

Rheolwr Mewnwelediad, Strategaeth a Chyflawni

Cyfeirnod y swydd: PDPM00003W3MTE
Lleoliad: Neuadd y Sir, Rhuthun (Gweithio
Hyblyg)
Cyflog: Gradd 13, £51,515 - £55,915
Oriau: Hyd at 37 yr wythnos
Contract: Parhaol, Swydd Allanol

Swydd gyffrous ac amrywiol mewn adran fywiog a chefnogol, sy'n barod i'r ymgeisydd iawn ddod i gyflwyno a dylanwadu newid ar draws y sefydliad cyfan ac mewn meysydd polisi allweddol ar gyfer ein cymunedau, fel Diogelwch Cymunedol a Newid Hinsawdd.

Bydd y swydd hon yn annatod i helpu cyflawni rhaglen drawsnewid y Cyngor, gan alluogi'r sefydliad i ymateb yn arloesol i'r heriau o ran cyllid a galw sydd o'n blaenau.

Mae cyflawni rhaglenni adfywio gwerth miliynau o bunnoedd yn un o feysydd cyfrifoldeb y swydd hon, gan ddod ag uchelgeisiau oes budd-ddeiliaid gwleidyddol a'n cymunedau yn fyw.

Fel arweinydd strategol ar ddeddfwriaeth allweddol sy'n effeithio'r sefydliad cyfan, mae'r gwaith y byddwch yn ei wneud yn siŵr o roi boddhad, gydag effaith a chwmpas eang.

Os hoffech chi drafod unrhyw agwedd ar y swydd, ffoniwch Helen Vaughan-Evans (Pennaeth y Gwasanaeth Cymorth Corfforaethol: Perfformiad, Digidol ac Asedau) ar 01824 706204.

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

Rhaid i ymgeiswyr gwblhau ein ffurflen gais i gael eu hystyried. Yn anffodus, ni allwn ateb pob cais. Os nad ydych wedi cael ateb o fewn tair wythnos i'r dyddiad cau, dylech gymryd yn ganiataol nad ydych wedi cyrraedd y rhestr fer am gyflwriad.

Penodir yn amodol ar dderbyn geirdaon boddhaol.

Dyddiad Cau: 22 Ebrill 24

Dyddiad Cyflwriad: 8 neu 10 Mai 24

Mae Cyngor Sir Ddinbych wedi ymrwmo i Gyfleoedd 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 gyflwynir yn Saesneg.

Insight, Strategy and Delivery Manager

Job reference: PDPM00003W3MTE
Location: County Hall, Ruthin (Agile Working)

Salary: Grade 13, £51,515 - £55,915

Hours: Up to 37 hours per week

Contract: Permanent, External vacancy

An exciting and varied role in a dynamic and supportive department, ready for the right candidate to enact and influence change across the whole organisation and in key policy areas for our communities such as Community Safety and Climate Change.

This post will be integral in supporting the delivery of the Council's transformational agenda, enabling the organisation to innovatively respond to the financial and demand challenges ahead.

The delivery of multi-million-pound regeneration programmes is a responsibility area for this role, bringing to life ambitions of political stakeholders and our communities.

As the strategic lead on key legislation that affects the whole organisation, this is rewarding work with big impact and scope.

If you would like to discuss any aspect of the post, please call Helen Vaughan-Evans (Head of Corporate Support Service: Performance, Digital & Assets) on 01824 706204.

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.

Appointment subject to satisfactory references.

Closing Date: 22nd April 24

Interview Date: 8th or 10th May 24

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 Mewnwelediad, Strategaeth a Chyflawni
Graddfa:	13
Gwasanaeth:	Mewnwelediad, Strategaeth a Chyflawni
Maes Gwasanaeth:	Gwasanaeth Cymorth Corfforaethol - Perfformiad, Digidol ac Asedau
Yn atebol i:	Pennaeth y Gwasanaeth Cymorth Corfforaethol - Perfformiad, Digidol ac Asedau
Cyfeirnod y Swydd / Dyddiad cyhoeddi:	02728

Pwrpas y Swydd

Arwain adran Mewnwelediad, Strategaeth a Chyflawni y Gwasanaeth Cymorth Corfforaethol - Perfformiad, Digidol ac Asedau, gan ddod â gallu a chynhwysedd ynghyd ar draws amrediad o swyddogaethau, gan gynnwys:

- rheoli strategaeth, cynllunio busnes, perfformiad a risg yn gyfannol
- cyflawni prosiectau corfforaethol a datblygu sgiliau rheoli prosiect
- darparu mewnwleidiad i'r gwasanaeth, ei newid a'i ail-ddylunio
- camau gweithredu hinsawdd ac adfer natur strategol
- strategaeth diogelwch cymunedol
- partneriaethau strategol corfforaethol statudol
- cyflawni a gwerthuso rhaglenni pwysig a ariennir gan gronfeydd adfywio ôl-Brexit.

Ar y cyd â Phennaeth y Gwasanaeth a drwy gydweithio â Thîm Arwain y Gwasanaeth,

- datblygu a chyflwyno strategaeth ar gyfer darparu gwasanaethau Cymorth Corfforaethol rhagorol.
- sefydlu a chynnal diwylliant o berfformiad uchel ar draws y gwasanaeth, drwy barhau i wella ac arloesi
- arwain drwy esiampl gan ddangos ymagwedd broffesiynol ac ymddygiad cydweithredol er mwyn cael yr effaith fwyaf cadarnhaol bosib ar waith y Cyngor
- ymgysylltu'n gadarnhaol â Chynghorwyr Sir a budd-ddeiliaid allweddol i sicrhau enw rhagorol y gwasanaeth

Bydd y swydd hon yn annatod i ddatblygu a darparu gwasanaeth newydd i'r sefydliad er mwyn cefnogi rhaglen drawsnewid y Cyngor. Bydd yn galluogi'r sefydliad i ymateb yn arloesol i'r heriau o ran cyllid a galw sydd o'n blaenau, gwella perfformiad ac effeithlonrwydd a chefnogi darpariaeth barhaus gwasanaethau hanfodol i'n trigolion a'n cymunedau.

Prif Gyfrifoldebau

1. Bod yn aelod gweithgar o Dîm Rheoli'r Gwasanaeth a rhannu cyfrifoldeb gyda chydweithwyr perthnasol am arweiniad a chyfeiriad strategol y Gwasanaeth Cymorth Corfforaethol - Perfformiad, Digidol ac Asedau, gan sicrhau bod y gwasanaeth yn cyfrannu i weledigaeth ac Amcanion Strategol Corfforaethol y Cyngor.

2. Rheoli, cyfarwyddo a chydlynu'r adran Mewnwelediad, Strategaeth a Chyflawni, gan ddarparu rheolaeth weithredol a chyfeiriad strategol i'r timau canlynol:
 - Swyddfa'r Rhaglen Gorfforaethol (Tîm Rheoli'r Prosiect)
 - Y Tîm Cynllunio Strategol a Pherfformiad
 - Y Tîm Matrics (Cyllid Ôl-Brexit)
 - Y Tîm Newid Hinsawdd
 - Y Bartneriaeth Diogelwch Cymunedol (drwy'r system rheoli matrics)
3. Rheoli, ysgogi a datblygu aelodau'r adran Mewnwelediad, Strategaeth a Chyflawni, gan gynnig cymorth arbenigol ac arwain perfformiad a gwelliant parhaus y timau, a sicrhau bod diwylliant o barhau i wella'r gwasanaeth yn cael ei wreiddio drwy'r gwasanaeth ehangach.
4. Bod yn arloesol wrth ddatblygu a darparu dulliau cyflawni'r adran Mewnwelediad, Strategaeth a Chyflawni er mwyn bodloni anghenion presennol a dyfodol y sefydliad a chynnig cyfeiriad strategol ar gyfer y canlynol:
 - a. proses greu Cynlluniau Corfforaethol a Lles y Cyngor, gan gynnwys datblygu Cynlluniau Corfforaethol bob 5 mlynedd, cynhyrchu hunanasesiad blynyddol, cynnal adolygiadau cyfran ac asesiad cymheiriaid panel unwaith y tymor, yn unol â deddfwriaeth statudol.
 - b. rheoli cynllunio busnes, perfformiad a risg yn gyfannol, gan weithio gyda'r Cyfarwyddwyr, Aelodau Arweiniol, y Tîm Gweithredol Corfforaethol a'r Cabinet i reoli a monitro effaith yr elfennau hyn yn gorfforaethol, gan gynnwys cyflwyno proses Herio'r Gwasanaeth.
 - c. cydweithio â phartneriaid y Cyngor yn y sectorau cyhoeddus a gwirfoddol, hwyluso Bwrdd Gwasanaethau Cyhoeddus Conwy a Sir Ddinbych, a gwneud y mwyaf o'r adnoddau sydd ar gael i'r Cyngor i fodloni ei nodau a'i amcanion strategol.
 - d. cyflawni rhaglenni gwerth miliynau o bunnoedd gan y Cyngor dan y gyfres o gyllid ôl-Brexit (e.e. Ffyniant Bro a'r Gronfa Ffyniant Gyffredin), gan baratoi ar gyfer cylchoedd cyllido yn y dyfodol a chyflawni rhaglenni sydd ar y gweill.
 - e. dull y Cyngor o reoli prosiectau sy'n arloesol ac yn effeithiol, gan argymhell a dangos esiampl o aeddfedrwydd rheoli prosiectau.
 - f. ymateb y Cyngor i newid hinsawdd ac adfer natur yn dilyn datganiad Argyfwng Newid Hinsawdd a Newid Ecolegol y Cyngor a mabwysiadu Strategaeth ar Newid Hinsawdd a Newid Ecolegol CSDd; meithrin a chynnal perthnasoedd cadarnhaol yn fewnol ac yn allanol ar y rhaglen hon, a sicrhau rheolaeth effeithiol o ran strategaeth, cyflawniad a pherfformiad.
 - g. yr agwedd Un Cyngor tuag at wella canlyniadau diogelwch cymunedol ac ymddygiad gwrthgymdeithasol ar gyfer cymunedau Sir Ddinbych.
5. Bod yn arweinydd strategol ar ddeddfwriaeth allweddol sy'n effeithio'r sefydliad cyfan, megis y Ddeddf Cydraddoldeb, Deddf Llesiant Cenedlaethau'r Dyfodol a'r Ddeddf Llywodraeth Leol ac Etholiadau, drwy ddehongli'r ddeddfwriaeth. Cynghori'r Tîm Gweithredol Corfforaethol, y Cabinet a'r Cyngor am eu cyfrifoldebau a sicrhau eu bod wedi paratoi ac yn llunio fframweithiau a strwythurau a fydd yn eu galluogi i roi deddfwriaeth ar waith.

6. Cydlynu gwaith gyda Llywodraeth Cymru, Swyddfa Archwilio Cymru a chyrrff allanol eraill yn ôl y gofyn fel rhan o fframwaith rheoleiddio a gofynion adrodd am berfformiad y Cyngor.
7. Datblygu a chyflawni cynnig mewnwelediad a thrawsnewidiad busnes newydd ar gyfer y sefydliad drwy ddulliau arloesol, creadigol a chydweithredol wedi'u dylunio i drawsnewid Gwasanaeth y Cyngor i ymateb i'r heriau o ran cyllid a galw sydd o'n blaenau. Bod yn gyfrifol am ddatblygu a chyflawni cynnig hwyluso trawsnewidiad ar gyfer y sefydliad, gan gael gafael ar ddata a gwaith ymchwil a fydd yn cynnig dealltwriaeth ychwanegol i alluogi penderfyniadau cytbwys ar ail-ddylunio, sicrhau effeithlonrwydd a gwella'r gwasanaeth.
8. Bod yn arweinydd gweithredol ar gyfer Sir Ddinbych ar Bartneriaeth Diogelwch Cymunedol Conwy a Sir Ddinbych, gan reoli buddiannau diogelwch cymunedol CSDd. Arwain fîm o swyddogion wedi'u gwasgaru ar draws y rhanbarth i gefnogi'r rhaglen Diogelwch Cymunedol ar ffurf matrices. Swyddogion yw'r rhain sy'n gweithio yn y maes hwn ond sydd wedi'u cyflogi gan ALL arall i weithio ar sail ranbarthol. Bod yn gyfrifol am gynnal perthnasoedd rhagweithiol gyda phartneriaid, gan gydweithio'n agos â phartneriaid fel Heddlu Gogledd Cymru a Chyfiawnder Ieuencid i ddatblygu rheolaeth effeithiol o ran strategaeth, cyflawniad a pherfformiad mewn perthynas â'r rhaglen diogelwch cymunedol, ac adrodd ar y perfformiad hwnnw i'r Tîm Gweithredol Corfforaethol, y Cabinet a'r Cyngor.
9. Rheoli cyllideb yr adran yn unol â rheoliadau ariannol y Cyngor, gan fynd ati i gynllunio'n gadarn mewn perthynas â chyllid, llwyth gwaith a gofynion staff ar gyfer y dyfodol.
10. Adrodd i'r Cyngor, y Cabinet, y Pwyllgorau Archwilio, Uwch Reolwyr a'r Bwrdd Gwasanaethau Cyhoeddus ar waith yr adran Mewnwelediad, Strategaeth a Chyflawni a pherfformiad CSDd yn gyffredinol, gan grynhoi cynnydd y Cyngor tuag at gyflawni'r Cynlluniau Corfforaethol a Lles.
11. Monitro, adolygu a gwella darpariaeth gwasanaethau a pherfformiad yr adran Mewnwelediad, Strategaeth a Chyflawni, gan sicrhau bod yr adran yn cydymffurfio â'r holl ddeddfwriaeth a rheoliadau perthnasol, ac yn cael ei llywio gan arferion gorau.
12. Arwain ar y defnydd effeithiol o wybodaeth rheoli perfformiad ar draws y Gwasanaeth Cymorth Corfforaethol - Perfformiad, Digidol ac Asedau, ac ar draws y sefydliad ehangach er mwyn llywio datblygiad a gwelliant y gwasanaeth.
13. Gweithio'n effeithiol gydag adrannau eraill y Cyngor a'r sectorau cyhoeddus, preifat a gwirfoddol, gan ddatblygu perthnasoedd, cydweithrediad a phartneriaethau effeithiol i helpu'r Cyngor fodloni ei nodau a'i amcanion strategol.
14. Bod yn llysgennad ar ran y Cyngor a'i gynrychioli mewn digwyddiadau a rhwydweithiau rhanbarthol a chenedlaethol.
15. Cyflawni unrhyw ddyletswyddau eraill sy'n gymesur â graddfa'r swydd, gan gynnwys dirprwyo ar ran y Pennaeth Gwasanaeth yn ôl yr angen.

Adnoddau / Offer / Deunyddiau

Cyllid adrannol o £1.4 miliwn.
Gliniadur.
Ffôn Clyfar.

Goruchwyllo / Rheoli Pobl

Rheolwr atebol uniongyrchol i 4 gweithiwr yn ogystal â goruchwyllo 1 gweithiwr ychwanegol yn uniongyrchol drwy ddull rheoli matrices.

Arwain adran o 20 o weithwyr.

Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad

Gydag addysg hyd at lefel gradd, rhaid i ddeiliad y swydd fod yn flaengar ac yn egnïol, gan feddu ar sgiliau arwain cadarn a lefelau uchel o graffter gwleidyddol.

Mae'r gallu i lunio perthnasoedd gwaith cadarn sy'n trosi'n gydweithio llwyddiannus gydag amrediad o fudd-ddeiliaid yn hanfodol.

Mae'r swydd hon yn gweithredu o fewn nifer o feysydd polisi cymhleth a dadleuol, a bydd rhaid i ddeiliad y swydd allu cyfleu'r problemau hyn yn effeithiol i amrediad eang o wahanol gynulleidfaedd a chynnig cyngor ystyriol i Aelodau ac Uwch Swyddogion.

Rhaid deall egwyddorion rheoli perfformiad, rheoli risg a rheoli prosiectau a defnyddio'r rhain mewn amgylchedd o ddarparu gwasanaeth.

Byddwch yn gallu gwneud penderfyniadau'n hyderus, gyda sgiliau dadansoddi a hwyluso cadarn, atebion arloesol a chreadigol sy'n ysbrydoli a gweithredu ar dystiolaeth.

Mae'n bwysig eich bod yn eangfrydig, yn canolbwyntio ar y gymuned a'r gwasanaethau rheng flaen, gydag agwedd gadarnhaol a dygn. Mae hefyd yn bwysig eich bod yn gallu creu a chynnal yr amgylchedd sy'n sicrhau bod aelodau'r fîm yn gallu gwireddu eu potensial i'r eithaf.

Bydd gofyn am sgiliau cyfathrebu a hwyluso cadarn yn aml yn y swydd hon, yn ogystal â'r gallu i reoli eich amser, eich llwyth gwaith a blaenoriaethau sy'n gwrthdaro yn effeithiol.

Amodau Gwaith Arbennig

Amherthnasol.

Archwiliadau Cyflogaeth / Gofynion Penodol

Mae gofyn i bob gweithiwr newydd fynd drwy ein gwiriadau recriwtio mwy diogel safonol; 2 eirada boddhaol yn cwmpasu 3 blynedd o gyflogaeth, tystiolaeth o gymwysterau hanfodol a thystiolaeth o'r Hawl i Weithio yn y DU.

Mae Cyngor Sir Ddinbych yn cydnabod ei rwymedigaethau i ddiogelu plant ac oedolion ynghyd ag atal caethwasiaeth a masnachu mewn pobl, a bydd yn gwneud popeth o

fewn ei allu i atal caethwasiaeth a masnachu mewn pobl o fewn ei fusnes. Mae sawl math o gaethwasiaeth fodern, gan gynnwys masnachu mewn pobl, llafur gorfodol, caethiwed a chaethwasiaeth.

Mae diogelu yn fater i bawb, ac mae gofyn i holl weithwyr 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 wrth gyflawni eu dyletswyddau a bod yn effro i arwyddion o gamfanteisio. Dylid codi unrhyw bryderon â'r Rheolwr Diogelu Dynodedig er mwyn i'r Cyngor allu gweithredu'n ddi-oed wrth ddod ar draws achos o gamfanteisio.

Mae Cyngor Sir Ddinbych wedi datgan Argyfwng Newid Hinsawdd a Newid Ecolegol ac yn cydnabod y rhan y gall aelodau staff unigol ei chwarae wrth gyfrannu i nodau'r Cyngor mewn perthynas â lleihau allyriadau carbon, cynyddu amsugniad carbon a gwella bioamrywiaeth. Mae gofyn i bob un o weithwyr Cyngor Sir Ddinbych weithio yn unol â Strategaeth ar Newid Hinsawdd a Newid Ecolegol y Cyngor, ethos y Datganiad o Argyfwng ac egwyddorion gwneud penderfyniadau a nodir yng nghyfansoddiad y Cyngor, gan gynnwys bod angen i benderfyniadau roi ystyriaeth i fynd i'r afael â newid hinsawdd a newid ecolegol.

Gweledigaeth / Cyd-destun

Mae'r Gwasanaeth Cymorth Corfforaethol - Perfformiad, Digidol ac Asedau yn darparu amrediad amrywiol o swyddogaethau dan faner eang isadeiledd corfforaethol. Mae'r swyddogaethau sy'n llunio'r gwasanaeth yn cynrychioli'r prif sylfeini sydd eu hangen er mwyn i'r sefydliad weithredu'n dda ac maent yn hollbwysig ar gyfer trawsnewid a moderneiddio'r Cyngor.

Bydd deiliad y swydd yn rhan o Uwch Dîm Rheoli'r Gwasanaeth Cymorth Corfforaethol - Perfformiad, Digidol ac Asedau, ac yn cynnig cyngor, cymorth ac arweiniad i staff ar faterion sy'n ymwneud â pherfformiad. Bydd rhaid i ddeiliad y swydd fod yn barod i herio a chymharu dulliau gweithio o fewn y gwasanaeth ac yng ngwasanaethau eraill y Cyngor, a bydd disgwyl iddo/iddi ddirprwyo ar ran Pennaeth y Gwasanaeth ac aelodau eraill yr Uwch Dîm Rheoli yn ôl y gofyn, ar lefel weithredol a strategol.

Mae deiliad y swydd yn annatod i ddatblygu a chyflawni cynnig mewnwelediad a thrawsnewid busnes newydd ar gyfer y sefydliad, er mwyn sbarduno a chefnogi newid a gwireddu arbedion ariannol. Mae deiliad y swydd yn cynnig arweinyddiaeth strategol a gweithredol hanfodol ar flaenoriaethau cymdeithasol allweddol (newid hinsawdd a diogelwch cymunedol) sy'n ymestyn y tu hwnt i gyfnod Cynllun Corfforaethol y Cyngor ac sy'n ennyn diddordeb gwleidyddol a chyhoeddus eang. Drwy ddilyn ymlaen o drosolwg i strategaeth i gyflenwad, bydd deiliad y swydd yn cyd-drefnu newid sefydliadol.

CYNGOR SIR DDINBYCH MANYLION AM YR UNIGOLYN

Mae'r Manylion yn nodi'r sgiliau, y wybodaeth a'r profiad a ystyrir yn hanfodol er mwyn ymgymryd â dyletswyddau'r swydd yn effeithiol. Caiff ei defnyddio i 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. Dim ond os ydych yn bodloni pob un o'r meini prawf hanfodol (a'r meini prawf dymunol lle bo'n berthnasol) y byddwch yn cael eich cynnwys ar y rhestr fer.

Teitl y Swydd:	Rheolwr Mewnwelediad, Strategaeth a Chyflawni		
Gwasanaeth:	Gwasanaeth Cymorth Corfforaethol - Perfformiad, Digidol ac Asedau		
Graddfa:	13		
<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>Gradd neu gymhwyster cyfwerth.</p> <p>Datblygiad Proffesiynol Parhaus.</p>	<p>Cymhwyster ôl-radd.</p> <p>Cymhwyster rheoli cydnabyddedig.</p> <p>Ymarferydd MSP neu PRINCE2 (derbynnir cymhwyster hanesyddol).</p>	Ffurflen Gais
2. PROFIAD PERTHNASOL	<p>Profiad o reoli pobl ac arwain timau.</p> <p>Profiad o feithrin perthnasoedd gwaith effeithiol a llwyddiannus gydag amrediad eang o fudd-ddeiliaid, gan gynnwys Uwch Reolwyr ac Aelodau Etholedig.</p> <p>Profiad o ddatblygu cynlluniau strategol a rhoi rhaglenni newid ar waith mewn sefydliad mawr.</p> <p>Profiad o ysgrifennu adroddiadau a briffiau manwl, a chynnig cyngor proffesiynol.</p> <p>Profiad o reoli a thrin gwybodaeth ariannol a chyllidebau.</p>	<p>Profiad mewn sefydliad sector cyhoeddus.</p> <p>Profiad o ddatblygu a chyflawni fframweithiau newid yn llwyddiannus, gan arwain at effeithlonrwydd a gwelliant.</p> <p>Profiad o weithio gyda rheoleiddwyr (e.e. Archwilio Cymru).</p> <p>Profiad o ddatblygu a defnyddio mesuryddion canlyniadau.</p> <p>Profiad o ddefnyddio Verto neu system gyfatebol.</p> <p>Profiad o weithio gyda phartneriaethau'r</p>	Ffurflen Gais a Chyfweiliad

	Profiad o reoli perfformiad cynhwysfawr.	sector cyhoeddus, yn ddelfrydol mewn swydd gydlyn.	
3. GWYBODAETH A SGILIAU CYSYLLTIEDIG Â'R SWYDD	<p>Sgiliau arwain amlwg, gyda'r gallu i feithrin perthnasoedd gwaith cadarnhaol, datblygu eraill a gwneud penderfyniadau yn hyderus.</p> <p>Gallu amlwg i oruchwylio a rheoli staff yn y gwaith o ddarparu gwasanaethau hynod effeithlon ac effeithiol.</p> <p>Gallu cynllunio a blaenoriaethu llwyth gwaith cymhleth yn effeithiol. Sgiliau trefnu cadarn a'r gallu i flaenoriaethau a chyflawni amcanion.</p> <p>Sgiliau dadansoddi rhagorol, a gallu dehongli materion polisi cymhleth a gwneud argymhellion priodol.</p> <p>Sgiliau rhifol rhagorol, a gallu dehongli data ystadegol er mwyn dod i gasgliadau a monitro gwybodaeth ariannol.</p> <p>Sgiliau cyfathrebu rhagorol, yn ysgrifenedig ac ar lafar, gan gynnwys sgiliau hwyluso a rhyngpersonol. Gallu cyfleu syniadau cymhleth i amrediad eang o wahanol gynulleidfaoedd</p> <p>Ymwybyddiaeth a dealltwriaeth wleidyddol o sut i gyflawni nodau</p>	<p>Bod yn gyfarwydd â strwythurau gwleidyddol CSDd.</p> <p>Gwybodaeth am amgylchedd rheoleiddio presennol yr ALL.</p> <p>Gwybodaeth a dealltwriaeth dda o egwyddorion ac arferion rheoli da o ran cynllunio strategaeth, perfformiad a risg, a gallu defnyddio'r rhain yn eich gwaith.</p> <p>Gwybodaeth am dirwedd Diogelwch Cymunedol y sector cyhoeddus.</p> <p>Gwybodaeth am raglen, cyfleoedd a heriau newid hinsawdd ac adfer natur.</p> <p>Gwybodaeth am fframweithiau, adnoddau a dulliau busnes a datblygu sefydliadol i helpu gyda thrawsnewid, newid, effeithlonrwydd a gwelliant.</p>	Ffurflen Gais a Chyweliad

	<p>mewn system wleidyddol.</p> <p>Gallu herio, ysbrydoli, darbwyllo a chefnogi eraill.</p> <p>Sgiliau TG rhagorol.</p>		
<p>4. NODWEDDION PERSONOL</p>	<p>Cydweithrediad - Gallu gweithio'n dda mewn tîm a meithrin perthnasoedd cadarnhaol a llwyddiannus yn y Cyngor a'r sector cyhoeddus.</p> <p>Cymhelliant - Dygn yn eich gallu i weithio dan bwysau mewn amgylchedd sy'n cynnig her ddeallusol, a gallu arwain ac ysgogi timau i weithredu yn yr un modd.</p> <p>Brwdfrydedd - Canolbwyntio ar y rheng flaen a bod yn frwd dros wneud newidiadau cadarnhaol ar gyfer ein cymunedau. Gallu cysylltu a chyfleu'r edefyn aur sy'n egluro pam ein bod yn gwneud yr hyn rydym yn ei wneud neu pam fod angen i ni wneud hynny. Nodweddion arwain ysbrydoledig gyda'r gallu i ddylanwadu'n gadarnhaol ar yr unigolion sy'n gwneud penderfyniadau, budd- ddeiliaid ac aelodau staff allweddol.</p> <p>Chwilfrydedd - eangfrydig, hyddysg ac ymwybodol o'r datblygiadau, dulliau gweithio ac arferion gorau diweddaraf o</p>		<p>Ffurflen gais, cyfweiliad, geirdaon</p>

	<p>fewn Llywodraeth Leol. Mwynhau ymchwilio i ddata/gwybodaeth a chynnig mewnwelediad er mwyn llywio penderfyniadau.</p> <p>Uniondeb - Safonau uchel o uniondeb personol a phroffesiynol. Gallu ennyn hyder a pharch ar bob lefel. Ymrwymiad i gydraddoldeb ac amrywiaeth.</p>		
<p>5. GOFYNION ERAILL</p>	<p>Ymrwymiad i ddatblygiad personol a phroffesiynol parhaus.</p> <p>Empathi at y Gymraeg a diwylliant Cymru.</p> <p>Mae gallu teithio yn un o ofynion y swydd.</p>	Rhugl yn y Gymraeg.	Ffurflen gais a chyfweliad

DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

Job Title:	Insight, Strategy and Delivery Manager
Grade:	13
Service:	Insight, Strategy and Delivery
Service Area:	Corporate Support Service- Performance, Digital & Assets
Responsible to:	Head of Corporate Support Service- Performance, Digital & Assets
Job ID Number / Date Issued:	02728

Job Purpose

To lead the Insight, Strategy and Delivery department of the Corporate Support-Performance, Digital & Assets Service, bringing together capability and capacity across a range of functions including:

- integrated strategy, business planning, performance and risk management
- corporate project delivery and project management skill development
- insight, change and service redesign
- strategic climate action and nature recovery
- strategic community safety
- statutory corporate strategic partnerships
- post EU regeneration funded major programme delivery and evaluation.

With the Head of Service and through collaboration with the Service Leadership Team,

- develop and deliver strategy for delivering excellent Corporate Support services.
- establish and maintain a high performing culture across the service through continuous improvement and innovation.
- lead through example by exhibiting professional attitudes and collaborative behaviours to maximise the positive impact of the Council's work.
- Engage positively with County Councillors and key stakeholders to ensure the service's excellent reputation.

This post will be integral in the development and delivery of a new service offering to the organisation to support the Council's transformational agenda; enabling the organisation to innovatively respond to the financial and demand challenges ahead, improving performance and efficiency, to support continued delivery of essential services to our residents and communities.

Principal Accountabilities and Responsibilities

1. To be an active member of the Service Management Team and, together with relevant colleagues, share responsibility for strategic direction and leadership of the Corporate Support- Performance, Digital and Assets Service, ensuring the service contributes to the Council's vision and Corporate Strategic Objectives.
2. To manage, direct and co-ordinate the Insight, Strategy and Delivery department providing operational management and strategic direction to the following teams:
 - Corporate Programme Office (Project Management Team)
 - Strategic Planning and Performance Team
 - Matrix Team (Post Brexit Funding)
 - Climate Change Team
 - Community Safety Partnership (via matrix management)
3. To manage, motivate and develop members of the Insight, Strategy and Delivery department, providing expert support and leading the performance and continual improvement of the teams and ensuring a culture of continual service improvement is embedded across the wider service.
4. To be innovative in developing and delivering approaches for the delivery of Insight, Strategy and Delivery department to meet the current and future needs of the organisation and providing strategic direction for the following:
 - a. the Council's Corporate and Wellbeing Planning process, including the development of 5 yearly Corporate Plans, the production of an annual self-assessment, tranche reviews and a once-per-term panel peer assessment, in line with statutory legislation.
 - b. the implementation of integrated business planning, performance and risk management, working with Directors, Lead Members, CET and Cabinet to manage and monitor the impact of these elements corporately including the delivery of the Service Challenge process.
 - c. the collaboration with Council's partners in the public and voluntary sector the facilitation of the Conwy and Denbighshire Public services Board, maximising the resources available to the Council in meeting its strategic aims and objectives.
 - d. the Councils delivery of multi-million-pound programmes under the Post Brexit suite of funding (e.g. Levelling Up and Shared Prosperity Fund), mobilising for future funding rounds and delivery of pipeline programmes.
 - e. the Council's approach to project management that is innovative and effective, advocating and role modelling advanced project management maturity.
 - f. the Councils climate action and nature recovery response following the Councils Climate Change and Ecological Emergency declaration and adoption of the DCC Climate and Ecological Change Strategy; building and maintaining positive relationships internally and externally on this agenda and ensuring effective strategy, delivery and performance management.
 - g. the One-Council approach to improving community safety and anti-social behaviour outcomes for Denbighshire communities.
5. To be a strategic lead on key legislation that affects the whole organisation, such as the Equality Act, Well-being of Future Generations Act, and Local Government & Elections Act, by interpreting the legislation; advising CET, Cabinet and the Council on its

responsibilities; ensuring it is prepared for and devising the frameworks and structures that will enable legislation to be implemented.

6. To coordinate work with Welsh Government, the Wales Audit Office and other external bodies as required as part of the Council's regulatory framework and performance reporting requirements.
7. To develop and deliver on a new business transformation and insight offer for the organisation via innovative, creative and collaborative approaches designed to transform the Council's Service to respond to the financial and demand challenges ahead. To be responsible for the development and delivery of a transformation facilitation offer for the organisation accessing data and research that will provide additional insight to enable informed decision-making on service redesign, efficiency and improvement.
8. To be the operational lead for Denbighshire for the Conwy and Denbighshire Community Safety Partnership managing DCC's community safety interests. To lead a team of regionally dispersed officers in support of the Community Safety agenda in a matrix fashion. These are officers who work in this field but who are employed by another LA to work on a regional footing. To be responsible for maintaining proactive relationships with partners, working closely with partners such as North Wales Police and Youth Justice to develop effective strategy, delivery and performance management in relation to the community safety agenda, and to report on that performance to CET, Cabinet and Council.
9. To manage the department budget in accordance with the Council's financial regulations, undertaking robust forward planning of finances, workload and staffing requirements.
10. To report to Council, Cabinet, Scrutiny, Senior Management and the Public Service Board on the work of the Insight, Strategy and Delivery department and DCC's performance as a whole, summarising the Councils' progress towards delivering both Corporate and Wellbeing Plans.
11. To monitor, review and improve service delivery and performance of the Insight, Strategy and Delivery department, ensuring that the department complies with all relevant legislation and regulations, and is informed by best practice.
12. To lead the effective use of performance management information across the Corporate Support Service- Performance Digital and Assets and across the wider organisation to inform service development and improvement.
13. Work effectively with other Council departments and public, private and voluntary sectors, developing effective relationships, collaborations and partnerships to support the Council in meeting its strategic aims and objectives.
14. To be an ambassador for the Council and to represent it at regional and national events and networks.

15. To undertake any other duties commensurate with the grade of the post, including deputising for the Head of Service when required.

Resources/Equipment/Material

Departmental budget £1.4 million.
Laptop.
Smartphone.

Supervision/Management of People

Direct line management of 4 employees plus supervision via matrix management of 1 additional direct report.

Leadership of department of 20 employees.

Knowledge, Skills, Training and Experience

Educated to degree level, the post holder must possess strong leadership skills, be innovation driven, dynamic and have high levels of political astuteness.

The ability to form strong working relationships that translate to successful collaborative working with a range of stakeholders is essential.

This role operates within a number of complex and contentious policy areas, and the post-holder must be able to communicate these issues effectively to a wide range of different audiences and provide considered advice to Members and Senior Officers.

Must understand the principles of performance management, risk management and project management and the application of these in a service delivery environment.

Confident decision-maker with strong analytical and facilitation skills, inspiring innovative and creative solutions and acting on evidence.

Outward looking, community and frontline service focused with a can do and tenacious attitude is important. As is the ability to create and sustain the environment for team members to maximise their potential.

Strong communication and facilitation skills will be called upon often in this role, as will the ability to manage your time, workload and competing priorities effectively.

Special Working Conditions

Not applicable.

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.

Denbighshire County Council has declared a Climate Change and Ecological Emergency and recognises the role individual staff members can play in contributing to the Council's carbon emission reduction, carbon absorption increase and biodiversity improvement goals. All Denbighshire County Council employees are required to work in accordance to the Council's Climate and Ecological Change Strategy, the ethos of the Emergency Declaration and the principals of decision making stated in the Council's constitution including for decisions to have regard to tackling climate and ecological change.

Vision/Context

The Corporate Support Service- Performance, Digital and Assets (CSS-PDA) delivers a diverse range of functions under the broad banner of corporate infrastructure. The functions that make up the service represent the main building blocks for the organisation to run well and are pivotal for the ongoing transformation and modernisation of the Council.

The post holder will form part of the Corporate Support Service- Performance, Digital and Assets Senior Management Team providing advice, support and guidance to staff on related performance issues; be prepared to challenge and compare the methods of working both within and across other Service areas; and will be expected to deputise for the Head of Service and fellow Senior Managers when required, both operationally and strategically.

The postholder is integral in developing and delivering on a new business transformation and insight offer for the organisation, to instigate and support change and realise financial savings. The postholder provides vital strategic and operational leadership capacity on key societal priorities (climate change and community safety) that extend beyond the Council's Corporate Plan period and have high political and public interest. Linking insight through to strategy through to delivery, the post holder will orchestrate organisational change.

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:	Insight, Strategy and Delivery Manager		
Service	Corporate Support Service- Performance, Digital & Assets		
Grade:	13		
<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u> Application Form / Interview / Presentation / References etc
1. EDUCATION & QUALIFICATIONS	<p>A degree or equivalent level qualification</p> <p>Continual Professional Development</p>	<p>Post graduate qualification</p> <p>Recognised management qualification</p> <p>MSP or PRINCE2 Practitioner (historic qualification is acceptable)</p>	Application Form
2. RELEVANT EXPERIENCE	<p>Experience of managing people and leading teams.</p> <p>Experience of building successful effective working relationships with a wide variety of stakeholders, including Senior Managers and Elected Members.</p> <p>Experience of developing strategic plans and implementing change programmes in a large organisation.</p> <p>Experience of writing detailed reports and briefings and giving professional advice.</p>	<p>Experience in a public sector organization</p> <p>Experience of successfully developing and delivering frameworks for change bringing about efficiency and improvement.</p> <p>Experience of working with regulators (e.g. Audit Wales).</p> <p>Experience in developing and using outcome measures.</p> <p>Experience of Verto or equivalent system.</p> <p>Experience of working with public sector</p>	Application Form and Interview process

	<p>Experience of managing and handling financial information and budgets.</p> <p>Experience of comprehensive performance management.</p>	<p>partnerships, preferably in a coordinating role.</p>	
<p>3. JOB RELATED KNOWLEDGE & SKILLS</p>	<p>Proven leadership skills, with an ability to form positive working relationships and develop others and make decisions confidently.</p> <p>Proven ability of supervising and managing staff through the delivery of highly efficient and effective services.</p> <p>Ability to effectively plan and prioritise a complex workload. Strong organisational skills with the ability to prioritise and deliver objectives.</p> <p>Excellent analytical skills, able to interpret complex policy issues and make appropriate recommendations.</p> <p>Excellent numerical skills, able to interpret statistical data to draw conclusions and monitor financial information.</p> <p>Excellent written and verbal communication skills including facilitation and interpersonal skills. Able to communicate complex ideas to a wide range of different audiences.</p> <p>Political awareness and understanding of how to</p>	<p>Familiarity with DCC's political structures.</p> <p>Knowledge of the current Local Authority regulatory environment</p> <p>Knowledge and good understanding of the principles and practise of good strategy planning, performance and risk management and ability to apply these in practice.</p> <p>Knowledge of the Community Safety landscape in the public sector.</p> <p>Knowledge of the climate change and nature recover agenda, opportunities and challenges.</p> <p>Knowledge of business and organisational development frameworks, tools and approaches to aid transformation, change, efficiency and improvement.</p>	<p>Application Form and Interview process</p>

	<p>achieve goals in a political system.</p> <p>Ability to challenge, inspire, persuade and support others.</p> <p>Excellent IT skills.</p>		
<p>4. PERSONAL QUALITIES</p>	<p>Collaborative- Ability to work well in a team environment and build positive and successful relationships across the Council and the public sector.</p> <p>Driven- Tenacious with the ability to work under pressure in an intellectually challenging environment and lead and motivate teams to do the same.</p> <p>Enthusiasm- Frontline focused and passionate about making positive change for our communities. Ability to connect and communicate the golden thread of why we are doing what we are doing or why we need to. Inspirational leadership qualities with the ability to positively influence key decision makers, stakeholders and staff.</p> <p>Curious- outward looking, well read and connected on the latest developments, ways for working and best practice within Local Government. Enjoys delving into data/information and providing insight to inform decision making.</p>		<p>Application form, interview process, references</p>

	<p>Integrity- High standards of personal and professional integrity. Able to inspire confidence and respect at all levels. Committed to equality and diversity</p>		
<p>5. OTHER REQUIREMENTS</p>	<p>A commitment to continuing personal and professional development.</p> <p>Empathy with the Welsh Language and Culture.</p> <p>Ability to travel as per the requirements of the job.</p>	<p>Fluent in Welsh language</p>	<p>Application form, interview process</p>