portffolio, ac yn cael ei gymhwyso, ei adrodd a'i ddadansoddi yn gyson i ddarparu hyder uwch reolwyr
- Cymryd camau cyflym wrth ymateb a chynyddu risgiau sylweddol i lywodraethu/rheoli.

Rheoli rhanddeiliaid

- Cefnogi'r UBC i feithrin a rheoli ystod o berthnasoedd a chynghreiriau strategol allweddol gyda rhanddeiliaid mewnol/allanol.
- Sicrhau adolygiad rheolaidd o'r Portffolio i gefnogi uwch-fyfyrio rhanddeiliaid ar y Portffolio yn seiliedig ar ddealltwriaeth glir o'r gost, y risg a'r cyfraniad i amcanion strategol.
- Mapio a chynnal diddordeb a dylanwad rhanddeiliaid i bennu blaenoriaethau ar gyfer ymgysylltu a chyfathrebu.
- Cyfathrebu'n rheolaidd a chael mewnbwn ar faterion.
- Cymryd rhan mewn trafodaeth i ddatrys materion a gwahaniaethau rhwng rhanddeiliaid ac i herio rhagdybiaethau.

Rheoli budd-daliadau

- Datblygu dull gweithredu a goruchwyllo cynnal a chadw mesur ac olrhain budd-daliadau dros nifer o flynyddoedd. Newid gweithgareddau stopio nad ydynt bellach yn ychwanegu gwerth.
- Sefydlu perchnogaeth a chyfrifoldeb ar draws y Portffolio, PoMO a sefydliadau partner ar gyfer gwireddu budd-daliadau.
- Adolygu achosion busnes er mwyn asesu cynnydd yn rheolaidd tuag at wireddu budd-daliadau.

Manyleb Person

Hanfodol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	- Gradd berthnasol neu gyfwerth ac o leiaf 5 mlynedd o brofiad mewn arwain Swyddfa Rheoli Rhaglen fawr Un o'r canlynol (rhaid iddo fod yn gyfredol): - Rheoli Ymarferydd Risg - Rheoli Portffolios Ymarferydd - APM Siartredig Prosiect Proffesiynol	
Sgiliau ieithyddol Cymraeg	Gwrando/siarad: Lefel 2 Darlleniad: Lefel 2 Ysgrifen Lefel 2	Rhaid sicrhau'r sgiliau ieithyddol Cymraeg a nodir o fewn dwy flynedd i'w phenodi.
Sgiliau iaith Saesneg	Gwrando/siarad: Lefel 5 Darlleniad: Lefel 5 Ysgrifen Lefel 5	Mae angen y sgiliau ieithyddol Saesneg a nodir wrth gael eu phenodi.
Sgiliau ymarferol a phersonol	- Gwybodaeth am rolau aelodaeth / corff proffesiynol, dibenion ac ymgysylltu â hwy. - Y dystiolaeth ddiweddaraf o reoli portffolio effeithiol a darparu buddion - Sgiliau trafod a pherswadio effeithiol - Sgiliau cynllunio a threfnu arbenigol - Sgiliau cyfathrebu a rhyngpersonol rhagorol gyda'r gallu i gyfathrebu'n glir ag uwch reolwyr a'r bwrdd - Y gallu i gydlyn cydweithwyr, gwirfoddolwyr a phartïon dan gontract drwy arweinyddiaeth arbenigol, cymhelliant, gwaith tîm, goruchwyliaeth ac atebolrwydd - Gallu profedig i reoli rhanddeiliaid ar bob lefel. - Tystiolaeth o ddatblygiad proffesiynol parhaus perthnasol.	
Profiad Angenrheidiol	- Profiad profedig o ddarparu portffolio gan gynnwys darparu sicrwydd portffolio a llywodraethu effeithiol. - Profiad cryf fel arweinydd tîm – gan arwain gyda dylanwad, rheoli gwrthdaro a gwynnch yn wyneb amwysedd. - Profiad o gyllideb (refeniw a chyfalaf) a rheoli adnoddau (pobl ac asedau). - Profiad o ymgysylltu cyhoeddus/rhanddeiliaid effeithiol. - Profiad o ddarparu cymorth gweithredol ar lefel uwch - Profiad cryf o weithio mewn partneriaeth. - Profiad o weithio ym mhrosesau llywodraeth leol a llywodraeth ganolog a chyllid llywodraeth leol.	
Hyfforddiant/addysg sy'n ofynnol ar gyfer y swydd/gweithio tuag ato	Achos Busnes Gwell (Ymarferydd)	

Dymunol	
Cymwysterau / Hyfforddiant	• Achos Busnes Gwell (Sylfaen/Ymarferydd) • Ymarferydd P3O
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 Director (Mid Wales Growth Deal)
Service	Economy and Regeneration (MWGD Portfolio Management Office)
Grade	Grade 15
Spinal Point/s	47-49
Salary	£56,999 - £59,095
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 Director will report directly to the Portfolio Senior Responsible Owner (SRO) and will take forward the management of the Portfolio Management Office (PoMO) to ensure the MWGD Portfolio successfully enters Delivery phase.
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	Senior Responsible Owner (Mid Wales Growth Deal)
Supervisory/Managerial Responsibilities	• Management of the Portfolio Management Office (7 FTE) • Budgetary – Operational Management of the MWGD Revenue budget • Strategic management of MWGD Portfolio Capital budget
Accountability	Accountable to the Senior Responsible Owner (SRO) for the Mid Wales Growth Deal
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

To be responsible for leading the Mid Wales Growth Deal Portfolio and its constituent Programmes and Projects to successfully delivered the objectives set out and agreed in the Final Deal Agreement with UK and Welsh Government.

To be responsible for the prioritization and effective allocation of resources across the Portfolio to ensure optimal delivery of the objectives agreed.

Project Pipeline:

- work with the SRO to develop an approach to develop and maintain a pipeline for the Portfolio Board to regularly review.

Governance and Reporting:

- to establish clear governance framework and reporting regime aligned to Management of Portfolios best practice. Co-ordinate reporting from programmes and projects and provide analysis of performance at portfolio level for review by regional governance.

Business Cases and Assurance:

- work with programme and project teams to co-ordinate business case production ensuring appropriate specialist input and timing of approval through governance framework, providing best practice advice and guidance.
- Oversee the Integrated Approvals and Action Plan (IAAP) for the Portfolio. Ensuring clarity on decision points pertaining to business case development and delivery and ensuring appropriate levels of assurance.

People and Leadership

- Communicate and build commitment to a shared vision and sense of purpose within the Portfolio Management Office, and in conjunction with the SRO, with external stakeholders.
- Support the PoMO and the constituent Programme and Project teams across the Portfolio to take decisions independently and take the lead in their area of expertise.
- Champion implementation of the Portfolio across the organization and provide overall lead and direction.
- Promote an energized culture focused on collaborative working in the interests of the Portfolio as a whole.

Planning, scheduling and resourcing

- Maintain Portfolio delivery map and critical path to monitor Portfolio progress.
- Developing the PoMO team to ensure accurate and effective analysis to recognise and track interdependencies across the Portfolio.
- Recommend how financial and other resources be allocated across change initiatives to optimise return on investment.
- Develop strategies to address resource gaps.
- Ensure the Portfolio evolve to reflect changes in strategic directives and business priorities – optimising delivery.
- Manage the integration of outputs and dependencies within strategic objectives.

Risk and opportunity management

- Identify and monitor Portfolio risks (threats and opportunities), planning and implementing responses to them and responding to other issues impacting the Portfolio.

- Ensure that project/programme risk management is embedded across the Portfolio, and is consistently applied, reported and analysed to provide senior management confidence.
- Take swift action in responding and escalating significant risks to governance/management.

Stakeholder management

- Support the SRO in cultivating and managing a range of relationships and key strategic alliances with internal/external stakeholders.
- Ensure regular review of the Portfolio to support senior stakeholder reflection on the Portfolio based on a clear understanding of cost, risk and contribution to strategic objectives.
- Map and maintain stakeholder interest and influence to determine priorities for engagement and communication.
- Communicate regularly and obtain input on issues.
- Engage in debate to resolve issues and differences between stakeholders and to challenge assumptions.

Benefits management

- Develop an approach and oversee maintenance of benefit measurement and tracking over multiple years. Change of stop activities that are no longer adding value.
- Establish ownership and responsibility across the Portfolio, PoMO and partner organisations for benefit realisation.
- Review business cases to regularly assess progress towards benefits realisation.

Job Evaluation Post Ref

JD 1789-01

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	- Relevant degree or equivalent and Minimum of 5 years experience in leading a large Programme Management Office One of the following (must be current): - Management of Risk Practitioner - Managing Portfolios Practitioner - APM Chartered Project Professional	
Welsh Linguistic Skills	Listening/Speaking: Level 2 Reading: Level 2 Writing: Level 2	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	- Knowledge of and familiarity with membership/professional body roles, purposes, and - Up-to-date evidence of effective portfolio management and delivery of benefits - Effective negotiation and persuasion skills - Expert planning and organisational skills - Outstanding communication and inter-personal skills with the ability to clearly communicate with senior management and the board - Ability to co-ordinate colleagues, volunteers and contracted parties through expert leadership, motivation, teamwork, supervision and accountability - Proven capability to manage stakeholders at all levels. - Evidence of relevant continuous professional development.	
Required Experience	- Proven experience of portfolio delivery including providing portfolio assurance and effective governance. - Strong experience as a team leader – leading with influence, managing conflicts and resilient in the face of ambiguity. - Experience of budget (revenue and capital) and resource management (people and assets). - Experience of effective public/stakeholder engagement. - Experience of providing executive support at a senior level - Strong experience of working in partnership. - Experience of working in local government and central government processes and local government finance.	

Training/education required to be undertaken for the post/worked towards	• Better Business Case (Practitioner)

Desirable	
Qualifications / Training	• Better Business Case (Foundation/Practitioner) • P3O Practitioner
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.