



DISGRIFIAD SWYDD A MANYLEB Y PERSON

Teitl y Swydd	Pennaeth Cyflawni Rhaglenni
Lleoliad	Rhyddid i weithio o bell ac yn ein swyddfa yng Nghaerdydd
Yn atebol i'r	Cyfarwyddwr Mabwysiadu Arloesedd
Is-weithwyr Uniongyrchol	8
Gradd y Swydd	Gradd 6
Cyflog	£68,770 y flwyddyn
Cyfnod	Parhaol

CYFLWYNIAD

Nod Hwb Gwyddorau Bywyd Cymru yw sicrhau bod Cymru ar flaen y gad o ran arloesi ym maes iechyd, gofal a lles. Fel catalydd dros newid, rydym yn cefnogi'r gwaith o ddatblygu a mabwysiadu datrysiadau iechyd a gofal cymdeithasol arloesol sy'n gwneud gwahaniaeth cadarnhaol i bobl a theuluoedd ledled y wlad. Ein rôl yw:

Cynnull diwydiant, gofal iechyd, gofal cymdeithasol a'r byd academiaidd i rannu syniadau, codi ymwybyddiaeth o anghenion, canfod cyfleoedd ar gyfer cyd-ddatblygu atebion a rhannu gwybodaeth, a brocera cydweithio.

Integreiddio'r ecosystem arloesi ym maes iechyd a gofal cymdeithasol gan ddarparu seilwaith ar gyfer cydweithio gwell, **diwallu anghenion y diwydiant o ran rhyngweithio**, cefnogi'r system i fod yn ysgogydd mwyaf pwerus y wlad o ran arloesi er budd y bobl a'n heconomi.

Cyflymu'r broses o fabwysiadu arloesi trawsnewidiol, gan ganfod cyfleoedd addawol i gefnogi newid yn y system a chyflawni llif o arloesi fesul cam.

Eiriol dros iechyd a chyfoeth Cymru, gan arddangos rhagoriaeth a chyfleoedd i **gydweithio**, gan sicrhau bod gan Gymru fewnbwn i bolisiau'r Deyrnas Unedig a'i bod yn denu buddsoddiad.

PRIF BWRPAS Y SWYDD:

Gan adrodd i'r Cyfarwyddwr Mabwysiadu Arloesedd, mae'r Pennaeth Cyflawni Rhaglenni yn gyfrifol am arwain tîm i gyflymu'r broses o fabwysiadu atebion arloesol ar gyfer gwell iechyd a lles yng Nghymru.

Bydd deiliad y swydd yn datblygu ymhellach ac yn gweithredu strategaeth effeithiol i ganfod a chyflwyno rhaglenni allweddol sy'n diwallu anghenion a gofynion rhanddeiliaid ym maes iechyd a gofal cymdeithasol, drwy fynd ati'n rhagweithiol i chwilio am gyfleoedd a gynigir gan y diwydiant a'u hasesu, a'u cyfateb i anghenion iechyd a gofal cymdeithasol.



Ar lefel strategol, y meysydd ffocws gyda rhaglenni cysylltiedig yw meddygaeth fanwl a gofal iechyd digidol. Ar lefel dactegol, mae'r ffocws ar genomeg, diagnosteg, therapïau uwch, Deallusrwydd Artiffisial, Data Mawr a Dadansoddeg Rhagfynegol.

Mae'r Pennaeth Cyflawni Rhaglenni yn rhoi amrywiaeth o weithgareddau ar waith i wneud y canlynol:

- Cefnogi'r broses o ganfod heriau heb eu diwallu ym maes Gofal Cymdeithasol ac iechyd a'r cyfleoedd ar gyfer atebion arloesol, llywio'r dasg o ganolbwyntio ar brosiectau, rhaglenni a gwasanaethau cymorth mabwysiadu ac arloesi Hwb Gwyddorau Bywyd Cymru.
- Effeithio ar rwystrau mewnol ac allanol i fabwysiadu arloesedd a chefnogi newid trawsnewidiol mewn arloesi ym maes iechyd a gofal cymdeithasol
- Ymgorffori arloesi yn niwylliant y sector iechyd a gofal cymdeithasol.

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

Y PRIF DDYLETSWYDDAU A CHYFRIFOLDEBAU:

Arweinyddiaeth

- Fel aelod o'r Uwch Dîm Rheoli, cefnogi'r Uwch Dîm Arwain, cyfrannu at reolaeth gyffredinol y Cwmni, a datblygu strategaethau, cynlluniau, polisïau ac ymarfer i gyflawni nodau ac amcanion strategol.
- Darparu arweinyddiaeth gref, weladwy a chyfunol i dîm cyflawni'r rhaglen, gan feithrin diwylliant o berfformiad uchel ac ysbrydoli gweithwyr i gyflawni gwledigaeth, cenhadaeth, gwerthoedd ac amcanion y Cwmni.
- Gweithio gyda sbectrwm eang o randdeiliaid ar draws diwydiant, iechyd, gofal cymdeithasol, y byd academiaidd, a gwasanaethau cymorth perthnasol yn y sector preifat/cyhoeddus i ddarparu a/neu gefnogi rhaglenni a phrosiectau.
- Cynnal dealltwriaeth gadarn o'r sectorau iechyd a gofal a gwyddorau bywyd ar lefel leol, genedlaethol a rhyngwladol gydag ystod eang o randdeiliaid yn cyfrannu at ddatblygu strategaethau, datblygu cynlluniau, a gwneud penderfyniadau effeithiol.
- Hyrwyddo persbectif sy'n edrych tuag allan i gofnodi a rhannu arferion gorau o ran arloesi ym maes iechyd a gofal, yn fewnol ac yn allanol.



Cyflwyno'r Rhaglen

- Llunio cynlluniau rhaglen effeithiol a phenodol gan gynnwys nodi gofynion o ran adnoddau a chyllideb i gyflawni nodau ac amcanion strategol (allbynnau, canlyniadau a buddion),
- Bod yn gyfrifol am sut mae'r tîm yn cyflawni'r rhaglen fel eu bod yn cyflawni'r amcanion a fwriadwyd a'r targedau perfformiad allweddol (allbynnau, canlyniadau ac effeithiau).
- Gweithio gyda chydweithwyr Hwb Gwyddorau Bywyd Cymru a rhanddeiliaid allweddol ar draws meysydd iechyd, gofal cymdeithasol, diwydiant, y byd academiaidd a'r Llywodraeth i feithrin cydweithio, a chynhyrchu llif cryf o asesiadau a phrosiectau arloesi tymor byr, tymor canolig a thymor hir ym maes iechyd a gofal sy'n mynd i'r afael ag anghenion iechyd a gofal cymdeithasol heb eu diwallu.
- Rheoli systemau i flaenoriaethu, datblygu a chyflawni prosiectau arloesi penodol ym maes iechyd a gofal, gan weithio gyda sefydliadau eraill lle bo hynny'n berthnasol, gan sicrhau egwyddorion methodoleg cadarn i gynnwys:
 - **Cynllunio:** Asesu arloesedd a llunio cynnig y prosiect, y gyllideb, y nodau, y targedau a'r amcanion gan sicrhau bod y cynllunio'n realistig (y gellir ei fesur a'i ddilysu).
 - **Rhoi ar waith:** Cynnull timau prosiect sydd â'r wybodaeth, yr arbenigedd a'r sgiliau. Adolygu ac olrhain cynnydd yn erbyn cerrig milltir yn rheolaidd a chymryd camau cywiro pan fo angen.
 - **Rheoli:** Sicrhau bod gwaith yn cael ei ddirprwyo'n briodol, a bod timau yn cael eu grymuso i gyflawni tasgau'n annibynnol yn ôl eu sgiliau a'u gallu, lle bo hynny'n briodol. Mae'n cynnwys cwrdd, risg, rheolaeth ariannol ac adnoddau a chydymffurfio â threfniadau llywodraethu.
 - **Monitro ac Adrodd:** casglu a dadansoddi gwybodaeth yn rheolaidd i olrhain cynnydd a mesur perfformiad yn erbyn canlyniadau disgwyliedig. Llunio adroddiadau cynnydd amserol ar gyfer rhanddeiliaid mewnol ac allanol.
 - **Gwerthuso:** pennu perthnasedd a lefel cyflawni amcanion, effeithiolrwydd, effaith a chynaliadwydd y prosiect.
 - **Proses Gwireddu Buddion:** sefydlu beth sy'n cael ei newid, sut bydd yn cael ei newid, a dangos tystiolaeth o'r buddion a geir.
- Hybu diwylliant o welliant parhaus gan sicrhau bod prosesau ac adnoddau busnes (er enghraifft, CRM) yn effeithiol ac yn effeithlon.



- Llunio'r gyllideb flynyddol a mynd ati'n rheolaidd i fonitro gweithgarwch sy'n digwydd yn erbyn y gweithgarwch a gynlluniwyd, gan reoli gwariant i sicrhau ei fod yn unol â'r cyllid sydd ar gael, a chymryd camau cywiro priodol i ddatrys gwahaniaethau sylweddol rhwng gweithgarwch sy'n digwydd a gweithgarwch a gynlluniwyd.
- Rheoli cydweithwyr/darparwyr allanol gan ddarparu cymorth prosiect/rhaglen er enghraifft, gwasanaethau gwerthuso arloesedd.
- Cydlynu presenoldeb y tîm cyflawni rhaglenni mewn digwyddiadau, cynadleddau a chyfarfodydd allanol.
- Mynychu a rhoi cyflwyniadau mewn digwyddiadau, cynadleddau a chyfarfodydd mewnol ac allanol i ymgysylltu â rhanddeiliaid a hyrwyddo arloesedd ym maes ieched a gofal. Gall hyn, ar adegau, olygu teithio ar draws Cymru, y Deyrnas Unedig ac yn rhyngwladol.
- Bod yn gyfrifol am reoli risg rhaglenni a phrosiectau, yn unol â fframwaith rheoli risg y Cwmni.
 - Bod yn gyfrifol am gynhyrchu adroddiadau monitro cywir am berfformiad y tîm yn unol ag amserlenni y cytunwyd arnynt, gan roi darlun cynhwysfawr o gynnydd a pherfformiad.

Rheoli Pobl

- Rheoli, cymell, hyfforddi, mentora, cefnogi a datblygu is-weithwyr uniongyrchol er mwyn creu ymdeimlad cryf o falchder, cydweithrediad, perchnogaeth, atebolrwydd, a safonau uchel o ran ymddygiad i gyflawni nodau ac amcanion strategol y rhaglen.
- Gweithio gydag arddull rheoli cydweithredol a meithrin perthynas waith agos rhwng holl weithwyr Hwb Gwyddorau Bywyd Cymru. Trosi safbwyntiau a phryderon y tîm yn gynlluniau mae modd eu gweithredu a'u hargymell i'r Uwch Dîm Arwain.
- Bod yn gyfrifol am sicrhau eich bod chi a'ch tîm yn cydymffurfio â pholisïau Adnoddau Dynol y Cwmni, gan geisio cyngor adnoddau dynol priodol ac amserol i gefnogi materion o ddydd i ddydd sy'n ymwneud â phobl er mwyn datblygu tîm sy'n perfformio'n dda.
- Cynnal cyfarfodydd adolygu un-i-un rheolaidd, gan gynnwys arfarniadau cyfnodol i sicrhau bod pawb yn deall ac yn cytuno ar gynlluniau gwaith unigol a'r hyn sydd i'w gyflawni.
- Rheoli a monitro perfformiad aelodau unigol y tîm yn erbyn nodau strategol, blaenoriaethau cyflawni a dangosyddion perfformiad allweddol.



Gwaith Tîm

Cydweithio ar draws tîm Hwb Gwyddorau Bywyd Cymru, gan gynnwys:

- Tîm gwybodaeth y sector i ddatblygu a chynnal gwybodaeth am y farchnad, gan gefnogi dull gweithredu sy'n canolbwyntio ar ymgysylltu, a chefnogi'r gwaith o flaenoriaethu a chyflawni rhaglenni a phrosiectau.
- Y tîm partneriaethau i ddatblygu a meithrin perthnasoedd penodol gyda blaenoriaethau â phortffolio o randdeiliaid.

Y tîm Cyfathrebu a Marchnata i lywio a chydlynu cynlluniau sy'n creu cyfleoedd priodol ac i hyrwyddo llwyddiannau.

- Y Tîm Datblygu Economaidd i wneud yn siŵr bod rhaglenni'n gydnaws ac i gydlynu gweithgareddau
- Sicrhau bod y tîm cyflawni rhaglenni 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, a chefnogi cysylltiad rhwng pob agwedd ar waith Hwb Gwyddorau Bywyd Cymru.

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 Hwb Gwyddorau Bywyd Cymru, a chydymffurfio â holl bolisiau a gweithdrefnau'r Cwmni.



MANYLEB Y PERSON

NODWEDDION	HANFODOL	DYMUNOL
GWYBODAETH	Dealltwriaeth gref o'r sectorau gwyddorau bywyd iechyd yng Nghymru, yn y DU a/neu'n rhwngwladol.	Arbenigedd ym maes ecosystemau – rhwydwaith o gysylltiadau diwydiannol, iechyd, gofal cymdeithasol ac academiaidd i gefnogi'r gwaith o ddatblygu a darparu rhaglenni a phrosiectau arloesi ym maes iechyd.
	Gwerthfawrogiad o'r rhwystrau i fabwysiadu arloesedd yn y sector iechyd a gofal cymdeithasol ac effeithiau posibl y rhain wrth weithio gyda'r GIG/darparwyr gofal cymdeithasol.	Gwybodaeth am heriau arloesi ym maes iechyd a Gofal, technolegau datblygol, a chyfleoedd clinigol.
		Dealltwriaeth o ofynion y system ar gyfer mabwysiadu arloesedd yn gyflym.
PROFIAD	Datblygu strategaethau a chyflawni gweithredol mewn amgylchedd cymhleth sy'n cynnwys nifer o randdeiliaid er mwyn cyrraedd targedau, nodau ac amcanion.	Gweithio yn sector gwyddorau bywyd iechyd Cymru, y DU a/neu'n rhwngwladol.
	Datblygu a throsi strategaethau yn gynlluniau cyflawni rhaglenni.	Datblygu strategaethau a chyflawni gweithredol mewn ecosystem arloesi ym maes iechyd a gofal i gyrraedd targedau, nodau ac amcanion.
	Arwain a datblygu pobl, adnoddau a phrosesau i sicrhau bod cynlluniau'n cael eu cyflawni'n briodol a'u bod yn cyflawni'r canlyniadau disgwylidig, gan nodi problemau neu rwystrau'n gynnar a rhoi camau unioni ar waith.	Cyfrannu at reolaeth gyffredinol cwmni/sefydliad ac at ddatblygu strategaethau, cynlluniau, polisïau ac ymarfer.
	Rheoli perfformiad – pennu targedau unigol a chynlluniau gwaith sy'n cyd-fynd â chynlluniau busnes/cyflawni, mesur cynnydd yn gyson, asesu a darparu adborth ar berfformiad.	Arwain a datblygu pobl, adnoddau a phrosesau i sicrhau bod rhaglenni sy'n cael eu hariannu gan y llywodraeth yn cael eu gweithredu'n briodol a'u bod yn cyflawni'r canlyniadau disgwylidig,



		gan nodi problemau neu rwystrau'n gynnar a rhoi camau unioni ar waith.
	Hanes llwyddiannus o reoli prosiectau / rhaglenni ar lefel uwch gyda gallu amlwg i reoli tasgau, prosiectau a blaenoriaethau niferus ar yr un pryd.	Rheoli rhaglenni ar gyfer y GIG/darparwyr gofal cymdeithasol.
	Profiad sylweddol o siapio a darparu ymgysylltu hynod effeithiol ar draws amrywiaeth eang o randdeiliaid.	Hanes blaenorol llwyddiannus o reoli cysylltiadau/cyfrifon, er mwyn creu cyfleoedd i arloesi ym maes gofal iechyd, wedi'u hategu gan systemau a phrosesau effeithiol.
	Cynnull, arwain a chyfrannu at raglenni a phrosiectau arloesi cydweithredol yn cynnwys rhanddeiliaid niferus.	Cefnogi'r gwaith o ddylunio a gweithredu rhaglenni neu brosiectau arloesi ym maes iechyd.
		Gwybodaeth fasnachol am weithio gyda phartneriaid yn y diwydiant i ddarparu atebion arloesol
SGILIAU A GALLU	Sgiliau datblygedig amlwg o ran rheoli prosiectau a rhaglenni er enghraifft, 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.	Rhugl yn y Gymraeg – gallu dilyn y rhan fwyaf o sgysrsiau 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 perthynas broffesiynol gyda chydweithwyr ar bob lefel a rhanddeiliaid allanol i gefnogi'r gwaith o gyflawni nodau ac amcanion (allbynnau, canlyniadau a buddion); rhannu arbenigedd, gwybodaeth a syniadau ar gyfer y canlyniadau gorau; defnyddio amrywiaeth o ddulliau i ddylanwadu, trafod a gweithio mewn partneriaeth â phob	



	rhanddeiliad; yn gallu rhwydweithio'n effeithiol iawn.	
	Canolbwyntio ar ganlyniadau – blaenoriaethu a chynnal ei ffocws ei hun a 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 cynulleidfâ, 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 rhanddeiliaid.	
	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 gwneud penderfyniadau cadarn – medrus o ran asesu gwybodaeth, ymddygiad a sefyllfaoedd er mwyn gwneud penderfyniadau amserol, ystyrlon sydd wedi'u hystyried yn dda.	
	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.	

GOFYNION YCHWANEGOL

- 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 yn annibynnol.
- Trwydded yrru ddilys a'i gludiant ei hun. Fodd bynnag, fel cyflogwr cyfle cyfartal, rydyn ni'n croesawu ceisiadau gan bobl sy'n gallu gwneud trefniadau teithio addas o fath arall.

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

Yn ogystal â'r hyn sydd wedi'i gynnwys yn y disgrifiad hwn, mae disgwyl 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 Hwb Gwyddorau Bywyd Cymru yn gyflogwr cyfle cyfartal ac mae'n annog ceisiadau gan ymgeiswyr cymwys waeth beth fo'u rhyw, hil, anabledd, oed, cyfeiriadedd rhywiol, ailbennu rhywedd, crefydd neu gred, statws priodasol, neu feichiogrwydd a mamolaeth.

Ein Map Strategaeth

Cenhadaeth

Sbarduno'r broses o ddatblygu a mabwysiadu atebion arloesol ar gyfer gwell iechyd a llesiant.

Gweledigaeth

Sicrhau bod Cymru ar flaen y gad o ran arloesi ym maes iechyd, gofal a llesiant.

Nodau strategol

Mae gennym dri nod strategol sy'n llywio ein gweithgarwch:

- Gwella canlyniadau iechyd a llesiant 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
- Sbarduno cyfleoedd
- Adeiladu ar gyfer y dyfodol

Blaenoriaethau o ran 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 llesiant drwy sianelu ein sgiliau, ein talent, ein hegri a'n cysylltiadau

- Stiwardiaeth effeithiol: sicrhau'r effaith fwyaf bosibl gyda'r amser, y cyllid a'r wybodaeth sydd ar gael.

Job Title	Head of Programme Delivery
Location	Blend your working time remotely and at our Cardiff office
Responsible to	Innovation Adoption Director
Direct Reports	8
Job Grade	Grade 6
Salary	£68,770 per annum
Term	Permanent

INTRODUCTION

Life Sciences Hub Wales's (LSHW) vision is to make Wales the place of choice for health, care and wellbeing innovation. As a catalyst for change we support the accelerated development and adoption of innovative health and social care solutions making a positive difference to people and families across the nation. Our role is to:

Convene industry, healthcare, social care, and academia to share ideas, raise awareness of needs, identify opportunities for codeveloping solutions and sharing knowledge, and to broker collaboration.

Integrate the health and social care innovation ecosystem providing an infrastructure for better collaboration, **meeting industry needs for interaction**, supporting the system to become the country's most powerful driver of innovation for the benefit of the people and our economy.

Accelerate adoption of transformative innovation identifying promising opportunities supporting system change and delivering a staged pipeline of innovation.

Advocate for the health and wealth of Wales, showcasing excellence and opportunities **for collaboration**, making sure Wales has input into UK policies and attracts investment.

MAIN PURPOSE OF ROLE:

Reporting to the Innovation Adoption Director, the Head of Programme Delivery is responsible for leading a team to accelerate the adoption of innovative solutions for better health and wellbeing in Wales.

The postholder will further develop and implement an effective strategy to identify and deliver key programmes meeting the needs and demands of health and social care stakeholders by proactively seeking and assessing opportunities offered by industry and matching to health and social care needs.

At a strategic level focus areas with associated programmes are precision medicine and digital healthcare. At tactical level there is a focus on genomics, diagnostics, advanced therapies, Artificial Intelligence, Big Data and Predictive Analytics.

The Head of Programme Delivery implements a range of activities to:

- Support identification of the unmet Social Care and health challenges and opportunities for innovative solutions, informing the focus of LSHW innovation and adoption support services, programmes, and projects.
- Impact internal and external barriers to innovation adoption and support transformational change in health and care innovation
- Embed innovation within the culture of the health and social care sector.

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

MAIN DUTIES & RESPONSIBILITIES:

Leadership

- As a member of the Senior Management Team support the Senior Leadership Team, contributing to the overall management of the Company and to the development of strategy, plans, policy, and practice to deliver strategic aims and objectives.
- Provide strong, visible, and collective leadership to the programme delivery team building a culture of high performance and inspires employees to achieve the Company's vision, mission, values, and objectives.
- Work with a broad spectrum of stakeholders across industry, health, social care, academia, and relevant private/public sector support services to deliver and or support programmes and projects.
- Maintain a strong understanding of the local, national, and international life sciences and health and care sectors engaging with a wide range of stakeholders to contribute to strategy development, develop plans and make effective decisions.
- Promote an outward looking perspective to capture and share health and care innovation best practice, internally and externally.

Programme Delivery

- Produce effective and focused programme plans including identification of resource and budget requirements to achieve strategic aims and objectives (outputs, outcomes, and benefits),

- Responsible for the programme delivery team's execution to achieve intended objectives and key performance targets (outputs, outcomes, and impacts).
- Work with LSHW colleagues and key stakeholders across health, social care, industry, academia and Government to foster collaboration and generate strong pipeline of short, medium, and long term health and care innovation assessments and projects which tackle unmet health and social care needs.
- Manage systems to prioritise, develop and deliver focused health and care innovation projects, working with other organisations where relevant, ensuring robust methodology principles to include:
 - **Planning:** Assess innovation and produce the project proposal, budget, aims, targets and objectives ensuring planning is realistic (measurable, and verifiable).
 - **Implementation:** Convene project teams with the knowledge, expertise, and skills. Regularly review and track progress against milestones and take corrective action when required.
 - **Management:** Ensure work is appropriately delegated and teams are empowered to carry out tasks independently where appropriate to their skills and capacity. Includes scope, risk, financial and resource management and compliance with governance arrangements.
 - **Monitoring and Reporting:** regular collection and analysis of information to track progress and measure performance against expected results. Produce timely progress reports for internal and external stakeholders.
 - **Evaluation:** determine the relevance and level of achievement of project objectives, effectiveness, impact and sustainability.
 - **Benefits Realisation Process:** establish what is being changed, how it will be changed, and evidence the benefits achieved.
- Driving a culture of continual improvement ensuring business processes and tools (e.g. CRM) are effective and efficient.
- Produce annual budget and regularly monitor actual activity to planned activity, controlling expenditure to ensure in line with available funds and taking appropriate corrective action to resolve significant differences between actual and planned activity.
- Manage external providers/collaborators providing programme/project support e.g. innovation evaluation services.
- Coordinate the programme delivery team's attendance at external meetings, events, and conferences.



- Attend and deliver presentations at internal and external meetings, events, and conferences to engage with stakeholders and promote health and care innovation. This may, at times, require travel across Wales, the UK and internationally.
- Responsible for programme and project risk management, in accordance with the Company's risk management framework.
- Responsible for the production of accurate team performance monitoring reports in line with agreed schedules providing comprehensive view of progress and performance.

People Management

- Manage, motivate, coach, mentor, support and develop direct reportees to create a strong sense of pride, co-operation, ownership, accountability, and high standards of conduct in achievement of programme strategic aims and objectives.
- Work in a collaborative management style and foster close working relations between all LSHW employees. Translating team views and concerns into actionable plans for recommendation to Senior Leadership Team.
- Responsible for ensuring that you and your team comply with the Company's HR policies, seeking appropriate and timely HR advice in support of day-to-day people matters to develop a high performing team.
- Conduct regular one-to-one review meetings, including periodic appraisals to ensure individual work plans and deliverables are agreed and understood.
- Manage and monitor individual team members performance against strategic aims, delivery priorities and key performance indicators.

Team Work

Work collaboratively across the LSHW team including:

- Sector intelligence team to develop and maintain market intelligence, supporting focused approach to engagement and to support prioritisation and delivery of programmes and projects.
- Partnerships team to build and nurture focused and prioritised relationships with a portfolio of stakeholders.

Communication and Marketing team to inform and coordinate plans generating appropriate opportunities and to promote successes.

- Economic Development Team to align programmes and coordinate activities

- Ensure the programme delivery team maintains effective working relationships with the wider LSHW team, sharing intelligence and feedback to secure an integrated approach to the achievement of aims and objectives 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.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
KNOWLEDGE	Strong understanding of the health life sciences sectors in Wales, the UK and/or internationally.	Ecosystem expertise – network of industry, health, social care, and academic contacts to support the development and delivery of health innovation programmes and projects.
	Appreciation of the barriers to adoption of innovation within the health and social care sector and potential impacts of these when working with the NHS/social care providers.	Knowledge of Health and care innovation challenges, emerging technologies, and clinical opportunities.
		Understanding of system requirements for accelerated innovation adoption.
EXPERIENCE	Strategy development and operational delivery in a complex, multi-stakeholder environment to achieve targets, aims and objectives.	Working within the Welsh, UK and/or international health life sciences sector.



	Developing and translating strategy into programme delivery plans.	Strategy development and operational delivery within health and care innovation ecosystem to achieve targets, aims and objectives.
	Leading and developing people, resources, and processes to ensure plans are properly executed delivering the expected results, identifying issues or barriers early and implementing remedial action.	Contributing to overall management of a company/organisation / and to the development of strategy, plans, policy, and practice.
	Performance management – setting individual targets and work plans aligned to business/delivery plans, consistently measuring progress, assessing, and providing feedback about performance.	Leading and developing people, resources, and processes to ensure government funded programmes are properly executed and delivering the expected results, identifying issues or barriers early and implementing remedial action.
	A track record of successful programme/ project management at a senior level with a proven ability to manage multiple tasks, projects, and priorities concurrently.	Management of programmes for NHS/social care providers.
	Significant experience in shaping and delivering highly effective engagement across a wide range of stakeholders.	Successful track record of relationship/account management, to generate healthcare innovation opportunities, underpinned by effective systems and processes.
	Convening, leading and participating in multi-stakeholder collaborative innovation programmes and projects.	Supporting the design and implementation of health innovation programmes or projects.
		Commercial knowledge of working with industry partners to deliver innovative solutions.
SKILLS & ABILITIES	Proven advanced project and programme management skills e.g. PRINCE2 – well organised, strong planner, prioritised and delivers to deadlines/within budget; ability to manage multiple responsibilities at once.	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 (outputs, outcomes, and benefits); shares expertise, know-how and ideas for best results; uses a range of approaches to influence, negotiate and work in partnership with all stakeholders; highly effective networker.	
	Results focused – prioritises and sustains own and team's focus on work that will have the greatest impact on aims, systematically planning and monitoring plans that will maximise the achievement of objectives (outputs, outcomes, and benefits).	
	Effective communication skills (written and verbal) – ability to demonstrate tact and diplomacy when communicating messages; anticipates and responds to the needs of an audience, adapting content, style, language and use of channel to deliver maximum clarity with external stakeholders and colleagues; able to demonstrate gravitas when dealing with senior stakeholders.	
	Effective leadership - leads by example and acts as a role model in terms of behaviour and professionalism; uses team member strengths, emphasising support and challenge, adapts style to build consensus and trust, proactively manages relationships.	
	Strong decision maker – skilled at	

	assessing information, behaviours, and situations to make timely, considered, and well-judged decisions	
	Effective problem-solving ability – skilled at identifying, confronting, and proactively resolving issues. Ability to anticipate change and adapt to new situations and issues to exploit potential opportunities	
	Innovative – encourages and values new ideas, provides team with risk free space to be creative, consistently thinks about approaches with the view to improve, strives to continuously improve their own and their teams performance.	
	Proficient in window-based software packages, project management and CRM systems.	

ADDITIONAL 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.

Our Strategy Map

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 channeling our skills, talents, energies and relationships
- Effective stewardship: maximising our impact with the time, funds and knowledge available.