

Disgrifiad Swydd

Teitl y Swydd	Rheolwr Datblygu Prosiectau Strategol
Gwasanaeth	Economi ac Adfywio
Graddfa	11
Pwynt/iau Cyflog	32 -34
Cyflog	£42,839 - £45,091 y flwyddyn pro rata
Pwrpas y Swydd	Rheoli datblygiad prosiectau sydd wedi'u nodi fel rhai sy'n cyd-fynd â blaenoriaethau gwasanaeth Rhaglenni Economaidd Strategol y Cyngor. Bydd hyn yn cynnwys datblygu prosiectau/rhaglenni cyfalaf mawr ar draws ystod o feysydd pwnc i gefnogi twf economaidd. Cefnogi'r Rheolwr Corfforaethol, y Rheolwr Gwasanaeth a rheolwyr eraill yn yr adran Twf a Menter i gyflawni amcanion y Cyngor drwy weithgarwch datblygu rhagweithiol a chreadigol. Disgwylir i ddeiliad y swydd ddefnyddio sgiliau cyfathrebu, negodi a dylanwadu er mwyn ymgysylltu ag amrywiaeth o staff a galluogi datblygu rhaglenni a phrosiectau fel y cytunwyd gan y strwythurau corfforaethol. Bydd disgwyl i ddeiliad y swydd weithio fel rhan o dîm cydlynol ac, os bydd angen, cymryd prif gyfrifoldeb am faterion y tu hwnt i'w faes arferol.
Lleoliad	Canolfan Rheidol, Aberystwyth Disgwylir hefyd i ddeiliad y swydd fynd i leoliadau eraill yng Ngheredigion a'r tu allan i oriau gwaith arferol, yn ôl y galw, i hyrwyddo cyfarfodydd ac ymweld â'r gweithgareddau sy'n gysylltiedig â'r prosiect
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Tîm: Datblygu Economaidd Strategol
Cyfrifoldebau Goruchwylio / Rheoli	Amrywiol yn dibynnu ar faint a graddfa'r prosiect.
Atebolrwydd	- rheoli a chyflawni prosiectau/rhaglenni gwaith penodedig ar ei liwt ei hun, gan gyflawni'r cerrig milltir a bennwyd ac adrodd yn rheolaidd ar y cynnydd a wnaed - yn gyfrifol am sicrhau bod gwariant prosiectau o fewn y cyllidebau a ddyrannwyd, a bod yn ddoeth o ran rheoli cyllid i gefnogi'r tîm a'r rheolwyr corfforaethol - bydd gan ddeiliad y swydd ymreolaeth sylweddol wrth ddatblygu a chyflawni gweithgareddau - dylai deiliad y swydd fod yn gallu cymell ei hun, yn gallu gweithio'n annibynnol, bod yn drefnus, ac yn awyddus iawn i wella economi leol Ceredigion

Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	
Dyletswyddau a chyfrifoldebau	
• gweithio gyda'r Rheolwr Tîm a'r Rheolwr Corfforaethol drwy arwain wrth ddatblygu prosiectau/rhaglenni datblygu economaidd strategol penodol yn unol â blaenoriaethau corfforaethol • rheoli datblygiad prosiectau o ystod o ffynonellau (y Llywodraeth, Adfywio, Seilwaith Cymunedol, Bargen Twf, Twristiaeth ac ati) hyd at y pwynt y gall y timau cyflawni ddarparu'r prosiectau'n llwyddiannus • arwain y gwaith o ddadansoddi a chynllunio datblygu prosiectau – o'r cychwyn cyntaf hyd at eu cyflawni. Mae hyn yn cynnwys cefnogi'r tîm a'r Rheolwyr Corfforaethol i gynllunio adnoddau a strwythurau i alluogi eu cyflawni'n llwyddiannus • cysylltu â chydweithwyr ar draws yr adran a'r Cyngor i sicrhau bod y prosiectau'n cael eu datblygu er mwyn eu cyflawni yn y modd mwyaf effeithlon, effeithiol a chydgyssylltiedig. • rheoli, cydweithio ac arwain timau mewnol/ac amlasiantaeth i sicrhau bod gofynion cyllido prosiectau'n cael eu nodi a'u bodloni • gweithredu rhaglenni gwaith cadarn ar gyfer pob prosiect, gan ddefnyddio prosesau rheoli newid priodol. Adolygu ac uwchraddio rhaglenni prosiectau yn rheolaidd, gan roi gwybod i'r Rheolwr Gwasanaeth am newidiadau mawr • sicrhau bod yr holl fesurau angenrheidiol yn cael eu hymgorffori wrth ddylunio prosiectau i leihau a lliniaru unrhyw effaith andwyol ar yr amgylchedd a chymunedau lleol • sicrhau bod anghenion yr holl unigolion a allai gymryd rhan yn y prosiectau neu'r holl breswylwyr yr effeithir arnynt yn cael ystyriaeth briodol, yn enwedig y rhai sy'n agored i niwed neu sydd ag anghenion penodol • paratoi adroddiadau cryno a chywir ar gyfer Pwyllgorau, a'u cyflwyno yn ôl y galw • gweithio'n effeithiol gyda'r timau caffael a chyflenwi (mewnol / allanol) wrth ddylunio a chomisiynu gwaith cyfalaf • cyfathrebu'n effeithiol ag amrywiaeth eang o unigolion (uwch a thechnegol) a rhoi cyngor technegol i gynulleidfa sydd heb gefndir technegol. • mae'r gallu i adeiladu perthnasoedd gwaith cryf ac adeiladol gydag unigolion/sefydliadau ac arbenigwyr allanol allweddol (e.e. llywodraethau lleol, Llywodraeth Cymru, gweithredwyr rhwydweithiau symudol ac ati) yn hanfodol • monitro a rheoli gwariant yn erbyn cyllideb prosiectau • cynnal cofrestrau risg prosiectau a chydymffurfio â phrosesau rheoli • cydymffurfio â'r holl ddeddfwriaeth lechyd a Diogelwch berthnasol ac arferion gorau wrth gynllunio, dylunio a chyflawni prosiectau, gan gynnwys y rheoliadau Dylunio a Rheoli Adeiladu	
Cyfeirnod at Ddibenion Gwerthuso Swyddi	JD1623

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	- wedi derbyn addysg at lefel gradd mewn maes pwnc perthnasol neu brofiad perthnasol sylweddol (o leiaf 4 blynedd) o weithio yn y maes hwn - cymwysterau mewn datblygu/rheoli rhaglenni neu brosiectau	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: Lefel 2 Darllen: Lefel 2 Ysgrifennu: Lefel 2	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd ar benodiad i'r swydd
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: Lefel 5 Darllen: Lefel 5 Ysgrifennu: Lefel 5	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar benodiad i'r swydd
Sgiliau Ymarferol / Personol	- sgiliau rhyngbersonol a chyfathrebu rhagorol gan gynnwys y gallu i ffurfio perthynas waith adeiladol gydag unigolion, asiantaethau eraill a grwpiau cymunedol - gallu cynllunio, rheoli a blaenoriaethu llwyth gwaith er mwyn cwrdd â therfynau amser - sgiliau cyfathrebu cryf, yn ysgrifenedig ac ar lafar, gan gynnwys darbwyllo a dylanwadu - gallu gweithio'n hyblyg, arddangos ei fenter/menter ei hun a gweithio'n rhagweithiol - sgiliau datrys problemau a gwneud penderfyniadau da - rhaid dangos dull creadigol a hyblyg o weithio - bod yn sensitif i'r cyd-destun gwleidyddol a sefydliadol, a gallu rheoli blaenoriaethau sy'n groes i'w gilydd - yn medru defnyddio pecynnau ac offer meddalwedd TGCh amrywiol gan gynnwys meddalwedd MS Office. - gallu ymateb yn gadarnhaol i newidiadau yn yr amgylchedd gwaith ac i ddelio yn effeithiol â phwysau gwaith pan fydd rhywbeth yn codi - gallu cynrychioli'r Awdurdod yn effeithiol wrth ddelio â sefydliadau eraill ar bob lefel - gallu ymateb mewn argyfwng, dadansoddi sefyllfa yn gyflym a phenderfynu ar gamau gweithredu heb gyfeirio at uwch gydweithwyr - yn frwdfrydig dros gynllunio ymyriadau i dyfu'r economi. - trwydded yrru lawn a mynediad at gar at ddibenion gwaith - dylai ymgeiswyr ddangos eu bod yn derbyn ac yn ymrwymo i'r egwyddorion sy'n sail i bolisi'r Cyngor ar Gyfle Cyfartal mewn Cyflogaeth - tystiolaeth o ddatblygiad personol/proffesiynol parhaus	
Profiad Hanfodol	- profiad o ddatblygu, cynllunio a gweithredu prosiectau - profiad helaeth o reoli rhaglenni/prosiectau, gan gynnwys datblygu prosiectau a galluogi'r tîm Cyflawni o gysyniad i ganlyniad - profiad o lunio dewisiadau amgen a gweithredu'r atebion mwyaf hyfyw - profiad mewn rheoli cyllid (gan gynnwys cyllid llywodraeth leol) - profiad o arferion llywodraeth leol, gan gynnwys delio â gwleidyddion etholedig lleol, y cyhoedd a'r cyfryngau	

	• gwybodaeth ymarferol o ddeddfwriaeth lechyd a Diogelwch a'r Rheoliadau Adeiladu - Cynllunio a Rheoli • profiad o reoli ymgynghorwyr a chontractwyr allanol • profiad o oruchwyllo staff • profiad ymarferol o ddelio a thrafod gydag ymgynghorwyr a chontractwyr yn ogystal â sefydliadau eraill • profiad o gyflawni prosiectau trwy reoli a chymell staff mewnol ac allanol • gwybodaeth a phrofiad o gaffael yn y sector cyhoeddus • gwybodaeth helaeth am y gofynion technegol a chontractiol sy'n ymwneud â datblygu, adeiladu a chynnal a chadw cynlluniau • profiad o baratoi adroddiadau o safon a chynrychioli'r Awdurdod mewn cyfarfodydd cyhoeddus, y tu allan i oriau gwaith pan fo angen • gwybodaeth ymarferol o Bolisiâu a Fframwaith Cynllunio'r Cyngor Sir
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Presenoldeb mewn cynadleddau/hyfforddiant fel y nodir ac a gymeradwyir gan y Rheolwr Gwasanaeth.

Dymunol	
Cymwysterau / Hyfforddiant	• cymwysterau uwch mewn rheoli rhaglenni/prosiectau (e.e. ymarferydd PRINCE 2) • aelodaeth broffesiynol berthnasol
Sgiliau Ymarferol / Personol	• gwybodaeth/profiad o fecanweithiau cyllido i gefnogi datblygiad economaidd a gweithgarwch adfywio • gwybodaeth ymarferol o Reolau Sefydlog y Cyngor Sir a'r rheoliadau/Arferion Ariannol • gwybodaeth ymarferol am y ddeddfwriaeth gynllunio a datblygu berthnasol, codau ymarfer ac ati

Job Description

Post Name	Strategic Project Development Manager
Service	Economy and Regeneration
Grade	11
Spinal Point/s	32 - 34
Salary	£42,839 - £45,091 per annum pro rata
Job Purpose	To provide project management of the development of projects that have been identified as delivering the Councils' priorities under the Strategic Economic Programmes service. This will mean bringing forward the development of major capital projects/programmes across a range of subject areas to support economic growth. To support the Corporate Manager, Service Manager and other managers within Growth & Enterprise to deliver the Council's objectives through proactive and creative development activity. The post holder is expected to use communication, negotiation and influencing skills to engage a range of staff to enable the development of programmes and projects as agreed by Corporate structures. They will be expected to work as a member of a cohesive team and, when required, to take lead responsibility for issues outside their immediate sphere of responsibility.
Location	Canolfan Rheidol, Aberystwyth The post-holder will also be required to attend other locations within Ceredigion and outside normal working hours as and when required to facilitate meetings and visit project activity.
Hours of Work	37 hours per week
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Team Manager: Strategic Economic Development
Supervisory/Managerial Responsibilities	Variable depending on size and scale of project.
Accountability	- to plan and manage assigned projects/programme work on their own initiative, meetings agreed milestones – reporting regularly on progress - accountable for ensuring project expenditure is within allocated project budgets, and ensure prudent financial management/forecasting to support the team/corporate managers - the post-holder will have considerable autonomy in the development and delivery of activity - the post-holder should be self-motivated, able to work with minimum supervision, be well organised and have a strong desire to enhance and develop the local economy in Ceredigion

Contractual Terms Associated with the Post	
Duties and Responsibilities	
• to work with the Team Manager and Corporate Manager to lead on the development of assigned strategic economic development projects/programmes in line with corporate priorities • to manage the development of projects from a range of sources (Government, Regeneration, Community Infrastructure, Growth Deal, Tourism etc) to a point where the delivery teams can successfully deliver the projects • to lead the analysis and planning of project development – from inception to delivery. This includes supporting team and Corporate Managers to plan resources and structures to allow for successful delivery • liaise with colleagues across the department and the Council to ensure the projects are developed for delivery in the most efficient, effective and co-ordinated manner • manage, liaise and direct internal/multi-agency teams to ensure that project funding requirements are identified/met • implement robust work programmes for all projects, with appropriate change control processes. Regularly review and update project programmes, and report significant variances to the Service Manager • ensure all necessary measures are incorporated into project design to minimise and mitigate any adverse impact on the environment and local communities • ensure projects take due regard to the needs of all potential project users/impacted residents, especially those who are vulnerable or have particular needs • prepare concise and accurate reports for Committees, and attend to report as required • to work effectively with the procurement and delivery teams (internal/external) in the design and commissioning of capital works • to be able to communicate effectively with a wide range of individuals (senior and technical) and provide technical advice to a non-technical audience • the ability to build strong and constructive working relationships with key external individuals/organisations and specialists (e.g. local governments, Welsh Government, mobile network operators etc) is essential • monitor and manage expenditure against project budgets • maintain project risk registers and comply with management processes • comply with all relevant Health and Safety legislation and best practice in the planning, design and delivery of projects, including the Construction Design and Management regulations	
Job Evaluation Post Ref	JD 1623

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	- educated to degree level in a relevant subject area or possess substantial relevant experience (at least 4 years') of working in this field - programme/project development/management qualifications	
Welsh Linguistic Skills	Listening/Speaking: Level 2 Reading: Level 2 Writing: Level 2	The Welsh linguistic skills noted are required on 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	- excellent interpersonal and communication skills including the ability to form constructive working relationships with individuals, other agencies and community groups - ability to plan, manage and prioritise workload in order to meet deadlines - strong communications skills both written and verbal including persuading and influencing - ability to work flexibly, display own initiative and work proactively - good problem solving and decision making skills - must demonstrate a creative and flexible approach to work - political sensitivity and the ability to manage conflicting priorities - competence in use of various IT software packages and tools including MS Office software - the ability to respond positively to changes in the working environment and to deal effectively with work pressures when they arise - ability to effectively represent the Authority in dealings with other organisations at all levels - be able to respond in an emergency, to quickly analyse a situation and decide on a course of action without reference to senior colleagues - enthusiasm for designing interventions to grow the economy - a full driving licence and have access to a car for work - candidates should indicate an acceptance, and commitment to the principles underlying the Council's policy on Equality of Opportunity in Employment - evidence of continued personal/professional development	
Required Experience	- experience in the development, planning and implementation of projects - extensive programme / project management experience with developing projects from concept to enable delivery teams to deliver the project - experience of devising alternatives and implementing the most viable solutions - experience in finance management (including local government finance) - experience in local government practices including dealing with locally elected politicians, the public and media	

	• working knowledge of Health and Safety law and CDM • experience of managing external consultants and contractors • experience of supervising staff • practical experience in dealing and negotiating with consultants and contractors and other organisations • experience of project delivery by managing and motivating internal and external staff • knowledge and experience of public sector procurement • extensive knowledge of technical and contractual requirements relating to scheme development, construction and maintenance • experience of preparing quality reports and representing the Authority at public meetings, out of hours where necessary • working knowledge of County Council Policies & Planning Framework
Training/education required to be undertaken for the post/worked towards	Attendance at conferences/training as identified with and approved by the Service Manger.

Desirable	
Qualifications / Training	• higher level programme/project management qualifications (e.g. PRINCE 2 practitioner) • relevant professional membership
Practical / Personal Skills	• knowledge/experience of funding mechanisms to support economic development & regeneration activity. • working knowledge of County Council Standing Orders and Financial Regulations/Practices • working knowledge of relevant planning & development legislation, codes of practice, etc.