Disgrifiad Swydd

Teitl y Swydd	Swyddog Datblygu Prosiectau a Busnes
Gwasanaeth	Economi ac Adfywio
Graddfa	9
Pwynt/iau Cyflog	24 - 26
Cyflog	£36,581 - £38,510 pro rata
Pwrpas y Swydd	• Bydd 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 Prosiectau, Rheolwyr Gwasanaethau, cynrychiolwyr adrannol ac ar draws yr holl Awdurdod yn ogystal gyda rhanddeiliaid a phartneriaid busnesau a chymunedol allanol. • Bydd y rôl yn cynnwys cydlynu, hwyluso a rheoli prosiectau adfywio i gefnogi trefi, cymunedau a busnesau Ceredigion. • Disgwylir i'r deiliad swydd fod â phroffil lleol amlwg i ysgogi a meithrin perthnasoedd cadarnhaol â phobl leol a chefnogi lleoedd sy'n diwallu anghenion a dyheadau'r gymuned.
Lleoliad Gwaith Cytundebol	Neuadd y Cyngor, Penmorfa, Aberaeron
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Cyfnod Penodedig
Teitl swydd y Rheolwr Llinell	Rheolwr Tîm Datblygu Prosiectau a Busnes
Cyfrifoldebau Goruchwylio / Rheoli	Yn amrywio gan ddibynnu ar faint a graddfa'r prosiect
Atebolrwydd	Yn atebol i Rheolwr Tîm Datblygu Prosiectau a Busnes a fydd yn diffinio'r rhaglen waith gyffredinol. **Cyfrifoldeb am yr adnoddau canlynol:** • offer cyfrifiadurol personol (e.e. gliniaduron, cyfrifiaduron personol, ffonau symudol, tabledi) ac unrhyw offer profi / gwerthuso • unrhyw symudiad o offer neu stoc cyfrifiadurol rhwng swyddfeydd yn ôl yr angen **Systemau data:** • cynnal cyfrinachedd, argaeledd ac uniondeb holl systemau'r Cyngor **Amgylchedd gwaith:** • efallai y bydd y rôl yn achlysurol yn gofyn am weithio ar eich pen eich hun • adrodd ar gynnydd yn erbyn cerrig milltir prosiect i uwch reolwyr ac arweinwyr gweithredol
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	

Dyletswyddau a chyfrifoldebau	
Rheoli Prosiectau a Chynllunio • Cydlynu, hwyluso a rheoli cyflwyno rhaglen amlflwydd o weithgareddau i gefnogi'r camau gweithredu a'r uchelgeisiau a nodir yn y Strategaeth Economaidd, • Sicrhau bod mentrau'n diwallu anghenion a blaenoriaethau Strategaeth Economaidd Ceredigion a Strategaeth Gorfforaethol Ceredigion 2022–27, wrth hybu'r economi, cefnogi busnesau a galluogi cyflogaeth. • Hwyluso ymgysylltiad, cyfranogiad a mentora amrywiaeth o sefydliadau yn y gymuned, y sector cyhoeddus a'r sector preifat i gynorthwyo â datblygu eu syniadau. • Cefnogi Rheolwr y Gwasanaeth Cyflwyno Prosiectau i ddatblygu a gweithredu system gadarn ar gyfer rheoli gwaith ar draws y Sir. • Cysylltu a chydweithio ag swyddogion ar draws Meysydd Gwasanaeth Cyngor Sir Ceredigion i sicrhau bod gweithgareddau'n cyd-fynd ag amcanion strategol. • Darparu cyngor ac arweiniad ar y ddeddfwriaeth a'r rheoliadau sy'n llywodraethu cyflwyno'r gweithgareddau. • Nodi unrhyw anghenion hyfforddi/meithrin capasiti sydd eu hangen ar lefel gymunedol er mwyn cyflawni'r syniadau hyn. • Cynnal cofnodion cywir a chadarn o weithgarwch 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 y gweithgareddau ar y trywydd cywir.	
Cyfeirnod at Ddibenion Gwerthuso Swyddi	JD 1889

Manyleb y Person

Gofynion Hanfodol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	• Wedi'i addysgu i lefel gradd a/neu mewn Rheoli Busnes NEU • NVQ Lefel 4 mewn Astudiaethau Busnes NEU • Cymhwyster PRINCE2 neu brofiad cyfatebol y gellir ei ddangos
Sgiliau leithyddol Cymraeg:	**Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd.** **Gwrando a Siarad** **Lefel 4:** Medru cyfrannu'n effeithiol mewn cyfarfodydd mewnol ac allanol yng nghyd-destun y pwnc gwaith. Medru deall gwahaniaethau cywair a thafodiaith. Medru dadlau o blaid ac yn erbyn achos penodol. Medru cadeirio cyfarfodydd ac ateb cwestiynau o'r Gadair yn hyderus. Medru rhoi cyflwyniadau yn rhugl ac yn hyderus yng nghyd-destun y pwnc gwaith. **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. **Sgiliau Ysgrifennu** **Lefel 3:** Medru llunio negeseuon ac adroddiadau anffurfiol at ddefnydd mewnol.
Sgiliau leithyddol Saesneg:	**Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd.** **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. **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. **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.
Sgiliau Ymarferol / Personol	• Sgiliau dadansoddi, rhyngbersonol a chyfathrebu rhagorol, ar lafar ac yn ysgrifenedig, gan gynnwys y gallu i ffurfio perthnasoedd gwaith adeiladol gydag unigolion a sefydliadau yn y sectorau cymunedol, cyhoeddus a phreifat. • Sgiliau cryf o ran adeiladu 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 weithgarwch 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 menter eich hun yn ogystal â bod yn aelod effeithiol o dîm. • Brwdfrydedd dros weithgareddau cymunedol. • Y gallu i gynrychioli'r Awdurdod yn effeithiol wrth ddelio â sefydliadau eraill. • Cymhwysedd wrth ddefnyddio amrywiaeth o becynnau a dulliau meddalwedd TG, 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 fyr rybudd, gan ddefnyddio cludiant personol, i ymateb yn brydlon i anghenion y gwasanaeth.
Profiad Hanfodol	• Profiad o rheoli prosiectau a hanes profedig o gyflawni prosiectau'n llwyddiannus o fewn amserlen a chyllideb. • Profiad o ddatblygu cymunedol gwledig cyfranogol, yn enwedig cyflwyno mentrau arloesol sy'n cefnogi'r economi leol. • Profiad a'r gallu i ymgysylltu ag unigolion, cymunedau, busnesau a sefydliadau eraill, a'u hysgogi i ddatblygu a chyflwyno 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 amlasiantaethol cydweithredol, gan gynnwys profiad ymarferol o hwyluso gweithio mewn partneriaeth effeithiol yn 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 posibiliadau amgen a chynghori ar yr atebion mwyaf hyfyw. • 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.

Gofynion Dymunol	
Cymwysterau / Hyfforddiant	Hyfforddiant Creu Achos Busnes
Sgiliau Ymarferol / Personol	• Sgiliau marchnata a chyhoeddusrwydd.

Job Description

Post Name	Project & Business Development Officer
Service	Economy and Regeneration
Grade	9
Spinal Point/s	24 - 26
Salary	£36,581 - £38,510 pro rata
Job Purpose	• 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 coordinating, 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.
Contractual Work Location/Base	Neuadd y Cyngor, Penmorfa, Aberaeron
Hours of Work	37 hours per week
Type of Contract	Full-time
Contract Duration	Fixed Term
Line Managers Job Title	Project and Business Development Team Manager
Supervisory/Managerial Responsibilities	Varies depending on the size and scale of the project
Accountability	Accountable to the Project and Business Development Team Manager who will define the overall work programme. **Responsibility for the following resources:** • personal Computing Equipment (e.g. Laptops, PC, Mobile Phone, Tablet) and any test / evaluation equipment • any movement of equipment or computing stock between offices as required **Data systems:** • maintain confidentiality availability and integrity of all Council systems **Working Environment**: • the role may occasionally require lone-working • reporting progress against project milestones to senior managers and operational leads
Contractual Terms Associated with the Post	

Duties and Responsibilities
Project Management & Planning • Co-ordinate, facilitate and manage the delivery of 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.

Job Evaluation Post Ref	JD 1889

Person Specification

Essential Requirements	
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
Welsh Linguistic Skills:	**You must possess the following linguistic skills when you start the position.** **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.
English Linguistic Skills:	**You must possess the following linguistic skills when you start the position.** **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.
Practical and 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.
Required 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.

Desirable Requirements	
Qualifications / Training	Better Business Case
Practical / Personal Skills	Marketing and publicity skills.