Swydd Ddisgrifiad

Pwrpas y swydd

- Cynorthwyo'r Rheolwr/Rheolwyr Llwybr i sicrhau y darperir rhwydwaith cefnffyrdd dibynadwy yng ngogledd a chanolbarth Cymru ar ran Llywodraeth Cymru (LlC).
- Cynorthwyo'r Rheolwr/Rheolwyr Llwybr i reoli'r gweithgarwch gweinyddol cynnal a chadw, gweithredol a thechnegol.
- Rheoli gofynion arolygu ac ymchwilio ffyrdd y Ddeddf Ffyrdd Newydd a Gwaith Stryd (NRSWA) a gweithredu'r Codau Ymarfer perthnasol ar y rhwydwaith cefnffyrdd ar ran Tîm Meddiannaeth y Rhwydwaith ACGCC.
- Cynorthwyo i sicrhau cydymffurfiaeth gyda darpariaethau gorfodaeth a thrwyddedu Deddf Priffyrdd 1980.

Cyfrifoldeb am adnoddau e.e. staff, cyllid, offer

- Cyfrifol am reoli a chomisiynu rhaglenni gwaith cynnal a chadw wedi'i gynllunio, gwaith adweithiol a chyllidebau priodol ar gyfer cynnal a chadw'r rhwydwaith cefnffyrdd, gan ddefnyddio contractwyr sector cyhoeddus a phreifat yn y gadwyn gyflenwi.
- Cyfrifol am gadw trosolwg ar y gwaith cynnal a chadw a gweithrediadau eraill o fewn y rhwydwaith cefnffyrdd.
- Cyfrifol am gomisiynu a chadw trosolwg ar Ddarparwyr Gwasanaeth a chontractwyr ACGCC sy'n ymgymryd â gweithgareddau mewn sefyllfaoedd argyfyngus ar y rhwydwaith cefnffyrdd.

Prif ddyletswyddau

Arolygiadau

- Cydweithio gyda swyddogion Arolygu i sicrhau y cwblheir yr holl arolygiadau, patrols a'r mesuriadau arferol ac arbenigol ar elfennau perthnasol y rhwydwaith yn unol â Llawlyfr Cynnal a Chadw Cefnffyrdd LlC (WGTRMM) neu unrhyw gynlluniau mabwysiedig eraill.
- Cydweithio gyda swyddogion Arolygu i gynnal arolygiadau arbenigol ac adweithiol o'r isadeiledd yn ôl gofyn y Rheolwr/Rheolwyr Llwybr a diweddaru Cronfeydd Data LlC ar y cyd â'r timau Cyflawni ac Arolygu.
- Rheoli arolygiadau gwaith stryd Adran 75 a gweithgareddau gwaith arolygu Adran 72 ar ran Tîm Meddiannaeth ACGCC (awdurdod strydoedd) fel sy'n ofynnol o dan y Ddeddf Ffyrdd Newydd a Gwaith Stryd.

Cynnal a chadw

- Sicrhau yr ymatebir yn briodol i rwystrau, namau a diffygion a nodir gan batrolau arolygu ac ati o fewn yr amserlenni gofynnol, gan gynnwys comisiynu, rheoli a goruchwylio gwaith brys ac unrhyw waith adweithiol arall yn ôl y gofyn gan ddefnyddio'r adnoddau priodol a mecanweithiau caffael.
- Monitro'r gweithrediadau ar y rhwydwaith perthnasol a sicrhau diogelwch defnyddwyr y cefnffyrdd cymaint â phosib.
- Monitro'r darpariaethau a'r rhagofalon rheoli risg a ddefnyddir gan y sawl sy'n cyflawni unrhyw weithrediadau o fewn y rhwydwaith.
- Gweithredu'r gofynion sy'n berthnasol ar y ffyrdd o Ddyletswydd Adran 81 i Gynnal a Chadw Cyfarpar o dan NRSWA ac Adrannau 41 & 150 y Ddeddf Priffyrdd.
- Asesu a chymeradwyo ceisiadau am drwyddedau, er enghraifft i leoli sgipiau, sgaffaldau, hysbysfyrddau neu wneud gwaith cloddio ar y rhwydwaith cefnffyrdd gan sicrhau y cydymffurfir â Deddf Priffyrdd 1980, ynghyd â thelerau ac amodau'r drwydded.
- Cynorthwyo i reoli pob agwedd o gynnal a chadw a gweithrediaeth y rhwydwaith cefnffyrdd.
- Cyfrifol am gydlynu, cadw trosolwg a goruchwylio rhaglenni'r gweithgareddau cynnal a chadw arferol a chylchol fel a bennir gan y Rheolwr Llwybrau.
- Asesu cyflwr yr isadeiledd priffyrdd, ar ôl cynnal gwaith ac i awdurdodi ailagor ffyrdd pan fo hynny'n briodol.
- Monitro ac ymateb i weithgareddau, gan gynnwys:
- Ymateb mewn tywydd garw, gan gynnwys patrolau llifogydd
- Cynnal a chadw yn y gaeaf
- Ailosod Gwaith Stryd
- Tipio slei bach
- Arwyddion heb eu hawdurdodi

  Rheoli gweithgareddau cynnal a chadw adweithiol a brys, sy'n cynnwys:

  - Difrod damweiniau ffyrdd
  - Coed peryglus
  - Cynnal a chadw lleiniau gweledegdd
  - Malurion ar y ffyrdd
  - Unrhyw ddiffygion neu rwystrau sy'n berthnasol i ddiogelwch ac sydd angen sylw ar frys
- Cysylltu â Thîm Meddiannaeth y Rhwydwaith ACGCC, Cydlynwyr Gwaith Stryd priodol eraill a thimau Cyflawni ac Arolygu ACGCC o ran rhaglennu gwaith a gwyriadau.
- Cynorthwyo'r Rheolwr/Rheolwyr Llwybr i adnabod, rhaglennu a gweithredu rhaglenni cynnal a chadw neu wella sy'n cynnwys gwariant refeniw a/neu gyfalaf.

Cysylltu ag eraill o ran materion cefnffyrdd, gan gynnwys:

- Llywodraeth Cymru a'u Darparwyr Gwasanaeth
- Swyddogion Traffig ACGCC a Chanolfan Rheoli Traffig Gogledd Cymru
- Gwasanaethau Brys
- Darparwyr Gwasanaeth yr Asiantaeth Cefnffyrdd
- Sefydliadau statudol e.e. cyfleustodau, Cyfoeth Naturiol Cymru, Highways England ac ati.
- Aelodau o'r cyhoedd;
- Perchnogion a datblygwyr tir;
- Eraill y cytunir arnynt â'r Rheolwr Llwybr.

Rhestr Gynnwys a Chofnodion Gweithredol

- Cynorthwyo'r Rheolwr Llwybr a'r Tîm Cyflawni ac Arolygu i gasglu a chynnal a chadw gwybodaeth rhestr gynnwys isadeiledd cefnffyrdd.
- Cynnal a chadw cofnodion gweithredol e.e. log digwyddiadau.

Rôl Rheoli Archwilio a Pherfformiad

- Ymgymryd â rhaglen o fonitro, archwilio ac ymchwilio ar gyfer gweithgareddau a ymgymerir gan ddarparwyr gwasanaeth neu eraill (e.e. cyfleustodau) mewn perthynas ag Adran 65 NRSWA a PR 1.1.21.7 o WGTRMM.
- Sicrhau cydymffurfiaeth â manylebau a safonau.
- Monitro perfformiad Darparwyr Gwasanaeth ac ymdrin â materion tanberfformio yn unol â gofynion yr Asiantaeth.

Rôl Rheoli Digwyddiadau

- Ymgymryd â rôl Rheolwr Comander (Gweithredol) Efydd yr Asiantaeth pe bai digwyddiad brys fel y diffinnir dan Ddeddf Argyfyngau Sifil Posibl 2004.
- Cynorthwyo mewn sefyllfaoedd argyfyngus i:
    - Weithredu cynlluniau rheoli traffig, cau ffyrdd a gwyro llwybrau yn briodol.
    - Gweithredu gwaith atgyweirio brys, neu lanhau isadeiledd priffyrdd.
    - Asesu cyflwr isadeiledd priffyrdd, ar ôl digwyddiad ac awdurdodi ailagor y ffordd pan fo hynny'n briodol.

Rôl Rheoli Risgiau

- Cynorthwyo'r Rheolwr/Rheolwyr Llwybr i reoli risgiau ar y rhwydwaith cefnffyrdd drwy adnabod y risgiau. Sicrhau y gweithredir mesurau lleihau risg priodol e.e. ymdrin â rhwystrau neu ddiffygion Categori 1 a 2.

Gweinyddiaeth Dechnegol

- Cynorthwyo'r Uned Fusnes i ddarparu gwybodaeth a chyngor ynghylch:

- hawliadau trydydd parti, hawliadau ad-dalu,
- adfer ffioedd sampl Adrannau 74 (Meddiannaeth) a 75 NRSWA,
- comisiynu a rheoli costau,
- ymgysylltu ag Awdurdodau sy'n Bartneriaid

Cynorthwyo'r Rheolwr/Rheolwyr Llwybr gyda phrosesau Rheolaeth Datblygu.

Rheoli Asedau

Cysylltu, hysbysu a chydweithredu â staff eraill yr Asiantaeth a'r Awdurdodau sy'n Bartneriaid wrth weithio ar fathau penodol o isadeiledd gan gynnwys:

•Asedau trydanol e.e. goleuo stryd;

•Arwyddion traffig e.e. diffygion goleuo ar arwyddion terfynol;

•Asedau strwythurol e.e. waliau cynnal;

•Asedau priffyrdd e.e. adeiladwaith y ffyrdd cerbydau;

•Asedau Geodechnegol e.e. rhwydo creigiau;

•Elfennau meddal yr ystâd e.e. torri gwair.

Sicrhau y caiff cofnodion priodol eu cadw, gan gynnwys cynorthwyo i gynnal a diweddaru gwybodaeth rhestrau cofnodi isadeiledd.

Cyffredinol

- Sicrhau bod materion Iechyd a Diogelwch yn derbyn ystyriaeth lawn ac yn cael eu rheoli ym mhob agwedd o waith yr Asiantaeth.
- Cynorthwyo'r Rheolwr/Rheolwyr Llwybr a Darparwyr Gwasanaethau i sicrhau cydymffurfiaeth â:
    - Gweithdrefnau Iechyd a diogelwch ACGCC;
    - Rheoliadau Adeiladu (Dylunio a Rheoli);
    - Rheoliadau Rheoli Iechyd a Diogelwch yn y Gwaith.
- Ymdrin â chwynion ac ymholiadau yn gwrtais a phroffesiynol.
- Meithrin diwylliant o arloesedd a gwelliant parhaus. Yn y cyd-destun hwn, monitro datblygiadau technolegol a datblygiadau eraill yn y diwydiant gan gynnwys dulliau newydd gyda'r bwriad o fabwysiadu'r arfer gorau pan fo hynny'n briodol.
- Cefnogi a chynorthwyo'r Rheolwr/Rheolwyr Llwybr i gyflawni ei/eu dyletswyddau a chyfrifoldebau.
- Cynorthwyo aelodau staff eraill yr Asiantaeth i gyflawni eu dyletswyddau technegol, ariannol a gweinyddol.

- Cyfathrebu'n effeithiol ac yn gwrtais gydag aelodau etholedig, y cyhoedd, aelodau a swyddogion Llywodraeth Cymru yn ogystal â sefydliadau a chyrff allanol eraill.
- Cydlynu a chysylltu â staff o Adrannau eraill o fewn y Cyngor, ac Awdurdodau sy'n Bartneriaid er mwyn hyrwyddo rheoli'r Asiantaeth yn effeithiol.
- Goruchwylio a rhoi arweiniad ar waith a ymgymerir gan staff yr ydych yn eu rheoli.
- Canfod a chadw'r wybodaeth ddiweddaraf ynghylch safonau proffesiynol, gofynion statudol, datblygiadau technegol a rhaglenni cyfrifiadurol.
    - Cyfrifoldeb am hunan-ddatblygiad.
    - Wrth gyflawni'r dyletswyddau uchod, cysylltu, fel y bo'n briodol, â swyddogion Llywodraeth Cymru, Awdurdodau sy'n Bartneriaid a chyrff perthnasol eraill.
    - Sicrhau cydymffurfiaeth â rheolau Iechyd a Diogelwch yn y gweithle yn unol â'r cyfrifoldebau a nodir yn Neddf Iechyd a Diogelwch yn y Gwaith 1974 a Pholisi Iechyd a Diogelwch y Cyngor.
    - Gweithredu oddi mewn i bolisïau a gweithdrefnau'r Cyngor yng nghyswllt cyfle cyfartal a chydraddoldeb.
    - Cyfrifoldeb am reoli gwybodaeth yn unol â chanllawiau rheoli gwybodaeth y Cyngor. Sicrhau yr ymdrinnir â gwybodaeth bersonol mewn modd sy'n cydymffurfio â deddfwriaeth Diogelu Data.
    - Ymrwymiad i leihau allyriadau carbon y Cyngor yn unol â'r Cynllun Rheoli Carbon ac annog eraill i weithio'n gadarnhaol tuag at leihau ôl-troed carbon y Cyngor.
    - Ymgymryd ag unrhyw ddyletswydd arall rhesymol sy'n cyfateb â lefel cyflog a lefel cyfrifoldeb y swydd.
- Rhestr enghreifftiol yn unig yw hon. Disgwylir i ddeilydd y swydd fod â swyddogaeth yn y broses o reoli a monitro perfformiad yn unol â gofynion y swydd ac ysgwyddo cyfrifoldebau eraill perthnasol i natur ac i raddfa'r swydd ar gais gan y Rheolwr/Rheolwyr Llwybr.

Amgylchiadau arbennig

- Rhaid i ddeilydd y swydd fod ar gael i weithio oriau y tu allan i oriau gwaith arferol (rhwng 08:00 a 18:00 yn unol â'r cynllun oriau hyblyg) fel bo'r gofyn a chynorthwyo'r Rheolwr/Rheolwyr Llwybr mewn perthynas â gwaith neu weithgareddau arferol.
- Bydd yn rhaid i ddeilydd y swydd fod yn rhan o drefniadau rota 24 awr ar alw / wrth gefn yn ôl yr angen i gynorthwyo'r Rheolwr/Rheolwyr Llwybr gyda rheoli digwyddiadau neu weithgareddau cynnal a chadw adweithiol.

- Disgwylir i ddeilydd y swydd ymgymryd â hyfforddiant yn ôl y gofyn.
- Mynychu cyfarfodydd mewn mannau eraill yn y DU yn achlysurol (e.e. Llandrindod, Caerdydd).

Manylion Person

NODWEDDION PERSONOL

HANFODOL

Gallu gweithio mewn tîm.

Hunan-reolaeth.

DYMUNOL

Sgiliau rhyngbersonol da

Sgiliau ysgrifennu adroddiadau sylfaenol sy'n briodol i'r swydd

Hyder wrth ymwneud â chontractwyr neu weithwyr statudol eraill.

CYMWYSTERAU A HYFFORDDIANT PERTHNASOL

HANFODOL

HNC neu gymhwyster cyfwerth ynghyd â phrofiad perthnasol, neu

brofiad perthnasol eang.

Cymwysterau a hyfforddiant NRSWA i Oruchwylwyr (neu o fewn 6 mis o'r dyddiad penodi

DYMUNOL

Gradd mewn peirianneg sifil neu bwnc perthnasol.

PROFIAD PERTHNASOL

HANFODOL

Cynnal a chadw neu wella priffyrdd ar rwydwaith cefnffyrdd neu briffyrdd allweddol.

DYMUNOL

Arolygiadau ac asesiadau priffyrdd

Ymdrin â chwynion,

Rheoli argyfyngau;

Goruchwylio contractau neu DSOs (Sefydliadau Llafur Uniongyrchol) mewnol neu weithlu arall.

SGILIAU A GWYBODAETH ARBENIGOL

HANFODOL

Gweithgareddau cynnal a chadw priffyrdd a deddfwriaeth gysylltiol.

Safonau rheoli traffig.

Yn wybodus o TG.

Ymwybyddiaeth Iechyd a Diogelwch.

Trwydded yrru ddilys gyfredol

DYMUNOL

Cyfarwydd â systemau rheolaethol cyfrifiadurol.

Gwybod am Archebu Gwaith neu systemau caffael eraill.

GOFYNION IAITH

Gwrando a siarad

Mae'r Gymraeg yn ddymunol yn ardaloedd gogledd ddwyrain a chanolbarth Cymru

Mae'r Gymraeg yn hanfodol yn ardal gogledd orllewin Cymru

Darllen a deall

Mae'r Gymraeg yn ddymunol yn ardaloedd gogledd ddwyrain a chanolbarth Cymru

Mae'r Gymraeg yn hanfodol yn ardal gogledd orllewin Cymru

Ysgrifennu

Gwrando a Siarad

Darllen a Deall

Ysgrifennu

Mae'r Gymraeg yn hanfodol yn ardal gogledd orllewin Cymru

Job Description

Purpose of the Post

- To be responsible for overseeing and coordinating all Agency multidisciplinary projects with regard to ensuring delivery to cost, time and quality requirements
- To assist in the coordination and programming of the Agency's annual and 5 year programme of renewal, upgrade, and safety schemes.
- To support the Agency Project Sponsors in the development and delivery of the Agency's overall programme of revenue and capital projects.
- To act as the Agency's contract administration and project procurement specialist
- To ensure compliant contract administration of projects on the network to meet WG requirements.
- To assist in the development and implementation of project procurement policy and procedures including the development and implementation of the SharePoint project management system and associated database.
- To assist with regard to the technical and contractual aspects of the establishment, monitoring and renewal of the Agency's framework contracts.
- To act as Project Sponsor and CDM Client on projects as agreed.
- To procure and project manage consultancy design and contractor services in accordance with Agency procedures, ensuring compliance with performance requirements.

Responsibility for functions . e.g. staff, budgets, equipment

- Management of external service providers (WG service providers, Partner Authorities and private sector consultants and contractors).
- Management of all relevant highway project budgets
- Management of the Agency's SharePoint system and database
- Management of Framework Contract databases

Main Duties

Project Management

To undertake an overseeing and coordinating role for all Agency projects with regard to ensuring delivery to cost, time and quality requirements, including:

- Maintaining and monitoring a master schedule of all Agency projects, with specific emphasis on ensuring delivery
- Advising and liaising closely with Project Sponsors with regard to the preparation of project briefs, mini-competition tendering procedures, project management programmes/plans, and project delivery.
- Applying the principles of the PRINCE2 project management system.
- Liaising with Partner Authority and private sector providers with regard to projects including the provision of Key Performance Indicators
- Liaising with the Delivery & Inspection Unit with regard to project performance management
- Assisting Project Sponsors with project closure including commissioning, as-built records and updating of inventory.

To act as the Agency's contract administration and project procurement specialist

To ensure compliant contract administration of projects on the network to meet WG requirements.

To act as Project Sponsor on projects as agreed. In this capacity, to undertake the following functions:-

- to identify project need, secure project funding and prepare project brief.
- to ensure that all commissions are allocated in accordance with the PA Consultancy Service Protocol.
- to agree the project brief and programme
- to approve consultancy fee and delivery team proposals
- to liaise with relevant WG personnel.
- to be responsible for overall project delivery and budget management.
- to agree and approve compensation events
- to review and agree monthly submissions for payment
- to receive, review, amend and approve project KPI's.
- to initiate non-performance processes.

- to report on expenditure to date and future expenditure profile to the Agency Business Unit.
- to arrange and chair project progress meetings.
- to review and endorse project related submissions prior to issue to WG.
- to ensure appropriate closure of projects in accordance with defined procedures.

To act as CDM Client on projects as agreed. To advise and assist Project Sponsors on the role of CDM Client.

To manage all relevant highway project budgets associated with the above.

Programme Management

To assist in the coordination of the process of identifying, promoting and prioritising the Agency's annual and 5 year programme of renewal, upgrade and safety schemes.

To support the Agency Project Sponsors in the overall development and delivery of the programme of revenue and capital projects across the Trunk Road network in North Wales in accordance with Welsh Government (WG) requirements.

To enable the delivery of the programmes of projects through the procurement of trunk road consultancy services and construction works in accordance with Agency procedures.

Other Technical Duties

To assist with regard to the technical and contractual aspects of the establishment, monitoring and renewal of the Agency's framework contracts

To assist in the development and implementation of project procurement policy and procedures including the development and implementation of the SharePoint project management system and associated database. This will include training and staff development issues both within the Agency and with service providers.

To ensure that the principles of Rethinking Construction are promoted by the Agency in its procurement procedures.

To develop and review processes as part of continual improvement to ensure that budget allocations are utilised efficiently and effectively and that works are delivered to time cost and quality, without undue public or media reaction.

To assist in the management, the collation, preparation and submission of cost and programme estimates to WG in accordance with agreed commissioning processes.

To ensure compliance with all legislative requirements relevant to the post.

To ensure Agency Partner Authority and Framework service providers comply with UK / WG policies and standards including:

- Design Manual for Roads & Bridges
- Specification for Highway Works
- Method of Measurement for Highway Works
- Chapter 8 Traffic Signs Manual
- WG Trunk Road Maintenance Manual
- NEC3 Contracts
- Gwynedd Council Standing Orders
- Other relevant documents referenced by the WAGMAA agreement

Performance Management

To assist the Business & Quality Manager and relevant staff to develop systems and procedures for the Agency Business Management System.

To ensure that systems and processes are implemented to audit, monitor and manage the performance of the supply chain in delivering the projects.

To implement methods of reviewing performance and working in partnership to deliver continuous improvement.

To address areas of service provider non-performance.

Health & Safety and Environment

It is the responsibility of every employee within the Agency to comply with the Health and Safety, environmental and quality policies as defined within the Agency Integrated Business Management System.

To ensure that Health and Safety at Work and environmental legislation and policies are strictly adhered to.

Undertake personal Health and Safety responsibility at all times.

General

To liaise as appropriate with Agency officers, WG Officers, Partner Authorities and other relevant bodies.

To foster a culture of innovation and continuous improvement. In this context, to monitor technological, contractual and other developments in the industry, including new methods, with the aim of adopting best practice wherever appropriate.

To assist and support the Delivery & Inspection Unit. Provide support to other Agency officers in the fulfilment of their duties.

To represent the interests of the Agency generally at meetings with stakeholders.

Managerial, administrative, technical and professional duties commensurate with the status of the post.

Responsibility for information management in accordance with the Council's information management standards and guidelines. Ensure that personal information is handled in compliance with Data Protection legislation.

- Responsibility for self-development.
- Ensure compliance with Health and Safety rules in the workplace in accordance with the responsibilities noted in the Health and Safety at Work Act 1974 and the Council's Health and Safety Policy.
- Operate within the Council's policies and procedures in relation to equal opportunities and equality.
- Responsibility for information management in accordance with the Council's information management standards and guidelines. Ensure that personal information is handled in compliance with Data Protection legislation

The above list of duties is only an outline. The post holder will be expected to undertake any other duties relevant to the nature and scale of the post, in accordance with reasonable requests from the Line Manager.

Special Circumstances . e.g. the need to work unsociable hours, special working arrangements etc.

- The need to work outside normal working hours in order to meet the requirements of the Service.
- Visit construction sites.

- Attend meetings in other parts of the UK (e.g. Llandrindod, Cardiff)

Person Specification

PERSONAL ATTRIBUTES

ESSENTIAL

- Ability to work under pressure
- Self motivated and committed
- Ability to receive, assimilate and evaluate information from multiple sources.
- Candidates must be self-motivated and capable of working with a minimum of supervision

QUALIFICATIONS AND RELEVANT TRAINING

ESSENTIAL

- Degree or equivalent in Civil Engineering or an appropriate discipline or HNC or equivalent in Civil Engineering or an appropriate discipline and significant relevant experience.

DESIRABLE

- Membership of an appropriate professional body
- Health and Safety training
- Management training

RELEVANT EXPERIENCE

ESSENTIAL

- Relevant experience in managing the delivery of infrastructure improvement schemes
- Experience in coordinating and managing programmes of work
- Experience in contract administration and project procurement

DESIRABLE

- Experience of managing framework contracts
- Experience of managing resources at a senior level to deliver multidiscipline programmes of work

SKILLS AND SPECIALIST KNOWLEDGE ESSENTIAL

- Ability to organise work priorities, forward plan and deliver programmes of work on time with minimum supervision
- Ability to effectively co-ordinate and manage the delivery of work programmes through service providers to prescribed deadlines

- To undertake duties in a confident and professional manner with the ability to show initiative and creativity
- Ability to receive, assimilate and evaluate information from multiple sources and provide detailed recommendations
- Detailed knowledge of project management and the key processes within the delivery of individual projects within an engineering or construction environment
- Current Driving Licence

DESIRABLE

- Good Interpersonal and strong analytical skills and the ability to produce detailed report writing supplemented by effective presentation skills
- Financial management and analysis skills
- Detailed knowledge of legislation, standards and other policies relating to Project Management
- Detailed knowledge of administering construction projects through modern procurement methods e.g. NEC Suite of Contracts Knowledge of delivering construction projects utilising framework agreements

LANGUAGE REQUIREMENTS

- Listening and speaking Welsh desirable,
- English essential The attributes expected of the postholder should be noted.
- These should be used as assessment criteria for all candidates.