

Disgrifiad Swydd

Teitl y Swydd	Dadansoddwr Portffolio
Gwasanaeth	Economi ac Adfywio
Graddfa	9
Pwynt/iau Cyflog	24 - 26
Cyflog	£35,412 - £37,280 pro rata
Pwrpas y Swydd	Mae Bargaen Twf Canolbarth Cymru (MWGD) yn bartneriaeth rhwng Cynghorau Ceredigion a Phowys (fel rhan o Tyfu Canolbarth Cymru) i gyflawni 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. Mae dwy rôl Dadansoddwr Portffolio yn adrodd i'r Cynllunydd Portffolio. Mae'r tîm hwn yn gyfrifol am ddatblygu a chynnal goruchwyliaeth ar draws Portffolio Bargaen Twf Canolbarth Cymru a'i Raglenni a'i Brosiectau cyfansoddol. Bydd rôl Dadansoddwr Portffolio yn darparu mewnwelediad, gwybodaeth a chefnogaeth sy'n cryfhau llywodraethu portffolio a rheolaeth ariannol i alluogi blaenoriaethu penderfyniadau a dyrannu adnoddau yn effeithiol ar draws y portffolio. Bydd y rôl yn sicrhau cyflawni amcanion strategol y Portffolio trwy ddadansoddi ystod o ffynonellau gwybodaeth ac ymgysylltu â rhanddeiliaid rhaglenni a phrosiectau a throsi hyn yn fewnwelediadau gwybodus gan ddefnyddio dulliau adrodd a delweddu priodol.
Lleoliad	Canolfan Rheidol, Aberystwyth
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Cynllunydd Portffolio
Cyfrifoldebau Goruchwyllo / Rheoli	Dim
Atebolrwydd	I'r Cynllunydd Portffolio
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Gweithio hybrid – fodd bynnag, bydd angen o leiaf 2 ddiwrnod yn y swyddfa gyda'r tîm yn wythnosol.

Dyletswyddau a chyfrifoldebau

Piblinell Prosiect

- yn gweithio gyda'r Cynllunydd Portffolio i nodi a chategoreiddio prosiectau newydd

Llywodraethu ac adrodd

- cydlynu adroddiadau o brosiectau a darparu dadansoddiad o berfformiad. Darparu ysgrifenyddiaeth ar gyfer byrddau llywodraethu

Pobl ac arweinyddiaeth

- cefnogwch y Cyfarwyddwr Portffolio i gyfathrebu ac adeiladu ymrwymiad i weledigaeth a synnwyr o bwrpas a rennir

Cynllunio, amserlennu ac adnoddau

- cynnal map cyflenwi portffolio a llwybr critigol i fonitro cynnydd y prosiect. Adnabod ac olrhain rhyng-ddibyniaeth ar draws prosiectau newid

Rheoli risg a chyfleoedd

- nodi a monitro risgiau portffolio (bygythiadau a chyfleoedd) a chynyddu fel y bo'n briodol

Rheoli rhanddeiliaid

- rheoli ac ymgysylltu ag ystod eang o ran-ddeiliaid. Gohebiaeth drafft a llofnodi

Rheoli budd-daliadau

- helpu i ddatblygu mecanweithiau ar gyfer mesur buddion

Cyffredinol

- ymgymryd â dyletswyddau eraill a allai fod yn briodol i gyflawni amcanion y swydd, sy'n gymesur â chyflog, gradd a gallu deiliaid y swydd

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Gradd berthnasol neu gyfwerth ac o leiaf 5 mlynedd o brofiad fel dadansoddwr mewn Swyddfa Rheoli Rhaglen fawr	
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	- yn gallu gweithio gydag eraill a dylanwadu ar eraill a bod yn weladwy - yn gallu cymryd camau credadwy, nodi risgiau a materion, cymryd camau a chynyddu lle bo hynny'n briodol - defnyddio menter eich hun ac yn gallu gweithio gydag amwysedd - sgiliau cydweithredu cryf – datblygu perthnasoedd newydd a meithrin un sy'n bodoli eisoes ar gyfer canlyniadau llwyddiannus - yn gallu rheoli a gwasgaru gwrthdaro - ysbrydoli eraill i fod yn llwyddiannus - gallu arddangosadwy i fod yn wydn a gweithio dan bwysau - y gallu i feddwl yn arloesol - llygad am fanylion a chywirdeb	
Profiad Hanfodol	- sgiliau cynllunio ac amserlennu effeithiol - profiad o Reoli Risgiau a Materion mewn amgylchedd rhaglen/prosiect - profiad o gefnogi trefniadau llywodraethu mewn amgylchedd prosiect/rhaglen - profiad cryf o weithio gyda rhanddeiliaid lluosog mewn amgylchedd prosiect/rhaglen - profiad o amserlennu a chefnogi gweithgaredd Sicrwydd - dealltwriaeth ddangosadwy o brosesau Rheoli Newid o fewn amgylchedd rhaglen/prosiect - dealltwriaeth arddangosadwy o Reoli Gwybodaeth o fewn amgylchedd rhaglen/prosiect - profiad o reoli adnoddau mewn amgylchedd prosiect/rhaglen a dyrannu asedau - profiad o gefnogi'r gwaith o ddatblygu/monitro cyllidebu/rheoli costau - profiad o gefnogi datblygiad achos busnes - profiad mewn rheoli budd-daliadau	
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	- PRINCE2 Ymarferydd / Rheoli Prosiect APM - Gwell Achos Busnes	

Dymunol	
Cymwysterau / Hyfforddiant	Un o'r canlynol: • Ymarferydd Prince2 • Ymarferydd Rheoli Risg • Ymarferydd Rheoli Portffolios • Rheoli Prosiect APM • Tystysgrif PMI mewn Rheoli Prosiectau Cyswllt
Sgiliau Ymarferol / Personol	Dealltwriaeth o ranbarth Canolbarth Cymru a'r nodweddion cymdeithasol ac economaidd, gan gynnwys blaenoriaethau a rhanddeiliaid allweddol.

Job Description

Post Name	Portfolio Analyst
Service	Economy and Regeneration
Grade	9
Spinal Point/s	24-26
Salary	£35,412 - £37,280 pro rata
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. There are two Portfolio Analyst roles reporting to the Portfolio Planner. This team are responsible for developing and maintaining oversight across the Mid Wales Growth Deal Portfolio and its constituent Programmes and Projects. The Portfolio Analyst role will provide insight, information and support that strengthens portfolio governance and financial management to enable prioritisation of decisions and effective allocation of resources across the portfolio. The role will ensure optimal delivery of the Portfolio's strategic objectives through analysis of a range of information sources and engagement with programme and project stakeholders and converting this into informed insights using appropriate reporting and visualisation methods.
Location	Canolfan Rheidol, Aberystwyth
Hours of Work	37 hours per week
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Portfolio Planner
Supervisory/Managerial Responsibilities	None
Accountability	To the Portfolio Planner
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

Project Pipeline

- works with the Portfolio Planner to identify and categorise new projects

Governance and reporting

- co-ordinate reporting from projects and provide analysis of performance. Provide secretariat for governance boards

People and leadership

- support the Portfolio Director to communicate and build commitment to a shared vision and sense of purpose

Planning, scheduling and resourcing

- maintain portfolio delivery map and critical path to monitor project progress. Recognise and track interdependencies across change projects

Risk and opportunity management

- identify and monitor portfolio risks (threats and opportunities) and escalate as appropriate

Stakeholder management

- manage and engage with a wide range of stakeholders. Draft and sign-off correspondence

Benefits management

- help develop mechanisms for measuring benefits

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 1788-01

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	Relevant degree or equivalent and Minimum of 5 years experience as an analyst in a large Programme Management Office	
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	• able to work with and influence others and be visible • able to take credible actions, identifying risks and issues, taking action and escalating where appropriate • using own initiative and able to work with ambiguity • strong 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	• effective planning and scheduling skills • experience of Managing Risks and Issues in a programme/project environment • experience of supporting 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	
Training/education required to be undertaken for the post/worked towards	• PRINCE2 Practitioner/APM Project management • Better Business Case	

Desirable	
Qualifications / Training	One of the following: • Prince2 Practitioner • Management of Risk Practitioner • Managing Portfolios Practitioner • APM Project Management • PMI Certificate in Associate Project Management
Practical / Personal Skills	Understanding of the Mid Wales region and the social and economic characteristics, including key priorities and stakeholders.