

Rheolwr Prosiect Gweithredu System Gofal Cymdeithasol

Cyfeirnod y swydd: PDIT00021D3SJE
Lleoliad: Neuadd y Sîr, Rhuthun
Cyflog: Gradd 10 £41,511 - £45,718
Oriau: 37 awr yr wythnos
Cyfnod penodol am 2 flynedd

Dylai ymgeiswyr sy'n dymuno cael eu hystyried ar gyfer secondiad gael caniatâd eu Rheolwr cyn ymgeisio am y swydd.

Ymunwch â ni i ddechrau pennod newydd ar gyfer systemau Gofal Cymdeithasol yn Sir Ddinbych. Ar ôl 20 mlynedd, rydym yn disodli ein system rheoli achosion gofal cymdeithasol fel rhan o raglen genedlaethol Cysylltu Gofal.

Mae hwn yn gyfle cyffrous i gynllunio a rheoli'r prosiect yn ogystal â bod yn aelod allweddol o dîm yr awdurdod i weithio'n rhanbarthol ac yn genedlaethol i sicrhau cysondeb o ran dull.

Bydd gennych brofiad o reoli prosiectau a gweithredu systemau gwybodaeth cymhleth ar raddfa fawr, yn ddelfrydol o fewn sector lechyd neu Ofal Cymdeithasol, a byddwch yn gyfathrebwr a thrafodwr hyderus.

Penodiad yn amodol ar eirdaon boddhāol.

Os hoffech o'r swydd, ffoniwch Partneriaid Busnes TGCh, Dyfan Barr ar 01824 706233 neu Michael Jones ar 01824 706587.

Os oes gennych ddi-ddordeb yn y swydd wāg hon, gwnewch gais ar-lein trwy ein gwefan www.sirddinbych.gov.uk Am dudilliau 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 rhesstr fer am gyfweiliad.

Dyddiad Cau: 7^{fed} o Orffennaf 2025

Social Care System Implementation Project Manager

Job reference: PDIT00021D3SJE
Location: County Hall, Ruthin
Salary: Grade 10 £41,511 - £45,718
Hours: 37 hours per week
Fixed term for 2 years

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

Join us in starting the new chapter for Social Care systems in Denbighshire. After 20 years, we are replacing our social care case management system as part of the national Connecting Care programme.

This is an exciting opportunity to plan and manage the project as well as being a key member of the authority's team to work regionally and nationally to ensure consistency of approach.

You will be experienced in the project management and implementation of large scale and complex information systems, preferably within a Health or Social Care sector and will be a confident communicator and negotiator.

Appointment subject to satisfactory references.

If you would like to discuss any aspect of the post, please call ICT Business Partners, Dyfan Barr on 01824 706233 or Michael Jones on 01824 706587.

If you are interested in this vacancy, please apply on-line 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: 7th July 2025



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.

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:	Rheolwr Prosiect Gweithredu System Gofal Cymdeithasol
Graddfa:	Gradd 10
Gwasanaeth:	Cymorth Corfforaethol: Perfformiad, Digidol ac Asedau
Maes Gwasanaeth:	TGCh a Gwasanaethau Digidol
Yn atebol i:	Partneriaid Busnes TGCh
Cyfeirnod y Swydd/Dyddiad cyhoeddi:	04757 / Mehefin 2025
Categori Iaith Gymraeg:	Mae sgiliau iaith Gymraeg yn ddymunol - lefel 3 Lefelau o ran sgiliau Cymraeg

Pwrpas y Swydd

Cynllunio, cydlynu a rheoli gweithrediad System Gwybodaeth Gofal Cymdeithasol newydd ynghyd â darparu rheolaeth ddyddiol ar y fîm prosiect a holl ffrydiau gwaith y prosiect.

Cynrychioli Cyngor Sir Dinbych ar grwpiau/fforymau cenedlaethol a rhanbarthol priodol sy'n ymwneud â systemau gwybodaeth gofal cymdeithasol.

O dan gyfarwyddyd y Bwrdd Prosiect a Phartneriaid Busnes TGCh, ymchwilio a gweithredu pecynnau gwaith ar wahân mewn perthynas ag agweddau eraill ar fentrau gofal cymdeithasol sy'n cael eu gyrru'n ddigidol.

Prif Gyfrifoldebau

- Rheoli prosiect cymhleth trawsdoriadol a neilltuwyd drwy ei gymeradwyo, ei weithredu a'i drosglwyddo i adrannau gwasanaeth.
- Gwneud y defnydd mwyaf effeithlon o adnoddau, dynol a thechnegol, wrth gyflawni prosiectau, gan ddarparu diweddariadau rheolaidd i uwch reolwyr a'r holl randdeiliaid.
- Datblygu cydweithio ar bob lefel, gan gydlynu a defnyddio arbenigedd swyddogion proffesiynol.
- Gweithio mewn partneriaeth â thimau uwch reolwyr mewn Gofal Cymdeithasol i nodi cyfleoedd i wella trawsnewid busnes yn ystod oes y prosiect.
- Sicrhau bod y prosiectau'n cael eu cyflawni ar amser, o fewn y gyllideb ac i'r ansawdd cywir a sicrhau bod risgiau'n cael eu nodi, eu rheoli a'u hadrodd yn briodol i uwch reolwyr a byrddau prosiectau.
- Ymchwilio i becynnau gwaith a'u gweithredu mewn perthynas ag agweddau eraill ar fentrau gofal cymdeithasol sy'n cael eu gyrru'n ddigidol.
- Gyda chefnogaeth y Swyddog Cyllid, goruchwyllo a rheoli cyllid prosiectau a gwneud y defnydd mwyaf o gyllid grant sydd ar gael i'r prosiect, gan sicrhau bod unrhyw amodau grant yn cael eu bodloni.
- Darparu rheolaeth linell i dîm prosiect o tua 5 aelod o staff.

Adnoddau / Offer / Deunyddiau

Gliniadur corfforaethol a pherifferolion cysylltiedig.

Goruchwyllo / Rheoli Pobl

- Cyfrifoldeb rheoli llinell am dîm o bump o staff dros drō.
- Rheoli tasgau o ddydd i ddydd ar gyfer yr holl Swyddogion sy'n cyflawni ffrydiau gwaith y prosiect.

Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad

- Cymhwyster PRINCE2 neu gymhwyster tebyg a/neu brofiad eang o reoli prosiectau wrth gyflwyno systemau gwybodaeth cymhleth ar raddfa fawr gyda nifer o randdeiliaid, yn ddelfrydol o fewn y sector TG Gofal Cymdeithasol neu lechyd.
- Sgiliau cyfathrebu llafar ac ysgrifenedig da.
- Brwdfrydedd, sgiliau rhyngpersonol rhagorol a'r gallu i weithio fel rhan o dîm ac arwain tîm heb oruchwyliaeth uniongyrchol.
- Sgiliau trefnu a rheoli amser da gyda'r gallu i reoli eich llwyth gwaith eich hun a llwyth gwaith eraill yn effeithlon ac yn effeithiol.
- Sgiliau TGCh rhagorol a'r gallu i ddefnyddio'r sgiliau hynny i gyflwyno elfennau hanfodol y prosiect a chyflwyno gwybodaeth mewn ffordd gryno a dealladwy.
- Sgiliau rheoli gwybodaeth helaeth.
- Cywirdeb a sylw i fanylion.
- Y gallu i gydweithio ac i drafod materion a phenderfyniadau cymhleth ar ran y Cyngor.
- Empathi a dealltwriaeth o Ddiwylliant Cymru a gwybodaeth ymarferol am ddyletswyddau'r Cyngor mewn perthynas â Deddf yr Iaith Gymraeg.
- Mae'r gallu i siarad ac ysgrifennu yn y Gymraeg yn ddymunol.
- Addysg i lefel gradd neu brofiad cyfatebol.
- Trwydded yrru lawn.

Amodau Gwaith Arbennig

Bydd y swydd yn ddarostyngedig i Bolisi Gweithio Ystwyth y Cyngor a bydd yn galluogi deiliad y swydd i weithio o gartref, Tŷ Russell, Y Rhyl a/neu Neuadd y Sir, Rhuthun, yn bennaf. Fodd bynnag, bydd canolfan swyddogol y swydd yn Neuadd y Sir, Rhuthun.

Bydd angen teithio i safleoedd a swyddfeydd eraill o fewn a thu allan i'r Sir. Bydd angen gweithio y tu allan i oriau gwaith trwy gytundeb lle na ellir cyflawni tasgau o fewn y diwrnod busnes.

Archwiliadau Cyflogaeth / Gofynion Penodol

Mae'n ofynnol i bob aelod newydd o staff fynd drwy ein gwiriadau recriwtio mwy diogel; 2 eirda boddhaol yn cwmpasu 3 blynedd o gyflogaeth, tystiolaeth o gymwysterau hanfodol, tystiolaeth o'r Hawl i Weithio yn y DU.

Mae Cyngor Sir Ddinbych yn cydnabod ei rwymedigaethau i ddiogelu plant ac atal caethwasiaeth a masnachu mewn pobl, gan wneud popeth o fewn ei allu i atal caethwasiaeth a masnachu mewn pobl o fewn ei fusnesau. Mae sawl math o gaethwasiaeth modern, gan gynnwys masnachu mewn pobl, llafur gorfodol, caethiwed a chaethwasiaeth.

Mae diogelwch yn bwysig i bawb, ac mae gofyn i holl gyflogeion Sir Ddinbych weithio yn unol â pholisïau a gweithdrefnau Diogelu Oedolion / Plant y Cyngor, mae dyletswydd arnynt i roi gwybod am unrhyw bryderon sy'n codi yn ystod eu dyletswyddau a bod yn ymwybodol o arwyddion camfanteisio. Dylid codi unrhyw bryderon â'r Rheolwr Diogelu Penodedig er mwyn i'r Cyngor allu gweithredu pan gaiff camfanteisio ei adnabod.

Gweledigaeth / Cyd-destun

Mae hon yn swydd newydd, dros dro a gynhelir o fewn TGCh a Gwasanaethau Digidol, ond gyda chysylltiadau cryf â Gofal Cymdeithasol Oedolion a Digartrefedd ac Addysg a Gwasanaethau Plant. Bydd y swydd yn rheoli'r prosiect i ddisodli'r system rheoli achosion Gofal Cymdeithasol bresennol gyda'r system a gaffaelwyd yn ddiweddar. Bydd y prosiect yn cynnwys trawsnewid cofnodi achosion mewn gofal cymdeithasol a bydd deiliad y swydd yn gweithio'n agos gydag arweinwyr gwasanaeth i gyflawni hyn.

Bydd deiliad y swydd yn ymwneud â phrosiectau cysylltiedig eraill a bydd yn sicrhau synergedd rhwng y prosiectau hynny yn ôl yr angen. Bydd deiliad y swydd yn gweithio gyda chydweithwyr cenedlaethol a rhanbarthol i lunio'r gweithrediad yn lleol ac ar sail ehangach i sicrhau'r 'ffit' gorau ar gyfer y system, gan sicrhau cydymffurfiaeth â Deddf Gwasanaethau Cymdeithasol a Llesiant, gofynion Iaith Gymraeg y Cyngor a gofynion eraill.

Bydd gan ddeiliad y swydd y gall a'r weledigaeth i ragweld a dylanwadu ar newid mewn ymateb i anghenion a nodwyd.

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 gyfweild 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:	Rheolwr Prosiect Gweithredu System Gofal Cymdeithasol		
Gwasanaeth:	Cymorth Corfforaethol: Perfformiad, Digidol ac Asedau		
Graddfa:	Gradd 10		
<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	<p>Cymhwyster proffesiynol perthnasol (h.y. gradd neu lefel 6 ac uwch) neu'r gall i ddangos profiad eang a dwfn yn y meysydd perthnasol, yn ddelfrydol mewn disgyblaeth TG neu Ofal Cymdeithasol.</p> <p>Cymhwyster PRINCE2 (neu debyg) a/neu brofiad eang o reoli prosiectau wrth ddarparu'r sector lechyd a Gofal Cymdeithasol.</p>	<p>Cymhwyster Rheoli Rhaglenni Llwyddiannus (neu debyg).</p> <p>Cymhwyster rheoli ffurfiol.</p>	Ffurflen Gais
2. PROFIAD PERTHNASOL	<p>Profiad sylweddol o reoli darpariaeth systemau TG cymhleth.</p> <p>Profiad o arwain newid a gwelliant o fewn Llywodraeth Leol.</p>	<p>Profiad sylweddol o reoli darpariaeth systemau TG cymhleth o fewn amgylchedd lechyd neu Ofal Cymdeithasol.</p>	<p>Ffurflen Gais</p> <p>Cyflwyniad/Prawf</p> <p>Cyfweiliad</p>
3. GWYBODAETH A SGILIAU CYSYLLTIEDIG Â'R SWYDD	<p>Brwdfrydedd, sgiliau rhyngpersonol rhagorol a'r gall i weithio fel rhan o dîm ac arwain fîm heb oruchwyliaeth uniongyrchol.</p> <p>Sgiliau trefnu a rheoli amser da gyda'r gallu i reoli eich llwyth gwaith eich hun a llwyth gwaith eraill yn effeithlon ac yn effeithiol.</p>		<p>Ffurflen Gais</p> <p>Cyflwyniad/Prawf</p> <p>Cyfweiliad</p>

	<p>Sgiliau TGCh rhagorol a'r gallu i ddefnyddio'r sgiliau hynny i gyflawni elfennau hanfodol y prosiect a chyflwyno gwybodaeth mewn ffordd gryno a dealladwy.</p> <p>Y gall i gydweithio ac i drafod materion a phenderfyniadau cymhleth ar ran y Cyngor.</p>		
4. NODWEDDION PERSONOL	<p>Sgiliau cyfathrebu llafar ac ysgrifenedig dā.</p> <p>Cywirdeb a sylw i fanylion.</p>		<p>Ffurflen Gais</p> <p>Cyflwyniad/Prawf</p> <p>Cyfweliad</p>
5. GOFYNION ERAILL	<p>Empathi gyda'r Gymraeg a diwylliant Cymru.</p> <p>Trwydded yrru lawn.</p>	<p>Gwybodaeth ymarferol am ddyletswyddau'r Cyngor mewn perthynas â Deddf yr Iaith Gymraeg</p> <p>Yn rhugl yn yr Iaith Gymraeg</p>	<p>Ffurflen Gais</p> <p>Cyflwyniad/Prawf</p> <p>Cyfweliad</p>

DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

Job Title:	Social Care System Implementation Project Manager
Grade:	Grade 10
Service:	Corporate Support: Performance, Digital and Assets
Service Area:	ICT and Digital Services
Responsible to:	ICT Business Partners
Job ID Number / Date Issued:	04757 / June 2025
Welsh Language Category:	Welsh language skills are desirable – level 3 Welsh Language Levels

Job Purpose

To plan, coordinate and manage the implementation of a new Social Care Information System along with providing day to day management of the project team and all project workstreams.

To represent Denbighshire County Council on appropriate national and regional groups/fora relating to social care information systems.

Under the direction of the Project Board and ICT Business Partners investigate and implement discrete work packages in relation to other aspects of digitally driven social care initiatives.

Principal Accountabilities and Responsibilities

- Manage complex crosscutting assigned project through approval, implementation and hand-over to service departments.
- Maximise efficient utilisation of resources, both human and technical, in delivery of projects, providing regular updates to senior management and all stakeholders.
- To develop collaborative working at all levels, co-ordinating and utilising the expertise of professional officers.
- To work in partnership with senior management teams in Social Care to identify opportunities to improve business transformation during the lifetime of the project
- To ensure the projects are delivered on time, on budget and to the right quality and to ensure risks are properly identified, managed and reported to senior management and project boards.
- To investigate and implement work packages in relation to other aspects of digitally driven social care initiatives.
- With the support of the Finance Officer, oversee and manage project funding and maximise utilisation of grant funding available to the project, ensuring any grant conditions are met.
- To provide line management of the project team of approximately 5 staff.

Resources/Equipment/Material
Corporate laptop and associated peripherals.
Supervision/Management of People
<ul style="list-style-type: none"> • Line management responsibility for a team of five temporary staff. • Day to day task management for all Officers delivering project workstreams.
Knowledge, Skills, Training and Experience
<ul style="list-style-type: none"> • PRINCE2 or similar qualification and/or broad project management experience in the delivery of large-scale, complex information systems with multiple stakeholders, preferably within the Social Care or Health IT sector. • Good oral and written communication skills. • Enthusiasm, excellent interpersonal skills and the ability to work as part of a team and lead a team without direct supervision. • Good organisational and time management skills with the ability to manage own workload and the workload of others efficiently and effectively. • Excellent ICT skills and the ability to use those skills to deliver essential elements of the project and present information in a succinct and understandable way. • Extensive information management skills. • Accuracy and attention to detail. • The ability to work collaboratively and to negotiate complex issues and decisions on behalf of the Council. • Empathy and understanding of Welsh Culture and a working knowledge of the duties of the Council in respect of the Welsh Language Act • The ability to speak and write in Welsh is desirable. • Educated to degree level or equivalent experience. • Full driving licence.
Special Working Conditions
<p>The post will be subject to the Council's Agile Working Policy and will predominantly enable the post holder to work from home, Russell House, Rhyl and/or County Hall, Ruthin. However, the official base for the post will be at County Hall, Ruthin.</p> <p>Some travel will be necessary to other sites and offices both within and outside of the County.</p> <p>Some out of hours working will be required by agreement where tasks cannot be carried out within the business day.</p>

Employment Checks/ Specific Requirements

All new starters are required to undergo our standard safer recruitment checks; 2 satisfactory references covering 3 years employment, evidence of essential qualifications, evidence of Right to Work in the UK.

Denbighshire County Council recognises its obligations to safeguard children and adults together with preventing slavery and human trafficking and will do all in its power to prevent slavery and human trafficking within its business. Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery.

Safeguarding is everyone's business and all Denbighshire employees are required to work in accordance with the Council's Child / Adult Safeguarding policies and procedures and have a duty to report any concerns which may be noted during the course of their duties and are asked to be alert to the signs of exploitation. Concerns should be raised via their Designated Safeguarding Manager in order that the Council can take prompt action when exploitation is identified.

Vision/Context

This is a new, temporary post hosted within ICT and Digital Services, but with strong links to the Adult Social Care and Homelessness and Education and Children's Services. The post will manage the project to replace the incumbent Social Care case management system with the newly procured system. The project will include the transformation of case recording in social care and the postholder will work closely with service leads to achieve this.

The post holder will be involved in other, related projects and will ensure synergy between those projects as required. The post holder will work with national and regional colleagues to shape the implementation locally and on a wider basis to ensure the best 'fit' for the system, ensuring compliance with the Social Services and Wellbeing Act, the Council's Welsh Language and other requirements.

The post holder will have the capacity and vision to anticipate and influence change in response to identified needs.

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:	Social Care System Implementation Project Manager		
Service	Corporate Support: Performance, Digital and Assets		
Grade:	Grade 10		
<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u> Application Form / Interview / Presentation / References etc
1. EDUCATION & QUALIFICATIONS	<p>Relevant professional qualification (i.e. degree or level 6 and above) or able to demonstrate broad and deep experience in the relevant areas, preferably in an IT or Social Care discipline.</p> <p>PRINCE2 (or similar) qualification and/or broad project management experience in the delivery of the Health and Social Care sector.</p>	<p>Managing Successful Programmes (or similar) qualification.</p> <p>Formal management qualification.</p>	Application form
2. RELEVANT EXPERIENCE	<p>Significant experience in managing the delivery of complex IT systems.</p> <p>Experience of leading change and improvement within Local Government.</p>	<p>Significant experience in managing the delivery of complex IT systems within a Health or Social Care environment.</p>	<p>Application form</p> <p>Presentation/Test</p> <p>Interview</p>
3. JOB RELATED KNOWLEDGE & SKILLS	<p>Enthusiasm, excellent interpersonal skills and the ability to work as part of a team and lead a team without direct supervision.</p> <p>Good organisational and time management skills with the ability to manage own workload</p>		<p>Application form</p> <p>Presentation/Test</p> <p>Interview</p>

	<p>and the workload of others efficiently and effectively.</p> <p>Excellent ICT skills and the ability to use those skills to deliver essential elements of the project and present information in a succinct and understandable way.</p> <p>The ability to work collaboratively and to negotiate complex issues and decisions on behalf of the Council.</p>		
4. PERSONAL QUALITIES	<p>Good oral and written communication skills.</p> <p>Accuracy and attention to detail.</p>		<p>Application form</p> <p>Presentation/Test</p> <p>Interview</p>
5. OTHER REQUIREMENTS	<p>Full driving licence.</p> <p>Empathy with the Welsh Language and Culture</p>	<p>Working knowledge of the duties of the Council in respect of the Welsh Language Act</p> <p>Fluent in Welsh language</p>	<p>Application form</p> <p>Presentation/Test</p> <p>Interview</p>