



Proffil Swydd/Job Profile

Teitl y Swydd – Uwch-Rheolwr Gwasanaeth ar gyfer Cynllunio, Sicrhau Ansawdd a Llywodraethu

Post Title – Senior Delivery Manager for Planning, Quality Assurance and Governance

Adran	Cymunedau/Gofal Sylfaenol, Gofal Cymunedol a Gofal Hirdymor
Department	Communities/Primary Care, Community and Long Term Care

Is-Adran/Adain	Gwasanaethau Integredig i Bobl Hŷn
Division/Section	Integrated Services for Older People

Gradd/Grade Band Cyflog/Pay Band	N (Awdurdod Lleol)/8b (Bwrdd Iechyd) N (Local Authority)/8b (Health Board)
-------------------------------------	---

Rheolwr yn atebol i/ Managerial accountable to	Pennaeth y Gwasanaethau Integredig Head of Integrated Services
Yn adrodd i/ Reports To /	Pennaeth y Gwasanaethau Integredig Head of Integrated Services
Yn broffesiynol atebol i/ Professionally accountable to	Pennaeth y Gwasanaethau Integredig Head of Integrated Services

Rhif y Swydd/Post Number / Rhif CAJE Number	HD2022/0046
---	-------------

Paratowyd Gan/Prepared By	Alex Williams
---------------------------	---------------

Dyddiad/Date	29 Gorffennaf 2021 29 th July, 2021
--------------	---

Prif Ddiben y Swydd
Bydd yr Uwch-Rheolwr Gwasanaeth ar gyfer Cynllunio, Sicrhau Ansawdd a Llywodraethu yn ddarpar arweinydd ac yn uwch gynrychiolydd o Dîm Uwch-reolwyr y Gwasanaethau Oedolion Hŷn Integredig. Bydd deiliad y swydd yn cymryd rôl arweiniol uwch wrth gefnogi'r Cyfarwyddwr System, Pennaeth y Gwasanaethau Integredig ar gyfer Oedolion Hŷn ac Anableddau Corfforol, Rheolwyr Darparu Gwasanaeth, Nyrsys Arweiniol Clinigol a rheolwyr fîm eraill i gyflawni swyddogaeth fusnes yr adran. Bydd yn gweithio'n annibynnol gan ddarparu gwybodaeth arbenigol ddatblygedig iawn, wedi'i hategu gan theori a phrofiad, i gydweithwyr, i gynnal a hyrwyddo darpariaeth gwasanaeth rhagorol bob amser gan weithredu fel model o uniondeb ac arweinyddiaeth. Gan adrodd i Bennaeth y Gwasanaethau Integredig ar gyfer Oedolion Hŷn ac Anableddau Corfforol, bydd gan ddeiliad y swydd gyfrifoldeb 'system gyfan' dros gydlynw a gweithredu prosesau sy'n rhoi sicrwydd i Bennaeth y Gwasanaeth mewn perthynas â sicrhau ansawdd, iechyd a diogelwch, perfformiad a gwell canlyniadau i boblogaeth Sir Gaerfyrddin, yr Awdurdod Lleol a'n Bwrdd Iechyd. Bydd yr Uwch-reolwr Darparu yn goruchwyllo ystadau, trefn lywodraethu, perfformiad, adrodd, gwella, prosiectau ac elfennau digidol darparu gwasanaethau ledled y Sir, gan gyd-fynd â phartneriaid busnes corfforaethol allweddol. Bydd deiliad y swydd hefyd yn arwain y gwaith o gymhwyso gwybodaeth o'r wybodaeth sicrhau ansawdd a pherfformiad i'n proses cynllunio Gwasanaethau Integredig er mwyn sicrhau bod y 'busnes' yn cyd-fynd ag amcanion corfforaethol strategol a blaenoriaethau cynllunio. Bydd yn gweithredu'n annibynnol yn ôl yr angen er mwyn datblygu a chyflawni amcanion ar gyfer model cymunedol gwell ac integredig ar draws ystod o safleoedd. Bydd deiliad y swydd yn darparu gwasanaeth gweinyddu busnes cynhwysfawr, swyddogaeth perfformio a rheoli i'r gyfarwyddiaeth trwy reoli fîm o Swyddogion Cymorth Busnes a staff gweinyddol / ysgrifenyddiaeth cymunedol yn uniongyrchol. Bydd deiliad y swydd yn gyfrifol am ddatblygu a chyflawni cynlluniau a strategaethau gwella adeiladau a gwasanaethau sy'n gwella'r broses o integreiddio gwasanaethau, darparu gofal yn y gymuned a phrofiad cadarnhaol i gleifion a defnyddwyr gwasanaeth. Bydd deiliad y swydd yn gyfrifol am reoli risg, iechyd a diogelwch y safleoedd ar y cyd ag amddiffyn rhag tân, diogeledd a chynllunio parhad busnes. Bydd deiliad y swydd yn gyfrifol am gyllidebau dirprwyedig a bydd yn darparu cyllideb gytbwys ar ddiwedd y flwyddyn neu ar adeg arall y cytunwyd arni. Er mwyn bod yn llwyddiannus, bydd gan ddeiliad y swydd rywfaint o rinweddau arwain profedig a bydd yn gweithio gyda chydweithwyr ar sawl lefel trwy daith o wella gwasanaethau, gan ddod â mesur o hygyrdded i uchelgeisiau cynllunio'r timau.
Prif Ddyletswyddau
Rheoli Gwasanaethau
Bydd deiliad y swydd yn gwneud y canlynol: Cymryd cyfrifoldeb am ystadau, llywodraethu, perfformiad, adrodd, gwella, prosiectau ac elfennau digidol darparu gwasanaethau ar draws y Sir, gan gyd-fynd â phartneriaid busnes corfforaethol allweddol.

Arwain y gwaith o ddatblygu a gweithredu 'uned fusnes' gynhwysfawr ar gyfer y gyfarwyddiaeth sy'n golygu bod modd casglu data a gwybodaeth a llunio adroddiadau yn effeithiol ac yn effeithlon gan roi sicrwydd i'r Cyfarwyddwr System Sirol a Phennaeth y Gwasanaeth mewn perthynas â llywodraethu, perfformiad, gwella gwasanaethau a chynllunio.

Bydd yr uned fusnes yn cynnwys:

- Prydlesu ystadau, datblygu a rheoli eiddo
- Cynlluniau Amddiffyn Rhag Tân
- Cofrestr o offer a rhaglen amnewid
- Cofrestr TG a rhaglen amnewid
- Rheoli a chydlynw'r Gofrestr Risg
- Rheoli ac adolygu archwiliadau (mewnol ac allanol)
- Gweithredu a datblygu'r system TG i gynnal swyddogaethau busnes
- Perfformiad a llywodraethu
- Casglu a chyflwyno ystadegau
- Monitro cytundebau lefel gwasanaeth
- Monitro ac adrodd ar gyfer y Bwrdd Rheoli ar y Cyd
- Rheoli pwyllgorau a chyfarfodydd
- Meysydd penodol i'w gwella
- Cynllunio busnes ar gyfer yr is-adran gan gynnwys cynllun busnes blynyddol y Cyngor a Chynllun Integredig Sirol y Bwrdd Iechyd.
- Paratoi cynlluniau arbedion, Cyllidebau ar Sail Blaenoriaeth a thargedau twf ar gyfer y Bwrdd Iechyd a'r Awdurdod Lleol yn flynyddol, a monitro'n chwarterol wedi hynny.

Bydd deiliad y swydd yn gyfrifol am dîm o Reolwyr Cymorth Busnes, Swyddogion, Gweinyddwyr ac Ysgrifenyddiaeth a'r Gyllideb Gyflogau gysylltiedig.

Bydd deiliad y swydd yn gweithredu ac yn monitro prosesau sy'n sicrhau iechyd a diogelwch pobl mewn gwaith yn unol â pholisïau Iechyd a Diogelwch y ddau sefydliad ac ar draws pob safle cymunedol.

Bydd gan ddeiliad y swydd gyfrifoldeb dirprwyedig am y gyllideb adrannol yn gysylltiedig â rhentu, cynnal a chadw ac ymarferoldeb safleoedd cymunedol.

Sicrhau bod nodau ac amcanion y Bwrdd Iechyd a'r Awdurdod Lleol a'r targedau a'r strategaethau cysylltiedig yn cael eu cyfleu'n glir i'r holl staff perthnasol fel bod modd gwneud cyfraniadau effeithiol at weithredu cynlluniau gweithredol.

Arwain y gwaith o adolygu a datblygu'n barhaus y systemau a'r prosesau sydd eu hangen i ddarparu gwasanaethau diogel, effeithlon a chynhyrchiol ar draws llwybrau gofal ataliol, rhagweithiol, brys a hirdymor.

Arwain y gwaith o ddatblygu cynllun busnes blynyddol y Cyngor a Chynllun Integredig Sirol y Bwrdd Iechyd.

Cymryd rôl arweiniol wrth baratoi cynlluniau arbedion, Cyllidebau ar Sail Blaenoriaeth a chynigion twf ar gyfer y Bwrdd Iechyd a'r Awdurdod Lleol yn flynyddol, a monitro'n chwarterol wedi hynny.

Sicrhau bod gwybodaeth a data ar gael yn brydlon i gydweithwyr sy'n Uwch-reolwyr Darparu er mwyn iddynt weithredu a monitro gwelliannau i wasanaethau ar gyfer eu meysydd cyfrifoldeb.

Cymryd rôl arweiniol o fewn y tîm uwch-reolwyr o ran rheoli pob agwedd ar risg yn gadarn mewn perthynas â darparu gwasanaethau iechyd a gofal cymdeithasol yn y gymuned. Bydd hyn yn gofyn am gydweithio a rhannu gwybodaeth yn rheolaidd â chydweithwyr sy'n uwch-reolwyr o fewn ein hadran a'r tu allan iddi a darparu sicrwydd i'r Cyfarwyddwr Sirol a phwyllgorau statudol perthnasol y Bwrdd Iechyd a'r Cyngor Sir.

Cymryd rhan mewn, a darparu gwybodaeth ar gyfer archwiliadau ac adolygiadau gwasanaeth a gynhelir gan gyrff allanol gan gynnwys Arolygiaeth Gofal Iechyd Cymru, Arolygiaeth Gofal Cymru, Cronfa

Risg Cymru, Swyddfa Archwilio Cymru, yr Ombwdsmon, yr Awdurdod Gweithredol Iechyd a Diogelwch ac ati, ond heb fod yn gyfyngedig iddynt.

Paratoi adroddiadau dadansoddol clir a chryno ar ystod eang o faterion gwasanaeth cymhleth sy'n aml yn gwneud dadleuon grymus a rhesymegol yn seiliedig ar eich asesiad eich hun o opsiynau a darparu argymhellion clir fel sy'n briodol i'r achos.

Darparu arweinyddiaeth effeithiol a chydlynu gwasanaethau cymunedol yn effeithiol, gan sicrhau eu bod yn canolbwyntio ar brofiad cleifion / defnyddwyr gwasanaeth a darparu gwasanaethau diogel o safon.

Mynd ymlaen â'r gwaith o ddatblygu seilwaith TG er mwyn gallu adrodd yn gadarn ar fetrigau cymunedol sy'n cyfrannu at ddadansoddiad 'system gyfan' i gefnogi'r gwaith o wella a datblygu gwasanaethau

Mynd ymlaen â'r gwaith o ddatblygu seilwaith TG i wella ymhellach y gwaith amlddisgyblaethol integredig a wneir ar lefel cleifion unigol.

Cynorthwyo'r fîm uwch-reolwyr i ymdrin â ffynonellau posibl o gwynion, pryderon a digwyddiadau a, lle bo'n bosibl, mynd i'r afael â materion er mwyn atal problemau y gellir ei osgoi rhag gwaethygu.

Dirprwyo ar ran y Cyfarwyddwr System Sirol a / neu Bennaeth y Gwasanaeth yn rhinwedd eu swydd fel Uwch Arweinwyr y Bwrdd Iechyd a'r Awdurdod Lleol.

Lle y bo'n briodol, cynrychioli'r Bwrdd Iechyd/Awdurdod Lleol mewn gweithgorau rhyngasiantaethol ac mewn fforymau cyhoeddus yn ôl y gofyn.

Cymryd rhan yn rota uwch-reolwyr 'ar alwad' y Bwrdd Iechyd a phrosesau 'Cynlluniau Argyfwng' yr Awdurdod Lleol i sicrhau bod gwasanaethau'n cael eu rhedeg yn effeithiol drwy gydol y cyfnod y tu allan i oriau rheolaidd, gan gymryd cyfrifoldeb am reoli materion y Bwrdd Iechyd yn weithredol y tu allan i oriau gan gynnwys rheoli digwyddiadau mawr.

Cyflawni dyletswyddau a rheoli cyfrifoldebau'r disgrifiad swydd hwn gyda'r proffesiynoldeb mwyaf, rheoli'r holl dasgau a gweithio'n unol â disgwyliadau amser ac ansawdd a lle bo'n briodol o fewn terfynau cost y cytunwyd arnynt; sicrhau bod rhanddeiliaid yn cael gwybod am y cynnydd a'r materion sy'n codi.

Gwella Gwasanaethau

Darparu llwybrau alldro ar gyfer disgwyliadau perfformiad gwasanaethau gan ddefnyddio data wedi'i gyfrifo a'i ddadansoddi'n briodol sydd wedi bod yn destun dadansoddiad sensitifwydd cadarn ac sy'n cynnwys ffactorau lwfans colled elfennol fel y gellir eu disgwyl mewn cynllunio cadarn.

Rhagweld a rhagfynegi, trwy fonitro data perfformiad gwasanaethau a dangosyddion allweddol eraill yn barhaus, y posibilrwydd o symud oddi wrth lwybrau perfformiad y cytunwyd arnynt a datblygu strategaethau amgen i adennill alldro diwedd blwyddyn y cytunwyd arno.

Gallu datblygu a gweithredu strategaethau cyflawni amgen yn llwyddiannus er mwyn gallu adlinio llithriant perfformiad ganol y flwyddyn a gallu deall eu maes gwasanaeth i'r fath raddau fel y gellir nodi'n gywir yr adnoddau sydd eu hangen i adfer llithriant yn ystod y flwyddyn.

Deall dynameg y gwasanaeth gofal cymunedol fel y gellir nodi tanberfformiad yn briodol a datblygu opsiynau a all gyflawni sefyllfa wedi'i hadfer yn realistig ar ddiwedd y flwyddyn.

Ynghyd â chydweithwyr sy'n Uwch-reolwyr, arwain y gwaith o ddarparu gwasanaethau cymunedol mewn modd cynlluniedig a systematig a gallu mynegi ar unrhyw adeg yn ystod y flwyddyn y risgiau a'r heriau sy'n codi a allai effeithio ar lwybrau arfaethedig a gallu llunio cynlluniau wedi'u targedu i fynd i'r afael â sefyllfaoedd o'r fath.

Hyrwyddo'r gwaith o fesur profiad a chanlyniadau'r claf / defnyddiwr gwasanaeth sy'n ymwneud â gwasanaethau cymunedol fel rhan annatod o wella gwasanaethau ac ansawdd.

Cymryd rôl arweiniol mewn prosiectau gwella megis mapio prosesau, dadansoddi gwraidd y broblem a chylchoedd Cynllunio, Gwneud, Astudio, Gweithredu (PDSA).

Defnyddio ystod o sgiliau hwyluso a gwella ansawdd megis hyfforddi, mentora, cynllunio adnoddau, gosod safonau, datblygu tîm ac unigolion i feithrin diwylliant o welliant parhaus a chyflawni rhagoriaeth mewn safonau proffesiynol a chlinigol.

Hyrwyddo'r agenda 'Gwella Gyda'n Gilydd' ar draws timau a reolir trwy hyrwyddo a meithrin diwylliant o welliant parhaus ym mhob agwedd ar eu gwaith.

Bydd deiliad y swydd yn gweithio'n annibynnol yn unol â strategaethau, polisiau a chanllawiau lleol a chenedlaethol gan ddehongli'r rhain er mwyn darparu gwybodaeth ar gyfer datblygu polisiau lleol. Bydd ganddo gyfrifoldeb cyffredinol dros ddatblygu polisi strategol a'i weithredu ar gyfer y gwasanaethau y mae'n eu rheoli.

Nodi ac adolygu arferion gorau a hwyluso datblygiad staff er mwyn sicrhau'r effeithlonrwydd gwasanaeth mwyaf posibl er budd cleifion a staff gan gynnwys defnyddio technoleg gwybodaeth

Gweithio gydag uwch gydweithwyr clinigol i sicrhau bod systemau a phrosesau effeithiol ar waith i gefnogi gwaith archwilio clinigol, ymchwil a datblygu a darparu addysg a hyfforddiant proffesiynol sylfaenol a pharhaus.

Cyfathrebu

Paratoi a chyflwyno (ar lafar neu'n ysgrifenedig) adroddiadau dadansoddol clir a chryno ar ystod eang o faterion gwasanaeth cymhleth (o leiaf bob mis) gan wneud dadleuon grymus a rhesymegol yn seiliedig ar eich asesiad eich hun o opsiynau a darparu argymhellion clir fel sy'n briodol i'r achos.

Cyfathrebu'n effeithiol â chydweithwyr o blith uwch-reolwyr a phartneriaid, o fewn y sefydliadau a'r tu allan iddynt, gan gynnwys adrodd wrth Lywodraeth Cymru.

Rheoli sefyllfaoedd heriol, croes ac annymunol a allai godi o gyfathrebu gwybodaeth hynod ddadleuol a rheoli buddiannau cystadleuol a chymhleth asiantaethau a rhanddeiliaid. Mae hyn yn cynnwys amgylchiadau a allai weithiau fod yn elyniaethus ac yn wrthwynebus megis pan fydd yna newid gwasanaeth a allai gael ei ystyried yn gynhennus a lle y gallai fod yna wrthwynebiad i gynlluniau o'r fath.

Defnyddio sgiliau cyd-drafod a dylanwadu yn effeithiol lle mae amrywiaeth o opsiynau i'w hystyried er mwyn cyrraedd y canlyniad terfynol a ddymunir

Darparu hyfforddiant, cyflwyniadau a gwybodaeth i amrywiaeth o grwpiau gan gynnwys staff, aelodau o'r cyhoedd a chydweithwyr o sefydliadau partner.

Cyfathrebu gwybodaeth am gynlluniau datblygu gwasanaeth posibl a'u heffeithiau i staff, a chynrychiolwyr ar ochr y staff, a chynllunio'r gwaith o gyflwyno datblygiadau o'r fath yn ôl y gofyn.

Cyllid ac Adnoddau

Bydd deiliad y swydd yn gyfrifol am gyllidebau dirprwyedig ar gyfer Cyngor Sir Caerfyrddin a Bwrdd Iechyd Prifysgol Hywel Dda a bydd yn darparu cyllideb gytbwys ar ddiwedd y flwyddyn neu ar adeg arall y cytunwyd arni.

Rhoi rheolaethau gwariant tynn ar brynu o'r archeb i'r camau cymeradwyo a hysbysu'r Cyfarwyddwr Sirol a Phennaeth y Gwasanaeth am unrhyw broffiliau sy'n gwyro oddi wrth y llwybr gwariant y cytunwyd arno a nodi cyfleoedd i sicrhau arbedion effeithlonrwydd.

Cynorthwyo'r Cyfarwyddwr System Sirol a Phennaeth y Gwasanaeth i nodi cynlluniau gwella costau blynyddol ar gyfer cyllidebau cymunedol.

Gweithio'n agos gyda'r arweinydd cyllid dynodedig i sicrhau bod systemau ar waith i fonitro ac adrodd ar adroddiadau ariannol a gweithgarwch amserol a chywir i'w defnyddio gan y gwasanaeth a'r Bwrdd Iechyd/Awdurdod Lleol i ganiatáu i dargedau ariannol gael eu monitro a'u rheoli yn ystod y flwyddyn;

Monitro a chymeradwyo taflenni amser, goramser, ceisiadau am wyliau a chyflwyniadau treuliau mewn modd doeth.

Datblygiad Personol, Datblygu Pobl a Rheoli Pobl

Rheoli ac arwain staff sy'n gweithio yn y tîm lleol mewn modd sy'n cynnal ac yn hyrwyddo'r gwerthoedd gorau sy'n canolbwyntio ar bobl trwy ysgogi, ysbrydoli, cefnogi, arfarnu ac annog gyda'r bwriad o ysgogi cryfderau naturiol eu tîm yn effeithiol i gyflawni nodau cyffredinol;

Bydd gan ddeiliad y swydd gyfrifoldeb rheolwr llinell uniongyrchol ar gyfer y canlynol:

- B8a / Gradd M - Rheolwr Rhaglen a Pherfformiad Integredig
- B7 - Rheolwr Cymorth Busnes Integredig
- Tîm o Weinyddwyr ac Ysgrifenyddiaeth Cymorth Busnes ar draws yr Awdurdod Lleol a'r Bwrdd Iechyd.

Dylech bob amser drin staff o fewn eich gofal ynghyd â'r rheiny nad ydynt gyda'r urddas a'r parch mwyaf;

Arfarnu staff ar eu perfformiad personol mewn modd amserol a sicrhau bod hyn yn digwydd ym mhob rhan o'r tîm lleol gyda'r nod o feithrin gwerthoedd rheoli pobl da i feithrin perthynas a hunan-barch ymhlith aelodau'r tîm.

Gallu datrys gwrthdaro a llywio a chyd-drafod llwybrau nad ydynt yn wrthwynebol trwy sefyllfaoedd lle gallai gwahanol safbwyntiau fod yn rhan o'r darlun trwy ddangos dealltwriaeth gadarn ac empathig o'r materion a thrwy annog atebion i gael eu cynnig a allai yn aml wrthdaro â'ch barn eich hun;

Cynnal, rheoli a sicrhau bod gwybodaeth am gynllunio gweithlu ac olyniaeth ar gael i Uwch-reolwyr Darparu ac i gydweithwyr yn y gweithlu canolog;

Cyflwyno agenda'r ESR (Cofnod Staff Electronig) ar draws y tîm lleol a chadw cofnodion staff ESR/Resource Link cyfredol ar gyfer yr holl staff hynny wedi hynny.

Prosesu Gwybodaeth

Bod yn gyfrifol am reoli perfformiad y gwasanaeth a'r systemau cysylltiedig;

Bod yn gyfrifol am reoli perfformiad gwasanaethau a datblygu a gweithredu systemau cysylltiedig;

Cefnogi'r Cyfarwyddwr Sirol a Phennaeth y Gwasanaeth yn eu hymdrechion i sicrhau bod systemau a phrosesau cadarn yn bodoli ar gyfer cadw a dileu cofnodion a gweinyddu swyddfeydd;

Gan ddefnyddio sgiliau dadansoddi uwch, bydd deiliad y swydd yn defnyddio amrywiaeth o wahanol systemau sefydliadol (e.e. meddyg teulu, llywodraeth, llywodraeth leol, Bwrdd Iechyd a'r gwasanaeth iechyd cyhoeddus) i ddod o hyd i ddata sydd ei angen i lywio gwybodaeth fusnes a gwerthuso gwasanaethau.

Dadansoddi a dehongli ffeithiau a gwybodaeth hynod gymhleth am y gweithlu a materion ariannol er mwyn sicrhau'r perfformiad gorau posibl;

Gweithredu o fewn y fframwaith deddfwriaethol, y polisi a'r gweithdrefnau sy'n ymwneud â llywodraethu gwybodaeth.

Iechyd a Diogelwch

Cefnogi Pennaeth y Gwasanaethau Integredig yn y gwaith o gydymffurfio â rheoliadau tân, iechyd a diogelwch, diogeledd a gwrthderfysgaeth;

Rheoli pob agwedd ar wasanaethau clinigol dirprwyedig yn unol â pholisi iechyd a diogelwch a safonau deddfwriaethol fel y maent yn ymwneud â chleifion, staff ac ymwelwyr ac aelodau o'r cyhoedd a lle mae ymadawiad yn digwydd, uwchgyfeirio materion o'r fath fel y bo'n briodol, gan geisio cyngor ac arweiniad gan ymgynghorwyr mewnol wrth i'r angen godi;

Gweithio gyda Phennaeth y Gwasanaethau Integredig i baratoi asesiadau risg ac uwchgyfeirio fel y bo'n briodol lle mae'r canllawiau'n aneglur a lle gallai dehongli hynny adael y Bwrdd Iechyd/Awdurdod Lleol yn agored i erlyniad neu fesurau gorfodi eraill;

Gweithio gyda'r Cyfarwyddwr Sirol a Phennaeth y Gwasanaeth yn eu hymdrechion i ddogfennu a phrofi effeithiolrwydd cynlluniau parhad busnes lleol gyda'r nod o sicrhau bod y mesurau a fabwysiedir yn cynnal parhad gwasanaeth pan nad yw cydrannau'r system ar gael.

Ansawdd

Gweithio gyda chydweithwyr ehangach i reoli pob agwedd ar risg fel y mae'n ymwneud â darparu sicrwydd ansawdd, llywodraethu a pherfformiad a sicrhau bod prosesau a chynlluniau rheoli cadarn ar waith sy'n caniatáu i risg gael ei lliniaru mewn modd dynamig trwy fabwysiadu prosesau a gynlluniwyd ac a reolir yn drefnus.

Bydd hyn yn gofyn am gydweithio a rhannu gwybodaeth yn rheolaidd â chydweithwyr cyffredinol sy'n rheolwyr a bydd hefyd yn gofyn am uwchgyfeirio risgiau uchel trwy gofrestr risg adrannol ffurfiol i'r Cyfarwyddwr Gweithrediadau/Dirprwy Brif Weithredwr/Cyfarwyddwr Cymunedau a bydd hyn yn ei dro yn cael ei ddefnyddio i roi sicrwydd ymlaen i bwyllgor statudol perthnasol y Bwrdd/Awdurdod Lleol;

Cynorthwyo'r Cyfarwyddwr System i gyflawni'r agenda ansawdd gyffredinol fel y mae'n ymwneud â darparu gwasanaethau atal a llesiant;

Gweithio'n agos gyda'r Cyfarwyddwr System a thimau rheoli lleol yn eu hymdrechion i sicrhau bod y gwasanaeth yn cael ei ddarparu gan ganolbwyntio'n sylweddol ar ansawdd a chefnogi'r gwaith o ddatblygu a chychwyn systemau priodol o welliant parhaus.

Cydraddoldeb ac Amrywiaeth

Mynd ati i hyrwyddo cyfle cyfartal ac amrywiaeth yn eu maes cyfrifoldeb eu hunain. Bwriedir mynd ymhellach na chydymffurfio â'r ddeddfwriaeth gydraddoldeb a chyrraedd man lle mae ymwybyddiaeth yn eich maes o fanteision amrywiaeth a'r angen i sicrhau cyfleoedd cyfartal, ac ymrwymiad gweithredol i gyflawni hynny.

Ymdrech a'r Amgylchedd

Bydd disgwyl i ddeiliad y swydd:

- Deithio rhwng safleoedd eraill y Bwrdd Iechyd/Awdurdod Lleol a safleoedd ehangach GIG Cymru o bryd i'w gilydd;
- Defnyddio offer uned arddangos weledol (VDU) yn aml am gyfnodau o hyd at 3 neu 4 awr ar y tro er mwyn dadansoddi data cymhleth a chynhyrchu adroddiadau a dadansoddiadau cymhleth i gefnogi'r broses o wneud penderfyniadau;
- Canolbwyntio'n aml ar amrywiaeth eang o faterion cymhleth drwy gydol y dydd. Yn aml bydd rhaid i ddeiliad y swydd addasu i flaenoriaethau sy'n newid ac ail-ffocysu ei waith ei hun a gwaith eraill ar sail blaenoriaethau newydd a allai fod yn golygu bod angen gweithredu ar frys;
- Cymryd rhan mewn cyfarfodydd a'u hwyluso, sy'n gofyn am lefel uchel o ganolbwyntio ar ystod eang o bynciau, gydag amrywiaeth o gynulleidfaoedd a chymysgedd o bobl yn bresennol;
- Delio'n gadarnhaol ac yn brydlon â phryderon staff a chleifion/y cyhoedd, a phroblemau personol, herio staff ar unrhyw ymddygiad amhriodol neu berfformiad gwael ac ymchwilio a delio â chwynion yn ôl y gofyn;
- Bod yn agored i amodau gwaith annymunol neu beryglon yn anaml.

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant Galwedigaethol, Aelodaethau Proffesiynol

Gradd uwch ar lefel Meistr neu brofiad cyfatebol ar lefel uwch-reolwr.

Rhaid cael tystiolaeth o ddatblygiad personol a rheolaeth barhaus.

Sgiliau sy'n Ymwneud â'r Swydd a Galluoedd

Rhaid bod â'r gallu a'r awydd i gyflawni targedau ac amcanion mewn amgylchiadau heriol.

Rhaid bod â'r gallu i wneud penderfyniadau rhesymegol.

Rhaid bod â'r gallu i ddadansoddi gwybodaeth a'i chyflwyno i ystod eang o gynulleidfaoedd.

Rhaid gallu cyfathrebu'n glir ar lafar ac yn ysgrifenedig, a gallu dylanwadu'n gadarnhaol a chyfleu cyfarwyddiadau ac adborth yn glir.

Rhaid meddu ar sgiliau cyd-drafod cadarn.

Rhaid gallu dehongli canllawiau a deddfwriaeth mewn perthynas â'r rôl.

Rhaid meddu ar sgiliau bysellfwrdd safonol.

Gwybodaeth

Rhaid meddu ar ddealltwriaeth drylwyr o'r rôl a'i diben o fewn y sefydliad.

Rhaid meddu ar wybodaeth am strategaethau, polisiâu a chynlluniau'r GIG, yr Awdurdod Lleol, Llywodraeth Cymru a'r Bwrdd Iechyd gan gynnwys polisiâu Adnoddau Dynol.

Rhaid meddu ar wybodaeth gyfredol ynghylch arferion gorau a ddatblygwyd yn sgil ymchwil personol.

Rhaid bod â gwybodaeth fanwl am yr agenda gofal iechyd strategol sy'n ymwneud â darparu gwasanaethau.

Profiad

Rhaid meddu ar werthfawrogiad da o gynllunio a datblygu a gweithredu strategaethau.

Rhaid meddu ar wybodaeth gadarn am brosesau rheoli perfformiad.

Rhaid meddu ar brofiad o reoli staff a gweithio gydag Undebau Llafur/chynrychiolwyr staff.

Rhaid meddu ar brofiad sylweddol o reolaeth ariannol a gwybodaeth am sut i gyflawni cyllideb yn unol â tharged.

Rhaid meddu ar wybodaeth am sut i gyflawni prosiectau ac yn arbennig rheoli cwmpas a chyflawni yn erbyn amcanion y cytunwyd arnynt o ran ansawdd, cost ac amser.

Rhinweddau Personol

Rhaid bod yn chwaraewr fîm a meddu ar y priodoleddau i gefnogi'r gwaith o gyflawni amcanion ar y cyd.

Rhaid meddu ar sgiliau adeiladu fîm a gallu ysgogi a datblygu eu staff mewn modd nad yw'n creu gwrthdaro.

Rhaid meddu ar werthoedd craidd sy'n dangos ymagwedd gefnogol ac ysgogol wrth arwain yr unigolion a'r tîmau sydd o dan eich rheolaeth.

Rhaid meddu ar sgiliau rhyngpersonol o ansawdd uchel.

Rhaid gallu trefnu eich llwyth gwaith eich hun a llwyth gwaith y tîm i gyflawni amcanion a gweithredu'n effeithiol.

Rhaid dangos gwytnwch er mwyn helpu i gyflawni newid mewn sefyllfaoedd ac amgylchiadau heriol ac anodd.

Rhaid dangos ymagwedd hyblyg tuag at yr heriau a wynebir er mwyn annog gwaith gyda sefydliadau partner ac ar draws ffiniau.

Rhaid bod yn ymatebol i anghenion y gwasanaeth ac anghenion y cleifion a'r teuluoedd unigol sy'n ddibynnol ar y gwasanaethau a ddarperir gan y Bwrdd Iechyd/Awdurdod Lleol.

Rhaid bod yn berson hunanysgogol sy'n ceisio gwella ffyrdd o wneud ei waith yn gyson.

Rhaid meddu ar sgiliau a thueddiadau i annog eich staff yn eu datblygiad personol.

Meini prawf dymunol

Sgiliau Iaith a Chyfathrebu

Cliciwch ar y ddolen [Beth yw lefel eich gallu?](#)

Cymraeg	Sgiliau Siarad Lefel 2	Sgiliau Ysgrifennu Lefel 2
Saesneg	Sgiliau Siarad Lefel 5	Sgiliau Ysgrifennu Lefel 5
Arall (nodwch)		

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD

Gall gwiriadau DBS fod yn ofynnol ar gyfer rhai swyddi sy'n gweithio gyda phlant ac oedolion agored i niwed. Yn ofynnol ar gyfer y swydd hon:

Adran A – math o ddatgeliad **Please select**

Adran B – math o weithlu **Please select**

Y RHESWM

UNRHYW WYBODAETH ARALL

Ymgymryd â thasgau a dyletswyddau eraill fel y pennir yn briodol gan y rheolwr llinell wrth i'r rôl ddatblygu.

Main Purpose of Job

The Senior Delivery Manager for Planning, Quality Assurance and Governance will be an aspiring leader and a senior representative of the Integrated Older Adults Services' Senior Management Team.

The post holder will take a senior leadership role in supporting the System Director, Head of Integrated Services for Older Adults and Physical Disabilities, Service Delivery Managers, Clinical Lead nurses and other team managers in the delivery of the business function of the department. They will work autonomously providing highly developed specialised knowledge, underpinned by theory and experience, to colleagues, to uphold and promote excellent service delivery at all times acting as a model of integrity and leadership.

Reporting to the Head of Integrated Services for Older Adults and Physical Disabilities, the post holder will have 'whole system' responsibility for coordinating and implementing processes that provide assurance to the Head of Service relating to quality assurance, health and safety, performance and improved outcomes for Carmarthenshire population, the Local Authority and our Health Board.

The Senior Deliver Manager will oversee the estates, governance, performance, reporting, improvement, project and digital elements of service delivery across the County, aligning with key corporate business partners.

The post holder will also take a lead role in applying intelligence from the quality assurance and performance information to our Integrated Services planning process to ensure that the 'business' aligns to strategic corporate objectives and planning priorities. They will act autonomously as required in order to develop and deliver objectives for an enhanced and integrated community model across a range of premises.

The post holder will provide a comprehensive business administration service, performance and management function to the directorate through the direct management of a team of Business Support Officers and community administrative / secretariat staff.

The post holder will be responsible for developing and delivering premises and service improvement plans and strategies which enhance the integration of services, delivery of care within the community and positive experience for patients and service users.

The post holder will be responsible for risk management, health and safety of the sites in conjunction with fire defence, security and business continuity planning.

The post holder will have responsibility for delegated budgets and will deliver a balanced budget at year end or alternatively agreed position.

To be successful the post holder will have a degree of proven leadership qualities and will work with colleagues at many levels through a service improvement journey, bringing a degree of credibility to the planning ambitions of the teams.

Key Responsibilities

Service Management

The postholder will:

Take responsibility of the estates, governance, performance, reporting, improvement, project and digital elements of service delivery across the County, aligning with key corporate business partners.

Take a lead role in developing and implementing a comprehensive 'business unit' for the directorate that enables the effective and efficient collation of data, information and reports that provide assurance to the County System Director and Head of Service in relation to governance, performance, service improvement and planning.

The business unit will include:

- Estates lease, development and property management
- Fire Defence plans
- Equipment register and replacement programme
- IT register and replacement programme
- Risk Register management and coordination
- Audit (internal and external) management and review
- IT system implementation & development in support of business functions
- Performance and governance
- Statistical collation and presentation
- Service level agreement monitoring
- Joint Management Board monitoring and reporting
- Committees and meetings management
- Specific areas of improvement
- Business planning for the division to include the Council's annual business plan and the Health Board's County Integrated Plan.
- Annual preparation of savings plans, PBBs and growth targets for both the Health Board and the Local Authority, and quarterly monitoring thereafter.

The post holder will be responsible for a team of Business Support Managers, Officers, Administrators and Secretariat and the associated Pay Budget.

The post holder will Implement and monitor processes that secure the health and safety of people in work as according to the Health and Safety policies of both organisations and across all community premises.

The post holder will have delegated responsibility for the departmental budget associated with the rental, maintenance and functionality of community premises.

Ensure the Health Board and Local Authority aims and objectives and associated targets and strategies are clearly communicated to all relevant staff so that effective contributions to implementation of operational plans can be made.

To lead in the continuous review and development of systems and processes required to deliver safe, efficient and productive services across preventative, proactive, urgent and long term care pathways.

To take a lead role in the development of the Council's annual business plan and the Health Board's County Integrated Plan.

To take a lead role in the annual preparation of savings plans, PBBs and growth bids for both the Health Board and Local Authority, and quarterly monitoring thereafter.

To ensure information and data is made available in a timely manner to Senior Delivery Manager colleagues in order for them to implement and monitor service improvement for their areas of responsibility.

Take a lead role within the senior management team regarding the robust management of all aspects of risk as it relates to the provision of community health and social care services. This will require regular collaboration and sharing of information with senior management colleagues within and external to our department and the provision of onward assurance to the County Director and the relevant statutory committees of the Health Board and County Council.

Participate in, and provide information for service audits and reviews carried out by external bodies to include but not limited to Healthcare Inspectorate Wales, Care Inspectorate Wales, Welsh Risk Pool, Wales Audit Office, Ombudsman, the Health and Safety Executive etc.

Prepare clear and concise analytical reports on a wide range of complex service matters frequently making cogent and rational arguments based on one's own assessment of options and providing clear recommendations as appropriate to the case.

Provide effective leadership and effective management co-ordination of community services, ensuring focus on patient / service user experience and delivery of quality and safe services.

Progress the development of IT infrastructure to enable the robust reporting of community metrics that contribute to 'whole system' analysis to support service improvement and development

Progress the development of IT infrastructure to further enhance integrated multidisciplinary working at individual patient level.

Support the senior management team in their handling of potential sources of complaints, concerns and incidents and where possible tackle issues in order to prevent avoidable escalation.

Deputise for the County System Director and / or Head of Service in their capacity as Health Board and Local Authority Senior Leaders.

Where appropriate, represent the Health Board/Local Authority at inter-agency working groups and at public forums as required.

Participate in the Health Board's senior manager 'on call' rota and the Local Authority's 'Emergency Planning' processes to ensure effective running of services through the out of regular hours period, taking accountability for the operational management for Health Board matters out of hours including major incident management.

Deliver the duties and manage the responsibilities of this job description with the utmost professionalism, managing all tasks and work to time and quality expectations and where appropriate within agreed cost limits; ensuring that stakeholders are kept informed of progress and issues arising.

Service Improvement

Provide outturn trajectories for service performance expectations using properly calculated and analysed data which has been the subject of robust sensitivity analysis and includes elemental loss allowance factors as can be expected in robust planning.

Anticipate and predict through the continuous monitoring of service performance data and other key indicators potential drift from agreed performance trajectories and to develop alternative strategies to recover agreed year end outturns.

Be able to develop and successfully implement alternative delivery strategies to enable performance slippage to be realigned mid-year and to be able to understand their service area to such a degree such that resources necessary to recover in year slippage can be accurately identified.

To understand the dynamics of the community care service such that under performance can be properly identified and options developed which can realistically deliver a recovered position at year end.

Along with Senior manager colleagues lead the delivery of community services in a planned and systematic manner and to be able to articulate at any point in year the risks and challenges arising that could affect intended trajectories and be able to construct targeted plans to address such situations.

Promote the measurement of the patient / service user experience and outcomes relating to community services as an integral part of service and quality improvement.

Take a lead role in improvement projects such as process mapping, root cause analysis and PDSA cycles.

Apply a range of facilitative and quality improvement skills such as coaching, mentoring, resource planning, standard setting, team and individual development to foster a culture of continuous improvement and the achievement of excellence in professional and clinical standards.

Champion the 'Improving Together' agenda across managed teams by promoting and fostering a continuous improvement culture in every aspect of their work.

The post holder will work independently within local and national strategy, policy and guidelines, interpreting those to inform local policy development. They will have overall responsibility for strategic policy development and its implementation for the services they manage.

Identify and review best practice and facilitate staff development to maximise service efficiency for the benefit of patients and staff including the use of information technology

Work with senior clinical colleagues to ensure there are effective systems and processes in place to support clinical audit, research and development and the provision of basic and continuous professional education and training.

Communication

Prepare and present (verbally or written) clear and concise analytical reports on a wide range of complex service matters (at least monthly) making cogent and rational arguments based on one's own assessment of options and providing clear recommendations as appropriate to the case.

Communicate effectively with senior management colleagues and partners both internally and externally to the organisations including reporting to Welsh Government.

Manage challenging, conflicting and disagreeable situations which may arise from communicating highly contentious information and managing the competing and complex interests of agencies and stakeholders. This includes circumstances which could sometimes be hostile and antagonistic such as when service change which may be considered factious and where resistance to such plans may exist.

Effectively utilise negotiation and influencing skills where there are a range of options to consider to get to the desired end result

Provide training, presentations and information to a range of groups comprising staff, members of the public and colleagues from partner organisations.

Communicate potential service developments plans and impacts to staff, and staff-side representatives and plan the introduction of such developments as required.

Finance & Resources

The post holder will hold responsibility for delegated budgets for both Carmarthenshire County Council and Hywel Dda University Health Board and will deliver a balanced budget at year end or alternatively agreed position.

Exert tight expenditure controls on purchasing from requisitioning to approval stages and notify the County Director and Head of Service of any profiles that depart from the agreed spending trajectory and identify opportunities to deliver efficiencies.

Support the County System Director and Head of Service in their identification of annual cost improvement plans for community budgets.

Work closely with the designated finance lead to ensure systems are in place to monitor and report timely and accurate financial and activity reports for use by the service and the Health Board/Local Authority to allow in-year monitoring and management of financial targets;

Monitor and approve timesheets, overtime, leave requests and expenses submissions with prudence in mind.

Personal & People Development & People Management

Manage and guide staff working in the local team in a manner which upholds and promotes the best people centred values through motivating, inspiring, supporting, appraising and encouraging with the intention of effectively leveraging the natural strengths of their team to accomplish overall goals;

The post holder will have direct line management responsibility for the following:

- B8a / Grade M Integrated Programme and Performance Manager
- B7 Integrated Business Support Manager
- Team of Business Support Administrators and Secretariat across Local Authority and Health Board.

At all times treat staff within their charge along with those who are not with the utmost dignity and respect;

Appraise staff on their personal performance in a timely manner and ensure that this occurs throughout the local team with the aim of instilling good people management values to build rapport and self-esteem amongst the team members.

Be able to resolve conflict and navigate and negotiate non adversarial routes through situations where differing opinions might be in play by demonstrating sound and empathetic understanding of the issues and by encouraging solutions to come forward which may often conflict with one's own views;

Maintain, manage and make available workforce and succession planning information for Senior Delivery Managers and to central workforce colleagues;

Deliver the ESR agenda across the local team and maintain up to date ESR/Resource Link staff records for all those staff thereafter.

Information Processing

Be responsible for performance management of the service and accompanying systems;

Be responsible for performance management of services and the development and implementation of accompanying systems;

Support the County Director and Head of Service in their efforts to ensure that robust systems and processes exist for the maintenance and removal of records and office administration;

Using advanced analytical skills, the post holder will access a variety of different organisational systems (eg GP, government, local government, Health Board and public health service) to source data required to inform business intelligence and evaluation of services.

Analyse and interpret highly complex workforce and financial facts and information to optimise performance;

Operate and act within the legislative framework, policy and procedures relating to information governance.

Health, Safety & Security

Support the Head of Integrated Services in their pursuit of compliance with fire, health and safety, security and counter terrorism;

Manage all aspects of delegated clinical services in compliance with health and safety policy and legislative standards as they relate to patients, staff and visitors and members of the public and where departure occurs escalate such matters as appropriate, seeking advice and guidance from internal advisers as the need arises;

Work with the Head of Integrated Services in their preparation of assessments of risk and escalate as appropriate where guidance is unclear and where interpretation could leave the Health Board/Local Authority exposed to prosecution or other enforcement measures;

Work with the County Director and Head of Service in their efforts to document and test the efficacy of local business continuity plans with a view to ensuring that measures adopted support a continuity of service when system components are rendered unavailable.

Quality

Work with wider colleagues in their management of all aspects of risk as it relates to the provision of quality assurance, governance and performance and ensure robust management processes and plans are in place which allow for dynamic risk mitigation through the adoption of planned and orderly controlled processes.

This will require regular collaboration and sharing of information with general management colleagues and will also require the escalation of high end risks via a formalised department risk register to the Director of Operations/Deputy CEO/Director of Communities and this in turn will be used to provide onward assurance to the relevant statutory committee of the Board/Local Authority;

Support the System Director in their delivery of the overall quality agenda as it relates to the delivery of prevention and wellbeing services;

Work closely with the System Director and local management teams in their efforts to ensure that the service is delivered with a significant focus on quality and support the development and instigation of appropriate continuous improvement systems.

Equality & Diversity

Actively promote equality of opportunity and diversity in own area of responsibility. It is intended to go beyond compliance with equality legislation and move towards a situation where there is awareness in your area of and active commitment to the need to ensure equality of opportunity and the benefits of diversity.

Effort & Environmental

The postholder will be expected to:

- Travel between other Health Board/Local Authority sites and occasionally wider NHS Wales' sites;
- Frequently use VDU equipment for periods of up to 3 or 4 hours at a time in order to analyse complex data and produce complex reports and analysis to support decision making;
- Frequently concentrate on a wide variety of complex issues throughout the day. The post holder will often have to adapt to changing priorities and re-focus the work of oneself and others on revised priority basis that may require urgent action;
- Participate in and facilitate meetings which require a high level of concentration on a wide range of topics, with a variety of audiences and mixtures of attendees;
- Deal positively and promptly with staff and patient/public concerns, and personal problems, challenge staff on any inappropriate behaviours or poor performance and investigate and deal with complaints as required;
- Be exposed to unpleasant working conditions or hazards on an infrequent basis.

Essential Criteria

Qualifications, Vocational training and Professional Memberships

A higher degree at Masters level or equivalent experience at senior management level.

Must have evidence of continuous management and personal development.

Job Related Skills and Competencies

Must possess the ability and drive to achieve targets and objectives within challenging circumstances.

Must be a rational decision maker.

Must have the ability to analyse and present information to a wide range of audiences.

Must be able to communicate verbally and in writing clearly, and in order to positively influence and clearly convey instructions and feedback.

Must possess sound negotiating skills.

Must be able to interpret guidance and legislation in relation to the role.

Must possess standard keyboard skills.

Knowledge

Must possess a thorough understanding of the role and its purpose of within the organisation.

Must have knowledge of NHS, Local Authority, WG and Health Board strategies, policies and plans including HR policies.

Must possess a current knowledge of best practice gained through personal research.

Must have in depth knowledge of strategic healthcare agenda relating to service delivery.

Experience

Must possess a good appreciation of planning and developing and implementing strategies.

Must possess a sound knowledge of performance management processes.

Must possess experience of managing staff and working with staff Trade Unions/staff representatives.

Must possess significant experience of financial management and knowledge of how to deliver a budget to a target.

Must have knowledge of how to deliver projects and in particular managing scope and delivering against agreed objectives to quality, cost and time.

Personal qualities

Must be a team player and have the attributes to support the collaborative delivery of objectives.

Must possess team building skills and be able to motivate and develop their staff in a non-adversarial manner.

Must possess core values which demonstrate a supportive and motivational approach to their leadership of individuals and teams under their control.

Must possess high quality interpersonal skills.

Must be able to organize own workload and that of the team to meet objectives and operate effectively.

Must demonstrate resilience in order to help deliver change within challenging and trying situations and circumstances.

Must demonstrate a flexible outlook to the challenges they face in order to encourage work with partner organisations and across boundaries.

Must be responsive to needs of the service and those of individual patients and families who are dependent on the services provided but the Health Board/Local Authority.

Must be a self-motivated person who constantly seeks to improve ways to do their job.

Must possess skills and tendencies to encourage their staff in their personal development.

Desirable Criteria

Language and Communication Skills

Click on the link [What level are you?](#)

Welsh	Spoken Level 2	Written level 2
English	Spoken Level 5	Written level 5
Other (please State)		

DISCLOSURE AND BARRING SERVICES (DBS) CHECKS

DBS Checks may be required for certain posts which work with children and vulnerable adults. This post requires:

Section A – type of disclosure **Please select**

Section B – workforce type **Please select**

JUSTIFICATION

ANY OTHER INFORMATION

Undertake other tasks and duties as may be determined appropriate by their line manager as the role develops.

