

Disgrifiad Swydd

Teitl y swydd: Rheolwr Prosiectau Priffyrdd

Gradd Cyflog: 11

Cyfeirnod gwerthuso swydd (Defnydd AD): JD 1908-01

Prif bwrpas y swydd:

O dan gyfarwyddyd cyffredinol y **Rheolwr Gwasanaeth – Cynnal a Chadw'r Rhwydwaith ac Asedau**, ac ar y cyd â'r Rheolwyr Gweithredol, bydd gofyn cynllunio, cydlynu a rheoli'r gwaith o gyflawni Prosiectau Priffyrdd, gan gynnwys:

- Rhaglen flynyddol trin wyneb y ffordd
- Ymatebion brys/y tu allan i oriau
- Darparu Gwasanaeth y Gaeaf
- Cynnal systemau rheoli ansawdd Priffyrdd ac Asedau yn unol â safonau ISO (ISO 45001, 15001 a 9001)

Mae'r rhain yn feysydd busnes arbenigol, amrywiol a chymhleth.

Rheoli gofynion hyfforddiant y gweithwyr ledled y **Gwasanaeth Priffyrdd, Asedau a Seilwaith**.

Tasgau a chyfrifoldebau allweddol:

- Cymryd cyfrifoldeb am weithredu a chyflawni'r canlynol yn effeithlon o ddydd i ddydd:
 - Prosiectau Priffyrdd (e.e. y rhaglen flynyddol Trin Wyneb)
 - Ymatebion brys (y tu allan i oriau)
 - Gwasanaeth y Gaeaf

Gwneud hynny yn unol â'r strategaethau a pholisïau cymeradwy

- Sicrhau bod amrywiaeth o brosiectau gweithredol priffyrdd yn cael eu rheoli a'u darparu i safon uchel, gan ganolbwyntio ar ofal cwsmer.
- Bod yn rhagweithiol a meddwl yn greadigol er mwyn gwneud y defnydd gorau o adnoddau, ac argymhell a rhoi ar waith atebion a fydd yn gwella'r gwasanaeth a/neu ei effeithlonrwydd.
- Darparu cyngor arbenigol a chynorthwyo i ddatblygu cynllun Gwasanaeth y Gaeaf yr Awdurdod.

- Gweithio gyda Rheolwyr Gweithredol i sicrhau bod yr Awdurdod yn gallu rhoi cynllun Gwasanaeth y Gaeaf ar waith, sicrhau bod digon o staff ar gael a datrys blaenoriaethau sy'n gwrthdaro, yn aml ar fyr rybudd.
- Rheoli'r adnoddau mewnol a neilltuir i'r Gwasanaeth, a'r gwaith a gyflawnir gan contractwyr allanol i'r Awdurdod, o'r ymgysylltu cychwynnol hyd at gyflawni gwasanaethau a phrosiectau'n foddhaol.
- Cydlynu gweithgarwch (y tu allan i oriau) Swyddogion ar Ddyletswydd a thimau ymateb 24/7.
- Sicrhau bod holl ofynion lechyd a Diogelwch yr Adran, gan gynnwys Rheoliadau Adeiladu (Dylunio a Rheoli) yn cael eu nodi a'u bodloni mewn perthynas â Phrosiectau Priffyrdd
- Cynnal archwiliadau mewnol a gweithredu fel prif gynrychiolydd y gwasanaeth ar gyfer achredu ISO.
- Cynorthwyo'r Rheolwr Gwasanaeth – Cynnal a Chadw'r Rhwydwaith ac Asedau drwy arwain ar weithredu a chynnal y gwasanaethau Rhwydwaith ac Asedau:
 - System Reoli Amgylcheddol
 - System Rheoli Ansawdd
 - System Rheoli lechyd a Diogelwch y gwasanaeth.
- Monitro gofynion hyfforddi gweithredwyr Cynnal a Chadw Rhwydwaith ac Asedau. Nodi a threfnu hyfforddiant priodol yn unol â'r cyllidebau sydd ar gael, gan sicrhau bod pob gweithredwr wedi'i hyfforddi uwchlaw'r cymhwysedd gofynnol.

Disclosure & Barring Service Check*: [Not Applicable](#)

Essential Professional Registration / Membership: [Not Applicable](#)

Manylion y Person

Essential Requirements

Cymwysterau Hanfodol Academaidd / Proffesiynol / Technegol / Galwedigaethol:

- HND/HNC mewn Peirianeg Sifil neu ddisgyblaeth gysylltiedig, **neu**
- Tystiolaeth ddangosadwy o o leiaf 5 mlynedd o brofiad perthnasol llwyddiannus mewn cynnal a chadw priffyrdd, gweithrediadau priffyrdd, darparu seilwaith neu amgylchedd tebyg.
Bydd gofyn i ymgeiswyr a benodir ar sail profiad yn hytrach na chymwysterau gael HNC mewn Peirianeg Sifil (neu gymhwyster cyfatebol cymeradwy arall) o fewn 3 blynedd i'w penodi. Darperir cymorth gan yr Awdurdod yn amodol ar weithdrefnau hyfforddi a datblygu arferol.
- Tystysgrif Archwilydd Mewnol (gellir ei hennill ar ôl dechrau yn y swydd).
- Bydd angen i ddeiliad y swydd allu teithio i wahanol leoliadau ledled y sir ar fyr rybudd, gan ddefnyddio cludiant personol, i ymateb yn brydlon i anghenion y gwasanaeth.

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

- O leiaf 3 blynedd o brofiad perthnasol llwyddiannus os oes gan yr ymgeisydd gymhwyster HNC.
- O leiaf 5 mlynedd o brofiad perthnasol llwyddiannus os nad oes gan yr ymgeisydd gymhwyster HNC.

Bydd disgwyl i ddeiliad y swydd fod â:

- Phrofiad ymarferol o reoli rhaglenni refeniw a chyfalaf ac o reolaeth ariannol drostynt.
- Profiad ymarferol o reoli cyllidebau, caffael ac adnoddau dynol.
- Profiad ymarferol o reoli timau canolig eu maint a gweithio'n effeithiol gyda nhw.
- Profiad o dechnegau Rheoli Perfformiad a sut i'w gweithredu.

- Gwybodaeth a phrofiad o agweddau gweithredol ar y meysydd gwasanaeth a nodwyd ac a amlinellwyd yn y disgrifiad swydd
- Gwybodaeth dda ynghylch gweithio mewn llywodraeth leol, neu brofiad perthnasol arall.
- Gwybodaeth a phrofiad o'r canlynol:
 - deddfwriaeth Priffyrdd
 - deddfwriaeth Amgylcheddol
 - Rheoliadau Adeiladu (Dylunio a Rheoli)
 - deddfwriaeth Iechyd a Diogelwch
 - cyfrifyddu ariannol Llywodraeth Leol
 - protocolau Caffael
 - darparu gwasanaethau sy'n canolbwyntio ar ofal cwsmer.

Sgiliau ymarferol/personol hanfodol:

- Fod yn gyfathrebwr rhagorol sy'n cyfathrebu'n effeithiol â phob rhanddeiliaid.
- Dangos sgiliau rhyngpersonol a negodi rhagorol.
- Cynllunio, blaenoriaethu a chyflawni tasgau'n effeithiol, yn ôl amserlenni tynn a blaenoriaethau sy'n newid yn barhaus, ac mewn amgylchedd lle mae pwysau.
- Meddwl yn ddychmygus a defnyddio sgiliau creadigol i ddatrys problemau.
- Ymdrin â gwybodaeth mewn modd sensitif a chyfrinachol.
- Arwain drwy esiampl, ysgogi ac ysbrydoli eraill i gyflawni amcanion.
- Bod yn hyblyg a gallu gweithio dan bwysau, yn annibynnol ac fel aelod o dîm.
- Datrys gwrthdaro ac ymdrin â materion cymhleth a dadleuol.
- Medrus a hyderus wrth ddefnyddio systemau TGCh.
- Meddu ar sgiliau adrodd rhagorol, yn ysgrifenedig ac ar lafar.
- Meddu ar wybodaeth helaeth a chefnidir gwaith ym maes:
 - cynnal a chadw ac adeiladu Priffyrdd
 - gweithgarwch Gwasanaeth y Gaeaf
 - gwaith o safon.
- Gallu newid agweddau ac ymddygiad a hyrwyddo ethos Caru Ceredigion.

Sgiliau Iaith Saesneg:

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.

Sgiliau Iaith Cymraeg:

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:

Desirable experience:

Desirable practical/personal skills:

Statws Peiriannydd Siartredig neu Beiriannydd Corfforedig gyda chorff proffesiynol perthnasol.

Job Description

Job Title: Highways Projects Manager

Pay Grade: 11

Job Evaluation Reference (HR Use): JD 1908-01

Main Purpose of the Job:

Under the general direction of the **Service Manager- Network & Asset Maintenance**, and in collaboration with Operational Managers, to plan, coordinate, and manage the delivery of Highways Projects, including:

- Annual Surface Dressing Programme
- Emergency/Out-of-hours response
- Winter Service provision
- Maintenance of Highways Network & Asset Quality Management Systems to ISO standard (ISO 45001, 15001 and 9001)

These being specialist, diverse and complex business areas.

To manage the operational training requirements of operatives across the **Highways, Assets and Infrastructure Service**

Key Tasks & Responsibilities:

- Take responsibility for efficient day-to-day operation and delivery of:
 - Highways Projects (e.g. the annual Surface Dressing programme),
 - Emergency (out of hours response)
 - Winter Service

In accordance with approved strategies and policies

- Ensure the provision of a high-quality management and customer care focused delivery of a range of highways operational projects.
- Be proactive and think creatively to optimise resource, recommend and implement solutions that will improve the delivery and/or efficiency of the service.
- Provide specialist advice and assist in the development of the Authority's Winter Service plan.

- Work with Operational Managers to ensure that the Authority is able to implement the Winter Service plan, ensuring sufficient staff resources are available and resolving conflicting priorities successfully often at short notice.
- Manage the in-house resources allocated to the Service and the construction of works undertaken by contractors external to the Authority from the initial engagement to the satisfactory delivery of services and projects as appropriate.
- Manage and coordinate activities of (out of hours) Duty Officers and 24/7 response teams.
- Ensure all the Health and Safety requirements including The Construction Design and Management (CDM) Regulations of the Section are identified and achieved in relation to Highways Projects.
- Carry out internal audits and act as the Network & Asset Maintenance service's lead representative for ISO accreditation.
- Assist the Service Manager- Network & Asset Maintenance by leading on the implementation and maintenance of the Network & Asset Maintenance Service's:
 - Environmental Management System
 - Quality Management System
 - Health and Safety Management system.
- Monitor training requirements of Network & Asset Maintenance operatives. Identify and arrange appropriate training in accordance with available budgets, ensuring all operatives are trained above minimum competency required.

Disclosure & Barring Service Check*: [Not Applicable](#)

Essential Professional Registration / Membership: [Not Applicable](#)

Person Specification

Essential Requirements

Essential Academic / Professional / Technical / Vocational Qualifications:

- HNC/HND in Civil Engineering or a related discipline, **or**
- Demonstrable evidence of a minimum of 5 years' successful relevant experience in highway maintenance, highway operations, infrastructure delivery or a similar environment.
Candidates appointed on the basis of experience rather than qualifications will be required to obtain an HNC in Civil Engineering (or other approved equivalent qualification) within 3 years of appointment. Support will be provided by the Authority subject to normal training and development procedures.
- Internal Auditor Qualification – (can be achieved when in post).
- 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.

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

- 3 years minimum experience required if HNC Qualification held
- 5 years minimum experience required if HNC Qualification not held

The post holder will be expected to have:

- Practical experience in the management and financial control of revenue and capital programs.
- Practical experience in managing financial/budgetary management, procurement and human resources.
- Practical experience of managing and effectively working with medium sized teams.
- Experience of Performance Management techniques and their application
- Knowledge and experience of the operational aspects of the identified service areas outlined in the Job description
- Good knowledge of working within local government or alternative relevant experience

- Knowledge and experience of the following:
 - Highway legislation
 - Environmental legislation
 - Construction (Design and Management) Regulations (CDM)
 - Health and Safety legislation
 - Local Government financial accounting
 - Procurement protocols
 - Customer care focused service delivery

Essential practical/personal skills:

- Be an excellent communicator, with an ability to communicate effectively with all stakeholders
- Demonstrate excellent interpersonal and negotiating skills
- Be able to plan, prioritize and execute tasks effectively in a high-pressure environment with tight timescales and constantly changing priorities
- Think imaginatively using creative problem-solving skills
- Handle information in a sensitive and confidential manner
- Lead by example, motivate and inspire others to achieve objectives
- Be flexible and able to work under pressure, both independently and as a member of a team
- Be able to resolve conflicts and deal with issues of a complex and contentious nature
- Be proficient and confident in the use of ICT systems
- Have excellent reporting skills, written and oral
- Have extensive knowledge and a working background in:
 - Highway Maintenance and Construction
 - Winter Service activities
 - Working to a quality standard
- Be able to change attitudes and behaviours and promote the Caru Ceredigion ethos.

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:

Desirable experience:

Desirable practical/personal skills:

Chartered or Incorporated Engineer status of a relevant professional body.