

Disgrifiad Swydd

Teitl y Swydd: Rheolwr Adnoddau- Buddsoddi a Thrawsnewid Strategol

Graddfa Gyflog: 12

Cyfeirnod Gwerthuso Swyddi (At ddefnydd Adnoddau Dynol): JD 1884

Prif Bwrpas y Swydd:

Arwain y cynllunio strategol, y dyrannu a'r llywodraethu o fuddsoddiad ariannol gofal cymdeithasol ar draws Cyngor Sir Ceredigion a rhanbarth Gorllewin Cymru. Llunio a dylanwadu ar bolisi ar lefelau lleol, rhanbarthol a chenedlaethol i sicrhau trawsnewid cynaliadwy o fewn y Strategaeth Llesiant Gydol Oes.

Bydd deiliad y swydd yn adolygu ac yn dyrannu adnoddau, yn cynllunio fframweithiau arloesol ar gyfer darparu gwasanaethau, ac yn rhoi cyngor arbenigol i Uwch Arweinwyr. Mae'r rôl hon yn gofyn am arweinyddiaeth uwch ar draws sawl disgyblaeth arbenigol, gan gynnwys strategaeth ariannol, comisiynu, rheoli newid, a datblygu polisi.

Tasgau a Chyfrifoldebau Allweddol:

- Datblygu a gweithredu strategaethau buddsoddi aml-flwyddyn ar gyfer cyllidebau cyfalaf a refeniw, gan sicrhau eu bod yn cyd-fynd â pholisi a blaenoriaethau lleol, cenedlaethol a rhanbarthol.
- Cefnogi Swyddogion Arweiniol Corfforaethol a Rheolwyr Corfforaethol i sicrhau, defnyddio, monitro a chydymffurfio â chyfleoedd buddsoddi cyllid grant (cyfalaf a refeniw), gan gynnwys ond heb fod yn gyfyngedig i'r cronfeydd canlynol: y Gronfa Integreiddio Rhanbarthol, y Gronfa Tai â Gofal, y Gronfa Gyfalaf Integreiddio ac Ailgydbwyso Iechyd a Gofal Cymdeithasol, mentrau tymor byr y Bwrdd Partneriaeth Rhanbarthol a mentrau hirdymor Llywodraeth Cymru
- Cynrychioli'r Cyngor mewn fforymau Llywodraeth Cymru a'r Bartneriaeth Ranbarthol, gan ddylanwadu ar benderfyniadau polisi a phenderfyniadau cyllido. Negodi ac eirioli ar lefel ranbarthol a chenedlaethol i sicrhau cyllid a dylanwadu ar gyfeiriad polisi.
- Defnyddio disgresiwn wrth lunio prosesau a safonau ar draws Llesiant Gydol Oes ar gyfer dyrannu adnoddau a rhaglenni trawsnewid, gan argymhell sut y gellir dyrannu adnoddau ariannol ac adnoddau eraill orau ar draws mentrau newid i wneud y mwyaf o enillion ar fuddsoddiad ac i sicrhau gwerth am arian
- Arwain mentrau newid sy'n effeithio ar nifer o swyddogaethau a gwasanaethau ar draws Llesiant Gydol Oes. Cefnogi'r gwaith o gynhyrchu cynlluniau ac achosion busnes cynhwysfawr, wedi'u costio, ar gyfer mentrau y cytunwyd arnynt, gan gwrdd â blaenoriaethau strategol diffiniedig, gan adlewyrchu deddfwriaeth, canllawiau statudol a rheoliadau sy'n berthnasol
- Cynllunio ac ymgorffori fframweithiau newydd ar gyfer cynllunio a darparu o ran trawsnewid gofal cymdeithasol, gan gyflwyno atebion arloesol mewn meysydd polisi cymhleth ac anhysbys.
- Adrodd wrth gyfres o gyfarfodydd strategol a gweithredol Swyddog Arweiniol Corfforaethol Llesiant Gydol Oes, ac wrth Fwrdd Rhaglen Llesiant Gydol Oes, y meysydd penodol sy'n peri pryder/risg neu lithriad ac argymhell camau adfer sy'n angenrheidiol i sicrhau bod y mentrau'n cael eu cyflawni yn ôl yn unol â'r cynlluniau. Sicrhau y cedwir at ofynion statudol, amodau ariannu, a fframweithiau llywodraethu.
- Datblygu a chynnal perthnasoedd gwaith gyda rhanddeiliaid mewnol ac allanol, yn enwedig yr Economi ac Adfywio, Cymorth i Wasanaethau Corfforaethol, Cyllid a Chaffael a Llywodraeth Cymru, Cyrrff Partneriaeth Rhanbarthol a phartneriaethau lechyd a Gofal Cymdeithasol eraill

- Goruchwyllo gwaith cynllunio'r gweithlu a datblygu galluogrwydd ar gyfer rhaglenni trawsnewid.
- Nodi ac arwain y gwaith o gyflwyno prosesau cynllunio arferion gorau, teclynnau a thempledi rheoli newid, gan ddefnyddio safonau'r diwydiant ac arferion gorau fel y meincnod
- Ymgymryd â dyletswyddau eraill a allai fod yn briodol i gyflawni amcanion y swydd, sy'n gymesur â chyflog, graddfa a gallu deiliad y swydd

Gwiriad y Gwasanaeth Datgelu a Gwahardd*: Ddim yn berthnasol

Cofrestriad / Aelodaeth Proffesiynol Hanfodol: Ddim yn berthnasol

Os dewiswyd arall, rhwch y Cofrestriad/Aelodaeth Angenrheidiol: Ddim yn berthnasol

Manyleb Person

Gofynion Hanfodol

Cymwysterau Hanfodol Academaidd / Proffesiynol / Technegol / Galwedigaethol:

- Gradd berthnasol neu gyfwerth ac o leiaf 5 mlynedd o brofiad o reoli newid trawsnewidiol
- Tystiolaeth o ddatblygiad proffesiynol parhaus perthnasol
- Ymarferydd Prince2

Profiad hanfodol (Rhowch yr isafswm nifer o flynyddoedd o brofiad sydd eu hangen):

- Rheoli cost/budd (refeniw a chyfalaf) gan gynnwys cynhyrchu achosion busnes, sicrwydd effeithiol o ran portffolio a llywodraethu effeithiol
- Rheoli newid (pobl ac asedau) gan gynnwys arwain agweddau, dylanwad strategol, rheoli blaenoriaethau sy'n gwrthdaro ac amwysedd, cydnerthedd yn wyneb gwrthwynebiad i newid
- Ymgysylltu â chydweithwyr/rhanddeiliaid/y cyhoedd a hwyluso dadl ar lefel Weithredol
- Llwyddiant blaenorol o ddylanwadu ar lasbrintiau a fframweithiau rhanbarthol/cenedlaethol a sicrhau cyllid allanol sylweddol

Sgiliau ymarferol/personol hanfodol:

- Sgiliau uwch o ran cynllunio strategol, negodi ac eirioli.
- Y gallu i arwain rhaglenni cymhleth ar draws sawl disgyblaeth arbenigol.
- Sgiliau cyfathrebu eithriadol ar gyfer ymgysylltu â rhanddeiliaid lefel uchel.
- Galluogrwydd profedig i reoli rhanddeiliaid ar bob lefel gyda'r gallu i weithio'n strategol, yn greadigol/aroesol, yn annibynnol ac fel rhan o dimau amlddisgyblaethol.

Sgiliau Iaith Saesneg:

Gwrando a Siarad

- **Lefel 5:** Yn gallu cyfrannu'n rhugl ac yn hyderus mewn perthynas â phob agwedd ar waith o ddydd i ddydd, gan gynnwys trafod a chynghori o ran materion technegol, arbenigol neu sensitif.

Sgiliau Darllen

- **Lefel 5:** Yn gallu deall adroddiadau, dogfennau ac erthyglau y mae'n debygol o ddarllen yn ystod ei (g)waith, gan gynnwys cysyniadau cymhleth wedi'u mynegi mewn termau astrus.

Sgiliau Ysgrifennu

- **Lefel 5:** Yn gallu ysgrifennu gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth wybodaeth i safon dderbyniol gyda chymorth offer iaith. Yn gallu ysgrifennu nodiadau manwl mewn cyfarfod wrth gyfrannu'n llawn.

Sgiliau Iaith Gymraeg:

Gwrando a Siarad

- **Lefel 2:** Yn gallu deall hanfod sgwrs. Yn gallu derbyn a deall negeseuon syml yn dilyn patrymau arferol, fel amser a lle cyfarfod, cais i siarad â rhywun. Yn gallu trosglwyddo gwybodaeth sylfaenol a chyfarwyddiadau syml. Yn gallu dechrau a gorffen sgysiau a chyfarfodydd yn ddwyieithog.

Sgiliau Darllen

- **Lefel 2:** Yn gallu deall y rhan fwyaf o adroddiadau byr a chyfarwyddiadau cyfarwydd yn ei faes/maes arbenigedd ei hun, ar yr amod bod digon o amser yn cael ei roi.

Sgiliau Ysgrifennu

- **Lefel 2:** Yn gallu ysgrifennu neges fer syml ar bapur neu drwy e-bost at gydweithiwr o fewn y Cyngor neu gyswllt allanol hysbys.
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Gofynion Dymunol

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol Dymunol:

- Gwell Achos Busnes (Sylfaen/Ymarferydd)

Profiad dymunol:

- Gwybodaeth a dealltwriaeth o lechyd a Gofal Cymdeithasol ar lefel ranbarthol neu genedlaethol.

Sgiliau ymarferol/personol dymunol:

- Dealltwriaeth o ranbarth Gorllewin Cymru a'r nodweddion cymdeithasol ac economaidd, gan gynnwys blaenoriaethau a rhanddeiliaid allweddol

Job Description

Job Title: Resource Manager- Strategic Investment & Transformation

Pay Grade: 12

Job Evaluation Reference (HR Use): JD 1884

Main Purpose of the Job:

Lead the strategic planning, allocation, and governance of social care financial investment across Ceredigion County Council and the West Wales region. Shape and influence policy at local, regional, and national levels to ensure sustainable transformation within the Through Age Wellbeing (TAW) Strategy.

The postholder will carry out resources review and allocation, design innovative frameworks for service delivery, and provide expert advice to Senior Leadership. This role requires advanced leadership across multiple specialist disciplines, including financial strategy, commissioning, change management, and policy development.

Key Tasks & Responsibilities:

- Develop and implement multi-year investment strategies for capital and revenue budgets, ensuring alignment with local, national and regional policy and priorities.
- Support CLOs and CMs to secure, deploy, monitor and comply with grant funding investment opportunities (capital and revenue), including but not limited to the following funds: RIF, HCF, IRCF, short-term RPB initiatives and long term WG initiatives
- Represent the Council at Welsh Government and Regional Partnership forums, influencing policy and funding decisions. Negotiate and advocate at regional and national levels to secure funding and influence policy direction.
- Exercise discretion in shaping TAW-wide processes and standards for resource allocation and transformation programmes, recommending how financial and other resources can be best allocated across change initiatives to optimise return on investment and to ensure value for money delivery
- Lead change initiatives that impact multiple functions and services across TAW. Support the production of comprehensive, costed, plans and business cases for agreed initiatives, meeting defined strategic priorities, reflecting relevant legislation, statutory guidance, and regulations
- Design and embed new frameworks for planning and delivery of social care transformation, introducing innovative solutions in complex and uncharted policy areas.
- Report to the TAW CLO suite of strategic and operational meetings, and to TAW Programme Board, the specific areas of concern/risk or slippage and recommend recovery actions necessary to bring the delivery of initiatives back into line with plans. Ensure adherence to statutory requirements, funding conditions, and governance frameworks.
- Develop and maintain working relationships with internal and external stakeholders particularly Economy & Regeneration, Corporate Service Support, Finance & Procurement and Welsh Government, Regional Partnership Bodies and other Health and Social Care partnerships
- Oversee workforce planning and capability development for transformation programmes.

- Identify and lead the introduction of best practice planning processes, change management tools and templates, using industry standards and best practice as the benchmark
- To undertake such other duties as may be appropriate to achieve the objectives of the post, commensurate with the post holder's salary, grade and ability

Disclosure & Barring Service Check*: Not Applicable

Essential Professional Registration / Membership: Not Applicable

If selected other, provide the Registration/Membership Required: Not Applicable

Person Specification

Essential Requirements

Essential Academic / Professional / Technical / Vocational Qualifications:

- Relevant degree or equivalent and minimum of 5 years' experience in managing transformational change
- Evidence of relevant continuous professional development
- Prince2 Practitioner

Essential experience (Please provide minimum number of years' experience required):

- Cost/benefit management (revenue & capital) including production of business cases, effective portfolio assurance and governance
- Change management (people & assets) including thought leadership, strategic influence, managing conflicting priorities & ambiguity, resilience in the face of resistance to change
- Colleague/stakeholder/public engagement & facilitation of Executive-level debate
- Proven track record of influencing regional/national blueprints and frameworks and securing significant external funding

Essential practical/personal skills:

- Advanced strategic planning, negotiation, and advocacy skills.
- Ability to lead complex programmes across multiple specialist disciplines.
- Exceptional communication skills for high-level stakeholder engagement.
- Proven capability to manage stakeholders at all levels with the ability to work strategically, creatively/innovatively, independently and as part of multi-disciplinary teams.

English Language Skills:

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.

Welsh Language Skills:

Listening & Speaking

- **Level 2:** Can understand the essence of a conversation. Can receive and understand simple messages following normal patterns, such as time and place of meeting, request to talk to someone. Can pass on basic information and simple instructions. Can begin and end conversations and meetings bilingually.

Reading Skills

- **Level 2:** Can understand most short reports and familiar instructions within his/her own area of expertise, provided enough time is given.

Writing Skills

- **Level 2:** Can write a short simple message on paper or by e-mail to a colleague within the Council or a known external contact.

Desirable Requirements

Desirable Academic / Professional / Technical / Vocational Qualifications:

- Better Business Case (Foundation/Practitioner)

Desirable experience:

- Knowledge and understanding of Health and Social Care at a regional or national level.

Desirable practical/personal skills:

- Understanding of the West Wales region and the social and economic characteristics, including key priorities and stakeholders