

**HWB GWYDDORAU BYWYD CYMRU CYF**

**DISGRIFIAD SWYDD A MANYLEB Y PERSON**

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| **Teitl y Swydd** | Cyfarwyddwr Mabwysiadu ac Arloesedd |
| **Lleoliad** | Bae Caerdydd |
| **Yn atebol i’r** | Prif Weithredwr |
| **Band Cyflog** | 2 |
| **Cyflog** | Tua £65,000 y flwyddyn (yn dibynnu ar brofiad) |
| **Cyfnod** | Parhaol |

**PRIF BWRPAS Y SWYDD:**

Mae Hwb Gwyddorau Bywyd Cymru (HGBC) yn creu newid systemataidd a gweddnewidiol yn y sectorau iechyd a gofal cymdeithasol i greu gwell dyfodol i bobl Cymru. Ein rôl yw ysbrydoli arloesedd a chydweithio rhwng diwydiant, iechyd a gofal cymdeithasol a sefydliadau ymchwil i wneud gwahaniaeth positif i bobl a theuluoedd drwy’r wlad.

Fel catalydd ar gyfer newid, rydym yn gweithio gyda GIG Cymru i ddeall materion a nodi sut y gall arloesedd helpu i ddarparu gwell gofal. Rydym yn cefnogi busnesau i greu datrysiadau ar gyfer iechyd a llesiant. Rydym yn creu cysylltiadau sy’n galluogi i bobl a sefydliadau weithio mewn partneriaeth.

Ein cenhadaeth yw cyflymu’r gwaith o ddatblygu a mabwysiadu datrysiadau arloesol ar gyfer gwell iechyd a llesiant.

Ein gweledigaeth yw gwneud Cymru y lle o ddewis ar gyfer arloesedd ym meysydd iechyd, gofal a llesiant.

Gan adrodd i’r Prif Weithredwr, mae swydd Cyfarwyddwr Mabwysiadu ac Arloesedd yn rôl newydd fydd yn datblygu, arwain a mesur rhaglen waith i gefnogi arloesedd ac arloeswyr yn y Gwyddorau Bywyd a’r sector iechyd a gofal cymdeithasol i:

* Wella canlyniadau iechyd a llesiant i bobl yng Nghymru;
* Gwella effeithlonrwydd a gwerth o fewn system iechyd a gofal Cymru; a
* Sbarduno datblygiad economaidd, trwy dwf busnes a chreu swyddi

Fel aelod allweddol o’n Tîm Rheoli Gweithredol (TRhG), bydd y Cyfarwyddwr Mabwysiadu Arloesedd yn arwain ei dîm neu ei thîm i fabwysiadu arloesedd yn effeithiol, a chanfod cyllid a’r swyddogaeth ddarparu. Bydd hyn yn cynnwys nifer o weithgareddau i:

1. Ddarganfod a datblygu arloesedd o ddiwydiant sy’n mynd i’r afael â heriau iechyd a gofal ac anghenion clinigol heb eu cwrdd
2. Dewis a hybu arloesedd o fewn GIG Cymru
3. Sicrhau cyllid ar gyfer gwyddorau bywyd yng Nghymru i gefnogi’r sector iechyd a gofal
4. Cynnull a threfnu rhanddeiliaid i ysgogi rhaglenni cenedlaethol a defnyddio arloesedd

Bydd deiliaid y swydd yn sicrhau bod y rhaglen yn cyd-fynd â Ffyniant i Bawb, y Strategaeth Genedlaethol, Cynllun Cymru Iachach 2018, Amcanion Llesiant a Chenedlaethau’r Dyfodol, ac egwyddorion Gofal Iechyd Darbodus sy’n rhan annatod o’r Adolygiad Seneddol o iechyd a gofal cymdeithasol 2018.

Asesir llwyddiant y rôl hon yn erbyn dangosyddion perfformiad allweddol unigol a thîm. Hefyd bernir perfformiad yn erbyn y ffordd y caiff y cynllun strategol a gweithredol eu darparu’n gyffredinol, a gofynion y Llythyr Cylch Gorchwyl.

Fel rôl newydd bydd y Prif Weithredwr a deiliad y swydd yn cytuno ar ddisgrifiad swydd terfynol ar adeg briodol.

**Y PRIF DDYLETSWYDDAU A CHYFRIFOLDEBAU**

**Ymgysylltu â Rhanddeiliaid**

* Cefnogi’r Prif Weithredwr i adeiladu a chynnal perthnasoedd cadarn, credadwy a pherthnasol gyda’r holl randdeiliaid allweddol yng Nghymru, y Deyrnas Unedig ac yn Rhyngwladol er mwyn meithrin diwylliant o bartneriaeth a chydweithio.
* Hybu bwriad a gwasanaethau HGBC ar draws y sector iechyd a gofal a diwydiant yng Nghymru; a hybu bwriad a gwasanaethau HGBC ar draws diwydiant ac academia yng Nghymru, y Deyrnas Unedig ac yn Rhyngwladol.
* Cefnogi newid o ran ymddygiad i blannu arloesedd o fewn diwylliant y sector iechyd a gofal a sefydlu HGBC fel partner strategol.
* Sicrhau mewnbwn, ymrwymiad ac adnoddau gan randdeiliaid a datblygu partneriaethau i gyflymu’r broses o fabwysiadu arloesedd yn ymarferol a chyflwyno bidiau i sicrhau cyllid.
* Ymgorffori mecanweithiau effeithiol ar gyfer ymgysylltu â rhanddeiliaid ar draws y tîm, i sicrhau perthnasoedd cadarn gyda phartneriaid er mwyn ystyried ac ymchwilio i gyfleoedd sydd o fudd i’r naill a’r llall.

**Arweinyddiaeth a Rheoli Pobl**

* Ysbrydoli ac arwain tîm amlddisgyblaethol i weithio ar y cyd i gyflawni gweledigaeth, cenhadaeth, gwerthoedd ac amcanion y sefydliad.

* Fel rhan o’r Tîm Rheoli Gweithredol, gweithio gyda’r Bwrdd i lunio, dylanwadu, datblygu a rheoli cynlluniau strategol, busnes a gweithredol cadarn i gyflawni blaenoriaethau, amcanion a thargedau perfformiad y Cwmni.
* Cynnig arweinyddiaeth effeithiol a phroffesiynol, gan gefnogi a hyrwyddo gweithgareddau’r swyddogaeth Mabwysiadu Arloesedd ac adeiladu tîm uchel eu perfformiad sy’n gweithredu rhaglenni integredig sy’n cael effaith a nodau strategol HGBC.
* Rheoli, cymell, hyfforddi, mentora, cefnogi a datblygu staff a reolir i greu ymdeimlad cryf o falchder, cydweithrediad, perchnogaeth, atebolrwydd, safonau ymddygiad uchel a datblygiad proffesiynol parhaus.
* Cynnal cyfarfodydd adolygu un-i-un rheolaidd, yn cynnwys arfarniadau bob chwe mis i gefnogi datblygiad, monitro perfformiad yn erbyn nodau strategol, blaenoriaethau darparu a dangosyddion perfformiad allweddol.
* Cynllunio a rheoli’n effeithiol yr adnoddau angenrheidiol i gyflawni blaenoriaethau darparu, yn cynnwys recriwtio a chynnal sesiynau cynefino i staff a reolir.
* Gweithio mewn arddull rheoli cydweithredol a meithrin perthnasoedd gwaith agos rhwng holl staff HGBC.
* Hyrwyddo amrywiaeth, cynhwysiant a chydraddoldeb o fewn HGBC a phartneriaid ehangach.

**Dylunio, Rheoli a Darparu Rhaglenni**

Bod yn atebol am gynllunio, rheoli a darparu rhaglenni mabwysiadu arloesedd y Cwmni mewn ffordd integredig fydd yn:

1. Creu nifer o gyfleoedd arloesi perthnasol / wedi’u targedu drwy system o heriau i ddiwydiant er mwyn sicrhau twf economaidd a mynd i’r afael ag anghenion iechyd a gofal.
2. Pennu cwmpas, nodi ac adrodd ar brif heriau a chyfleoedd sy’n wynebu’r diwydiant gwyddorau bywyd.
3. Llunio a darparu strategaethau ymgysylltu â diwydiant ar-lein ac all-lein sy’n nodi a denu datrysiadau cynhenid i gwrdd â materion a chyfleoedd iechyd a gofal.
4. Llunio a darparu strategaeth mewnfuddsoddi sy’n nodi a denu datrysiadau byd-eang i gwrdd â materion a chyfleoedd iechyd a gofal.
5. Datblygu amserlen digwyddiadau flynyddol i ddenu datrysiadau i heriau.
6. Gweithredu proses effeithiol ar gyfer rheoli mabwysiadu arloesedd i werthuso a chyflwyno achos cadarn dros fabwysiadu i gynnwys (ond heb ei gyfyngu i) sganio’r gorwel, cyfleoedd brysbennu, asesu arbenigol, cefnogaeth diwydiant, casglu data, casglu gwybodaeth a chyfeirio.
7. Dylunio a gweithredu proses cymorth busnes effeithiol i sicrhau bod diwydiant yn gallu ehangu, yn seiliedig ar fod yn gyfarwydd â seilwaith twf busnes gwyddorau bywyd Cymru yn cynnwys safleoedd, cyllid a sgiliau.
8. Arwain a chyfeirio cyfleoedd busnes at raglenni ehangach HGBC, fel Cyflymu ac Ecosystem Iechyd Digidol Cymru.
9. Cynnal map rhanddeiliaid y diwydiant gwyddorau bywyd i gefnogi’r holl weithgareddau.
10. Deall, nodi a blaenoriaethu cyfleoedd arloesi o fewn y sector iechyd a gofal.
11. Llunio a darparu strategaethau ymgysylltu iechyd a gofal ar-lein ac all-lein i osod HGBC fel partner arloesi anhepgor gyda’r sector iechyd a gofal yng Nghymru.
12. Datblygu a gweithredu mecanwaith systemataidd i ddeall, nodi a blaenoriaethu cyfleodd arloesi a sicrhau rhagoriaeth caffael y diwydiant iechyd a gofal.
13. Datblygu amserlen digwyddiadau flynyddol i ddarparu cyfleoedd i ddatblygu arloesedd ar lefel leol a chenedlaethol.
14. Gweithredu strategaeth i gefnogi’r sector i gyflwyno Cymru’n gadarnhaol fel gwlad o ragoriaeth ym maes gwyddorau bywyd – lle arloesol i astudio a gweithio.
15. Cynnal map rhanddeiliaid y diwydiant gwyddorau bywyd i gefnogi’r holl weithgareddau.
16. Sicrhau’r cyfranogiad uchaf posibl gan Gymru a llwyddo i sicrhau cyllid i feithrin y sector gwyddorau bywyd yng Nghymru gan ddiwallu anghenion y sector iechyd a gofal cymdeithasol.
17. Gweithredu strategaeth effeithiol i sicrhau cyllid sector preifat a chyhoeddus drwy nodi cyfleoedd yn gynnar, mynd ati’n rhagweithiol i ddewis ac ymgysylltu â chyllidwyr a phartneriaid consortiwm posibl i hwyluso’r broses o ddatblygu bidiau effeithiol.
18. Sefydlu HGBC fel arbenigwr arloesi ym maes iechyd a gofal cymdeithasol; cynnull a threfnu rhanddeiliaid i ysgogi rhaglenni cenedlaethol a defnyddio arloesedd.

i) Nodi a sicrhau gofynion adnoddau i lunio cadwrfa gwybodaeth, dadansoddiad, gwybodaeth a gwybodaeth sector.

1. Gweithio gyda’r Bwrdd Cyfarwyddwyr a’r Prif Weithredwr i weithredu strategaethau sy’n addysgu, ysbrydoli, dylanwadu a chymell i weithredu ecosystem arloesi iechyd Cymru.

**Cyfrifoldebau Ariannol**

* Bod yn atebol am y gyllideb Mabwysiadu Arloesedd; gweithio gyda staff a reolir a’r tîm Gweithrediadau i osod, monitro ac adrodd ar y gyllideb flynyddol.
* Cefnogi’r Cyfarwyddwr Gweithrediadau i reoli asedau ac adnoddau.
* Sicrhau bod y prosesau sy’n ymwneud ag agweddau ariannol yr adran yn cael eu gweithredu’n effeithiol, drwy fonitro a herio’n rheolaidd.
* Craffu’n drylwyr ac olrhain gwerth rhaglenni a phrosiectau; ceisio sicrhau gwerth am arian ac effeithlonrwydd yn gyson.
* Sicrhau eich bod yn cydymffurfio â pholisïau a gofynion rheoleiddio’r cwmni.

**Rheoli Perfformiad, Risg a Chydymffurfio**

* Bod yn atebol am greu diwylliant sy’n cael ei ysgogi gan ganlyniadau – gan sefydlu matrics unigol a thîm i fesur effeithiolrwydd, effeithlonrwydd ac effaith yr holl weithgareddau o fewn y swyddogaeth a chyflawni Dangosyddion Perfformiad Allweddol y cwmni.
* Datblygu, gweithredu ac ymgorffori systemau i gipio data perfformiad a chynnal dogfennau prosiect perthnasol. Gweithio gyda’r tîm i sicrhau bod data perfformiad a dogfennau prosiect yn gadarn a chywir ac yn cael eu hadrodd o fewn amserlenni gorfodol.
* Gweithio gyda’r tîm i nodi ac adolygu cynnydd yn erbyn cerrig milltir a monitro cynnydd yn erbyn cynlluniau. Gweithio gyda’r tîm Cyfathrebu a Marchnata i hybu llwyddiannau a datblygu a gweithredu cynlluniau adfer i roi sylw i ddiffygion, targedau nas cyflawnwyd neu sydd mewn perygl o beidio â chael eu cyflawni.
* Ystyried fframweithiau rheoli, cydymffurfio, risg a llywodraethu ar draws yr holl weithgareddau a chefnogi’r Cyfarwyddwr Gweithrediadau i’w datblygu a’u cynnal. Sicrhau bod y tîm a rheolwyr gweithredol yn deall yn glir beth yr effaith risgiau/problemau rhaglenni a bod atebion priodol n cael eu nodi a’u gweithredu. Dwyn materion difrifol neu strategol i sylw uwch y Bwrdd/ Pwyllgor Archwilio a Thâl fel y bo’n briodol.
* Paratoi adroddiadau fel y bo angen ar gyfer rheolwyr gweithredol, y Bwrdd, ARC, pwyllgorau a grwpiau mewnol ac allanol, Llywodraeth Cymru, Gweinidogion neu unrhyw randdeiliaid eraill.
* Hybu a helpu i gyflawni cenhadaeth, gweledigaeth a nodau’r cwmni.

**GWYBODAETH**

* Y diwydiant Gwyddorau Bywyd yng Nghymru a’r Deyrnas Unedig.
* Cyfleoedd a heriau o fewn y sector iechyd a gofal, a wynebir yn benodol gan GIG Cymru.
* Prosesau a rhwystrau mabwysiadu arloesedd o fewn y GIG.
* Gweithdrefnau caffael o fewn cyd-destun iechyd a gofal.
* Technolegau arloesi sy’n datblygu a chyfleoedd clinigol.
* Gwerthfawrogiad o gyd-destun a fframwaith gwleidyddol ar gyfer cwmni sy’n gweithredu fel “Unigolyn a Reolir” gan Lywodraeth Cymru.
* Ffynonellau ariannu’r DU, UE a rhyngwladol ar gael ar gyfer arloesi ym maes iechyd a gofal.
* Rheoli Rhaglen Prosiect
* Pecynnau meddalwedd seiliedig ar Windows, rheoli prosiectau a systemau CRM.

**PROFIAD**

* Arweinyddiaeth ar lefel cyfarwyddwr/uwch reolwr, yn adrodd i a chynghori’r Bwrdd Cyfarwyddwyr.
* Ymgynghoriaeth gwella gwasanaeth a/neu arloesedd mewn lleoliad iechyd a gofal.
* Ymarferydd datblygu busnes profiadol.
* Profiad o arwain a chymryd rhan mewn prosiectau arloesi cydweithredol amlbleidiol.
* Datblygu a gweithredu rhaglenni a phrosiectau darparu.
* Hanes o lwyddiant yn rheoli prosiectau, cyllideb ac adnoddau. Gweithredu nifer o raglenni'r un pryd, yn brydlon, o fewn y gyllideb ac yn unol â dangosyddion perfformiad allweddol.
* Datblygu strategaeth a darparu gweithredol mewn amgylchedd aml-randdeiliaid mawr, cymhleth.
* Gallu dangos profiad o gynllunio, risgiau a rheoli materion.
* Hanes o lwyddiant yn adeiladu perthnasoedd cadarn gyda chwsmeriaid a rhanddeiliaid.
* Hanes o lwyddiant yn rheoli, cymell, datblygu a disgyblu staff a reolir.

**SGILIAU A GALLU**

* Yn fedrus a chraff wrth lywio a negodi ar draws y GIG a’r dirwedd iechyd, gofal cymdeithasol a gwleidyddol ehangach.
* Sgiliau meddwl systemataidd, strategol a deallusol cadarn, gyda’r gallu i feddwl yn greadigol ac ochrol i gyflawni canlyniadau.
* Gallu cymathu gwybodaeth gymhleth a maith a gwneud penderfyniadau.
* Sgiliau arwain rhagorol a’r gallu i adeiladu a chymell timau uchel eu perfformiad.
* Sgiliau rhyngbersonol, dylanwadu, negodi, rheoli gwrthdaro, adborth, gweithio mewn partneriaeth a hyfforddi wedi’u datblygu’n uchel.
* Y gallu i gyfathrebu gyda rhanddeiliaid a’r cyfryngau, a chyfleu negeseuon cymhleth i wahanol grwpiau.
* Y gallu i ddatblygu perthnasoedd effeithiol sy’n cefnogi ei gilydd gyda phartneriaid allweddol.
* Arddull gydweithredol, gweithio’n gyfforddus gyda nifer o wahanol randdeiliaid ar nifer o brosiectau’r un pryd.
* Yn hyblyg, egnïol, creadigol ac yn canolbwyntio ar ganlyniadau.

**GOFYNION ERAILL**

* Yn barod i weithio’n hyblyg i ddiwallu anghenion rhesymol y cwmni.
* Ymroddiad i weithio’n unol â gwerthoedd y cwmni.
* Gallu gweithredu ar ei liwt ei hun wrth ddefnyddio technoleg gwybodaeth a chyfathrebu.
* Gallu rheoli llwyth gwaith amrywiol a llawn yn annibynnol.
* Trwydded yrru ddilys a meddu ar gerbyd. Fodd bynnag, fel cyflogwr cyfle cyfartal, croesewir ceisiadau gan rai sy’n gallu gwneud trefniadau teithio addas eraill.

Nid bwriad y disgrifiad swydd yw cynnwys pob agwedd ar y swydd, ond, yn hytrach, rhoi diffiniad clir o bwrpas, cyfrifoldebau a dimensiynau sylfaenol y swydd.

Ar ben yr hyn sydd wedi’i gynnwys yn y disgrifiad hwn, disgwylir i ddeiliad y swydd gyflawni pob tasg berthnasol a rhesymol arall y mae’r rheolwyr llinell yn ei rhoi.

Mae Hwb Gwyddorau Bywyd Cymru Cyf yn sylweddoli ei bod yn bwysig datblygu a meithrin ei weithlu dwyieithog ac mae’n croesawu ceisiadau gan unigolion sy’n dangos eu bod yn gallu gweithio yn y Gymraeg a’r Saesneg.

Mae Hwb Gwyddorau Bywyd Cymru yn gyflogwr cyfle cyfartal ac mae’n annog ceisiadau gan ymgeiswyr cymwys heb ystyried rhyw, hil, anabledd, oed, cyfeiriadedd rhywiol, ailbennu rhywedd, crefydd neu gred, statws priodasol neu feichiogrwydd a mamolaeth.



**LIFE SCIENCES HUB WALES LTD**

**JOB DESCRIPTION & PERSONAL SPECIFICATION**

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| **Job Title** | Innovation and Adoption Director |
| **Location** | Cardiff Bay |
| **Responsible to** | CEO |
| **Salary Band** | 2 |
| **Salary** | circa £65,000 (subject to experience) |
| **Term** | Permanent |

**MAIN PURPOSE OF ROLE:**

Life Sciences Hub Wales (LSHW) drives transformational, systematic change in the health and social care sectors to create a better future for the people of Wales. Our role is to inspire innovation and collaboration between industry, health and social care, and research organisations to make a positive difference to people and families across the nation.

As a catalyst for change, we work with NHS Wales to understand issues and identify how innovation can help deliver better care. We support businesses to create health and social care solutions. We create connections which enable people and organisations to work in partnership.

Our mission is to accelerate the development and adoption of innovate solutions for better health and wellbeing.

Our vision is to make Wales the place for choice and health, care and wellbeing innovation.

Reporting to the CEO, the Innovation and Adoption Director is a new role which will develop, lead and measure a programme of work to support innovation and innovators in the Life Sciences and health and social sector to:

* Improve health and wellbeing outcomes for people in Wales;
* Improve efficiency and value within the Welsh health and care system; and
* Driving economic development, through business growth and job creation.

As a key member of our Executive Management Team (EMT), the Innovation Adoption Director will lead his or her team to create an effective innovation adoption, and funding identification and delivery function. This will include a range of activities to:

1. Find and develop innovation from industry which address health and care challenges and unmet clinical needs
2. Curate and promote innovation within NHS Wales
3. Secure funding for life sciences in Wales to support the health and care sector
4. Convene and orchestrate stakeholders to drive forward national programmes and innovation deployment

The post holder will ensure programme alignment with Prosperity for All, the National Strategy, Healthier Wales Plan 2018, Wellbeing and Future Generation Objections, and the Prudent Healthcare principles that form an integral part of the Parliamentary Review of health and social Care 2018.

The success of this role will be assessed against individual and team key performance indicators. Performance will also be judged against overall delivery of the strategic and operational plan and the requirements of the Remit Letter.

As a new role the CEO and post holder will agree a final job description at an appropriate time.

**MAIN DUTIES & RESPONSIBILITIES**

**Stakeholder Engagement**

* Support the CEO to build and maintain strong, credible and relevant relationships with all key stakeholders in Wales, the UK and Internationally to foster a culture of partnership and collaboration.
* Promote the intent and services of LSHW across the health and care sector and industry in Wales; and promote the intent and services of LSHW across industry and academia in Wales, the UK and Internationally.
* Support behaviour change to imbed innovation within the culture of the health and care sector and establish LSHW as a strategic partner.
* Secure input, commitment and resource from stakeholders and develop partnerships to speed up adoption of innovation in practice and submit bids to secure funding.
* Embed effective mechanisms for stakeholder engagement across the team, to secure strong relationships with partners to explore and pursue mutually beneficial opportunities.

**Leadership and People Management**

* Inspire and lead a multi-disciplinary team to work collaboratively to achieve the organisations vision, mission, values and objectives.

* As part of the Executive Management Team, work with the Board to shape, influence, develop and manage robust strategic, business and operational plans to meet Company priorities, objectives and performance targets.
* Provide effective and professional leadership, supporting and promoting the activities of the Innovation and Adoption function and build a high performing team which deliver impactful, integrated programmes and LSHW strategic aims.
* Manage, motivate, coach, mentor, support and develop direct reportees to create a strong sense of pride, co-operation, ownership, accountability, high standards of conduct and continuous professional development.
* Conduct regular one-to-one review meetings, including half-year appraisals to support development, monitor performance against strategic aims, delivery priorities and key performance indicators.
* Effectively plan and manage the resources required to meet delivery priorities, including recruitment and induction of direct reportees.
* Work in a collaborative management style and foster close working relations between all LSHW employees.
* Promote diversity, inclusion and equality within LSHW and wider partners.

**Programme Design, Management and Delivery**

Accountable for the design, management and integrated delivery of the Company’s innovation adoption programmes which will:

1. Generate a pipeline of relevant / targeted innovation opportunities through a system of industry challenges to deliver economic growth and address health and care needs.
2. Scope, identify and report on the key challenges and opportunities facing the life sciences industry.
3. Produce and deliver online and offline industry engagement strategies which identify and attract indigenous solutions to meet health and care issues and opportunities.
4. Produce and deliver an inward investment strategy which identifies and attracts global solutions to meet health and care issues and opportunities.
5. Develop an annual schedule of events to attract solutions to challenges.
6. Implement an effective innovation adoption management process to evaluate and present a robust case for adoption to include (but not limited to) horizon scanning scouting, triaging opportunities, expert assessment, industry support, data collection, information gathering and signposting.
7. Design and implement an effective business support process to secure industry scale-up capability, based on familiarity with the Welsh life sciences business growth infrastructure including premises, funding and skills.
8. Guide and refer business opportunities to wider LSHW programmes, such as Accelerate and Digital Health Ecosystem Wales.
9. Maintain a life sciences industry stakeholder map to support all activities.
10. Understand, identify and prioritise the innovation opportunities within the health and care sector.
11. Produce and deliver online and offline health and care engagement strategies to position LSHW as an integral innovation partner with the health and care sector in Wales.
12. Develop and implement a systematic mechanism to understand, identify and prioritise innovation opportunities and secure industry-health and care procurement excellence.
13. Develop an annual schedule of events to provide opportunities for progressing innovation on a on local and a national level.
14. Implement a strategy to support the sector to positively present Wales as a life sciences nation of excellence – an innovate place to study and work.
15. Maintain a health and care industry stakeholder map to support all activities.
16. Maximise Welsh participation and success in securing funding to grow the life sciences sector in Wales whilst meeting the needs of the health and social care sector.
17. Implement an effective strategy to secure private and public-sector funding through early identification of opportunities, proactive identification and engagement with funders and potential consortium partners to facilitate effective bid development.
18. Establish LSHW as an expert in health and social care innovation; convening and orchestrating stakeholders to drive national programmes and innovation deployment.
19. Identify and secure the resource requirements to produce a repository of information, analysis, intelligence and sector information.
20. Work with the Board of Directors and CEO to implement strategies which educate, inspire, influence and motivate to action the Welsh health innovation ecosystem.

**Financial Responsibilities**

* Accountable for the Innovation Adoption budget; working with direct reportees and Operations team to set, monitor and report on annual budget.
* Support Operations Director in the management of assets and resources.
* Ensure that the processes relating to financial aspects of the department are effectively applied, through regular monitoring and challenge.
* Rigorously scrutinise and track value of programmes and projects; constantly strive for value for money and efficiency.
* Secure compliance with company policies and regulatory requirements.

**Performance, Risk and Compliance Management**

* Accountable for creating a result driven culture - establishing individual and team metrics to measure the effectiveness, efficiency and impact of all activities within function and achievement of company Key Performance Indicators.
* Develop, implement and embed systems to capture performance data and maintain relevant project documentation. Work with team to ensure performance data and project documentation is robust, accurate and reported within mandated timescales.
* Work with team to identify and review progress against milestones and monitor progress against plans. Work with Communication and Marketing team to promote successes and develop and implement remedial plans to address shortfalls, targets not being achieved or in danger of not being met.
* Consider governance, risk, compliance and control frameworks across all activities and support Operations Director to develop and maintain same. Ensure that the impact of programme risks/issues are clearly understood by team and executive management and that appropriate resolutions are identified and implemented. Escalating serious or strategic issues to Board/Audit and Remuneration Committee as appropriate.
* Produce reports as required for executive management, Board, ARC, internal and external committees and groups, Welsh Government, Ministers or any other stakeholder.
* Promote and support the achievement of the company’s mission, vision and goals.

**KNOWLEDGE**

* Life Sciences industry in Wales and the UK.
* Opportunities and challenges within the health and care sector, specifically faced by NHS Wales.
* Innovation adoption processes and barriers within the NHS.
* Procurement procedures within a health and care context.
* Emerging innovation technologies and clinical opportunities.
* An appreciation of the political context and framework for a company operating as a “Controlled Person” of the Welsh Government.
* UK, EU and international funding sources available for health and care innovation.
* Programme Project Management.
* Window-based software packages, project management and CRM systems.

**EXPERIENCE**

* Leadership at director/senior management level, reporting to and advising Board of Directors.
* Innovation and /or service improvement consultancy in a health and care setting.
* Experienced business development practitioner.
* Experience of leading and participating in multi-party collaborative innovation projects.
* Development and implementation delivery programmes and projects.
* Successful track record of project, budget and resource management. Delivering a number of programmes concurrently, on time, within budget and to key performance indicators.
* Strategy development and operational delivery in a major, complex, multi-stakeholder environment.
* Demonstrable planning, risk and issue management.
* Successful track record of building strong relationships with customers and stakeholders.
* Successful track record managing, motivating, developing and disciplining reportees.

**SKILLS & ABILITIES**

* Resourceful and perceptive to navigate and negotiate across the NHS and the wider health, social care and political landscape.
* Strong intellectual, strategic, and systemic thinking skills, with the ability to think creatively and laterally to achieve outcomes.
* Able to assimilate complex and lengthy information and make decisions.
* Excellent leadership skills and the ability to build and motivate high performing teams.
* Highly developed interpersonal, influencing, negotiation, conflict management, feedback, partnership working, and coaching skills.
* Ability to communicate with stakeholders and the media, and convey complex messages to different recipient groups.
* Able to develop effective and mutually supportive relationships with key partners.
* Collaborative style, comfortable working with a range of different stakeholders on numerous projects simultaneously.
* Flexible, energetic, creative and results-orientated.

**OTHER REQUIREMENTS**

* Willingness to work flexibly to meet the reasonable needs of the company.
* Commitment to working in accordance with the company’s values.
* Self-sufficient in use of information and communications technology.
* Ability to self-manage a full and varied workload.
* Valid driving license and own transport. However, as an equal opportunity employer, we welcome applications from those who are able to make alternative, suitable travel arrangements.

This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role.

In addition to the contents of this role description, the post holder will be expected to undertake all other reasonable and related tasks allocated by line management.

Life Sciences Hub Wales Ltd acknowledges the importance of developing and growing its bilingual workforce, and welcomes applications for any post from candidates who demonstrate their capability to work in both English and Welsh.

Life Sciences Hub Wales is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.