

Disgrifiad Swydd

Teitl y Swydd	Rheolwr Rhaglen Trafnidiaeth Ranbarthol Canolbarth Cymru
Gwasanaeth	Economi ac Adfywio (Rhaglenni Economaidd Strategol)
Graddfa	12
Pwynt/iau Cyflog	35 - 37
Cyflog	£46,142 - £48,226 y flwyddyn
Pwrpas y Swydd	Y rôl hon fydd Rheolwr Rhaglen Cyd-bwyllgor Corfforaethol Canolbarth Cymru i gydlynu'r Cynllun Trafnidiaeth Rhanbarthol a chyflawni'r Cynllun Cyflawni Trafnidiaeth Rhanbarthol ar draws y rhanbarth. Mae'r rôl yn cynnwys gweithio'n agos gyda Trafnidiaeth Cymru (TrC), Llywodraeth Cymru (LIC), a Swyddogion Awdurdodau Lleol i sicrhau gweithredu, monitro ac adrodd ar raglenni trafndiaeth yn llwyddiannus.
Lleoliad Gwaith Cytundebol	Canolfan Rheidol, Aberystwyth Hybrid yn gweithio ar draws Canolbarth Cymru – gyda'r gallu i weithio yn Swyddfeydd Cyngor Ceredigion a Phowys.
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Corfforaethol, Rhaglenni Economaidd Strategol - fodd bynnag, bydd deiliad y swydd yn atebol am raglenni gwaith i Is-bwyllgor Trafnidiaeth Rhanbarthol Cyd-bwyllgor Corfforaethol Canolbarth Cymru. At y dibenion hyn bydd rheolaeth o bell ac yn gyfyngedig i gyswllt yn unol ag amserlenni cyfarfodydd (fel arfer bob chwarter) - bydd disgwyl i ddeiliad y swydd hefyd gydymffurfio â chyfarwyddiadau gan uwch swyddogion y ddau Awdurdod Lleol (Ceredigion a Phowys)
Cyfrifoldebau Goruchwylio / Rheoli	- goruchwylio a rheoli cyllideb y rhaglen (cyfalaf a refeniw) - rheoli goruchwylio adnoddau penodedig/comisiynu ar gyfer cyflawni datblygu rhaglenni - rheoli llinell uniongyrchol posibl rheolwyr/swyddogion prosiect o fewn y rhaglen (hyd at 3)
Atebolrwydd	Bydd y swydd yn gweithio'n agos gyda swyddogion y cynghorau i dderbyn adroddiadau a bydd yn cynnwys, neu'n gweithio gydag Arweinydd Trafnidiaeth Rhanbarthol Trafnidiaeth Cymru i'w prosesu at ddibenion rheoli. Bydd y swydd yn rheoli adrodd bob chwarter, gan ddefnyddio diweddariadau gan Awdurdodau Lleol (wedi'u coladu a'u prosesu gan Trafnidiaeth Cymru) a diweddaru'r rhaglen (gan weithio ar y cyd â Trafnidiaeth Cymru). Er mwyn gwasanaethu cylchoedd cyllido blynyddol, bydd deiliad y swydd yn gweithio gydag Awdurdodau Lleol cyfansoddol a Trafnidiaeth Cymru i gyfieithu'r blaenraglen yn gais cyllid wedi'i eitemu am gytundeb gyda Llywodraeth Cymru cyn y Blynyddoedd Ariannol nesaf.

Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	
Dyletswyddau a chyfrifoldebau	
• Cynllunio Rhaglen: ○ datblygu a chynnal, mewn partneriaeth â Llywodraeth Cymru, TrC, y CJC a'i Awdurdodau Lleol cyfansoddol, rhaglen o amserlenni, cerrig milltir a chyflawniadau i gyflawni Atodlen Gyflawni y cytunwyd arno'n llawn. Bydd y rhaglen hon yn ystyried amser ar gyfer datblygu cynllun ALI, casglu gwybodaeth, amser i flaenoriaethau gweithdy ymhlith swyddogion, iteriadau trwy brosesau gwleidyddol, prosesau statudol ac iteriadau lefel y gyllideb. Yna bydd yn cael ei ddefnyddio i gefnogi'r CJC i ddatblygu a chytuno ar union waith ar gyfer y Flwyddyn Ariannol ganlynol. Bydd deiliad y swydd yn sicrhau cytundeb gan TrC/Llywodraeth Cymru yn ystod yr Haf sy'n mynd ymlaen â'r Flwyddyn Ariannol i roi sicrwydd y gellir cyflawni Atodlen Gyflawni ○ datblygu a chynnal yr Atodlen Gyflawni yn yr un modd i sicrhau yr holl gytundebau angenrheidiol hyd at eu gweithredu, gan weithio'n agos gyda'r Awdurdodau Lleol • Cydgysylltu: ○ gweithredu fel y prif bwynt cyswllt rhwng Llywodraeth Cymru a'r CJC, gan sicrhau cyfathrebu a chydweithredu effeithiol. Bydd deiliad y swydd hefyd yn rhyngwynebu â phartïon eraill ar ddatblygu Cynlluniau Datblygu Strategol (sy'n cyfateb i gynllunio defnydd tir sy'n cyfateb i RTPs) a chydweithwyr rhanbarthol ehangach fel rhan o Tyfu Canolbarth Cymru ○ mae'n ofynnol i'r deiliad swydd gynnal cyfarfod cychwyn/adnoddau ym mis Awst cyn pob Blwyddyn Ariannol gyda Phenaethiaid Trafnidiaeth Ranbarthol TfW, Arweinydd Trafnidiaeth Ranbarthol, LIC Polisi Trafnidiaeth, LIC/TrC • Integreiddiad: ○ hyrwyddo, hwyluso a galluogi integreiddio trafndiaeth rhwng asiantaethau'r sector cyhoeddus i ddarparu Un Rhwydwaith, Un Amserlen, Un Tocyn, Un Tîm • Monitro a Gwerthuso: ○ olrhain cynnydd y rhaglen, cynorthwyo i nodi risgiau a chyfleoedd, ac awgrymu camau i'r CJC a'i Awdurdodau Lleol cyfansoddol • Adrodd: ○ paratoi a chyflwyno adroddiadau cynnydd chwarterol i'r CJC ac ymlaen i Lywodraeth Cymru • Rheoli Adnoddau: ○ hyrwyddo'r defnydd gorau posibl o adnoddau, gan gynnwys rheoli cyllideb a dyrannu personél • RTPs / RTDPs dilynol: ○ bydd deiliad y swydd yn arwain cynllunio, datblygu a chytundeb RTPs / RTDPs nesaf ar y cylch 5 mlynedd	

- **Arweinyddiaeth:**

- darparu arweinyddiaeth a chyfarwyddyd i dîm CJC, a swyddogion a enwir ALI cyfansoddol a'u timau, lle bo hynny'n briodol. Lle bo hynny'n bosibl ac yn fuddiol, tynnwch a chydlynw adnoddau CJC, a LA cyfansoddol, i gefnogi'r gwaith rhanbarthol a'r RTL Tŵ i gydlynw adnodd Tŵ i gefnogi'r rhanbarth

- **Ymgysylltu â Rhanddeiliaid:**

- ymgysylltu â rhanddeiliaid allweddol o bob parti i sicrhau bod anghenion a disgwyliadau yn cael eu bodloni

- **Rheoli Risg:**

- gweithio gyda'r swyddogion a enwir ALI i nodi risgiau posibl ar draws y rhaglen/cymeradwyaethau a gweithio gyda phartneriaid i ddatblygu lliniaru

- **Sicrhau Ansawdd:**

- monitro cynnydd ac ansawdd y prosiect i safonau perthnasol i fodloni dyletswyddau'r CJC, yn bennaf gan ddefnyddio adroddiadau chwarterol ac adroddiadau technegol cysylltiedig fel adroddiadau WelTAG

- **Dogfennaeth:**

- cynnal dogfennaeth o weithgareddau, penderfyniadau a chanlyniadau amserlen gyflawni

- **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 y Person

Gofynion Hanfodol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	• addysgwyd i lefel gradd neu gyfwerth mewn maes perthnasol • cymhwyster Rheoli Rhaglen/Prosiect Perthnasol (e.e. MSP/PRINCE 2)
Sgiliau Ieithyddol Cymraeg:	Bydd angen y sgiliau ieithyddol canlynol o fewn 2 flynedd i'r penodiad. Gwrando a Siarad Lefel 3: Medru deall a chymryd rhan yn y rhan fwyaf o sgysiau arferol o ddydd i ddydd yn y swyddfa. Medru cynnig cyngor i'r cyhoedd ar faterion cyffredinol mewn perthynas a'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol. Medru cyfrannu i gyfarfod neu gyflwyniad ar faterion cyffredinol mewn perthynas a'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol. Sgiliau Darllen Lefel 3: Gallu deall y rhan fwyaf o adroddiadau, dogfennau a gohebiaeth y mae'n debygol o ddod ar eu traws yn ystod y gwaith. Sgiliau Ysgrifennu Lefel 3: Medru llunio negeseuon ac adroddiadau anffurfiol at ddefnydd mewnol.
Sgiliau Ieithyddol Saesneg:	Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd. Gwrando a Siarad Lefel 5: Medru cyfrannu'n rhugl a hyderus yng nghyswllt pob agwedd ar y gwaith beunyddiol, gan gynnwys trafod a chynghori ar faterion technegol, arbenigol neu sensitif. Sgiliau Darllen Lefel 5: Gallu deall adroddiadau, dogfennau ac erthyglau y mae'n debygol o ddod ar eu traws yn ystod y gwaith, gan gynnwys cysyniadau cymhleth wedi'u mynegi yn nhermau astrus. Sgiliau Ysgrifennu Lefel 5: Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd i safon dderbyniol gyda chymorth cymhorthion iaith. Medru llunio nodiadau manwl tra'n cymryd rhan lawn mewn cyfarfod.
Sgiliau Ymarferol / Personol	• tystiolaeth gyfredol o reoli rhaglenni yn effeithiol a darparu buddion • sgiliau trafod a pherswadio effeithiol • sgiliau cynllunio a threfnu cryf • sgiliau cyfathrebu a rhyngbersonol rhagorol gyda'r gallu i gyfathrebu'n glir ag uwch reolwyr a rhanddeiliaid allanol • y gallu i gydlynu cydweithwyr, gwirfoddolwyr a phartïon dan gontract trwy arweinyddiaeth arbenigol, cymhelliant, gwaith tîm, goruchwyliaeth ac atebolrwydd • gallu profedig i reoli rhanddeiliaid gydag amgylchedd rhaglen

	tystiolaeth o ddatblygiad proffesiynol parhaus perthnasol
Profiad Hanfodol	- dealltwriaeth o ranbarth Canolbarth Cymru a'i flaenoriaethau trafnidiaeth - profiad gyda Chynlluniau Datblygu Strategol ac adrodd WeITAG - cyfarwydd â pholisi trafnidiaeth Llywodraeth Cymru a chylchoedd ariannu - profiad profedig o gyflawni rhaglenni gan gynnwys darparu sicrwydd rhaglenni a llywodraethu effeithiol - profiad cryf fel arweinydd tîm – arwain gyda dylanwad, rheoli gwrthdaro a gwydn yn wyneb amwysedd - profiad o gyllideb y rhaglen (refeniw a chyfalaf) a rheoli adnoddau (pobl ac asedau) - profiad o ymgysylltu effeithiol â'r cyhoedd / rhanddeiliaid. - profiad cryf o weithio mewn partneriaeth – gweithio mewn amgylchedd amlddisgyblaethol - rheoli contractau - profiad o weithio mewn prosesau llywodraeth leol a llywodraeth ganolog a chyllid llywodraeth leol
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	ymarferydd Rheoli Rhaglenni Llwyddiannus

Gofynion Dymunol	
Cymwysterau / Hyfforddiant	- rheoli Rhaglenni Llwyddiannus Ymarferydd/Ymarferydd Uwch - PRINCE2 Ymarferydd
Sgiliau Ymarferol / Personol	- dealltwriaeth o ranbarth Canolbarth Cymru a'r nodweddion cymdeithasol ac economaidd, gan gynnwys blaenoriaethau allweddol a rhanddeiliaid - dealltwriaeth gref o'r cyd-destun polisi cenedlaethol

Job Description

Post Name	Mid Wales Regional Transport Programme Manager
Service	Economy and Regeneration (Strategic Economic Programmes)
Grade	12
Spinal Point/s	35 - 37
Salary	£46,142 - £48,226 per annum
Job Purpose	This role will be the Programme Manager for the Mid Wales Corporate Joint Committee to co-ordinate the Regional Transport Plan and delivery of the Regional Transport Delivery Plan across the region. The role involves working closely with Transport for Wales (TfW), Welsh Government (WG), and Local Authority Officers to ensure successful implementation, monitoring, and reporting of transport programmes.
Contractual Work Location/Base	Canolfan Rheidol, Aberystwyth Hybrid Working Across Mid Wales – with ability to work in Ceredigion and Powys Council Offices.
Hours of Work	37 hours a week
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Corporate Manager, Strategic Economic Programmes - the post-holder will however, be accountable for work programmes to the Mid Wales Corporate Joint Committee Regional Transport Sub-Committee. For these purposes management will be remote and contact limited in accordance with meeting schedules (usually on a quarterly basis) - the postholder will also be expected to comply with instruction from senior officers of both Local Authorities (Ceredigion and Powys)
Supervisory/Managerial Responsibilities	- operational oversight and management of programme budget (capital and revenue) - supervisory management of appointed/commissioned resources for programme development delivery - potential direct line management of project managers/officers within the programme (up to 3)
Accountability	The CJC PM will work closely with the LA officers to receive reports and will involve, or work with, the TfW Regional Transport Lead (RTL) to process them for management purposes. The CJC PM will manage reporting on a quarterly basis, using updates from constituent Local Authorities (collated and processed by TfW) and updating the programme (working in collaboration with TfW RTL). To serve annual funding cycles, the postholder will work with constituent Local Authorities and TfW RTL, to translate the forward programme into an itemised funding application for agreement with the Welsh Government in advance of next Financial Years.

Contractual Terms Associated with the Post	
Duties and Responsibilities	
• Programme Planning: ○ develop and maintain, in partnership with WG, TfW, the CJC and its constituent Local Authorities, a programme of timelines, milestones, and deliverables to achieve a fully agreed Delivery Schedule. This programme shall take into account time for LA scheme development, information gathering, time to workshop priorities amongst officers, iterations through political processes, statutory processes and iterations of budget level. It will then be used to support the CJC in developing and agreeing exact works for the following Financial Year. The postholder will ensure agreement from TfW/Welsh Government in the Summer proceeding the Financial Year to give assurance a Delivery Schedule can be achieved ○ to similarly develop and maintain the Delivery Schedule to secure all necessary agreements through to implementation, working closely with the Local Authorities • Co-ordination: ○ act as the primary point of contact between Welsh Government and the CJC, ensuring effective communication and collaboration. The postholder will also interface with other parties on development of Strategic Development Plans (the land use planning equivalent of RTPs) and wider regional colleagues as part of Growing Mid Wales ○ the postholder is required to hold a start-up/resourcing meeting in the August before each Financial Year with the TfW RTL, WG TP, WG/TfW Heads of Regional Transport • Integration: ○ to promote, facilitate and enable the integration of transport between public sector agencies to deliver One Network, One Timetable, One Ticket, One Team • Monitoring and Evaluation: ○ track programme progress, assist in identifying risks and opportunities, and suggest actions to the CJC and its constituent Local Authorities • Reporting: ○ prepare and present quarterly progress reports to the CJC and onwards to Welsh Government • Resource Management: ○ promote optimal use of resources, including budget management and allocation of personnel • Subsequent RTPs/RTDPs: ○ the postholder will lead the planning, development and agreement of subsequent next RTPs/RTDPs on the 5 year cycle • Leadership: ○ provide leadership and direction to the CJC team, and constituent LA named officers and their teams, where appropriate. Where possible and beneficial, draw in and co-ordinate CJC, and constituent LA, resource to support the regional work and the TfW RTL to coordinate TfW resource to support the region	

- **Stakeholder Engagement:**
 - engage with key stakeholders from all parties to ensure needs and expectations are met
- **Risk Management:**
 - work with the LA named officers to identify potential risks across the programme/approvals and work with partners to develop mitigation
- **Quality Assurance:**
 - monitor project progress and quality to relevant standards to meet the duties of the CJC, primarily using quarterly reporting and associated technical reports such as WelTAG reports
- **Documentation:**
 - maintain documentation of delivery schedule activities, decisions, and outcomes
- **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 1870

Person Specification

Essential Requirements	
Academic / Professional / Technical / Vocational Qualifications	• educated to degree level or equivalent in a relevant field • relevant Programme/Project Management Qualification (e.g. MSP/PRINCE 2)
Welsh Linguistic Skills:	The following linguistic skills will be required within 2 years of appointment. Listening & Speaking Level 3: Can understand and participate in most day-to-day non-technical conversations in the office. Can advise the public on general matters within own area of work, but must turn to preferred language for technical or specialist terms. Can contribute to meetings or presentations within own area of work, but must turn to preferred language for technical or specialist terms. Reading Skills Level 3: Can understand most reports, documents and correspondence he/she is likely to encounter during his/her work. Writing Skills Level 3: Can write informal messages and reports for internal use.
English Linguistic Skills:	You must possess the following linguistic skills when you start the position. Listening & Speaking Level 5: Can contribute fluently and confidently in relation to all aspects of day-to-day work, including discussing and advising upon technical, specialist or sensitive matters. Reading Skills Level 5: Can understand reports, documents and articles he/she is likely to read during his/her work, including complicated concepts expressed in abstruse terms. Writing Skills Level 5: Can write business correspondence, short reports, e-mail messages and information literature to an acceptable standard with the assistance of language tools. Can write detailed notes in a meeting whilst contributing fully.
Practical and personal skills	• up-to-date evidence of effective programme management and delivery of benefits • effective negotiation and persuasion skills • strong planning and organisational skills • outstanding communication and inter-personal skills with the ability to clearly communicate with senior management and external stakeholders • ability to co-ordinate colleagues, volunteers and contracted parties through expert leadership, motivation, teamwork, supervision and accountability • proven capability to manage stakeholders with a programme environment • evidence of relevant continuous professional development

Required Experience	• understanding of the Mid Wales region and its transport priorities • experience with Strategic Development Plans and WeTAG reporting • familiarity with Welsh Government transport policy and funding cycles • proven experience of programme delivery including providing programme assurance and effective governance • strong experience as a team leader – leading with influence, managing conflicts and resilient in the face of ambiguity • experience of programme budget (revenue and capital) and resource management (people and assets) • experience of effective public/stakeholder engagement • strong experience of working in partnership – working in a multi-disciplinary environment • contract management • 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	• managing Successful Programmes Practitioner

Desirable Requirements	
Qualifications / Training	• managing Successful Programmes Practitioner/Advanced Practitioner • PRINCE2 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