

Disgrifiad Swydd

Teitl y Swydd	Swyddog Cymorth i Brosiectau
Gwasanaeth	Gwasanaethau Democrataidd
Graddfa	9
Pwynt/iau Cyflog	24 – 26
Cyflog	£35,412 - £37,280 pro rata
Pwrpas y Swydd	<p>Gweithio fel rhan o Swyddfa Prosiectau'r Cyngor, gan weithio ar a darparu cymorth i reolwyr prosiectau a rheolwyr rhaglenni, sy'n gweithio ar brosiectau amrywiol ledled y cyngor.</p> <p>Disgwylir i ddeiliad y swydd ddefnyddio medrau cyfathrebu, trafod a dylanwadu i sicrhau ymrwymiad ystod o staff, er mwyn gallu cyflwyno rhaglenni a phrosiectau fel y cytunwyd arnynt gan y Panel Rheoli Prosiectau Corfforaethol (PRhPC).</p> <p>Disgwylir i ddeiliad y swydd weithio fel aelod o dîm cydlynol a phan fo angen hynny, disgwylir iddo/iddi gymryd cyfrifoldeb arweiniol dros faterion y tu hwnt i'w gylch/i'w chylch cyfrifoldeb uniongyrchol.</p>
Lleoliad Gwaith Cytundebol	Penmorfa, Aberaeron
Oriau Gwaith	37
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Cyfnod Penodedig
Teitl swydd y Rheolwr Llinell	Rheolwr Corfforaethol – Cymorth Corfforaethol i Wasanaethau, er y bydd y sawl a benodir yn gweithio gydag amryw o reolwyr prosiectau a rhaglenni ar hyd ac ar led yr awdurdod.
Cyfrifoldebau Goruchwylio / Rheoli	Amherthnasol.
Atebolrwydd	Adrodd i arweinwyr ffrydiau gwaith, rheolwyr prosiectau a rheolwyr rhaglenni, gan nodi cynnydd yn erbyn cerrig milltir prosiectau.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	
Dyletswyddau a chyfrifoldebau	
<p>Bydd y Swyddog Cymorth i Brosiectau (SCiB) yn darparu gwasanaeth cymorth drwy'r dulliau canlynol:</p> <ul style="list-style-type: none"> • Gweithio'n agos gyda'r Panel Rheoli Prosiectau Corfforaethol (PRhPC) i reoli disgwyliadau o ran adroddiadau a therfynau amser. • Gweithio'n agos gydag ystod o ran ddeiliaid i rannu gwybodaeth gymhleth, sensitif neu ddadleuol. • Arwain ar drefnu, gweinyddu a chadw cofnodion ystod o gyfarfodydd prosiect. • Sefydlu a chynnal perthnasau rhyngpersonol cadarnhaol gydag aelodau staff eraill, perthnasau a nodweddir gan ymddiriedaeth, parch ar y naill ochr a'r llall a chyfathrebu agored a gonest. • Sicrhau bod gan brosiectau ffocws clir ac y rheolir yn weithredol unrhyw gyfathrebu angenrheidiol gyda rhanddeiliaid allweddol. • Dirprwyo ar ran y Rheolwyr Prosiectau pan fo hynny'n briodol. 	

- Bydd y rôl yn gofyn am gyfathrebu mynych gydag ystod o staff y cyngor ar bob lefel, yn ogystal â rhanddeiliaid allweddol eraill, a hynny wyneb yn wyneb, ar lafar ac yn electronig.
- Gallu darparu her i reolwyr prosiectau ac arweinwyr prosiectau o ran adrodd a chynyddu'r her yn ôl yr angen.
- Monitro buddion a Risgiau, Tybiaethau, Materion a Dibyniaethau (RAIDs) a rheoli'r broses o gadarnhau hyn o fewn y prif gofnodion cyffredinol.
- Darparu cymorth prosiect i reolwyr prosiectau sut i baratoi adroddiadau statws, rheoli cofnodion Risgiau, Tybiaethau, Materion a Dibyniaethau a mynd ar drywydd camau gweithredu sy'n dal heb eu cyflawni.
- Cynorthwyo arweinyddion prosiect i ddatblygu Briffiau Prosiectau a dogfennaeth eraill angenrheidiol ar gyfer prosiectau a chasglu gwybodaeth yn ôl yr angen.
- Darparu gwasanaeth monitro a rheoli a chynhyrchu adroddiadau amrywiol i sicrhau bod gwybodaeth am brosiectau yn cael ei dadansoddi, ei chyfathrebu, ei dwysáu a'i lliniaru'n effeithiol er mwyn sicrhau bod cyn lleied o effeithiau negyddol â phosibl.
- Gweithio'n agos gyda rheolwyr prosiect i greu cynlluniau prosiect cydnerth, gan sicrhau yr ystyrir cynllunio at raid, er mwyn rheoli unrhyw lithriant.
- Mewn cydweithrediad gyda'r rheolwyr prosiect, datblygu a diweddarau'r cynlluniau a sicrhau eu bod yn cael eu monitro drwy gydol oes y prosiect.
- Monitro ac olrhain cynnydd cerrig milltir a chynlluniau rhaglen a thynnu sylw at unrhyw wro neu lithro oddi ar y cynllun gwaelodlin.
- Monitro ac olrhain deilliannau a buddion wedi i'r prosiect ddod i ben.
- Yn gyfrifol am gynorthwyo rheolwyr prosiectau wrth baratoi ffurflenni cais am newid a chysylltu gyda'r sawl sydd â chyfrifoldeb adrodd ar y Panel Rheoli Prosiectau Corfforaethol wrth nodi diweddariadau cynnydd.
- Yn gyfrifol am storfa rheoli dogfennau y Panel Rheoli Prosiectau Corfforaethol i sicrhau bod y confensiynau safonau a rheoli fersiwn yn cael eu gweithredu a bod dogfennaeth prosiectau yn cael ei storio'n electronig mewn dull hygyrch, systematig a chyson yn unol â pholisi swyddogaeth adrodd y tîm trawsnewid.
- Rheoli'r broses o gyfathrebu drwy e-byst gyda rheolwyr prosiectau a datrys ymholiadau o ddydd i ddydd.
- Yn gyfrifol am gyflwyno dogfennaeth allweddol ac adroddiadau'n brydlon.
- Darparu cymorth gweinyddol i'r Panel Rheoli Prosiectau Corfforaethol a rheolwyr prosiectau, gan gynnwys trefnu cyfarfodydd a gweithdai, paratoi agendâu, casglu a dosbarthu papurau.
- Bod yn ysgrifennydd mewn grwpiau Panel Rheoli Prosiectau Corfforaethol, cyfarfodydd prosiect, grwpiau gorchwyl a gorffen a chydlynu camau gweithredu dilynol a dosbarthu pwyntiau gweithredu a chofnodion.
- Gweithredu'n gadarnhaol ym mhob maes gwaith a sicrhau bod y rheolwyr prosiectau'n llwyr ymwybodol o'r camau gweithredu a gymerwyd.
- Cysylltu gyda rheolwyr prosiectau ynghylch cyflwyno adroddiadau a deunyddiau angenrheidiol ar gyfer cyfarfodydd gweithgorau a monitro Risgiau, Tybiaethau, Materion a Dibyniaethau.
- Cynnig adborth ar y dull o wella darpariaeth y gwasanaeth a gwaith y tîm trawsnewid.

Manyleb y Person

Gofynion Hanfodol	
<p>Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol</p>	<ul style="list-style-type: none"> • Cymhwyster ym maes rheoli prosiectau/cymhwyster rheolaethol hyd at safon gradd/NVQ5 neu brofiad cyfatebol y gellir tystio iddo. • Prince 2 (Prosiectau mewn Amgylcheddau a Reolir) Sylfaenol
<p>Sgiliau Ieithyddol Cymraeg:</p>	<p>Bydd angen y sgiliau ieithyddol canlynol o fewn 2 flynedd i'r penodiad.</p> <p>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.</p> <p>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.</p> <p>Sgiliau Ysgrifennu Lefel 3: Medru llunio negeseuon ac adroddiadau anffurfiol at ddefnydd mewnol.</p>
<p>Sgiliau Ieithyddol Saesneg:</p>	<p>Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd.</p> <p>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.</p> <p>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.</p> <p>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.</p>
<p>Sgiliau Ymarferol / Personol</p>	<ul style="list-style-type: none"> • Offer a thechnegau Rheoli Rhaglenni a Phrosiectau. • Medrau TG Canolradd/Uwch gan gynnwys Excel, Word, PwerBwynt a Phrosiect MS. • Medrau cyfathrebu ardderchog yn llafar ac yn ysgrifenedig.

	<ul style="list-style-type: none"> • Sylw ardderchog i fanylion, cywirdeb a chysondeb. • Medrau cadarn o ran adeiladu perthynas ac agwedd tuag at weithio mewn tîm. • Medrau rhyngbersonol, cynllunio a threfnu ardderchog gyda gallu rhagorol i flaenoriaethu a threfnu llwyth gwaith. • Gwrando ar, deall a dehongli'n fanwl gywir unrhyw gyfarwyddiadau cymhleth a manylion a roddir a chynnig atebion amgen yn ôl yr angen. • Y gallu i weithio dan bwysau a blaenoriaethu yn briodol. • Yn gallu i gyflawni o fewn terfynau amser tynn. • Yn gallu i weithio mewn dull annibynnol. • Y gallu i gyfathrebu a thrafod yn effeithiol ac yn briodol gydag ystod eang o bobl. • Brwdfrydedd ac ymrwymiad. • Blaengar ac arloesol. • Yn gallu gweithio ar ei liwt ei hun neu fel rhan o dîm. • Gonestrwydd a didwylledd.
Profiad Hanfodol	<ul style="list-style-type: none"> • Profiad o weithio mewn Swyddfa Raglenni/Rheoli Prosiectau neu mewn amgylchedd tebyg. • Profiad blaenorol o gynnig cymorth i brosiectau o fewn awdurdod lleol neu mewn sefydliad mawr. • Profiad o gyflwyno gwybodaeth a chyfathrebu gydag ystod o staff. • Y profiad o gofnodi mewn cyfarfodydd a dosbarthu camau gweithredu a nodiadau clir a chryno gyda therfynau amser penodol. • Y gallu i gasglu a dosbarthu gwybodaeth gymhleth a chyflawni tasgau o fewn terfynau amser tynn. • Profiad sicr o fonitro rhaglenni a phrosiectau mewn meysydd cynllunio, risgiau, materion, cyllid, adnoddau, tybiaethau a dibyniaethau. • Profiad o ddrafftio a datblygu negeseuon cyfathrebu. • Profiad o ymgysylltu gydag uwch staff y sefydliad. • Y gallu i baratoi Dogfennaeth Prosiectau a chysylltu gyda rhanddeiliaid allweddol er mwyn cael gafael yn yr wybodaeth berthnasol.
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Os bydd angen, hyfforddiant ym methodoleg PRINCE 2 (Prosiectau mewn Amgylcheddau a Reolir).

Gofynion Dymunol	
Cymwysterau / Hyfforddiant	<ul style="list-style-type: none"> • Ymarferydd PRINCE 2. • Rheoli Rhaglenni Llwyddiannus (MSP) – Sylfaenol.
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> • Deall prosesau a chylch bywyd rheoli prosiectau. • Hyblygrwydd o ran y gweithle

Job Description

Post Name	Project Support Officer
Service	Democratic Services
Grade	9
Spinal Point/s	24-26
Salary	£35,412 - £37,280 pro rata
Job Purpose	<p>To work as part of the Council's Project Office working on and provide support to project and programme managers working on various projects across the council.</p> <p>The post holder is expected to use communication, negotiation and influencing skills to engage a range of staff to enable the delivery of programme and projects as agreed by CPMP</p> <p>They will be expected to work as a member of a cohesive team and, when required, to take lead responsibility for issues outside his/her immediate sphere of responsibility</p>
Contractual Work Location/Base	Penmorfa, Aberaeron
Hours of Work	37 hours per week
Type of Contract	Full-time
Contract Duration	Fixed Term
Line Managers Job Title	Corporate Manager – Corporate Service Support although they will work with a variety of programme and project managers across the authority.
Supervisory/Managerial Responsibilities	N/A
Accountability	Reporting progress against project milestones to workstream leads, project managers, and programme managers.
Contractual Terms Associated with the Post	

Duties and Responsibilities

The Project Support Officer (PSO) will provide a support service by:

- Work closely with the Corporate Project Management Panel (CPMP) to manage reporting expectations and deadlines
- Work closely with a range of stakeholders to disseminate complex, sensitive or contentious information.
- Lead on scheduling, administration and noting of a range of project meetings.
- Establish and maintain positive interpersonal relationships with other staff members characterised by Trust, mutual respect, and open, honest communication.
- Ensuring projects are sharply focused and essential communications with key stakeholders are actively managed.
- Deputise on behalf of the Project Managers when appropriate.
- The role will demand frequent face to face, written, verbal and electronic communications with a range of staff through all levels in the council and other key stakeholders.
- Be able to provide challenge to project managers and project leads in terms of reporting and escalate as is appropriate.
- Monitor benefits and RAIDs (Risks, Assumptions, Issues and Dependencies) and manage consolidation with the overall CPMP master logs.
- Provide project support to project managers on preparing status reports, managing RAID logs and follow up on outstanding actions.
- Assist projects leads on the development of Project Briefs and other essential project documentation and collate information as necessary.
- Provide a monitoring and control service and generate various reports to ensure project information is effectively analysed, communicated, escalated and mitigated to minimise potential impacts.
- Work closely with project managers to formulate robust project plans ensuring that contingency planning is considered to manage slippages.
- In conjunction with the project managers, develop and update the plans and ensure they are monitored throughout the project lifecycle.
- Monitor and track progress of milestones and programme plans and escalate any deviation and slippages from the baseline plan.
- Monitor and track outcomes and benefits following project closure
- Responsible to assist project managers in preparing change request forms and liaising with the CPMP reporting functions to progress updates.
- Responsible for the document management repository for the CPMP ensuring the standard conventions and version controls are put into practice and project documentation is stored electronically in an accessible, systematic and consistent manner in line with transformation team reporting function policy.
- Manage email communication with the project managers and resolve queries on a day to day basis.
- Responsible to submit key documentation and reports within a timely manner.
- Provide administrative support to CPMP and project managers including organising meetings and workshops, agenda preparation, paper collation and distribution.
- Scribe at CPMP groups, project meetings, task and finish groups and coordinate follow up actions and circulate actions points and minutes.
- Take positive action in all areas of work and ensure that the project managers are well versed with the course of action taken.

- Liaise with project managers on submissions of reports and necessary of materials for working group meetings and RAIDs monitoring.
- To feedback on improving the service provision and work of the transformation team.

Job Evaluation Post Ref

JD1226

Person Specification

Essential Requirements	
Academic / Professional / Technical / Vocational Qualifications	<ul style="list-style-type: none"> • A project management/managerial qualification to degree/NVQ5 level or demonstrable equivalent experience. • Prince 2 Foundation
Welsh Linguistic Skills:	<p>The following linguistic skills will be required within 2 years of appointment.</p> <p>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.</p> <p>Reading Skills Level 3: Can understand most reports, documents and correspondence he/she is likely to encounter during his/her work.</p> <p>Writing Skills Level 3: Can write informal messages and reports for internal use.</p>
English Linguistic Skills:	<p>The following linguistic skills will be required on appointment.</p> <p>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.</p> <p>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.</p> <p>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.</p>
Practical and personal skills	<ul style="list-style-type: none"> • Programme and Project Management tools and techniques • Intermediate / Advanced level IT Skills including Excel, Word, PowerPoint and MS Project • Excellent verbal and written communication skills • Excellent attention to detail, accuracy and consistency • Strong relationship building skills and team working attitude • Excellent interpersonal, planning and organisation skills with outstanding ability to prioritise and schedule workloads

	<ul style="list-style-type: none"> • Listen to, understand and accurately interpret complex and detailed instructions and guidance given, and provide alternative solutions as necessary • Ability to work under pressure and to prioritise accordingly • Able to deliver within tight deadlines • Capable of working in an automatous fashion • Ability to communicate and negotiate effectively and appropriately with a wide range of people • Enthusiasm and commitment • Innovative and progressive • Able to work on own initiation or part of a team • Honesty and integrity
Required Experience	<ul style="list-style-type: none"> • Experience of working in a Programme / Project Management Office or within a similar environment • Previous Project Support within a local authority or large organisation • Experience of reporting information and communicating to a range of staff • Experience of noting meetings and circulation of clear and concise actions points and notes with specific timescales • Ability to collate and disseminate complex information and deliver task to tight deadlines • Proven experience of monitoring programme and projects in areas of planning, risks, issues, finance, resources, assumptions and dependencies. • Experience of drafting and developing communication messages • Experience of engaging with organisation senior staff • Ability to prepare Project Documentation and liaising with key stakeholders to obtain relevant information
Training/education required to be undertaken for the post/worked towards	If required training in prince 2 methodology

Desirable Requirements	
Qualifications / Training	<ul style="list-style-type: none"> • PRINCE 2 Practitioner • Management Successful Programmes (MSP) Foundation
Practical / Personal Skills	<ul style="list-style-type: none"> • Understanding of project management processes and lifecycle. • Flexibility around working location.