



DISGRIFIAD SWYDD A MANYLION Y PERSON

Teitl y Swydd	Pennaeth Gwybodaeth y Sector
Lleoliad	Bae Caerdydd
Yn atebol i'r	Cyfarwyddwr Mabwysiadu Arloesedd
Yn gyfrifol am	6
Band Cyflog	Band Uwch Reoli 3
Cyflog	£52,020 - £61,380 y flwyddyn
Cyfnod	Parhaol

PRIF BWRPAS Y SWYDD:

Mae Hwb Gwyddorau Bywyd Cymru yn sbarduno newid systematig a thrawsnewidiol yn y sectorau iechyd a gofal cymdeithasol er mwyn creu dyfodol gwell i bobl Cymru. Ein rôl yw ysbrydoli arloesi a chydweithio rhwng diwydiant, iechyd a gofal cymdeithasol, a sefydliadau ymchwil er mwyn gwneud gwahaniaeth cadarnhaol i bobl a theuluoedd ym mhob cwr o'r wlad.

I sbarduno newid, rydyn ni'n gweithio gyda GIG Cymru er mwyn deall problemau a nodi sut gall arloesi helpu i ddarparu gwell gofal. Rydyn ni'n helpu busnesau i greu atebion o ran iechyd a gofal cymdeithasol. Rydyn ni'n creu cysylltiadau sy'n galluogi pobl a sefydliadau i weithio mewn partneriaeth.

Ein bwriad yw cyflymu'r broses o ddatblygu a mabwysiadu atebion arloesol i sicrhau gwell iechyd a lles. Ein gweledigaeth yw sicrhau bod Cymru ar flaen y gad o ran arloesedd ym maes iechyd, gofal a lles.

Gan adrodd i'r Cyfarwyddwr Mabwysiadu Arloesedd, mae Pennaeth Gwybodaeth y Sector yn gyfrifol am arwain, darparu a mesur effaith rhaglenni a rheoli tîm bach sy'n darparu gwybodaeth am y sector.

- yn fewnol, cefnogi ymgysylltu wedi'i dargedu gan arwain at bartneriaethau rhwng darparwyr iechyd a gofal cymdeithasol, academia, a diwydiant yn genedlaethol ac yn rhyngwladol; a
- gwasanaethau sydd ar gael i randdeiliaid allweddol, fel sylfaen wybodaeth i'r sector, sganio'r gorwel, dadansoddi'r farchnad, datblygu achosion busnes a chymorth.

Un o'r gweithgareddau allweddol eraill fydd hyrwyddo gweithgareddau datblygu cynigion, adeiladu consortia a rheoli'r gwaith o greu a chyflwyno cynigion cyllido penodol ac ymrwymiad am gyfraniadau.

Byddwch yn arwain Tîm Gwybodaeth y Sector i ddatblygu gwybodaeth werthfawr i gefnogi amrywiaeth eang o weithgareddau a fydd yn:

- Gwreiddio arloesedd yn niwylliant y sector iechyd a gofal cymdeithasol ac yn sefydlu Hwb Gwyddorau Bywyd Cymru fel partner strategol, gan ddarparu cymorth i gydlyn arloesedd a mabwysiadu ym maes iechyd yng Nghymru.
- Cael effaith ar rwystrau mewnol ac allanol sy'n atal mabwysiadu arloesedd, a chefnogi newid trawsnewidiol o ran arloesedd ym maes gofal iechyd
- Cefnogi canfod anghenion clinigol sydd heb eu diwallu a heriau iechyd y mae Byrddau Iechyd, Ymddiriedolaethau a sefydliadau yn y sector iechyd a gofal ar raddfa ehangach yn eu hwynebu a'u defnyddio fel sail ar gyfer ffocws, gwasanaethau, rhaglenni a phrosiectau cefnogi arloesi a mabwysiadu Hub Gwyddorau Bywyd Cymru.
- Cynhyrchu llif o gyfleoedd arloesi perthnasol/wedi'u targedu ym maes gofal iechyd gan wneud gwaith ymchwil penodol a chreu system ar gyfer monitro datblygiad y sector gan ddefnyddio amrywiaeth o ffynonellau data e.e. cronfeydd data, newyddion y sector, sylw i gynadleddau ac ati.
- Sefydlu a chynnal cysylltiadau gweithio effeithiol ac agos gyda chyllidwyr yn y sectorau preifat a chyhoeddus, er mwyn casglu gwybodaeth a fydd yn sail i'n strategaeth a llunio amserlen o gyfleoedd am gyllid ar gyfer y tymor byr, canolig a hir, gyda'r nod, yn y pen draw, o lywio gofynion rhaglenni cyllido yn y dyfodol mewn modd rhagweithiol.

Er mwyn cyflawni ein nodau strategol:

- Gwellu canlyniadau iechyd a lles i bobl yng Nghymru.
- Gwellu effeithlonrwydd a gwerth yn y system iechyd a gofal cymdeithasol yng Nghymru.
- Hybu datblygiad economaidd drwy dwf busnes a chreu swyddi.

Fel aelod o'r Uwch Dîm Rheoli, bydd Pennaeth Gwybodaeth y Sector yn cefnogi'r Uwch Dîm Arwain i gyflawni nodau ac amcanion strategol (allbynnau, canlyniadau, a manteision) yn unol â'r cynllun busnes blynyddol a sicrhau bod gweithgareddau'n cyd-fynd â Ffyniant i Bawb, y Strategaeth Genedlaethol, Cynllun Cymru Iachach 2018, Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru) a'r egwyddorion Gofal Iechyd Darbodus sy'n rhan annatod o'r Adolygiad Seneddol o Iechyd a Gofal Cymdeithasol 2018.

Oherwydd bod hon yn rôl newydd, bydd cyfrifoldebau a dyletswyddau penodol y swydd yn datblygu'n organig yn y tymor byr. Bydd y Cyfarwyddwr Mabwysiadu Arloesedd a deiliad y swydd yn cytuno ar ddisgrifiad swydd terfynol ar adeg briodol.

Bydd llwyddiant y swydd yn cael ei asesu yn erbyn cyflawni amcanion unigol ac amcanion y tîm. Caiff perfformiad hefyd ei farnu yn erbyn cyflawniad cyffredinol y cynllun gweithredol / busnes yn erbyn gofynion Llythyr Cylch Gwaith Llywodraeth Cymru.

PRIF DDYLETSWYDDAU A CHYFRIFOLDEBAU:

Ymgysylltu â Rhanddeiliaid

- Arwain tîm gwybodaeth y sector i ddarparu'r wybodaeth am y farchnad sy'n angenrheidiol i gyfrannu at ymgysylltu wedi'i dargedu â'r rhwydwaith rhanddeiliaid cenedlaethol a rhyngwladol ar draws y diwydiant, iechyd, gofal cymdeithasol, academia, a gwasanaethau cymorth perthnasol yn y sector cyhoeddus/preifat er mwyn galluogi timau ehangach Hwb Gwyddorau Bywyd Cymru i wneud y canlynol:
 - Adeiladu a meithrin perthynas â chwmnïau gofal iechyd, partneriaid clinigol ac academiaidd, gan ddangos ymdrech ar gyfer ymchwilio a gweithredu atebion arloesol o ran technoleg, systemau a phrosesau sy'n helpu i fynd i'r afael ag anghenion gofal cymdeithasol.
 - Creu llif cadarn o brosiectau arloesi iechyd tymor byr, tymor canolig a thymor hir sy'n mynd i'r afael ag anghenion iechyd a gofal cymdeithasol nad ydynt yn cael eu diwallu, yn cyflymu'r broses o fabwysiadu technolegau, system a phrosesau gofal iechyd, ac yn creu twf busnes cynaliadwy a chreu swyddi yng Nghymru.
 - Cynnull timau prosiectau gyda'r wybodaeth, yr arbenigedd a'r sgiliau priodol; a darparu cyngor cyfeirio.
- Arwain tîm gwybodaeth y sector i adeiladu a meithrin perthnasoedd â chyllidwyr sector cyhoeddus a phreifat ledled Cymru a'r DU, fel Ymchwil ac Arloesi'r DU, Innovate UK, Horizon 2020, Swyddfa Cyllid Ewropeaidd Cymru (a'r hyn sy'n cyfateb iddi ar gyfer gyllid Ffyniant), Cronfa Her y Strategaeth Ddiwydiannol, Banciau Datblygu, rhwydweithiau Cyfalaf Menter/Angel a chyllidwyr trydydd sector i nodi cyfleoedd ariannu gwyddorau bywyd, iechyd a gofal cymdeithasol.
- Cefnogi'r gwaith o ddatblygu a chynnal map o rhanddeiliaid y diwydiant gwyddorau bywyd er mwyn cefnogi pob gweithgaredd.

Rheoli a Chyflawni

- Cynhyrchu cynlluniau busnes/rhaglenni/cyflawni effeithiol ac integredig sy'n egluro sut bydd tîm gwybodaeth y sector yn cyflawni nodau ac amcanion strategol (allbynnau, canlyniadau a manteision), y cyfleoedd a fydd yn cael eu defnyddio, y risgiau a gaiff eu lliniaru, ac yn nodi'r adnoddau sydd eu hangen.
- Cyfrifol am roi cynlluniau busnes/rhaglenni/cyflawni ar waith, gan sicrhau bod cynlluniau yn cael eu rheoli mewn ffordd effeithiol er mwyn cyflawni'r amcanion y bwriedir iddynt eu cyflawni ac yn cydymffurfio â threfniadau llywodraethu.
- Cefnogi'r gwaith o ddatblygu proses rheoli mabwysiadu arloesedd i arfarnu a chyflwyno achos cadarn dros fabwysiadu a fydd yn cynnwys (ond heb fod yn gyfyngedig i) chwilota a sganio'r gorwel, cyfleoedd brysbennu, asesu arbenigol, cefnogaeth y diwydiant, casglu data, casglu gwybodaeth, a chyfeirio.

- Datblygu a gweithredu systemau ar gyfer casglu gwybodaeth am y sector i nodi anghenion a chyfleoedd iechyd a gofal cymdeithasol, a thargeddu atebion o'r diwydiant a/neu'r byd academiaidd yn effeithiol.
- Datblygu a gweithredu systemau ar gyfer casglu gwybodaeth i lywio'r gwaith o gynhyrchu a gweithredu strategaeth mewnfuddsoddi sy'n nodi ac yn denu atebion byd-eang i ddiwallu anghenion a chyfleoedd iechyd a gofal cymdeithasol.
- Arwain tîm gwybodaeth y sector yn y gwaith o ddatblygu a chefnogi achosion busnes, sydd fel arfer wedi'u strwythuro o amgylch y 'dull pum achos', er mwyn cyflawni prosiectau arloesi gofal iechyd trawsnewidiol, neu ar raddfa fach, sydd wedi'u mabwysiadu'n gyflym, y gellir buddsoddi ynddynt.
- Datblygu a gweithredu strategaeth effeithiol i sicrhau cyllid gan y sector preifat a chyhoeddus drwy adnabod cyfleoedd yn gynnar, canfod ac ymgysylltu'n rhagweithiol â chyllidwyr a phartneriaid consortiwm posibl.
- Cefnogi gwaith ymchwil a dadansoddi i ganfod arferion gorau ac arloesedd iechyd trawsnewidiol a datblygu a defnyddio cynlluniau datblygu economaidd tymor byr, tymor canolig a hirdymor, gan weithio mewn partneriaeth â rhanddeiliaid yn y sector cyhoeddus a'r sector preifat i gael effaith gadarnhaol ar economi wybodaeth Cymru.
- Darparu gwasanaethau i gefnogi rhanddeiliaid allweddol i helpu i drefnu a chefnogi atebion "Unwaith i Gymru" ar gyfer cymorth arloesi a mabwysiadu.
- Darparu proses cymorth busnes effeithiol ar gyfer uwchraddio a datblygu'r economi sylfaen yn y diwydiant, yn seiliedig ar fod yn gyfarwydd ag ecosystem gwyddorau bywyd iechyd Cymru, gan gynnwys adeiladau, cyllid a sgiliau.
- Gweithio gyda'r tîm cyfathrebu, marchnata a digwyddiadau i ddatblygu cynllun digwyddiadau a chyfathrebu sy'n creu cyfleoedd priodol ac yn hybu llwyddiannau. Nodi astudiaethau achos priodol, cyfrannu at ddatblygu cynnwys, a fformatau digwyddiadau.
- Gweithredu a monitro effeithiolrwydd prosesau cadarn, rheolaethau mewnol, templedi a chanllawiau i hwyluso a monitro gweithgareddau cyflawni, gan sicrhau ansawdd gwasanaeth, data a gwybodaeth.
- Sicrhau bod tîm gwybodaeth y sector yn cynnal perthynas waith effeithiol gyda thîm ehangach Hwb Gwyddorau Bywyd Cymru, gan rannu gwybodaeth ac adborth i sicrhau dull integredig o gyflawni nodau ac amcanion (allbynnau, canlyniadau a manteision), a chefnogi cysylltiad rhwng pob agwedd ar waith Hwb Gwyddorau Bywyd Cymru.

Rheoli ac Adrodd ar Berfformiad

- Cyfrifol am sicrhau bod tîm gwybodaeth y sector yn cyflawni'r targedau a'r amcanion y cytunwyd arnynt (allbynnau, canlyniadau a manteision).

- Cyfrifol am reoli a monitro perfformiad - gan arfarnu gwybodaeth a data i sicrhau bod cynlluniau busnes/rhaglenni/cyflawni yn cael eu gweithredu'n briodol a'u bod yn cyflawni'r canlyniadau disgwyledig, gan nodi problemau neu rwysrau'n gynnar a rhoi camau unioni ar waith.
- Cyfrifol am gynhyrchu adroddiadau monitro perfformiad cywir yn unol â'r amserlenni y cytunwyd arnynt, a luniwyd i sicrhau eu bod yn darparu darlun cynhwysfawr, cyflawn, amlwg ac wedi'i dargedu o'r cynnydd o ran cyflawni nodau ac amcanion y rhaglen (allbynnau, canlyniadau a manteision).
- Cyfrifol am sicrhau eich bod chi a'ch tîm yn cydymffurfio â gofynion rheoli data a gwybodaeth - casglu, storio, dosbarthu, archifo ac, yn y pen draw, dinistrio gwybodaeth i gefnogi'r gwaith o wneud penderfyniadau a chyflawni, a monitro, adrodd a darparu tystiolaeth o berfformiad.

Arweinyddiaeth

- Darparu arweinyddiaeth gref, weladwy a chyfunol i dîm gwybodaeth y sector sy'n meithrin diwylliant o berfformiad uchel ac yn ysbrydoli gweithwyr i gyflawni gweledigaeth, cenhadaeth, gwerthoedd ac amcanion y Cwmni.
- Cynnal dealltwriaeth gadarn o'r sectorau iechyd a gofal a gwyddorau bywyd lleol, cenedlaethol a rhyngwladol er mwyn cyfrannu at ddatblygu strategaeth, datblygu cynlluniau busnes a chyflawni a gwneud penderfyniadau effeithiol.
- Cyfrannu at reolaeth gyffredinol y Cwmni ac at ddatblygu strategaeth, cynlluniau, polisi ac ymarfer.
- Sbarduno diwylliant o welliant parhaus gan sicrhau bod prosesau ac arfau busnes yn effeithiol ac yn effeithlon, yn galluogi'r lefel uchaf o ansawdd gwasanaeth i gael ei darparu, yn cefnogi'r gwaith o gyflawni amcanion, ac yn galluogi rheoli ac adrodd ar berfformiad.
- Hyrwyddo amrywiaeth, cydraddoldeb a chynhwysiant o fewn Hwb Gwyddorau Bywyd Cymru ac ar draws rhanddeiliaid.

Rheoli Pobl

- Rheoli, cymell, hyfforddi, mentora, cefnogi a datblygu is-weithwyr uniongyrchol er mwyn creu ymdeimlad cryf o falchder, cydweithrediad, perchnogaeth, atebolrwydd, a safonau uchel o ran ymddygiad i gyflawni nodau ac amcanion strategol y rhaglen (allbynnau, canlyniadau a manteision). Ceisio cyngor a mentora AD priodol ac amserol i gefnogi materion sy'n ymwneud â phobl o ddydd i ddydd er mwyn cynnal tîm brwdfrydig, datblygu tîm sy'n perfformio'n uchel, a datrys materion sy'n ymwneud â chyflogaeth neu anghydfodau'n deg ac yn gyflym.
- Gweithio gydag arddull rheoli cydweithredol a meithrin perthynas waith agos rhwng holl weithwyr Hwb Gwyddorau Bywyd Cymru. Trosi safbwyntiau a phryderon y tîm yn gynlluniau mae modd eu gweithredu a'u hargymell i'r Uwch Dîm Arwain.

- Cyfrifol am sicrhau eich bod chi a'ch tîm yn cydymffurfio â pholisïau AD y Cwmni.
- Cynnal cyfarfodydd adolygu un-i-un rheolaidd, gan gynnwys arfarniadau cyfnodol i sicrhau bod pawb yn cytuno ac yn deall y cynlluniau gwaith a'r elfennau i'w cyflawni, cefnogi datblygiad personol, monitro perfformiad yn erbyn amcanion strategol, blaenoriaethau cyflawni, a dangosyddion perfformiad allweddol.
- Nodi gofynion hyfforddi unigol sy'n fforddiadwy, yn cefnogi datblygiad personol y tîm, ac yn datblygu eu gallu i gyflawni mwy yn y gweithle.

Rheoli Adnoddau

- Cynllunio, caffael, defnyddio a rheoli'r holl adnoddau sydd eu hangen i gyflawni cynlluniau busnes a darparu. Mae hyn yn cynnwys pobl, deunyddiau, technoleg, gwasanaethau ac unrhyw beth arall sydd ei angen i gyflawni.
- Caffael yr holl nwyddau, gwasanaethau a gwaith sy'n cael ei wneud gennych chi a'ch tîm, a sicrhau eu bod yn cydymffurfio â rheolau a rheoliadau caffael llywodraethol y Cwmni.
- Rheoli contractau yn effeithiol ar ôl eu dyfarnu er mwyn sicrhau bod i) nwyddau, gwasanaethau neu waith yn cael eu cyflenwi yn unol â thelerau contract/cytundebau lefel gwasanaeth ac yn cyflawni gwerth am arian, ee, ansawdd, terfynau amser, costau ac ati; ii) bod risgiau/problemau yn cael eu nodi a'u datrys yn gynnar iii) bod taliadau'n cael eu rheoli i sicrhau nad yw'r cyflenwr yn cael mwy na gwerth rhesymol y nwyddau, y gwasanaethau neu'r gwaith ar yr adeg y gwneir y taliad.

Rheolaeth Ariannol

- Cefnogi'r Cyfarwyddwr Mabwysiadu Arloesedd a'r tîm cyllid i ddatblygu rhagolygon llif arian a chyllideb y Rhaglen i bennu faint o incwm sydd ei angen i gyflawni cynlluniau busnes a darparu, a sicrhau bod y Cwmni yn gweithredu'n gynaliadwy, hynny yw, nad yw cyfanswm y gwariant yn fwy na'r incwm.
- Monitro gweithgarwch gwirioneddol yn rheolaidd yn erbyn gweithgarwch a gynlluniwyd, gan reoli gwariant i sicrhau ei fod yn unol â'r cyllid sydd ar gael a chymryd camau unioni priodol i ddatrys gwahaniaethau sylweddol rhwng gweithgarwch gwirioneddol a gweithgarwch a gynlluniwyd.
- Adrodd ar amrywiadau rhwng y gwariant a gyllidebwyd a'r gwariant gwirioneddol, problemau / risgiau ariannol sylweddol a chamau unioni arfaethedig fel y bo'n briodol.
- Fel Rheolwr y Gyllideb rydych chi'n gyfrifol am yr holl drafodion ariannol a wneir gennych chi a'ch tîm, a'u bod yn cydymffurfio â rheolau a rheoliadau ariannol llywodraethol y Cwmni.

Rheoli Risg

- Cyfrifol am reoli risg, yn unol â fframwaith rheoli risg y Cwmni, er mwyn sicrhau bod risgiau ac ymatebion unigol yn cael eu nodi, bod effaith bygythiadau i amcanion (allbynnau, canlyniadau a manteision) yn cael ei lleihau i'r eithaf ac y manteisir i'r eithaf ar gyfleoedd.

Cyffredinol

- Cyflawni cyfrifoldebau'r swydd bob amser gan roi sylw priodol i gydraddoldeb, amrywiaeth a chynhwysiant, y Ddeddf Diogelu Data, a chynnal cyfrinachedd.
- Cefnogi'r Cyfarwyddwr Mabwysiadu Arloesedd a'r Prif Swyddog Gweithredol i hyrwyddo a chefnogi'r gwaith o gyflawni cenhadaeth, gweledigaeth, gwerthoedd a nodau'r Cwmni bob amser.
- Cynnal safon uchel o ran cywirdeb yng nghyswllt materion proffesiynol, ariannol a phersonél, cynnal cysylltiadau da â chydweithwyr a phartneriaid allanol, gweithredu'n unol â chod ymddygiad Hwb Gwyddorau Bywyd Cymru a chydymffurfio â holl bolisiau a gweithdrefnau'r Cwmni.

MANYLEB Y PERSON

Nodweddion	Hanfodol	Dymunol
Gwybodaeth		Dealltwriaeth gref o'r sectorau gwyddorau bywyd iechyd yng Nghymru, y DU a / neu'n rhyngwladol.
		Cymhwyster neu radd gydnabyddedig mewn pwnc perthnasol.
	Gwybodaeth fanwl am ddulliau ymchwil, gan ddefnyddio amrywiaeth o ffynonellau.	Gwybodaeth fanwl am ddulliau ymchwil, gan ddefnyddio amrywiaeth o ffynonellau yn y sectorau gwyddorau bywyd, gan gynnwys egwyddorion economeg iechyd
		Proses cynhyrchu bidiau a thirwedd ariannu arloesedd ym maes gofal iechyd yn y DU, Ewrop ac yn rhyngwladol.
Profiad		Gweithio o fewn ecosystem gofal iechyd arloesi Cymru, y DU a / neu ryngwladol.
	Datblygu strategaeth a chyflawni gweithredol mewn amgylchedd, cymhleth sy'n cynnwys nifer o randdeiliaid er mwyn cyflawni nodau ac amcanion (allbynnau, canlyniadau, a manteision).	Datblygu strategaeth a chyflawni gweithredol o fewn ecosystem arloesi gofal iechyd i gyflawni nodau ac amcanion (allbynnau, canlyniadau, a manteision).
	Datblygu a throsi strategaeth yn gynlluniau busnes /	Cyfrannu at reolaeth gyffredinol y Cwmni ac at ddatblygu

	rhaglenni / cyflawni i gyflawni nodau ac amcanion (allbynnau, canlyniadau a manteision).	strategaeth, cynlluniau, polisi ac ymarfer.
	Arwain a datblygu pobl, adnoddau a phrosesau i sicrhau bod cynlluniau busnes/rhaglenni/cyflawni yn cael eu gweithredu'n briodol a'u bod yn cyflawni'r canlyniadau disgwyledig, gan nodi problemau neu rwystrau'n gynnar a rhoi camau unioni ar waith.	Arwain a datblygu pobl, adnoddau a phrosesau i sicrhau bod rhaglenni sy'n cael eu hariannu gan y llywodraeth yn cael eu gweithredu'n briodol a'u bod yn cyflawni'r canlyniadau disgwyledig, gan nodi problemau neu rwystrau'n gynnar a rhoi camau unioni ar waith.
	Rheoli perfformiad – pennu targedau unigol a chynlluniau gwaith sy'n cyd-fynd â chynlluniau busnes/cyflawni, mesur cynnydd yn gyson, asesu a darparu adborth ar berfformiad.	
	Hanes llwyddiannus o reoli prosiectau ar lefel uwch gyda gallu amlwg i reoli tasgau, prosiectau a blaenoriaethau niferus ar yr un pryd.	
	Cynnull, arwain a chyfrannu at raglenni a phrosiectau arloesi cydweithredol yn cynnwys rhanddeiliaid niferus.	
		Sicrhau cyllid gan ffynonellau cyllido gofal iechyd y DU, Ewrop ac yn rhyngwladol.
		Darparu cymorth busnes cyffredinol ym maes gwyddorau bywyd iechyd e.e. IPR.
		Datblygu a dadansoddi achosion busnes.
Sgiliau a Gallu - Hanfodol		
Sgiliau amlwg o ran rheoli prosiectau a rhaglenni datblygedig e.e. PRINCE2 – yn drefnydd da, cynllunydd cryf, yn blaenoriaethu ac yn cyflawni o fewn terfynau amser/o fewn y gyllideb; gallu rheoli cyfrifoldebau niferus ar yr un pryd.		
Sgiliau rhyngbersonol effeithiol – meithrin perthnasoedd proffesiynol gyda chydweithwyr ar bob lefel a rhanddeiliaid allanol i gefnogi'r gwaith o gyflawni nodau ac amcanion (allbynnau, canlyniadau a manteision); rhannu arbenigedd, gwybodaeth a syniadau ar gyfer y canlyniadau gorau; defnyddio amrywiaeth o ddulliau i ddylanwadu, trafod a gweithio mewn partneriaeth â phob rhanddeiliad; yn gallu rhwydweithio'n effeithiol iawn.		
Canolbwyntio ar ganlyniadau – blaenoriaethu a chynnal ei ffocws ei hun a'r tîm ar waith a fydd yn cael yr effaith fwyaf ar nodau, cynllunio a monitro cynlluniau'n systematig a fydd yn sicrhau bod amcanion yn cael eu cyflawni i'r eithaf (allbynnau, canlyniadau a manteision).		

Sgiliau cyfathrebu effeithiol (ar lafar ac ar bapur) – gallu dangos doethineb a diplomyddiaeth wrth gyfleu negeseuon; rhagweld ac ymateb i anghenion cynulleidfa, addasu cynnwys, arddull, iaith a defnydd o'r sianel i sicrhau'r eglurder mwyaf posibl gyda rhanddeiliaid a chydweithwyr allanol; gallu dangos urddas wrth ddelio ag uwch randdeiliaid.
Arweinyddiaeth effeithiol – yn arwain drwy esiampl ac yn gweithredu fel model rôl o ran ymddygiad a phroffesiynoldeb; yn defnyddio cryfderau aelodau'r tîm, yn pwysleisio cefnogaeth a her, yn addasu'r arddull i greu consensws ac ymddiriedaeth, yn mynd ati'n rhagweithiol i reoli perthnasoedd.
Meddyliwr beirniadol cadarn – dull trefnus o drin gwybodaeth ac arbenigwr o ddefnyddio ystod eang o dechnegau dadansoddi a syntheseiddio; gallu parhau i sicrhau, gwella ac arloesi arferion er mwyn cael gafael ar ganfyddiadau defnyddiol a chysylltu a dod o hyd i batrymau o ganfyddiadau sy'n ddefnyddiol.
Gallu gwneud penderfyniadau cadarn – yn alluog o ran asesu gwybodaeth, ymddygiad a sefyllfaoedd er mwyn gwneud penderfyniadau amserol, ystyrlon sydd wedi'u hystyried yn dda.
Gallu effeithiol o ran datrys problemau – yn gallu adnabod, wynebu a datrys problemau'n fedrus. Gallu rhagweld newid ac addasu i sefyllfaoedd a materion newydd er mwyn manteisio ar gyfleoedd posibl.
Arloesol – yn annog ac yn gwerthfawrogi syniadau newydd, yn rhoi lle heb risg i'r tîm fod yn greadigol, yn meddwl yn gyson am ddulliau gweithredu sydd â'r bwriad o wella, yn ymdrechu'n barhaus i wella eu perfformiad eu hunain a pherfformiad eu timau.
Gallu defnyddio pecynnau meddalwedd Windows, rheoli prosiectau a systemau CRM.
Sgiliau a Gallu - Dymunol
Rhugl yn y Gymraeg - gallu dilyn y rhan fwyaf o sgysiau sy'n ymwneud â gwaith gan gynnwys trafodaethau grŵp; darllen y rhan fwyaf o'r deunydd yn ei faes ei hun; siarad yr iaith yn y rhan fwyaf o sefyllfaoedd gan ddefnyddio rhai geiriau Saesneg; drafftio testun arferol, gyda chymorth golygu.

GOFYNION ERAILL

- Rhaid i ymgeiswyr llwyddiannus basio gwiriad diogelwch datgelu a gwahardd.
- Bod 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 ar ei ben ei hun.
- Trwydded yrru ddilys a'i gludiant ei hun. Fodd bynnag, fel cyflogwr cyfle cyfartal, rydym yn croesawu ceisiadau gan bobl sy'n gallu gwneud trefniadau teithio addas o fath arall.

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

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

Taith	Cyflymu'r broses o ddatblygu a mabwysiadu atebion arloesol ar gyfer gwell iechyd a lles.
Gweledigaeth	Sicrhau bod Cymru ar flaen y gad o ran arloesi ym maes iechyd, gofal a lles.
Nodau strategol	Mae gennym dri nod strategol sy'n cyfeirio ein gweithgarwch: • Gwella canlyniadau iechyd a lles i bobl yng Nghymru. • Gwella effeithlonrwydd a gwerth yn y system iechyd a gofal cymdeithasol. • Hybu datblygiad economaidd drwy dwf busnes a swyddi.
Cyflawni nodau	Byddwn yn cyflawni ein nodau drwy bedair prif gydran: • Cynnull partneriaid • Cyd-drefnu'r system • Cyflymu cyfleoedd • Adeiladau ar gyfer y dyfodol
Blaenoriaethau cyflawni	Byddwn yn cyflawni ein nodau strategol drwy weithio gyda rhanddeiliaid i wneud y canlynol: • Nodi a datblygu arloesedd yn y diwydiant. • Creu a hyrwyddo arloesedd yn GIG Cymru. • Datblygu swyddogaeth nodi a chyflenwi cyllid effeithiol i gyd-fynd â chyfleoedd thematig ym maes iechyd a gofal cymdeithasol. • Cynnull a chyd-drefnu rhanddeiliaid i hybu rhaglenni cenedlaethol ac i roi arloesedd ar waith.
Gwerthoedd y sefydliad	• Dyfeisgar: credu bod rhywbeth gwell, arloesol, neu nad oes modd ei weld ar hyn o bryd, o fewn ein cyrraedd. • Cydweithredol: manteisio ar botensial, rhannu ag eraill a chydweithio mewn ffordd barchus er budd pobl yng Nghymru. • Cymdeithasol gyfrifol: meithrin iechyd a lles drwy sianelu ein sgiliau, ein talent, ein hegri a'n cysylltiadau. • Stiwardiaeth effeithiol: sicrhau'r effaith fwyaf bosibl gyda'r amser, y cyllid a'r wybodaeth sydd ar gael.



JOB DESCRIPTION & PERSONAL SPECIFICATION

Job Title	Head of Sector Intelligence
Location	Cardiff Bay
Responsible to	Innovation Adoption Director
Reportees	6
Salary Band	Senior Management Band 3
Salary	£52,020 - £61,380 pa
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 innovative solutions for better health and wellbeing. Our vision is to make Wales the place of choice for health, care and wellbeing innovation.

Reporting to the Innovation Adoption Director, the Head of Sector Intelligence is responsible for leading, delivering and measuring the impact of programmes and manage a small team providing sector insights,

- c) internally, to support targeted engagement leading to partnerships between health and social care providers, academia, and industry nationally and internationally; and
- d) services accessible by key stakeholders, such as a sector knowledgebase, horizon scanning, market analysis, business case development and support.

A further key activity will be to promote bid development activities, building consortia and managing the creation and submission of specific funding proposals and commitment for contributions.

You will lead the Sector Intelligence Team to develop valuable intelligence to support a wide range of activities which will:

- Imbed innovation within the culture of the health and social care sector and establish LSHW as a strategic partner, providing support in orchestrating health innovation and adoption in Wales.
- Impact internal and external barriers to innovation adoption and support a transformational change in healthcare innovation.
- Support identification of the unmet clinical needs and health challenges encountered by Health Boards, Trusts and broader health and care sector organisation to inform the focus of LSHW innovation and adoption support services, programmes, and projects.
- Generate a pipeline of relevant/targeted healthcare innovation opportunities undertaking focused research and building a system for monitoring sector development using a variety of data sources e.g. databases, sector news, conference coverage etc.
- Establish and retain close and effective working relationships with public and private sector funders to acquire intelligence to inform strategy and develop a short, medium, and long-term schedule of funding opportunities, with the ultimate goal to proactively inform the requirements of future funding programmes.

To achieve our strategic aims:

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

As a member of the Senior Management Team (SMT), the Head of Sector Intelligence will support the Senior Leadership Team (SLT) to deliver strategic aims and objectives (outputs, outcomes, and benefits) as per the annual business plan and ensure activity alignment with Prosperity for All, the National Strategy, Healthier Wales Plan 2018, Well-being of Future Generations (Wales) Act and the Prudent Healthcare principles that form an integral part of the Parliamentary Review of Health and Social Care 2018.

As a new role, the specific duties and responsibilities will develop organically in the short term. The Innovation Adoption Director and the post holder will agree a final job description at an appropriate time.

The success of the role will be assessed against the achievement of individual and team objectives. Performance will also be measured against the overall delivery of the operational / business plan against the requirements of the Welsh Government Remit Letter.

MAIN DUTIES & RESPONSIBILITIES:

Stakeholder Engagement

- Lead the sector intelligence team to provide the market intelligence necessary to inform targeted engagement of national and international stakeholder

network across industry, health, social care, academia, and relevant private/public sector support services to enable the wider LSHW teams to:

- Build and nurture relationships with healthcare companies, clinical and academic partners showing endeavour for exploring and implementing innovative solutions in technology, system and process that help address unmet health or social care needs.
 - Generate a strong pipeline of short, medium, and long term health innovation projects which tackle unmet health and social care needs, accelerate the adoption of healthcare technologies, system and process, and create sustainable business growth and job creation in Wales.
 - Convene project teams with the appropriate knowledge, expertise, and skills; and provide signposting advice.
- Lead the sector intelligence team to build and nurture relationships with Wales and UK wide public and private sector funders, such as UK Research and Innovation, Innovate UK, Horizon 2020, Wales European Funding Office (and equivalent for Prosperity funds), Industrial Strategy Challenge Fund, Development Banks, Venture Capital/Angel networks and third sector funders to identify life sciences, health, and social care funding opportunities.
 - Support development and maintenance of a life sciences industry stakeholder map to support all activities.

Management and Delivery

- Produce effective, integrated business/programme/delivery plans which articulate how the sector intelligence team will support the achievement of strategic aims and objectives (outputs, outcomes, and benefits), the opportunities that will be exploited, risks mitigated, and identifies the resources required.
- Responsible for the sector intelligence team's execution of business/programme/delivery plans, ensuring that plans are managed and controlled in an effective manner to achieve their intended objectives and comply with governance arrangements.
- Support development of the innovation adoption management process to evaluate and present a robust case for adoption to include (but not limited to) horizon scanning, triaging opportunities, expert assessment, industry support, data collection, information gathering and signposting.
- Develop and implement systems for gathering sector intelligence to identify health and social care needs and opportunities, and effectively target solutions from industry and/or academia.
- Develop and implement systems for gathering intelligence to inform the production and execution of an inward investment strategy which identifies and attracts global solutions to meet health and social care needs and opportunities.

- Lead the sector intelligence team in the delivery of business case development and support, typically structured around the 'five-case mode', to achieve investable transformative, or small scale, quickly adopted healthcare innovation projects.
- Develop and 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.
- Support research and analysis to identify transformative health innovation and best practice and to develop and deploy short, medium, and long-term economic development plans, working in partnership with private and public sector stakeholders to positively impact the Welsh knowledge economy.
- Provide services to support key stakeholders to assist orchestration and support "Once for Wales" solutions for innovation and adoption support.
- Deliver an effective business support process for industry scale-up and development of foundation economy, based on familiarity with the Welsh health life sciences ecosystem including premises, funding and skills.
- Work with the communications, marketing, and events team to inform communication and events plans which will generate appropriate opportunities and promote successes. Identify appropriate case studies, contribute to the development of content, and event formats.
- Implement, and monitor the effectiveness, of robust processes, internal controls, templates, and guides to facilitate and monitor delivery activity, ensuring quality of service, data, and information.
- Ensure the sector intelligence team maintains effective working relationships with the wider LSHW team, sharing intelligence and feedback to secure an integrated approach to the achievement of aims and objectives (outputs, outcomes, and benefits), and support connectivity between all areas of LSHW work.

Performance Management and Reporting

- Responsible for the sector intelligence team's achievement of agreed targets and objectives (outputs, outcomes, and benefits).
- Responsible for managing and monitoring performance - evaluating information and data to ensure that business/programme/delivery plans are being properly executed and delivering the expected results, identifying issues or barriers early and implementing remedial action.
- Responsible for the production of accurate performance monitoring reports in line with agreed schedules, designed to ensure they provide a comprehensive, targeted, rounded, recognisable view of progress in terms of delivery of strategic aims and objectives (outputs, outcomes, and benefits).

- Responsible for ensuring that you and your team comply with data and information management requirements - collection, storage, dissemination, archiving and eventual destruction of information to support decision making and delivery activity, and monitoring, reporting, and evidencing performance.

Leadership

- Provide strong, visible, and collective leadership to the sector intelligence team which builds a culture of high performance and inspires employees to achieve the Company's vision, mission, values, and objectives.
- Maintain a strong understanding of the local, national, and international life sciences and health and care sectors to contribute to strategy development, develop business and delivery plans and make effective decisions.
- Contribute to the overall management of the Company and to the development of strategy, plans, policy, and practice.
- Driving a culture of continual improvement ensuring that business processes and tools are effective and efficient, enables the highest level of service quality to be provided, supports the achievement of objectives, and enables performance management and reporting.
- Promote diversity equality and inclusion within LSHW and across stakeholders.

People Management

- Manage, motivate, coach, mentor, support and develop direct reportees to create a strong sense of pride, co-operation, ownership, accountability, and high standards of conduct in achievement of programme strategic aims and objectives (outputs, outcomes, and benefits). Seek appropriate and timely HR advice and mentoring in support of day-to-day people matters to maintain a motivated team, develop a high performing team, and to resolve issues relating to employment or disputes fairly and swiftly.
- Work in a collaborative management style and foster close working relations between all LSHW employees. Translating team views and concerns into actionable plans for recommendation to Senior Leadership Team.
- Responsible for ensuring that you and your team comply with the Company's HR policies.
- Conduct regular one-to-one review meetings, including periodic appraisals to ensure that work plans, and deliverables are agreed and understood, support personal development, monitor performance against strategic aims, delivery priorities and key performance indicators.
- Identification of individual training requirements which are affordable, support team personal development, and develop their ability to achieve more in the workplace.

Resource Management

- Planning, acquiring, deploying, and managing all the resources needed to deliver business and delivery plans, this includes people, materials, technology, services, and anything else required to deliver.
- Procurement of all goods, services and works conducted by you and your team and that they comply with the Company's governing procurement regulations and rules.
- Effective post-award contract management to ensure that i) goods, services or works are delivered to contract terms/service level agreements and achieve value for money (VfM) e.g. quality, deadline, costs etc; ii) that risks/issues are identified and resolved early iii) that payments are managed to ensure supplier is paid no more than the goods, services or work is reasonably worth at the time the payment will be made.

Financial Management

- Work with the Innovation Adoption Director and finance team to develop the Programme budget and cashflow forecast to determine the amount of income required to achieve business and delivery plans and ensure that the Company is operating sustainably, that is, total expenditure does not exceed income.
- Regularly monitoring actual activity to planned activity and controlling expenditure to ensure that it is in line with available funds and taking appropriate corrective action to resolve significant differences between actual and planned activity.
- Reporting variances between budgeted and actual expenditure, significant financial risks / issues and proposed remedial action as appropriate.
- As Budget Manager you are responsible for all financial transactions conducted by you and your team and that they comply with the Company's governing financial regulations and rules.

Risk Management

- Responsible for risk management, in accordance with the Company's risk management framework, to ensure that individual risks and responses are identified, the impact of threats to objectives (outputs, outcomes and benefits) are minimised and that opportunities are maximised.

General

- To always carry out the responsibilities of the post with due regard to equality, diversity, and inclusion, the Data Protection Act, and the maintenance of confidentiality.
- Support the Innovation Adoption Director and Chief Executive Officer to promote and support the achievement of the Company's mission, vision, values, and goals at every opportunity.

- Maintain a high standard of probity in professional, personnel and financial matters, maintaining good relations with colleagues and external partners, to act in accordance with the LSHW's code of conduct and comply with all Company policies and procedures.

PERSONAL SPECIFICATION

Attributes	Essential	Desirable
Knowledge		Strong understanding of the health life sciences sectors in Wales, the UK and/or internationally.
		Recognised qualification or degree in a related subject.
	Detailed knowledge of research methods, using a variety of sources.	Detailed knowledge of research methods, using a variety of sources in the life sciences sectors, including principles of health economics
		UK, European and international healthcare funding landscape and bid production process.
Experience		Working within the Welsh, UK and/or international innovation healthcare ecosystem.
	Strategy development and operational delivery in a complex, multi-stakeholder environment to achieve aims and objectives (outputs, outcomes, and benefits).	Strategy development and operational delivery within healthcare innovation ecosystem to achieve aims and objectives (outputs, outcomes, and benefits).
	Developing and translating strategy into business /programme / delivery plans to achieve aims and objectives (outputs, outcomes, and benefits).	Contributing the overall management of the Company and to the development of strategy, plans, policy, and practice.
	Leading and developing people, resources, and processes to ensure business / programme /delivery plans are properly executed and delivering the expected results, identifying issues or barriers early and implementing remedial action.	Leading and developing people, resources, and processes to ensure government funded programmes are properly executed and delivering the expected results, identifying issues or barriers early and implementing remedial action.
	Performance management – setting individual targets and work plans aligned to business/delivery plans, consistently measuring progress, assessing, and	

	providing feedback about performance.	
	A track record of successful project management at a senior level with a proven ability to manage multiple tasks, projects, and priorities concurrently.	
	Convening, leading, and participating in multi-stakeholder collaborative innovation programmes and projects.	
		Securing funding from UK, European and international healthcare funding sources.
		Providing general business support in health life sciences e.g. IPR.
		Business case development and analysis.

Skills and Abilities - Essential

Proven advanced project and programme management skills e.g. PRINCE2 – well organised, strong planner, prioritised and delivers to deadlines/within budget; ability to manage multiple responsibilities at once.

Effective interpersonal skills – nurtures professional relationships with colleagues at all levels and external stakeholders to support the achievement of aims and objectives (outputs, outcomes, and benefits); shares expertise, know-how and ideas for best results; uses a range of approaches to influence, negotiate and work in partnership with all stakeholders; highly effective networker.

Results focused – prioritises and sustains own and team's focus on work that will have the greatest impact on aims, systematically planning and monitoring plans that will maximise the achievement of objectives (outputs, outcomes, and benefits).

Effective communication skills (written and verbal) – ability to demonstrate tact and diplomacy when communicating messages; anticipates and responds to the needs of an audience, adapting content, style, language and use of channel to deliver maximum clarity with external stakeholders and colleagues; able to demonstrate gravitas when dealing with senior stakeholders.

Effective leadership - leads by example and acts as a role model in terms of behaviour and professionalism; uses team member strengths, emphasising support and challenge, adapts style to build consensus and trust, proactively manages relationships.

Strong critical thinker – methodical approach to information handling and expert at utilising a wide range of analysis and synthesis techniques; ability to continue assure, improve, and innovate practices to extract useful findings and contact and unearthing patterns of findings discerning which are useful.

Strong decision maker – skilled at assessing information, behaviours, and situations to make timely, considered, and well-judged decisions.

Effective problem-solving ability – skilled at identifying, confronting, and proactively resolving issues. Ability to anticipate change and adapt to new situations and issues to exploit potential opportunities.
Innovative – encourages and values new ideas, provides team with risk free space to be creative, consistently thinks about approaches with the view to improve, strives to continuously improve their own and their teams performance.
Proficient in window-based software packages, project management and CRM systems.
Skills and Abilities - Desirable
Fluent in the Welsh Language - able to follow the majority of conversations involving work including group discussions; to read the majority of material in own area; to speak the language in the majority of situations using some English words; to draft routine text, with editing assistance.

OTHER REQUIREMENTS

- Successful candidates must pass a disclosure and barring security check.
- 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.



Mission	To accelerate the development and adoption of innovative solutions for better health and well-being.
Vision	To make Wales the place of choice for health, care and wellbeing innovation.
Strategic aims	We have three strategic aims which direct our activity: • Improve health and wellbeing outcomes for people in Wales. • Improve efficiency and value within the health and social care system. • Drive economic development through business growth and jobs.
Achieving aims	We will achieve our aims through four key components: • Convene partners • Orchestrate the system • Accelerate opportunities • Build for the future
Delivery priorities	We will achieve our strategic aims by working with stakeholders to: • Identify and develop innovation from industry. • Curate and promote innovation within NHS Wales. • Develop an effective funding identification and delivery function in line with health and social care thematic opportunities. • Convene and orchestrate stakeholders to drive forward national programmes and innovation deployment.
Organisational values	• Resourceful: believing that something better, innovative or currently out of sight is within our reach. • Collaborative: harnessing potential, sharing with others and working together in a respectful way to benefit people in Wales. • Socially responsible: fostering health and well-being by channelling our skills, talents, energies and relationships. • Effective stewardship: maximising our impact with the time, funds and knowledge available.

