

DISGRIFIAD SWYDD A MANYLEB Y PERSON

Teitl y Swydd	Arweinydd y Prosiect
Lleoliad	1x Bae Caerdydd 1x Gogledd Cymru (trafodir y lleoliad gyda'r ymgeisydd llwyddiannus)
Yn atebol i	Arweinydd y Rhaglen
Yn gyfrifol am	0
Band Cyflog	Band Rheoli 4B
Cyflog	£40,800 y flwyddyn
Cyfnod	Parhaol

PRIF BWRPAS Y SWYDD:

Mae Hwb Gwyddorau Bywyd Cymru (LSHW) 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 cenhadaeth 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 arloesi ym maes iechyd, gofal a lles.

Gan adrodd i Arweinydd y Rhaglen, mae Arweinydd y Prosiect yn gyfrifol am asesu a rheoli portffolio o brosiectau arloesi ym maes gofal iechyd 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, yn creu twf busnes cynaliadwy ac yn creu swyddi yng Nghymru.

Bydd y prosiectau'n amrywio o brosiectau tymor byr i ganolig e.e. gwella gwasanaeth/mabwysiadu technoleg, hyrwyddo/mabwysiadu egwyddorion gofal iechyd sy'n seiliedig ar werth, i brosiectau trawsnewid mwy cymhleth yn y tymor hwy e.e. datblygu canolfannau rhagoriaeth/parciau meddygol.

Gan ddefnyddio egwyddorion rheoli cyfrifon allweddol, bydd Arweinydd y Prosiect yn datblygu ac yn meithrin perthnasoedd agos, effeithiol, aml-ddisgyblaeth ac aml-lefel gyda'r diwydiant yng Nghymru, yn y DU ac yn rhyngwladol a rhanddeiliaid iechyd a

gofal cymdeithasol ehangach i gyflawni prosiectau, gan weithio'n agos gyda chydweithwyr ar draws Hwb Gwyddorau Bywyd Cymru i:

- Ddatblygu dealltwriaeth eang o'r heriau gofal, clinigol ac iechyd nad ydynt wedi cael eu diwallu y mae darparwyr iechyd a gofal cymdeithasol yn eu hwynebu.
- Datblygu dealltwriaeth eang o sectorau perthnasol y diwydiant yng Nghymru, yn y DU ac ar lefel ryngwladol er mwyn llywio ffocws, dyluniad a chyflawniad rhaglen arloesi a mabwysiadu'r Cwmni, a dod o hyd i brosesau, systemau a thechnolegau newydd.
- Arwain, monitro ac adrodd ar brosiectau arloesi unigol ym maes gofal iechyd a chynnull y sefydliadau a'r arbenigedd priodol sydd eu hangen er mwyn i bob tîm prosiect lwyddo i gyflawni amcanion y prosiect (allbynnau, canlyniadau a manteision).
- Cyflawni amcanion wedi'u targedu (allbynnau, canlyniadau a manteision) sy'n cyd-fynd â'r maes cyfrifoldeb.

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.
- Gyrru datblygiad economaidd drwy dwf busnes a chreu swyddi.

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

PRIF DDYLETSWYDDAU A CHYFRIFOLDEBAU:

Ymgysylltu â Rhanddeiliaid

- Gweithio gyda chydweithwyr ym maes mabwysiadu arloesedd i weithredu strategaethau a chynlluniau ymgysylltu domestig a rhyngwladol er mwyn:
 - Meithrin perthnasoedd cryf a chynhyrchiol ar draws yr ecosystem arloesi gofal iechyd i sefydlu Hwb Gwyddorau Bywyd Cymru fel y partner y dylai arloeswyr a chwmnïau sydd am ymgysylltu â'r sectorau iechyd a gofal cymdeithasol yng Nghymru, droi ato.
 - 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.
 - Cynnull timau prosiectau gyda'r wybodaeth, yr arbenigedd a'r sgiliau priodol; a 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 perthynas gyda phortffolio o gwmnïau gofal iechyd, partneriaid clinigol ac academaidd, 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 academaidd ac ymarferwyr iechyd a gofal, gan fanteisio ar eu hymrwymiad, eu harbenigedd a buddsoddiad ar y cyd mewn cyfleoedd arloesol a thrawsnewidiol o ran gofal iechyd.
- Cadw cofnodion manwl o gysylltiadau ac ymgysylltu gan alluogi cydlynu gweithgarwch gyda chydweithwyr a darparu sail ar gyfer blaenoriaethu a dyrannu adnoddau.

Sgano'r Gorwel a Phennu Cwmpas Cyfleoedd

- Defnyddio gwybodaeth am y farchnad a geir o'r portffolio i lywio ffocws, dyluniad a chyflawniad rhaglen mabwysiadu arloesedd y Cwmni a dod o hyd i dechnolegau, systemau a phroses gofal iechyd newydd.
- 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) sgano'r gorwel, cyfleoedd brysbennu, asesu arbenigol, cefnogaeth y diwydiant, casglu data, casglu gwybodaeth, a chyfeirio.
- Cefnogi ymchwil a dadansoddi i ddatblygu 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 Rhaglenni a Phrosiectau

- Gan weithio fel rhan o dimau prosiect, datblygu a chyflwyno rhaglenni a phrosiectau arloesi ym maes gofal iechyd, gan ddefnyddio egwyddorion methodoleg y prosiect a fydd (ond heb fod yn gyfyngedig i) i) yn herio ac yn profi cynigion, ii) yn ystyried ac yn gwerthuso cynnyrch a gwasanaethau mewn cyd-destun byd go iawn, iii) yn cefnogi capasiti a gallu i addasu; iv) yn archwilio ac yn llywio achos manwl dros fabwysiadu ac yn cynyddu llwyddiant Cymru o ran sicrhau cyllid i dyfu'r sector gwyddorau bywyd ac i fynd i'r afael ag anghenion gofal cymdeithasol neu iechyd heb eu diwallu: 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 cywiro lle bo angen, gan godi materion gydag Arweinydd y Rhaglen.
 - **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, yn ôl eu sgiliau a'u gallu. Rheoli cwmipas. 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 disgwylidig. Llunio adroddiadau cynnydd amserol ar gyfer rhanddeiliaid mewnol ac allanol.
 - **Arfarnu:** pennu perthnasedd a lefel cyflawni amcanion, effeithiolrwydd, effeithlonrwydd a chynaliadwyedd y prosiect.
 - **Proses Gwireddu Manteision:** sefydlu beth sy'n cael ei newid, sut bydd yn cael ei newid, a dangos tystiolaeth o'r manteision a geir.
- Gweithio gyda'r tîm cyfathrebu, marchnata a digwyddiadau i ddatblygu cynllun digwyddiadau a chyfathrebu a fydd yn creu cyfleoedd priodol ac yn hybu llwyddiannau.
 - Gweithio gyda chydweithwyr gwybodaeth y sector i ddatblygu a chynnal banc o wybodaeth y farchnad, y gellir ei ddefnyddio i gefnogi prosiectau, cynlluniau a chynigion ariannu yn y dyfodol.
 - Monitro perfformiad - gan arfarnu gwybodaeth a data i sicrhau bod cynlluniau yn cael eu gweithredu'n briodol a'u bod yn cyflawni'r canlyniadau disgwylidig, 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 bolisiâu a gweithdrefnau'r Cwmni.

MANYLEB Y PERSON

Nodweddion	Hanfodol	Dymunol
Gwybodaeth		Gwerthfawrogiad o'r sectorau gwyddorau bywyd iechyd yng Nghymru, yn y DU a/neu yn rhyngwladol.
	Egwyddorion allweddol rheoli cyfrifon.	
	Egwyddorion Rheoli Prosiectau.	Fframweithiau rheoli prosiectau a gwella ansawdd fel PRINCE2, Agile, LEAN, Six Sigma, Model ar gyfer Gwella
		Strwythurau a phrosesau o fewn GIG Cymru neu ofal cymdeithasol.
		Prosesau ac amgylcheddau arloesi neu ddatblygu cynnyrch.
		Datblygiadau a syniadau newydd o ran arloesi ym maes gofal iechyd.
Profiad		Gweithio yn yr ecosystem arloesi gofal iechyd yng Nghymru 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.	
	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.	
	Ysgrifennu adroddiadau, papurau a chyflwyniadau ayb o safon uchel.	

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 rhyngpersonol effeithiol – meithrin perthynas broffesiynol 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 dadansoddol a beirniadol; gallu cymhathu, symleiddio, cyfleu a dehongli gwybodaeth. Cymhwyso'r hyn a ddysgwyd yn ymarferol i lunio / gwella cynlluniau neu broses.

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 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/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.

Cenhadaeth	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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	Project Lead
Location	1x Cardiff Bay 1x North Wales (location will be discussed with successful candidate)
Responsible to	Programme Lead
Reportees	0
Salary Band	Management Band 4B
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 Programme Lead, the Project Lead is responsible for scoping and managing a portfolio of healthcare 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.

Projects will range from short to mid-term projects e.g., service improvement/technology adoption, promotion/adoption of value-based healthcare principles, to longer term more complex transformative projects e.g., development of centers of excellence/mediparks.

Applying key account management principles, the Project Lead will develop and nurture close, effective, multi-disciplinary and multi-level relationships with Welsh, UK and international industry and broader health and social care stakeholders to deliver projects, working closely with colleagues across LSHW to:

- Develop a broad understanding of the unmet care, clinical and health challenges encountered by health and social care providers.
- Develop a broad understanding of relevant industry sectors in Wales, the UK and internationally to inform the focus, design and delivery of the Company's innovation and adoption programme and source new technologies, system, and process.
- Lead, monitor and report on individual healthcare innovation projects and convene the appropriate organisations and expertise required for each project team to successfully achieve project objectives (outputs, outcomes, and benefits).
- Deliver targeted objectives (outputs, outcomes, and benefits) aligned to impact area of responsibility.

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.

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

MAIN DUTIES & RESPONSIBILITIES:

Stakeholder Engagement

- Work with innovation adoption colleagues, to execute domestic and international engagement strategies and plans to:
 - Build strong, productive relationships across the innovation healthcare ecosystem to establish LSHW as the 'go-to' partner for innovators and companies seeking to engage with health and social care sectors in Wales.
 - 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.
- 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 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 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

- Use market intelligence gained from portfolio to inform the focus, design, and delivery of the Company's innovation adoption programme and source new healthcare technologies, system, and process.
- 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.

Programme and Project Management

- Working as part of project teams, develop and deliver healthcare innovation programmes and projects, utilising project methodology principles, which will (but not limited to) i) challenge and test proposals, ii) consider and evaluate products and services in a real-world context, iii) support scalability capacity and capability; iv) explore and inform a detailed case for adoption and 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 Programme Lead.

- **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.
- Work with the communications, marketing, and events team to inform communication and events plans which will generate appropriate opportunities and promote successes.
- Work with sector intelligence colleagues to develop and maintain a knowledge bank of market intelligence that can be utilised in support of future projects, plans and funding bids.
- 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, the UK and/or internationally.
	Key account management principles.	
	Project Management principles.	Project management and quality improvement frameworks such as PRINCE2, Agile, LEAN, Six Sigma, Model for Improvement
		Structures and processes within NHS Wales or social care.
		Product development or innovation processes and environments.
		Developments and emerging ideas within healthcare innovation.
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.	
	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.
	Writing high quality reports,	

	papers and presentations etc.	
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.		
Analytic and critical thinker – able to assimilate, simplify, articulate, and translate intelligence. Practically apply learnings to formulate / improve plans or process.		
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	<p>We have three strategic aims which direct our activity:</p> <ul style="list-style-type: none"> • 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	<p>We will achieve our aims through four key components:</p> <ul style="list-style-type: none"> • Convene partners • Orchestrate the system • Accelerate opportunities • Build for the future
Delivery priorities	<p>We will achieve our strategic aims by working with stakeholders to:</p> <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.

