

DISGRIFIAD SWYDD A MANYLION Y PERSON

Teitl y Swydd	Arweinydd Gwybodaeth y Sector
Lleoliad	Bae Caerdydd
Yn atebol i'r	Pennaeth Gwybodaeth y Sector
Yn gyfrifol am	0
Band Cyflog	Band Rheoli 4A
Cyflog	£40,800 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 Bennaeth Gwybodaeth y Sector, bydd Arweinydd Gwybodaeth y Sector yn cyfrannu at amrywiaeth o weithgareddau penodol ac yn eu darparu er mwyn cael gwybodaeth am y sector:

- Yn fewnol, cefnogi ymgysylltu wedi'i dargedu i adeiladu partneriaethau rhwng darparwyr iechyd a gofal, academia, a diwydiant yn genedlaethol ac yn rhyngwladol;
- darparu gwasanaethau sydd ar gael i randdeiliaid allweddol, gan gynnwys datblygu sylfaen wybodaeth i'r sector, sganio'r gorwel, dadansoddi'r farchnad, datblygu achosion busnes a chymorth; a
- hyrwyddo gweithgareddau datblygu cynigion, adeiladu consortia a rheoli'r gwaith o greu a chyflwyno cynigion cyllido penodol ac ymrwymiad am gyfraniadau.

Er mwyn cyflawni ein nodau strategol:

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

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

Bydd llwyddiant y swydd yn cael ei asesu yn erbyn amcanion a thargedau unigol.

PRIF DDYLETSWYDDAU A CHYFRIFOLDEBAU:

Ymgysylltu â Rhanddeiliaid

- Gweithio gyda chydweithwyr o fewn partneriaid, digidol ac AI, gofal iechyd seiliedig ar werth, a chyflawni rhaglenni, i weithredu strategaethau a chynlluniau ymgysylltu domestig a rhyngwladol er mwyn:
 - Meithrin cysylltiadau cadarn a chynhyrchiol ar draws yr ecosystem arloesi gofal iechyd i gynnull timau prosiect sydd â'r wybodaeth, yr arbenigedd a'r sgiliau priodol i gyflawni prosiectau arloesi ym maes iechyd sy'n gymwys am gyfleoedd cyllido.
 - 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, systemau a phrosesau gofal iechyd, ac yn creu twf busnes cynaliadwy a chreu swyddi yng Nghymru.
 - Darparu cyngor cyfeirio.
- Cefnogi'r gwaith o weithredu'r cynllun digwyddiadau a chyfathrebu drwy fod yn bresennol a rhoi cyflwyniadau mewn digwyddiadau, cynadleddau a chyfarfodydd mewnol ac allanol. Bydd hyn, ar adegau, yn golygu teithio ledled Cymru, y DU ac yn rhyngwladol.
- Cyfrannu at y gwaith o ddatblygu a chynnal map o randdeiliaid y diwydiant gwyddorau bywyd er mwyn cefnogi pob gweithgaredd mabwysiadu arloesedd.

Rheoli Partneriaethau

- Adeiladu a meithrin perthnasoedd â chyllidwyr yn y sector cyhoeddus a'r sector preifat er mwyn cyfrannu at amserlen tymor byr, tymor canolig a thymor hir o gyfleoedd i ariannu arloesedd ym maes gofal iechyd.
- Adeiladu a meithrin perthynas gyda phortffolio o gwmnïau 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 iechyd neu ofal cymdeithasol.

- Meithrin cydweithio a chyd-gynhyrchu rhwng diwydiant, y byd academiaidd ac ymarferwyr iechedd a gofal, gan fanteisio ar eu hymrwymiad, eu harbenigedd a buddsoddiad ar y cyd mewn cyfleoedd arloesol a thrawsnewidiol o ran gofal iechedd.
- Cadw cofnodion manwl o gysylltiadau ac ymgysylltu gan alluogi cydlynw gweithgarwch gyda chydweithwyr a darparu sail ar gyfer blaenoriaethu a dyrannu adnoddau.

Sganio'r Gorwel a Phennu Cwmpas Cyfleoedd

- Cynnal gwaith ymchwil a dadansoddi i ganfod ac arfarnu arloesedd ym maes gofal iechedd gan gynnwys arfarnu prosiectau a'r farchnad, gan nodi arferion gorau a thargedau ar gyfer ymgysylltu â ffocws.
- Datblygu a gweithredu systemau ar gyfer casglu gwybodaeth am y sector er mwyn canfod anghenion sydd heb eu diwallu a thargedu atebion o'r diwydiant a/neu'r byd academiaidd yn effeithiol, gan ategu strategaethau ymgysylltu.
- 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) sganio'r gorwel, cyfleoedd brysbennu, asesu arbenigol, cefnogaeth y diwydiant, casglu data, casglu gwybodaeth, a chyfeirio.
- Cefnogi ymchwil a dadansoddi i datblygu a defnyddio cynlluniau datblygu economaidd tymor byr, tymor canolig a thymor hir, gan weithio mewn partneriaeth â rhanddeiliaid y sector preifat a chyhoeddus er mwyn cael effaith gadarnhaol ar economi Cymru.

Rheoli Prosiect

- Gan weithio fel rhan o dimau prosiect, datblygu a darparu prosiectau arloesi ym maes gofal iechedd, gan ddefnyddio egwyddorion methodoleg y prosiect, a fydd yn cynyddu llwyddiant Cymru o ran sicrhau cyllid i dyfu'r sector gwyddorau bywyd ac i fynd i'r afael ag anghenion iechedd neu ofal cymdeithasol sydd heb eu diwallu (ond heb fod yn gyfyngedig i hynny). Bydd hyn yn cynnwys y canlynol:
 - **Cynllunio:** llunio cynnig y prosiect, y gyllideb, nodau ac amcanion (allbynnau, canlyniadau a manteision) a sicrhau bod y cynllunio'n realistig (bod modd ei fesur, ei ddilysu ac adrodd arno).
 - **Gweithredu:** gweithio gyda thîm y prosiect i sicrhau bod y prosiect yn cael ei roi ar waith yn effeithiol. Adolygu ac olrhain cynnydd y prosiect yn rheolaidd yn erbyn cerrig milltir a chymryd camau unioni lle bo angen, gan godi materion gyda Phennaeth Gwybodaeth y Sector.
 - **Rheoli:** hyrwyddo a chynnal gwaith partneriaeth effeithiol. Tywys ac arwain tîm y prosiect i gyflawni nodau ac amcanion (allbynnau, canlyniadau a manteision). Sicrhau bod gwaith yn cael ei ddirprwyo'n briodol, a bod aelodau'r prosiect yn cael eu grymuso i gyflawni tasgau'n annibynnol, lle bo hynny'n briodol, hyd eithaf eu sgiliau a'u gallu. Rheoli

cwmpas. Rheoli risg. Rheolaeth ariannol. Rheoli adnoddau. Cydymffurfio â threfniadau llywodraethu.

- **Monitro ac Adrodd:** casglu a dadansoddi gwybodaeth yn rheolaidd i olrhain cynnydd a mesur perfformiad y prosiect yn erbyn ei ganlyniadau disgwyledig. Llunio adroddiadau cynnydd amserol ar gyfer rhanddeiliaid mewnol ac allanol.
- **Arfarnu:** pennu perthnasedd a lefel cyflawni amcanion, effeithiolrwydd, effeithlonrwydd a chynaliadwydd y prosiect.
- **Proses Gwireddu Manteision:** sefydlu beth sy'n cael ei newid, sut bydd yn cael ei newid, a dangos tystiolaeth o'r buddion a geir.
- Arwain neu gefnogi'r gwaith o gynllunio, datblygu a drafftio achosion busnes, sydd fel arfer wedi'u strwythuro o amgylch y 'dull pum achos', o fewn amserlenni tynn, gan sefydlu dadleuon cadarn, argyhoeddiadol a chryf sy'n arwain o dystiolaeth i argymhellion gwybodus, i gyflawni prosiectau arloesi gofal iechyd trawsnewidiol, neu ar raddfa fach, sydd wedi'u mabwysiadu'n gyflym, y gellir buddsoddi ynddynt.
- Monitro perfformiad - gan arfarnu gwybodaeth a data i sicrhau bod cynlluniau yn cael eu gweithredu'n briodol a'u bod yn cyflawni'r canlyniadau disgwyledig, gan nodi risgiau, problemau neu rwystrau'n gynnar a rhoi camau unioni ar waith.
- Cynhyrchu 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 strategol (allbynnau, canlyniadau a manteision).
- 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.
- 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 cysylltedd rhwng pob agwedd ar waith Hwb Gwyddorau Bywyd Cymru.

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		Gwerthfawrogiad o'r sectorau gwyddorau bywyd iechyd yng Nghymru, y DU a / neu'n rhyngwladol.
	Egwyddorion allweddol rheoli cyfrifon.	
	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
		Strwythurau a phrosesau o fewn GIG Cymru neu ofal cymdeithasol.
		Prosesau ac amgylcheddau arloesi neu ddatblygu cynnyrch.
		Y ffynonellau cyllid sydd ar gael yn y DU, yr UE ac yn rhyngwladol ar gyfer arloesi ym maes gofal iechyd
		Model Pum Achos a chyflawni prosiectau er mwyn datblygu achosion busnes cadarn.
Profiad		Gweithio o fewn ecosystem gofal iechyd arloesi Cymru a / neu'r DU.
		Rheoli perthnasoedd/cyfrifon wedi'u hategu gan systemau a phrosesau effeithiol.
	Rheoli prosiectau mewn nifer o leoliadau rhanddeiliaid ar draws gwahanol swyddogaethau busnes.	Rheoli prosiectau mewn nifer o leoliadau rhanddeiliaid mewn ecosystem arloesi gofal iechyd.
	Cynnull, arwain a chyfrannu at brosiectau cydweithredol rhwng sawl parti.	
		Ysgrifennu achosion busnes cydlynol a chymhellol gyda dadleuon clir a gafaelgar sy'n ddealladwy i berson llewg y tu allan i faes arbenigol.
	Arwain, paratoi a chyflwyno prosiectau i sicrhau cyllid gan y sector cyhoeddus / preifat.	Arwain, paratoi a darparu prosiectau arloesi ym maes gofal iechyd i sicrhau cyllid gan y sector cyhoeddus / preifat.

	Cynllunio a chynnal ymchwil, dadansoddi a chyflwyno canfyddiadau er mwyn llywio penderfyniadau.	
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 ffocws 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 â rhanddeiliaid.		
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.		
Talu sylw manwl a chyson i fanylion a sgiliau gwirio data: canolbwyntio'n graff ar fanylion a bod yn drylwyr, sgiliau prawf ddarllen datblygedig.		
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 a rhagweithiol. Gallu rhagweld newid ac addasu i sefyllfaoedd a materion newydd er mwyn manteisio ar gyfleoedd posibl.		
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 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.

Mae Hwb Gwyddorau Bywyd Cymru Cyf yn cydnabod ei bod yn bwysig datblygu a meithrin ei weithlu dwyieithog ac mae'n croesawu ceisiadau ar gyfer unrhyw swydd 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.



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 hegni 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	Sector Intelligence Lead
Location	Cardiff Bay
Responsible to	Head of Sector Intelligence
Reportees	0
Salary Band	Management Band 4A
Salary	£40,800 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 Head of Sector Intelligence, the Sector Intelligence Lead will input into and deliver a range of specific activities to provide sector insights:

- d) Internally, to support targeted engagement to build partnerships between health and care providers, academia, and industry nationally and internationally;
- e) provide services accessible by key stakeholders including development of a sector knowledge base; horizon scanning, market analysis, business case development and support; and
- f) promote bid development activities, building consortia and managing the creation and submission of specific funding proposals and commitment for contributions.

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 new role, the specific duties and responsibilities will develop organically in the short term. The Head of Sector Intelligence and the post holder will agree a final job description at an appropriate time.

The success of the role will be assessed against individual objectives and targets.

MAIN DUTIES & RESPONSIBILITIES:

Stakeholder Engagement

- Work with partnership, digital and AI, value-based healthcare and programme delivery colleagues, to execute domestic and international engagement strategies and plans to:
 - Build strong, productive relationships across the innovation healthcare ecosystem to convene project teams with the appropriate knowledge, expertise, and skills to deliver health innovation projects eligible for funding opportunities.
 - 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.
 - Provide signposting advice.
- Support the delivery of communication and events plan through attendance and delivering presentations at internal and external meetings, events, and conferences. This will, at times, require travel across Wales, the UK and Internationally.
- Contribute to the development and maintenance of a life sciences industry stakeholder map to support all innovation adoption activities.

Partnerships Management

- Build and nurture relationships with public and private sector funders to inform short, medium, and long-term schedule of healthcare innovation funding opportunities.
- Build and nurture relationships with a portfolio of 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.
- Foster collaboration and co-production between industry, academia and health and care practitioners, leveraging their commitment, expertise, and joint investment in innovative and transformational healthcare innovation funding opportunities.

- Maintain detailed records of relationships and engagement enabling coordination of activity with colleagues and provide basis for prioritisation and resource allocation.

Horizon Scanning and Opportunity Scoping

- Conduct research and analysis to identify and evaluate healthcare innovation including project and market appraisal, identifying best practice and targets for focused engagement.
- Develop and implement systems for gathering sector intelligence to identify unmet need and effectively target solutions from industry and or academia, underpinning engagement strategies.
- 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.
- Support research and analysis 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.

Project Management

- Working as part of project teams, develop and deliver healthcare innovation projects, utilising project methodology principles, which will (but not limited to) increase Wales' success in securing funding to grow the life sciences sector and to address unmet health or social care needs. To include:
 - **Planning:** produce the project proposal, budget, aims and objectives (outputs, outcomes, and benefits) and ensure that the planning is realistic (measurable, reportable and verifiable).
 - **Implementation:** work with project team to ensure effective implementation of the project. Regularly review and track the project progress against milestones and take corrective action where required, raising issues with the Head of Sector Intelligence.
 - **Management:** promote and maintain effective partnership working. Guide and lead the project team to achieve aims and objectives (outputs, outcomes, and benefits). Ensure that work is appropriately delegated, and project members are empowered to carry out tasks independently where appropriate to their skills and capacity. Scope management. Risk management. Financial management. Resource management. Compliance with governance arrangements.
 - **Monitoring and Reporting:** regular collection and analysis of information to track progress and measure project performance against its expected results. Produce timely progress reports for internal and external stakeholders.

- **Evaluation:** determine the relevance and level of achievement of project objectives, effectiveness, efficiency, impact, and sustainability.
- **Benefits Realisation Process:** establish what is being changed, how it will be changed, and evidence the benefits achieved.
- Lead or support the planning, development and drafting of business cases, typically structured around the 'five-case mode', to tight deadlines, establishing robust, convincing, and compelling arguments that lead from evidence to informed recommendations, to achieve investable transformative, or small scale, quickly adopted healthcare innovation projects.
- Monitoring performance - evaluate information and data to ensure that plans are being properly executed and delivering the expected results, identifying risks, issues, or barriers early and implementing remedial action.
- Produce 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).
- 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.
- Maintain 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.

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		Appreciation of the health life sciences sectors in Wales, UK and/or internationally.
	Key account management principles.	
	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
		Structures and processes within NHS Wales or social care.
		Product development or innovation processes and environments.
		UK, EU and international funding sources for healthcare innovation
		Five Case model and project delivery in order to develop robust business cases.
Experience		Working within the Welsh and/or UK innovation healthcare ecosystem.
		Relationship/account management, underpinned by effective systems and processes.
	Project management in multiple-stakeholder settings across different business functions.	Project management in multiple stakeholder settings within innovation healthcare ecosystem.
	Convening, leading, and participating in multi-party collaborative projects.	
		Writing coherent and compelling business cases with concise and compelling arguments which are understandable to a lay-person outside of a specialist field.
	Leading, preparing, and delivering projects to secure public / private sector funding.	Leading, preparing, and delivering healthcare innovation projects to secure public / private sector funding.
	Planning and conducting research, analysing and presenting findings to inform decision making.	

Skills and Abilities - Essential
Proven project 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 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 stakeholders.
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.
Meticulous and consistent attention to detail and data checking skills - a high focus on detail and thoroughness, well developed proof-reading ability.
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.
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.

