

Disgrifiad Swydd

Teitl y Swydd: Swyddog Prosiect a Datblygu Busnes

Cyflog: Gradd 9, £35,412 – £37,280 y flwyddyn

Lleoliad: Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron

Cyfeirnod Gwerthuso Swydd: JD 1889

Prif Ddiben y Swydd:

- Bydd y Swyddog Prosiect a Datblygu Busnes yn gweithio o fewn y Tîm Twf a Menter i weithredu rhaglen Strategaeth Economaidd Cyngor Sir Ceredigion.
- Bydd deiliad y swydd yn gweithio gyda Rheolwyr Prosiect, Rheolwyr Gwasanaeth, cynrychiolwyr adrannol ac ar draws yr holl Awdurdod, yn ogystal â rhanddeiliaid a phartneriaid busnes a chymunedol allanol.
- Bydd y rôl yn cynnwys cydlynu, hwyluso a rheoli prosiectau adfywio i gefnogi trefi, cymunedau a busnesau Ceredigion.
- Disgwylir i ddeiliad y swydd fod â phroffil lleol amlwg i ysgogi ac adeiladu perthnasoedd cadarnhaol â phobl leol a chefnogi lleoedd sy'n diwallu anghenion a dyheadau'r gymuned.

Prif Dasgau a Chyfrifoldebau:

Dyletswyddau a Chyfrifoldebau Rheoli a Chynllunio Prosiectau

- Cydlynu, hwyluso a rheoli cyflawni rhaglen amlflwyddyn o weithgareddau i gefnogi'r camau gweithredu a'r uchelgeisiau a nodir yn y Strategaeth Economaidd,
- Sicrhau bod mentrau'n bodloni anghenion a blaenoriaethau Strategaeth Economaidd Ceredigion a Strategaeth Gorfforaethol Ceredigion 2022–27, o ran hybu'r economi, cefnogi busnesau a galluogi cyflogaeth.
- Hwyluso ymgysylltiad, cyfranogiad a mentora ystod o sefydliadau yn y sectorau cymunedol, cyhoeddus a phreifat i gynorthwyo â datblygu eu syniadau.
- Cefnogi Rheolwr Gwasanaeth Cyflawni Prosiectau i ddatblygu a gweithredu system gadarn ar gyfer rheoli gwaith ar draws y Sir.
- Cysylltu a chydweithio â swyddogion ar draws Meysydd Gwasanaeth Cyngor Sir Ceredigion i sicrhau bod gweithgareddau'n cyd-fynd ag amcanion strategol.
- Darparu cyngor ac arweiniad ar ddeddfwriaeth a rheoliadau sy'n llywodraethu cyflawni'r gweithgareddau.
- Nodi unrhyw anghenion hyfforddiant/datblygu capasiti sydd eu hangen ar lefel lawr gwlad i wireddu'r syniadau hyn.
- Cadw cofnodion cywir a chadarn o weithgareddau at ddibenion ariannol, monitro ac archwilio.
- Monitro ac olrhain cynnydd cerrig milltir ac unrhyw wyriadau neu lithriadau o'r cynllun sylfaenol er mwyn sicrhau bod gweithgareddau ar y trywydd iawn.
- Sicrhau bod gwybodaeth berthnasol gyfredol yn cael ei darparu i Bartneriaeth Economaidd Leol Cynnal y Cardi mewn perthynas â monitro cynnydd a chyllid.

Gwiriad y Gwasanaeth Datgelu a Gwahardd: Ddim yn berthnasol

Cofrestrriad / Aelodaeth Broffesiynol Hanfodol: Ddim yn berthnasol

Manyleb Person

Gofynion Hanfodol

Cymwysterau Hanfodol Academaidd / Proffesiynol / Technegol / Galwedigaethol:

- Wedi'i addysgu hyd at lefel gradd a/neu Rheoli Busnes NEU
- NVQ Lefel 4 mewn Astudiaethau Busnes NEU
- Cymhwyster PRINCE2 neu brofiad cyfatebol y gellir ei ddangos

Profiad hanfodol:

- Profiad o gylchoedd oes rheoli prosiectau a hanes profedig o gyflawni prosiectau'n llwyddiannus o fewn amserlen a chyllideb.
- Profiad o ddatblygu cymunedau gwledig mewn modd cyfranogol, yn enwedig cyflawni mentrau arloesol sy'n cefnogi'r economi leol.
- Profiad a'r gallu i ymgysylltu ag unigolion, cymunedau, busnesau a sefydliadau eraill a'u cymell i ddatblygu a chyflawni cynlluniau lleol.
- Gwybodaeth a dealltwriaeth gadarn o'r materion sy'n wynebu cymunedau gwledig, yn enwedig trefi gwledig.
- Profiad o brosesau datblygu strategol a gweithio mewn partneriaeth i gefnogi cydweithio.
- Dealltwriaeth ac ymrwymiad i weithio cydweithredol amlasiantaethol, gan gynnwys profiad ymarferol o hwyluso gweithio effeithiol mewn partneriaeth, o fewn y sectorau cyhoeddus, preifat a chymunedol.
- Profiad o weithio o fewn fframwaith strategol corfforaethol i sicrhau bod gweithgareddau'n cyd-fynd ag amcanion strategol cymeradwy.
- Profiad o ystyried posibilïadau amgen a chynghori ar yr atebion mwyaf hyfwrdd.
- Y gallu i gadeirio cyfarfodydd, hwyluso ac arwain trafodaethau.
- Profiad o reoli ariannol a rheoli cyllidebau.
- Profiad o weithio i amserlen dynn ac o dan bwysau.

Sgiliau ymarferol/personol hanfodol:

- Sgiliau dadansoddi, rhyngpersonol a chyfathrebu rhagorol, ar lafar ac yn ysgrifenedig, gan gynnwys y gallu i ffurfio perthnasoedd gwaith adeiladol ag unigolion a sefydliadau yn y sector cymunedol, cyhoeddus a phreifat.
- Sgiliau cryf o ran meithrin perthnasoedd ac agwedd gadarnhaol at weithio mewn tîm.
- Y gallu i feddwl yn arloesol ac yn strategol.
- Sgiliau adrodd a rheoli data da — cadw cofnodion cywir o weithgareddau at ddibenion ariannol a monitro.
- Sgiliau trefnu da.
- Y gallu i ymateb yn gadarnhaol i newidiadau yn yr amgylchedd gwaith ac i ddelio'n effeithiol â phwysau gwaith pan fyddant yn codi.
- Y gallu i weithio ar eich liwt eich hun yn ogystal ag fel aelod o dîm.
- Brwdfrydedd dros weithgareddau sy'n seiliedig ar y gymuned.
- Y gallu i gynrychioli'r Awdurdod yn effeithiol wrth ddelio â sefydliadau eraill.
- Cymhwysedd wrth ddefnyddio pecynnau a chyfarpar meddalwedd TG amrywiol, gan gynnwys meddalwedd MS Office.
- Dealltwriaeth o raglenni adfywio lleol a chenedlaethol.
- Bydd angen i ddeiliad y swydd allu teithio i wahanol leoliadau ledled y sir ar yr rybudd, gan ddefnyddio cludiant personol, i ymateb yn brydlon i anghenion y gwasanaeth.

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 ar faterion technegol, arbenigol neu sensitif.

Sgiliau Darllen

- **Lefel 5:** Yn gallu deall adroddiadau, dogfennau ac erthyglau y mae'n debygol o'u darllen yn ystod ei 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 tra'n cyfrannu'n llawn.

Sgiliau Iaith Gymraeg:

Gwrando a Siarad

- **Lefel 4:** Yn gallu cyfrannu'n effeithiol at gyfarfodydd mewnol ac allanol yng nghydestun maes y swydd. Yn gallu deall gwahaniaethau mewn iaith a thafodiaith. Yn gallu dadlau o blaid neu yn erbyn achos penodol. Yn gallu cadeirio cyfarfodydd ac ateb cwestiynau'n hyderus gan y Cadeirydd. Yn gallu rhoi cyflwyniadau'n rhugl ac yn hyderus yng nghydestun maes y swydd.

Sgiliau Darllen

- **Lefel 3:** Yn gallu deall y rhan fwyaf o adroddiadau, dogfennau a gohebiaeth y mae'n debygol o'u gweld yn ystod ei waith.

Sgiliau Ysgrifennu

- **Lefel 3:** Yn gallu ysgrifennu negeseuon ac adroddiadau anffurfiol ar gyfer defnydd mewnol.

Gofynion Dymunol

Cymwysterau Dymunol Academaidd / Proffesiynol / Technegol / Galwedigaethol:

Hyfforddiant Better Business Cases / Pum Achos Busnes

Profiad dymunol:

Profiad o reoli ariannol

Sgiliau ymarferol/personol dymunol:

Sgiliau marchnata a chyhoeddusrwydd

Job Description

Job Title: Project & Business Development Officer

Salary: Grade 9, £35,412 – £37,280 per annum

Location: Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron

Job Evaluation: JD 1889

Main Purpose of the Job:

The Project and Business Development Officer will work within the Growth and Enterprise Team to implement Ceredigion County Council's Economic Strategy programme.

The post holder will work with Project Managers, Service Managers, departmental representatives and across all the Authority as well as external business and community stakeholders and partners.

The role will include co-ordinating, facilitating and managing regeneration projects to support Ceredigion's towns, communities and businesses.

The job holder is expected to have a prominent local profile to motivate and build positive relationships with local people and support places that meet the needs and aspirations of the community.

Key Tasks & Responsibilities:

Duties and Responsibilities Project Management & Planning

- Co-ordinate, facilitate and manage the delivery of a multi-year programme of activity to support the actions and ambitions set out in the Economic Strategy,
- To ensure that initiatives meet the needs and priorities of the Ceredigion Economic Strategy and the Ceredigion Corporate Strategy 2022-27, in boosting the economy, supporting businesses and enabling employment.
- To facilitate the engagement, participation and mentoring of a range of organisations in the community, public and private sectors to assist with the development of their ideas.
- To support the Project Delivery Service Manager to develop and implement a robust system in the management of work across the County.
- Liaise and collaborate with officers across Ceredigion County Council's Service Areas, to ensure that activities are aligned with strategic objectives.
- To provide advice and guidance on legislation and regulations governing the delivery of the activities.
- Identify any training/capacity building needs required at grassroots level to achieve these ideas.
- Maintain accurate and robust records of activity for financial, monitoring and audit purposes.

- Monitoring and tracking the progress of milestones and any deviations and slippages from the baseline plan will ensure that activities are on track.
- Ensure that up-to-date relevant information is provided to the Cynnal y Cardi Local Economic Partnership in relation to progress monitoring and funding.

Disclosure & Barring Service Check*: Not Applicable

Essential Professional Registration / Membership: Not Applicable

Person Specification

Essential Requirements

Essential Academic / Professional / Technical / Vocational Qualifications:

- Educated to degree level and /or Business Management OR
- NVQ Level 4 in Business Studies OR
- PRINCE 2 Qualification or equivalent demonstrable experience

Essential experience:

- Experience of project management life cycles and a proven track record in successful project delivery to a timescale and budget.
- Experience of participative rural community development in particular delivery of innovative initiatives that supports the local economy.
- Experience and the ability to engage and motivate individuals, communities, businesses and other organisation to develop and deliver locally based schemes.
- Sound knowledge and understanding of issues facing rural communities in particular rural towns.
- Experience of strategic development processes and partnership working to support collaboration.
- An understanding and commitment to collaborative multi agency working (within the public, private and community sectors) including practical experience of facilitating effective partnership working.
- Experience of working within a corporate strategic framework to ensure activities align with approved strategic objectives.
- Experience of considering alternative possibilities and advising on the most viable solutions.
- Ability to Chair meetings, facilitate and lead discussions.
- Experience of financial management and budget control.
- Experience of working to a tight timescale and under pressure

Essential practical/personal skills:

- Excellent analytical, interpersonal and communication skills, both oral and written including the ability to form constructive working relationships with individuals and organisations in the community, public and private sector.
- Strong relationship building skills and team working attitude.
- Ability to think innovatively and strategically.
- Good reporting and data management skills - Maintaining accurate records of activity for financial and monitoring purposes.
- Good organisational skills.
- The ability to respond positively to changes in the working environment and to deal effectively with work pressures when they arise.
- Ability to work under own initiative as well as a team player.
- Enthusiasm for community-based activities.
- Ability to effectively represent the Authority in dealings with other organisations.
- Competence in use of various IT software packages and tools including MS Office software.

- An understanding of local and national regeneration programmes.
- Using their own travel arrangements, the postholder must be able to attend locations across the county at very short notice, in order to respond promptly to operational and service demands.

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 4:** Can contribute effectively to internal and external meetings in the context of the job area. Can understand differences in language and dialect. Can argue for or against a specific case. Can chair meetings and answer questions confidently from the Chair. Can give presentations fluently and confidently in the context of the job area.

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.

Desirable Requirements

Desirable Academic / Professional / Technical / Vocational Qualifications:

Better Business Case/Five Case Training

Desirable experience:

Financial management

Experience of working in a Local Government environment.

Desirable practical/personal skills:

Marketing and publicity skills.