



Swyddog Cefnogi Prosiectau

Cyfeirnod y swydd: AHOS00049W3MTI

Lleoliad: Tŷ Russell, Y Rhyl

Cyflog: Gradd 5, £26,835 - £29,093

Oriau: 37 awr yr wythnos

Contract: Cyfnod Penodol hyd at 31/10/2025

Swydd Fewnol

Dylai unrhyw ymgeisydd sy'n dymuno cael eu hystyried ar gyfer secondiad i'r swydd hon gael caniatâd eu rheolwr cyn gwneud cais.

Mae hwn yn gyfle cyffrous i berson brwdfrydig i gefnogi gwaith Tîm Trawsnewid Gofal Cymdeithasol i Oedolion a Digartrefedd. Bydd yr ymgeisydd llwyddiannus yn chwarae rhan allweddol wrth alluogi ein Tîm Rhaglen Drawsnewid i ymgymryd â rhaglen newid trawsnewidiol sylweddol. Bydd y swydd yn cynnwys cysylltu â holl fudd-ddeiliaid y prosiect, trefnu gweithgareddau prosiect a monitro ac adrodd ar DPA prosiect.

Bydd y rôl yn cynnwys casglu ac adrodd ar ddata sylweddol a byddai'n addas ar gyfer unigolyn sydd â gallu technegol cryf gyda data ac sy'n hen law ar drefnu a monitro cynnydd.

Penodir yn amodol ar dderbyn geirdaon boddhaol.

Os hoffech chi drafod unrhyw agwedd ar y swydd, ffoniwch Ben Chandler ar 01824706597 ben.chandler@denbighshire.gov.uk

Os oes gennych ddiddordeb yn y swydd wag hon, gwnewch gais ar-lein trwy ein gwefan www.sirddinbych.gov.uk Am dulliau eraill o wneud cais, cysylltwch â'r Adran Gwasanaethau Cwsmeriaid ar 01824 706100.

Rhaid i ymgeiswyr gwblhau ein ffurflen gais i gael ei ystyried. Mae'n ddrwg gennym nad ydym yn gallu ateb pob cais. Os nad ydych wedi derbyn ateb o fewn tair wythnos i'r dyddiad cau, dylech gymryd yn ganiataol nad ydych wedi cyrraedd y rhestr fer am gyfweliad.

Dyddiad Cau: 14/11/2024

Mae Cyngor Sir Ddinbych yn ymroddedig i Gyfle Cyfartal a'i Safonau Iaith Gymraeg. Rydym yn croesawu ceisiadau yn y Gymraeg. Sylwch na fydd unrhyw ffurflenni cais a dderbynnir yn y Gymraeg yn cael eu trin yn llai ffafriol na ffurflenni cais a gyflwynwyd yn Saesneg.

Project Support Officer

Job reference: AHOS00049W3MTI

Location: Russell House, Rhyl

Salary: Grade 5, £26,835 - £29,093

Hours: 37 per week

Contract: Fixed Term until 31/10/2025

Internal vacancy

Candidates who wish to be considered for a secondment opportunity for this role must gain permission from their manager prior to applying.

This is an exciting opportunity for an enthusiastic person to support the work of the Transformation Team in Adult Social Care and Homelessness. They will play a key role in enabling our Transformation Programme Team to undertake a significant transformational change agenda. The post will involve liaising with all project stakeholders, organising project activities and monitoring and reporting project KPI's.

The role will involve significant data collating and reporting and would suit an individual that has strong technical abilities with data and is adept at organising and monitoring progress.

Appointment subject to satisfactory references.

If you would like to discuss any aspect of the post, please call or e-mail Ben Chandler on 01824706597 ben.chandler@denbighshire.gov.uk

If you are interested in this vacancy, please apply online via the website www.denbighshire.gov.uk. For alternative methods of applying please contact Customer Services on 01824 706101.

Candidates must complete our application form to be considered. We regret that we are unable to reply to all applications. If you have not received a reply within three weeks of the closing date, you must assume that you have not been short listed for interview.

Closing Date: 14/11/2024

Denbighshire County Council is committed to Equal Opportunities and its Welsh Language Standards. We welcome applications in the Welsh Language and application forms received in the Welsh Language will not be treated less favourably than an application form submitted in English.

CYNGOR SIR DDINBYCH SWYDD-DDISGRIFIAD

Teitl y Swydd:	Swyddog Cefnogi Prosiectau
Graddfa:	5
Gwasanaeth:	Gwasanaeth Gofal Cymdeithasol i Oedolion a Digartrefedd
Maes Gwasanaeth:	Cymorth i Fusnesau - Rhaglen Drawsnewid
Yn atebol i:	Caroline Evans
Cyfeirnod y Swydd / Dyddiad cyhoeddi:	03574

Pwrpas y Swydd

I gefnogi gwaith Tîm Trawsnewid Gofal Cymdeithasol i Oedolion a Digartrefedd. I alluogi ein Tîm Rhaglen Drawsnewid i ymgymryd â rhaglen newid trawsnewidiol sylweddol. Cysylltu gyda'r holl fudd-ddeiliaid prosiect, trefnu gweithgareddau prosiect, a chasglu, monitro ac adrodd ar ddata prosiect a gwybodaeth.

Prif Gyfrifoldebau

- Gweithio gydag aelodau fîm i gydlynu a llunio adroddiadau a data ar gyfer y Rhaglen.
- Cynorthwyo â chydlynu digwyddiadau ar draws y sir (cyfarfodydd grŵp, gweithgorau, gweithdai a digwyddiadau ymgysylltu) i fudd-ddeiliaid prosiect.
- Darparu cefnogaeth weinyddol a threfniadol ar gyfer y Rhaglen, yn cynnwys cyfarfodydd a gweithgorau, gan gynnwys archebu cyfleusterau, Cyfarfodydd Teams, paratoi rhaglenni ac ysgrifennu cofnodion;
- Darparu cefnogaeth weinyddol a chefnogi prosiectau i staff eraill, gan gynnwys:
- Ymateb yn effeithiol i ymholiadau (dros y ffôn / ysgrifenedig gan gynnwys ar-lein / yn bersonol) mewn perthynas â gwaith y fîm.
- Sefydlu a rheoli cofnodion, gwybodaeth a systemau data, gan gynnwys casglu gwybodaeth a chynhyrchu / golygu adroddiadau (mewn amrywiaeth o fformatau) yn ôl y gofyn;
- Gweithredu a golygu systemau a rhaglenni pecynnau TGCh perthnasol e.e. MS Excel, Adobe Acrobat, MS Office, Outlook, porwyr gwe); offer gwefannau ac offer caffael.
- Prosesu anfonebau, taflenni codio, monitro a chofnodi data i daenlenni'r gyllideb a gofynion monitro
- Trefnu, mynychu a chymryd rhan mewn cyfarfodydd yn rheolaidd.
- Cymryd rhan mewn hyfforddiant a gweithgareddau dysgu a datblygu perfformiad eraill yn ôl y gofyn;
- Gwneud gwaith llanw yn absenoldeb cydweithwyr ar yr un raddfa o ganlyniad i wyliau, salwch neu ddigwyddiadau annisgwyl eraill;
- Sicrhau cyfrinachedd bob amser;
- Ymgymryd â dyletswyddau perthnasol eraill fel y cytunwyd gan y Rheolwr Atebol/Tîm Prosiect;

Dyletswyddau a Chyfrifoldebau – Corfforaethol

1. Bod yn gyfrifol am sefydlu perthnasau gwaith da yn fewnol ac yn allanol.
2. Cydymffurfio â Pholisïau a Gweithdrefnau'r Awdurdod a rhoi gwybod i Uwch Swyddogion am unrhyw feysydd nad ydynt yn cael sylw digonol.
3. Chwarae rhan ymarferol wrth gefnogi egwyddorion ac arferion cyfle cyfartal yr Awdurdod fel yr amlinellwyd yn y Polisi Cyfle Cyfartal.
4. Bod yn gyfrifol am roi arferion lechyd a Diogelwch ar waith o ddydd i ddydd, gan rannu cyfrifoldeb cyffredinol am lechyd a Diogelwch yn yr adran, y gyfarwyddiaeth a'r Awdurdod yn gyffredinol.
5. Bydd yn rhaid i weithwyr roi gwybodaeth benodol amdanynt eu hunain er mwyn i'r Awdurdod allu cyflawni ei ddyletswyddau, ei hawliau a'i gyfrifoldebau fel cyflogwr yn briodol. Bydd yr Awdurdod yn prosesu ac yn rheoli data o'r fath at ddibenion personél, gweinyddol a chyflogau yn bennaf.
6. Fel un o delerau eich cyflogaeth ac er mwyn sicrhau bod yr adran yn gweithio'n effeithiol, efallai y bydd gofyn i chi gyflawni unrhyw dasg resymol arall, sy'n gymesur â'ch graddfa, a bennir gan eich Rheolwr Atebol neu Bennaeth Gwasanaeth.

Adnoddau / Offer / Deunyddiau

Offer a phecynnau TG

Goruchwylio / Rheoli Pobl

Amherthnasol

Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad

- Profiad o ddarparu cefnogaeth o safon uchel i amrywiaeth o brosiectau.
- NVQ 3 neu gymhwyster cyfwerth neu brofiad mewn maes perthnasol;
- Sgiliau rhifedd a llythrennedd rhagorol a sgiliau cyfathrebu rhagorol ar lafar ac yn ysgrifenedig;
- Lefel uchel o sgiliau TGCh a medruswydd technegol (darparu dogfennau / adroddiadau ysgrifenedig; fformatio a golygu adroddiadau a chreu siartiau Excel / taenlenni o ddata amrwd).
- Gallu cymell eich hun a meddwl yn greadigol i ddatrys problemau.
- Gallu gweithio'n adeiladol fel rhan o dîm gwasgaredig, yn hyderus yn ei rôl ei hun a chyfrifoldebau o fewn amgylchedd gwaith cymhleth.
- Gallu hunanwerthuso anghenion dysgu a mynd ati i chwilio am gyfleoedd dysgu.

Amodau Gwaith Arbennig

Lleolir y swydd yn Nhŷ Russell, Y Rhyl a bydd angen teithio'n annibynnol ar draws Sir Ddinbych yn achlysurol.



Archwiliadau Cyflogaeth / Gofynion Penodol

Dim.

Gweledigaeth / Cyd-destun

Mae'r Tîm Trawsnewid yn chwilio am swyddog cefnogi deinamig, brwdfrydig a llawn cymhelliant i gefnogi eu gwaith. Byddant yn cefnogi gwaith y fîm i sicrhau bod rhaglenni gwaith yn cael eu rhedeg a'u cyflawni'n effeithlon, trwy ddarparu cefnogaeth effeithiol ac effeithlon i brosiectau.

CYNGOR SIR DDINBYCH MANYLION AM YR UNIGOLYN

Mae'r Manylion yn nodi'r sgiliau, yr wybodaeth a'r profiad a ystyrir yn hanfodol er mwyn ymgymryd â dyletswyddau'r swydd yn effeithiol. Caiff ei defnyddio wrth lunio rhestr fer ac ar gyfer y broses o gyfnewid am y swydd hon. Dylech ddangos ar eich ffurflen gais sut rydych yn bodloni'r meini prawf hyn. Byddwch ddim ond yn cael eich cynnwys ar y rhestr fer os ydych yn bodloni pob un o'r meini prawf hanfodol (â'r meini prawf dymunol lle bo'n berthnasol).

Teitl y Swydd:	Swyddog Cefnogi Prosiectau		
Gwasanaeth:	Gwasanaeth Gofal Cymdeithasol Oedolion a Digartrefedd		
Graddfa:	5		
<u>MEINI PRAWF</u>	<u>HANFODOL</u>	<u>DYMUNOL</u>	<u>DULL ASESU</u> Ffurflen Gais / Cyfweiliad / Cyflwyniad / Geirda ac ati
1. ADDYSG A CHYMWYSTERAU	5 TGAU, Gradd A-C neu gyfwerth gan gynnwys Mathemateg a Saesneg Neu NVQ 3 neu gymhwyster cyfwerth neu brofiad mewn maes perthnasol	TGAU Cymraeg gradd A – C Cymhwyster rheoli prosiectau lefel 2 neu uwch	FfG
2. PROFIAD PERTHNASOL	Profiad o ddarparu cefnogaeth weinyddol ar lefel uchel i ddatblygu prosiectau Defnyddio MS Office a sgit medruswydd o safon uch mewn TGCH a gallu technol Profiad o gynhyrchu gwaith o fewn terfynau amser a gytunwyd sydd ambell waith yn gwrthdaro (darparu dogfennau / adroddiadau ysgrifenedig a siartiau Excel / taenlenni).	Mae profiad o ddefnyddio offer rheoli anfonebau a chaffael yn ddymunol. Profiad o gadw cofnodion cywir mewn meysydd gwaith cymhleth Profiad o weithio mewn fîm datblygu'r gweithlu / comisiynu mewn llywodraeth leol / iechyd Profiad o olygu tudalennau gwe neu gynhyrchu negeseuon cyfryngau cymdeithasol	FfG / C / G
3. GWYBODAETH A SGILIAU CYSYLLTIEDIG Â'R SWYDD	Sgiliau rhifedd/llythrennedd da Sgiliau rhyngpersonol a chyfathrebu rhagorol - wyneb yn wyneb, yn	Mae'r gallu i gyfathrebu'n rhugl trwy gyfrwng y Gymraeg – yn ysgrifenedig ac ar lafar yn hynod ddymunol	FfG / C / G

	<p>ysgrifenedig, dros y ffôn ac e-bost</p> <p>Gallu gweithio heb oruchwyliaeth uniongyrchol; gwerthuso eich anghenion dysgu eich hun a cheisio'n frwd i gael cyfleoedd dysgu;</p> <p>Cywirdeb ac yn rhoi sylw i fanylion</p> <p>Sgiliau trefnu da (gan gynnwys rheoli amser), gallu rheoli llwyth gwaith yn effeithlon</p> <p>Empathi tuag at y Gymraeg a diwylliant Cymru ac ymrwymiad i ddarparu gwasanaeth dwyieithog</p>	<p>Cymryd cofnodion</p> <p>Cynhyrchu dogfennau marchnata e.e. taflenni, poster</p>	
4. NODWEDDION PERSONOL	<p>Gallu cymell eich hun a meddwl yn greadigol i ddatrys problemau.</p> <p>Gallu gweithio'n adeiladol fel rhan o dîm gwasgaredig, hyderus yn ei rôl ei hun a chyfrifoldebau o fewn amgylchedd gwaith aml-asiantaeth</p> <p>Disgresiwn a chyfrinachedd</p>		FfG / C / G
5. GOFYNION ERAILL	<p>Gallu cynllunio a threfnu ei waith ei hun a gwaith eraill (gan gynnwys swyddogion uwch) yn effeithiol</p>	<p>Gallu teithio'n annibynnol ar hyd a lled Sir Ddinbych a thu hwnt a gweithio y tu allan i oriau swyddfa arferol yn achlysurol (os oes angen).</p>	FfG / C / G



DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

Job Title:	Project Support Officer
Grade:	5
Service:	Adult Social Care and Homelessness Service
Service Area:	Business Support – Transformation Programme
Responsible to:	Caroline Evans
Job ID Number / Date Issued:	03574

Job Purpose

To support the work of the Transformation Team in Adult social Care and Homelessness. To enable our Transformation Programme Team to undertake a significant transformational change agenda. Liaising with all project stakeholders, organising project activities and collating, monitoring and reporting project data and information.

Principal Accountabilities and Responsibilities

- Work with team members to co-ordinate and compile reports and data for the Programme.
- Assist in coordinating events across the county (Group meetings, working groups, workshops and engagement events) for all Project stakeholders.
- Provide administrative and organisational support for the Programme, including Meetings and working groups, including booking of facilities, Teams Meetings, agenda preparation and minute taking;
- Provide administrative and project support to other staff, including:
- Responding effectively to enquiries (telephone / written including online / in person) in regards to work of the work of the team.
- Establishing and managing records, information & data systems, including collating information and producing / editing reports (in a range of formats) as required;
- Operating and editing relevant ICT packages systems & applications e.g. MS Excel, Adobe Acrobat, MS Office, Outlook, web browsers); website tools & procurement tools.
- Processing invoices, coding sheets, monitoring & inputting onto budget spreadsheets and monitoring requirements
- Arrange, attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required;
- Provide cover for comparably graded colleagues due to holidays, sickness and other unforeseen events;
- Ensure confidentiality is maintained at all times;
- Undertake other relevant duties as agreed by Line Manager/Project Team;

Duties and Responsibilities – Corporate

1. Be responsible for establishing good working relationships, internally & externally.
2. Compliance with the Authority's Policies and Procedures and to make known to Senior Officers any areas which are not adequately covered.

3. To participate actively in supporting the Authority's principles and practices of equality of opportunity as laid down within the Equal Opportunities Policy.
4. To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety across the department, directorate and Authority as a whole.
5. Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes.
6. As a term of your employment and in order to maintain effective departmental operations, you may be required to undertake any other reasonable task, commensurate with your grade, as determined by your line manager or Head of Service.

Resources/Equipment/Material

IT equipment & packages

Supervision/Management of People

N/A

Knowledge, Skills, Training and Experience

- Experience of providing high quality support to a range of projects
- NVQ 3 or equivalent qualification or experience in relevant discipline;
- Excellent numeracy & literacy skills and verbal & written communication skills;
- High degree of ICT skills and technical competence (provision of written documentation / reports; formatting & editing reports and creating Excel charts / spreadsheets from raw data).
- Self-motivated and able to think creatively to solve problems
- Able to work constructively as part of a dispersed team, confident within own role and responsibilities within a complex work environment
- Ability to self-evaluate learning needs and actively seek learning opportunities;

Special Working Conditions

Based at Russell House, Rhyl and requiring occasional independent travel across Denbighshire.

Employment Checks/ Specific Requirements

None



Vision/Context

The Transformation Team is seeking a dynamic, enthusiastic and motivated support officer to support their work. They will support the work of the team in ensuring the efficient running delivery of their work programmes, by providing effective and efficient project support.

DENBIGHSHIRE COUNTY COUNCIL PERSON SPECIFICATION

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable).

Post Title:	Project Support Officer		
Service:	Adult Social Care and Homelessness service (ASCHS)		
Grade:	5		
<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u> Application Form / Interview / Presentation / References etc
1. EDUCATION & QUALIFICATIONS	5 GCSE's, Grades A – C or equivalent to include English & Maths Or NVQ level 3 or equivalent qualification or experience in relevant discipline	GCSE Grade A – C in Welsh Level 2 or above qualification in project management	AF
2. RELEVANT EXPERIENCE	Experience of providing high level administrative support to development projects Use of MS Office & high de of ICT skills and technical competence. Experience of producing work within agreed and sometimes conflicting deadlines (provision of written documentation / reports and Excel charts / spreadsheets).	Experience of procurement & invoice management tools is desirable. Experience of accurate minute taking in complex work areas Experience of working within workforce development / commissioning team within local government / health Experience of editing webpages or producing social media posts	AF / I / R
3. JOB RELATED KNOWLEDGE & SKILLS	Good numeracy & literacy skills Excellent interpersonal & communication skills – face to face, in writing, telephone and email	Ability to communicate fluently in Welsh – written and verbal is highly desirable Minute taking	AF / I / R

	<p>Ability to work without direct supervision; evaluate own learning needs and actively seek learning opportunities;</p> <p>Accuracy and attention to detail</p> <p>Good organisational skills (including time management), ability to manage workload efficiently.</p> <p>Empathy with the Welsh language and culture and commitment to providing a bilingual service</p>	<p>Production of marketing documentation e.g. flyers, posters</p>	
4. PERSONAL QUALITIES	<p>Self-motivated and able to think creatively to solve problems</p> <p>Able to work constructively as part of a dispersed team, confident within own role and responsibilities within a multi-agency work environment</p> <p>Discretion & confidentiality</p>		AF / I / R
5. OTHER REQUIREMENTS	<p>Ability to effectively plan and organise own work and that of others (including more senior officers)</p>	<p>Ability to travel independently across Denbighshire and occasionally further afield and to occasionally (if required) work outside normal office hours.</p>	AF / I / R