

DISGRIFIAD SWYDD A MANYLEB Y PERSON

Teitl y Swydd	Pennaeth Partneriaethau
Lleoliad	Rhyddid i weithio o bell yn ein swyddfa yng Nghaerdydd, ac mewn lleoliadau partner
Yn atebol i'r	Cyfarwyddwr Mabwysiadu Arloesedd
Is-weithwyr Uniongyrchol	7
Graddfa'r Swydd	6
Cyflog	£68,770 y flwyddyn
Cyfnod	Cyfnod Mamolaeth (hyd at 12 mis)

Gwybodaeth am Hwb Gwyddorau Bywyd Cymru

Nod Hwb Gwyddorau Bywyd Cymru yw sicrhau mai Cymru yw'r gyrchfan flaenllaw ar gyfer arloesi ym maes iechyd, gofal a llesiant. Fel catalydd dros newid, rydyn ni'n cefnogi'r gwaith o ddatblygu a mabwysiadu atebion iechyd a gofal cymdeithasol sy'n gwneud gwahaniaeth cadarnhaol i fywydau pobl ar hyd a lled y wlad. Mae ein cenhadaeth yn cynnwys:

- Cynnull diwydiant, gofal iechyd, gofal cymdeithasol a'r byd academiaidd i rannu syniadau, nodi anghenion, a meithrin cydweithio.
- Integreiddio'r ecosystem arloesi, gan osod Cymru fel sbardun pwerus ar gyfer arloesi ym maes iechyd.
- Cyflymu'r broses o fabwysiadu atebion trawsnewidiol i sbarduno newid yn y system.
- Eirioli dros iechyd a llesiant economaidd, codi proffil Cymru, a denu buddsoddiad.

PRIF BWRPAS Y SWYDD

Mae'r Pennaeth Partneriaethau yn gyfrifol am ddarparu dull gweithredu strategol a phenodol ar gyfer ymgysylltu â rhanddeiliaid. Meithrin, dylanwadu a chynnal partneriaethau dylanwadol gan ganolbwyntio ar gyflawni a chanlyniadau, yn genedlaethol ac yn rhyngwladol. Mae datblygu a chynnal cydweithrediad ar draws diwydiant, darparwyr iechyd a gofal cymdeithasol, academia, a chynnwys y llywodraeth, cyrff proffesiynol ac asiantaethau cymorth yn ffocws allweddol i'r swydd. Mae'r cyfrifoldebau'n cynnwys y canlynol:

- Meithrin cydweithio a chydgyhyrchu rhwng diwydiant, y byd academiaidd ac ymarferwyr iechyd a gofal, gan fanteisio ar eu harbenigedd a buddsoddiad ar y cyd mewn cyfleoedd arloesol a thrawsnewidiol.

- Canfod a deall yr anghenion clinigol a'r heriau iechyd sy'n wynebu'r GIG a darparwyr gofal cymdeithasol.
- Canfod cyfleoedd, datblygiadau newydd a syniadau sy'n dod i'r amlwg i sbarduno llif cryf o brosiectau arloesi iechyd a gofal cymdeithasol tymor byr, tymor canolig a thymor hir.
- Helpu arloeswyr i lywio'r GIG a'r system gofal cymdeithasol a chael mynediad at gymorth ar gyfer datblygu cyflym.
- Cyfrannu at ffocws gwasanaethau, rhaglenni a phrosiectau cefnogi arloesedd a mabwysiadu'r Hwb, a chodi ymwybyddiaeth o'n cynnig.
- Sefydlu'r Hwb ymhellach fel partner strategol sy'n gweithio ar draws ecosystem arloesi iechyd Cymru, gan hyrwyddo gwell cydweithio a'i gwneud yn haws i arloeswyr ymgysylltu a chael eu cefnogi
- Eiriol dros ecosystem arloesi iechyd Cymru gan hyrwyddo rhagoriaeth, cyfleoedd i gydweithio a denu buddsoddiad.
- Cymryd rhan a chyfrannu fel aelod o'r Uwch Dîm Rheoli, gan gefnogi cydweithwyr ar draws yr Hwb gan gynnwys yr Uwch Dîm Arwain a'r Bwrdd Cyfarwyddwyr

Bydd llwyddiant y swydd yn cael ei asesu yn erbyn cyflawni amcanion unigol ac amcanion y tîm.

Ein Gwerthoedd:

- **Angerdd** – Rydyn ni wedi ymrwymo i wneud gwahaniaeth drwy arloesi effeithiol yng Nghymru.
- **Cydweithredu** – Rydyn ni'n ymgysylltu â'n rhanddeiliaid a'n cydweithwyr i sbarduno newid.
- **Arbenigedd** – Rydyn ni'n rhagori yn ein set sgiliau amrywiol, gan ddefnyddio ein harbenigedd i gyflawni nodau uchelgeisiol.
- **Proffesiynoldeb** – Rydyn ni wedi ymrwymo i ragori ym mhopeth a wnawn.

Y PRIF DDYLETSWYDDAU A CHYFRIFOLDEBAU

Rheoli Partneriaethau, ac Ymgysylltu

- Cynnal portffolio partneriaethau presennol drwy ddatblygu perthynas ragorol a pherthynas waith ag amrywiaeth o randdeiliaid allanol.
- Nodi cyfleoedd partneriaeth newydd sy'n cyd-fynd â'r cynllun gweithredol gan weithio gyda'r Cyfarwyddwr Mabwysiadu Arloesedd.
- Gweithredu a rheoli strategaeth ymgysylltu a chynllun rheoli cyfrifon Hwb Gwyddorau Bywyd Cymru.

- Cefnogi cydweithwyr ar draws yr Hwb i ddatblygu a chynnal perthnasoedd, gan ddarparu cyngor, arweiniad a chydlyniant i sicrhau dull gweithredu penodol sy'n cael ei reoli yn unol â chynllun rheoli cyfrifon y sefydliad. Sylwch fod gan yr holl gydweithwyr ar draws yr Hwb rôl lysgenhadol, a byddant yn ymgymryd â gweithgareddau ymgysylltu.
- Rheoli cysylltiadau cyfrifon, gan gynnwys cydlynu'r ddarpariaeth ar draws yr Hwb a chydweithio â sefydliadau eraill yn unol â chynllun rheoli cyfrifon y sefydliad.
- Gweithio gyda Thîm Perfformiad a Gwella y GIG a Rhwydweithiau Clinigol Strategol i sbarduno llif o gyfleoedd prosiectau arloesi gyda phencampwriaeth systemau, yn unol â blaenoriaethau cenedlaethol a chylch gwaith a blaenoriaethau Hwb Gwyddorau Bywyd Cymru.
- Ymgysylltu uniongyrchol gan ddefnyddio nifer o sianeli, gan gynnwys cyfarfodydd wyneb yn wyneb, galwadau a chyfarfodydd drwy lwyfannau digidol.
- Goruchwyllo a chyfrifoldeb dros weithgarwch partneriaeth allweddol, er enghraifft Rhaglen Traws-Sector Academi'r Gwyddorau Meddygol a Rhaglen Ymgysylltu Arloesi Rhwydwaith Clinigol Strategol Cenedlaethol.
- Rheoli a chyflwyno rhaglen weithredol o ddigwyddiadau megis cyfarfodydd bwrdd crwn, gwobrau, arddangos mewn cynadleddau o bwys yn y DU, drwy gymryd yr awenau o ran trefnu portffolio digwyddiadau blynyddol i gynnwys arweinyddiaeth a chydlynu traws-sefydliadol gan gydweithio â sefydliadau eraill a sicrhau'r elw mwyaf posibl ar fuddsoddiad.
- Cynrychioli'r Hwb, gan gynnwys aelodaeth o grwpiau, pwyllgorau a rhwydweithiau fel y bo'n briodol, ac mewn cytundeb â'r Cyfarwyddwr Mabwysiadu Arloesedd.
- Mynychu a rhoi cyflwyniadau mewn cyfarfodydd mewnol ac allanol, digwyddiadau a chynadleddau. Bydd hyn, ar adegau, yn golygu teithio ar draws Cymru, y Deyrnas Unedig ac yn rhyngwladol.
- Gweithio gyda thîm Cyflawni'r Rhaglen i ddatblygu, hyrwyddo a chynnal perthnasoedd dylanwadol. Arwain y gwaith o ganfod llif o brosiectau arloesi sy'n galw am systemau drwy ymgysylltu â gweithwyr iechyd a gofal cymdeithasol proffesiynol. Adnabod cyfleoedd i ganfod a chwmpasu, brysbennu, cychwyn cyswllt, ymgysylltu â chydweithwyr fel y bo'n briodol, trosglwyddo gan gadw'r pwynt cyswllt a chynnal y berthynas y tu hwnt i'r prosiect/rhaglen bresennol, yn unol â'r cynllun rheoli cyfrifon.
- Gweithio gyda thîm Gwybodaeth y Sector i ddatblygu a chynnal banc o wybodaeth am y farchnad, y gellir ei ddefnyddio i gefnogi prosiectau, cynlluniau a chynigion ariannu yn y dyfodol, yn ogystal â sbarduno dull ymgysylltu ar sail gwybodaeth wedi'i chasglu at ei gilydd gan y sefydliad.
- Gweithio'n agos â'r tîm Cyfathrebu a Marchnata i ganfod cefnogaeth a llywio cynlluniau, gweithio'n ddi-dor ar weithgareddau a fydd yn creu cyfleoedd

priodol, er mwyn eiriol dros Gymru a hyrwyddo llwyddiannau. Adnabod a chyfeirio cyfleoedd i gyfrannu at adnoddau ar-lein gan gynnwys y Cyfeiriadur Arloesedd, astudiaethau achos trydydd parti a straeon newyddion, ac argymhell cyfranwyr blog allanol.

- Yn ôl yr angen, darparu cymorth strategol i'r Cyfarwyddwr Mabwysiadu Arloesedd ar raglenni gwaith strategol allweddol.

Rheoli a Chyflawni

- Cynhyrchu cynlluniau cyflwyno a digwyddiadau effeithiol ac integredig, sy'n egluro sut bydd y tîm Partneriaethau yn ymgymryd â gweithgareddau i gyflawni nodau strategol, amcanion, y cyfleoedd sydd wedi'u cynnwys yn y cynllun cyflawni gweithredol.
- Cynnal cynllunydd Tîm Gweithredol y Tîm Partneriaethau a sicrhau bod y cynllunydd gweithredol ar draws y sefydliad yn cael yr wybodaeth ddiweddaraf am gynnydd gweithgareddau yn ystod y flwyddyn.
- Arwain a rheoli'r modd y mae'r tîm Partneriaethau yn rhoi cynlluniau gweithgareddau ar waith, gan sicrhau bod cynlluniau yn cael eu rheoli mewn ffordd effeithiol er mwyn cyflawni'r amcanion y bwriedir iddynt eu cyflawni a chydymffurfio â threfniadau llywodraethu.
- Sicrhau bod gweithgareddau ymgysylltu'n cael eu cofnodi'n effeithlon ac yn effeithiol drwy ddefnyddio systemau CRM a/neu SRS, gan annog a rheoli cyfranogiad a chydymffurfiaeth y tîm i sicrhau bod yr wybodaeth yn gywir ac yn dryloyw.
- Gan weithio gyda'r Pennaeth Llywodraethu, sicrhau bod y Fframwaith Gweithio Gyda'n Gilydd yn cael ei reoli i lywio – os, pryd a sut – bod gweithgarwch cydweithio'n cael ei ffurfioli ar draws y sefydliad. Adolygu ceisiadau i gydweithio a darparu argymhellion ar gytundebau yn unol â'r fframwaith, gan uwchgyfeirio a rhoi cyngor allanol yn ôl yr angen. Sicrhau gwybodaeth sefydliadol am y Fframwaith gan gynnwys sesiynau datblygu sgiliau a pharatoi astudiaethau achos fel y bo'n briodol. Sicrhau cytundebau pwrpasol ac ystyrlon yn unol â gwerthoedd y Fframwaith.
- Sicrhau bod gweithgareddau'r tîm Partneriaethau yn cydymffurfio â'r holl bolisiâu a gweithdrefnau mewnol, arferion gorau'r sector a'r diwydiant, yn ogystal â gofynion deddfwriaethol gan gynnwys GDPR a Chymhorthdal y DU. Gweithredu a monitro effeithiolrwydd prosesau cadarn, gan sicrhau ansawdd y gwasanaeth gan gynnal cyfarfodydd adolygu busnes ystyrlon, data perfformiad a gwybodaeth am ddefnydd sy'n ychwanegu gwerth at strategaeth a gweithrediadau partneriaid.
- Sicrhau bod y tîm Partneriaethau yn cynnal perthynas waith effeithiol gyda thîm ehangach yr Hwb, 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 yr Hwb.

Rheoli ac Adrodd ar Berfformiad

- Creu a chynnal diwylliant perfformiad uchel mewn meysydd cyfrifoldeb drwy reoli perfformiad yn effeithiol
- Cyfrifol am reoli, cyflawni a monitro perfformiad y tîm Partneriaethau - gan werthuso gwybodaeth a data i sicrhau bod cynlluniau cyflawni yn cael eu gweithredu'n briodol a'u bod yn sicrhau'r canlyniadau disgwyledig, gan nodi problemau neu rwystrau'n gynnar a rhoi camau unioni ar waith. Cynnal adolygiadau chwarterol gyda'r Tîm Partneriaethau ar ddangosyddion perfformiad allweddol y tîm a sicrhau eu bod yn cael eu diweddarau'n rheolaidd i'r adnodd tracio dangosyddion perfformiad allweddol sefydliadol.
- Cyfrifol am lunio adroddiadau monitro perfformiad cywir yn unol â'r amserlenni y cytunwyd arnynt, a luniwyd i sicrhau eu bod yn darparu darlun cynhwysfawr, targedol, cyflawn, amlwg o'r cynnydd o ran cyflawni nodau ac amcanion y rhaglen.

Arweinyddiaeth

- Darparu arweinyddiaeth gref, amlwg a chyfunol i'r tîm Partneriaethau, sy'n meithrin diwylliant o berfformiad uchel ac sy'n ysbrydoli gweithwyr i gyflawni gweledigaeth, cenhadaeth, gwerthoedd ac amcanion y Cwmni. Creu amgylchedd lle gall staff gyflawni eu potensial, lle maent yn ymgysylltu'n llawn ac yn glir am eu hamcanion unigol a chyfunol, ac yn atebol am gyflawni
- Cynnal dealltwriaeth gadarn o'r sectorau iechyd a gofal a gwyddorau bywyd iechyd lleol, cenedlaethol a rhyngwladol er mwyn cyfrannu at ddatblygu strategaethau, 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.

Rheoli Pobl

- Rheoli, cymell, hyfforddi, mentora, cefnogi a datblygu is-weithwyr uniongyrchol i sicrhau bod yr amcanion, y blaenoriaethau a'r canlyniadau cywir yn cael eu cyflawni drwy sesiynau un-i-un rheolaidd ac adolygiadau datblygu perfformiad a chyfnodau prawf fel y bo'n briodol.
- Ceisio cyngor a mentora Adnoddau Dynol 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.

Rheoli Adnoddau

- Cynllunio, caffael, defnyddio a rheoli'r holl adnoddau sydd eu hangen i gyflawni cynlluniau busnes a chynlluniau cyflenwi. 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

- Gweithio gyda'r Cyfarwyddwr Mabwysiadu Arloesedd i reoli cyllideb a rhagolwg llif arian y Bartneriaeth sy'n cael ei weithredu'n gynaliadwy gan y Cwmni, hynny yw, nad yw cyfanswm y gwariant yn fwy nag incwm.
- Mynd ati'n rheolaidd i fonitro gweithgarwch gwirioneddol ac adrodd ynghylch 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 gan roi sylw priodol bob amser 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 yr Hwb, a chydymffurfio â holl bolisiâu a gweithdrefnau'r Cwmni.

MANYLEB Y PERSON

Rhinweddau	Hanfodol	Dymunol
GWYBODAETH	Dealltwriaeth o'r sector iechyd a gwyddorau bywyd yng Nghymru.	
	Arbenigedd ar ecosystem – cysylltiadau rhwydweithiol a/neu ddiwydiannol, iechyd, gofal cymdeithasol ac academaidd i gynhyrchu llif o gyfleoedd arloesi ym maes gofal iechyd a datblygu economaidd.	Dealltwriaeth o'r rhwystrau sy'n atal pobl rhag gweithio gyda'r GIG/darparwyr gofal cymdeithasol.
	Goblygiadau gweithio mewn amgylchedd cymhleth gyda nifer o randdeiliaid.	Deall y sbardunau sy'n achosi i sefydliadau diwydiannol/masnachol ymgysylltu â darparwyr iechyd a gofal cymdeithasol.
PROFIAD	Llunio a chyflawni cynlluniau ymgysylltu effeithiol iawn, gydag amrywiaeth eang o randdeiliaid.	Hanes llwyddiannus o ddatblygu rhaglenni cydweithio ar draws y system.
	Cynnull, meithrin, arwain, cynnal a defnyddio partneriaethau llwyddiannus ar draws amrywiaeth o randdeiliaid	Cyfrannu at reolaeth gyffredinol sefydliad at ddatblygu strategaeth, cynlluniau, polisi ac ymarfer.
	Cyflawni gweithredol mewn amgylchedd cymhleth, sy'n cynnwys sawl rhanddeiliad.	Cyflawni gweithredol o fewn yr ecosystem arloesi ym maes gofal iechyd
	Arwain a datblygu pobl, adnoddau a phrosesau i sicrhau bod cynlluniau busnes/cyflawni y sector cyhoeddus yn cael eu gweithredu'n briodol ac yn sicrhau'r canlyniadau disgwyledig.	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 sicrhau'r cyflawni'r canlyniadau disgwyledig.
	Rheoli perfformiad – pennu targedau unigol a chynlluniau gwaith sy'n mesur cynnydd yn gyson, asesu, a darparu adborth ar berfformiad.	
	Hanes blaenorol llwyddiannus o reoli perthnasoedd/cyfrifon wedi'u hategu gan systemau a phrosesau effeithiol.	Hanes blaenorol llwyddiannus o reoli cysylltiadau/cyfrifon, er mwyn creu cyfleoedd i arloesi ym maes gofal iechyd a/neu

		ddatblygu economaidd, wedi'u hategu gan systemau a phrosesau effeithiol.
	Hanes blaenorol o reoli nifer o dasgau, prosiectau a blaenoriaethau'n llwyddiannus ar yr un pryd.	Gwybodaeth fasnachol am weithio gyda phartneriaid yn y diwydiant i ddarparu atebion arloesol
SGILIAU A GALLU	Trefnus, cynllunydd cryf, cyflawni o fewn terfynau amser, gyda'r gallu i reoli nifer o gyfrifoldebau ar unwaith.	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
	Sgiliau rhyngpersonol effeithiol – meithrin cysylltiadau proffesiynol â chydweithwyr ar bob lefel a rhanddeiliaid allanol i gefnogi'r gwaith o gyflawni nodau ac amcanion. Rhannu arbenigedd, gwybodaeth a syniadau er mwyn cael y canlyniadau gorau; defnyddio amrywiaeth o ddulliau i ddylanwadu, negodi a gweithio mewn partneriaeth â'r holl randdeiliaid; rhwydweithio'n effeithiol iawn.	
	Canolbwyntio ar ganlyniadau – blaenoriaethu a chynnal ei ffocws ei hun a ffocws y tîm ar waith a fydd yn cael y dylanwad mwyaf ar nodau, cynllunio a monitro cynlluniau'n systematig a fydd yn sicrhau bod amcanion yn cael eu cyflawni i'r eithaf (allbynnau, canlyniadau a buddion).	
	Sgiliau cyfathrebu effeithiol (ar lafar ac ar bapur) – yn 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 a dangos esiampl ei hun o ran ymddygiad a phroffesiynoldeb; defnyddio cryfderau aelodau'r tîm, pwysleisio cefnogaeth a her, addasu'r arddull i greu consensws ac ymddiriedaeth, mynd ati'n rhagweithiol i reoli perthnasoedd.	
	Gallu datrys problemau yn effeithiol – 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.	
	Arloesol – yn annog ac yn gwerthfawrogi syniadau newydd, rhoi cyfle heb risg i'r tîm fod yn greadigol, meddwl yn gyson am ddulliau gweithredu sydd â'r bwriad o wella, ymdrechu'n barhaus i wella ei berfformiad ei hun a pherfformiad ei dîm.	
	Gallu defnyddio pecynnau meddalwedd Windows, systemau rheoli prosiectau a systemau CRM/SRS.	
	Gallu gwneud penderfyniadau cadarn – galluog o ran asesu gwybodaeth, ymddygiad a sefyllfaoedd er mwyn gwneud penderfyniadau amserol, ystyrlon sydd wedi'u hystyried yn dda.	

GOFYNION ERAILL

- Rhaid i ymgeiswyr llwyddiannus gael gwiriad diogelwch gan y gwasanaeth datgelu a gwahardd.
- Bod yn barod i weithio'n hyblyg i ddiwallu anghenion rhesymol y cwmni.
- Ymrwymiad i weithio yn unol â gwerthoedd y Cwmni.
- Hunangynhaliol o ran defnyddio 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 yw'r ddogfen hon yn cynnwys popeth, ond mae'n ceisio diffinio'n glir beth yw pwrpas, cyfrifoldebau a chwmpas craidd y swydd. Yn ychwanegol at y ddogfen hon, disgwylir i ddeiliad y swydd gyflawni pob tasg berthnasol a rhesymol arall y mae'r rheolwyr llinell yn ei rhoi iddo.

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'r Hwb 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.

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title	Head of Partnerships
Location	Blend your working time remotely at our Cardiff office and partner locations
Responsible to	Innovation Adoption Director
Direct Reports	7
Job Grade	6
Salary	£68,770 per annum
Term	Maternity cover (up to 12 months)

About Life Sciences Hub Wales

Life Sciences Hub Wales aims to make Wales the leading destination for health, care, and wellbeing innovation. We act as a catalyst for change, supporting the development and adoption of health and social care solutions that positively impact people's lives across the nation. Our mission includes:

- Convening industry, healthcare, social care, and academia to share ideas, identify needs, and foster collaboration.
- Integrating the innovation ecosystem, positioning Wales as a powerful driver of health innovation.
- Accelerating the adoption of transformative solutions to drive system change.
- Advocating for health and economic wellbeing, raising Wales's profile, and attracting investment.

MAIN PURPOSE OF ROLE

The Head of Partnerships has responsibility for delivering a focused and strategic approach to stakeholder engagement. Building, influencing and maintaining impactful partnerships with a focus on delivery and results, both nationally and internationally. Developing and maintaining collaboration across industry, health and social care providers, academia and including government, professional bodies and support agencies is a key focus of the role. Responsibilities include:

- Fostering collaboration and co-production between industry, academia and health and care practitioners, leveraging their expertise and joint investment in innovative and transformational opportunities.
- Identifying and understand the clinical needs and health challenges encountered by the NHS and social care providers.

- Identify opportunities, new developments, and emerging ideas to drive a strong pipeline of short, medium, and long-term health and social care innovation projects
- Help innovators to navigate the NHS and social care system and access support for accelerated development.
- Inform the focus of LSHW innovation and adoption support services, programmes and projects and raise awareness of our offer.
- Further establish LSHW as a strategic partner working across the Welsh health innovation ecosystem, promoting enhanced collaboration and making it easier for innovators to engage and be supported
- Advocate for the Welsh health innovation ecosystem promoting excellence, opportunities for collaboration and to attract investment.
- To participate and contribute as a member of the Senior Management Team (SMT), supporting colleagues across LSHW including the Senior Leadership team and Board of Directors

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

Our Values:

- **Passionate** – We're committed to making a difference through impactful innovation in Wales.
- **Collaborative** – We actively engage with our stakeholders and colleagues to drive change.
- **Expert** – We excel in our diverse skill set, using our expertise to achieve ambitious goals.
- **Professional** – We are committed to excellence in everything we do.

MAIN DUTIES AND RESPONSIBILITIES

Partnership and Engagement Management

- Maintain portfolio of existing partnerships by developing excellent rapport and working relationships with a range of external stakeholders.
- Identify new partnership opportunities aligned to the operational plan working with the Innovation Adoption Director.
- Implementation and management of LSHW engagement strategy and account management plan.
- Supporting colleagues across LSHW to develop and maintain relationships, providing advice, guidance and co-ordination to ensure focussed and managed approach in line with the organisational account management plan. Note that all colleagues across LSHW have an ambassadorial role and will undertake engagement activities.

- Account relationship management including co-ordination of delivery across LSHW and collaboration with other organisations in line with the organisational account management plan.
- Work with the NHS P&I Team and Strategic Clinical Networks to drive a pipeline of innovation project opportunities with system championship, in alignment with national priorities and in accordance with LSHW remit and priorities.
- Direct engagement using multiple channels including face to face meetings, calls and meetings via digital platforms.
- Oversight and responsibility of key partnership activity for example Academy of Medical Sciences Cross Sector Programme and National Strategic Clinical Network Innovation Engagement Programme.
- Management and delivery of an active programme of events from roundtables, awards to exhibiting at major UK conferences taking the lead for the organisation annual event portfolio to include cross-organisational leadership and co-ordination collaborating with other organisations and ensuring maximum return on investment.
- Representation of LSHW including membership of groups, committees and networks as appropriate and in agreement with Innovation Adoption Director
- Attending and delivering presentations at internal and external meetings, events, and conferences. This will, at times, require travel across Wales, the UK and internationally.
- Work with the Programme Delivery team to develop, promote and maintain impactful relationships. Lead identification of a pipeline of system-demand innovation projects through engagement with health and social care professionals. Identification and scoping opportunities, triaging, initiating contact, engaging colleagues as appropriate, handing over whilst retaining point of contact and maintaining relationship beyond current project/programme in line with the account management plan
- Work with Sector Intelligence team to develop and maintain a knowledge bank of market intelligence that can be utilised in support of future programmes, projects and funding bids as well as driving an organisation intelligence-led engagement approach
- Work closely with the Communications and Marketing team identifying support and informing plans, work seamlessly on activity which will generate appropriate opportunities, to advocate for Wales and promote successes. Identify and refer opportunities to contribute to online resources including the Innovation Directory, third party case studies and news stories and recommend external blog contributors.
- As required provide strategic support to the Innovation Adoption Director on key strategic programmes of work.

Management and Delivery

- Produce effective, integrated partnership delivery and event plans which articulate how the Partnership team will undertake activities to achieve strategic aims, objectives, the opportunities Articulated in the operational delivery plan.
- Maintain the Partnerships Team Operational Team planner and ensure organisation-wide operational planner is kept up to-date with in-year activity progress.
- Lead and manage the Partnerships team's execution of activities ensuring that plans are managed and controlled in an effective manner to achieve their intended objectives and comply with governance arrangements.
- Drive efficient and effective recording of engagement activity through the use of CRM and/or SRS systems, encouraging and managing team participating and compliance to ensure accuracy and transparency of information.
- Working with the Head of Governance, ensure the management of the Working Together Framework to inform – if, when and how – working together activity is formalised across the organisation. Review working together requests and provide recommendations on agreements in line with the framework escalating and outsourcing advice as necessary. Ensure organisational knowledge of the Framework including skills development sessions and case study preparation as appropriate. Ensure agreements and purposeful and meaningful in line with the Framework values.
- Ensure Partnership team activities are compliant with all internal policies and procedures, sector and industry best practice as well as legislative requirements including GDPR and UK Subsidy. Implement, and monitor the effectiveness of robust processes, ensuring quality of service undertaking meaningful business review meetings, performance data and usage insights which add value to partner strategy and operations.
- Ensure the Partnership team maintains effective working relationships with the wider LSHW team, sharing intelligence and feedback enabling integrated approach to the achievement of aims and objectives and support connectivity between all areas of LSHW work.

Performance Management and Reporting

- Build and maintain a high-performance culture in areas of responsibility through effective performance management
- Responsible for managing, delivering and monitoring the Partnerships team performance - evaluating information and data to ensure that delivery plans are being properly executed and delivering the expected results, identifying issues or barriers early and implementing remedial action. Undertake quarterly reviews with the Partnership Team on team KPIs and ensure regular update to the organisational KPI tracker.

- 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.

Leadership

- Provide strong, visible, and collective leadership to the Partnerships team which builds a culture of high performance and inspires employees to achieve the Company's vision, mission, values, and objectives. creates an environment where staff can maximise their potential, are fully engaged and are clear about their individual and collective objectives and held to account for delivery
- Maintain a strong understanding of the local, national, and international health 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.

People Management

- Manage, motivate, coach, mentor, support and develop direct reports to ensure delivery of the right objectives, priorities and outcomes through regular 1-1's and performance development reviews and probation review as appropriate.
- 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.

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 to manage the Partnership budget and cashflow forecast, ensure that the Company is operating sustainably, that is, total expenditure does not exceed income.
- Regularly monitoring actual activity to planned activity and 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.

PERSON SPECIFICATION

Attributes	Essential	Desirable
KNOWLEDGE	Understanding of the health and life sciences sector in Wales.	
	Ecosystem expertise – network of and/or industry, health, social care and academic contacts to generate a pipeline of healthcare innovation and economic development opportunities.	Understanding of barriers to entry to working with the NHS/social care providers.

	Implications of working in a complex environment with a large number of diverse stakeholders.	Understanding the drivers for industry/commercial organisations engaging with health and social care providers.
EXPERIENCE	Shaping and delivering highly effective engagement plans across a wide range of stakeholders.	Strong track record of developing system wide collaboration programmes.
	Convening, building, leading maintaining and utilising successful partnerships across a range of stakeholders	Contributing to the overall management of an organisation and to the development of strategy, plans, policy, and practice.
	Operational delivery in a complex, multi-stakeholder environment	Operational delivery within the healthcare innovation ecosystem
	Leading and developing people, resources, and processes to ensure public sector business/delivery plans are properly executed and delivering the expected results.	Leading and developing people, resources, and processes to ensure government funded programmes are properly executed and delivering the expected results.
	Performance management – setting individual targets and work plans consistently measuring progress, assessing, and providing feedback about performance.	
	Successful track record of relationship/account management underpinned by effective systems and processes.	Successful track record of relationship/account management, to generate healthcare innovation and/or economic development, opportunities, underpinned by effective systems and processes.
	A track record of successfully managing multiple tasks, projects, and priorities concurrently.	Commercial knowledge of working with industry partners to deliver innovative solutions
SKILLS & ABILITIES	Well organised, strong planner, delivers to deadlines with ability to manage multiple responsibilities at once.	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

	Effective interpersonal skills – nurtures professional relationships with colleagues at all levels and external stakeholders to support the achievement of aims and objectives. Shares expertise, know-how and ideas for best results; use 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.	
	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/SRS systems.	
	Strong decision maker – skilled at assessing information, behaviours, and situations to make timely, considered, and well-judged decisions.	

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 IT and 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 document is not exhaustive, but aims to clearly define the core purpose, responsibilities and scope of the role. In addition to this document, 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.