



JOB DESCRIPTION

JOB DETAILS:

Job Title	Benefits Realisation and Change Manager
Pay Band	7
Hours of Work and Nature of Contract	To be completed on recruitment
Division/Directorate	Digital Data and Technology
Department	Digital, Data, Strategy and Engagement
Base	To be completed on recruitment

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	PPMO Manager
Reports to: Name Line Manager	PPMO Manager
Professionally Responsible to:	PPMO Manager

Add organisational statement on values and behaviours

To improve health and deliver excellent care. Put patients first, Work together, Value and respect each other, Learn and innovate, Communicate openly and honestly.

Job Summary/Job Purpose:

The Benefits Realisation and Change Manager is responsible for managing the delivery of benefits for complex programmes within the DDaT. They will develop and implement a Benefits Management Strategy to ensure the proactive management of benefits throughout the investment lifecycle. The manager will work closely with stakeholders to maximise the realisation of benefits and communicate key messages to target audiences. They will also provide expertise in change management and support the development of business cases for digital transformation projects.

The postholder will be responsible for analysing existing and proposed digital projects to help implement a benefits realisation methodology, which will vary depending on the nature of the project. Working closely with project managers and the finance team, they will develop a reporting mechanism to help the digital team identify, track, monitor and quantify the benefits. The identification of such benefits and how they will be realised in time is essential to allow us to continuously invest in innovation and transformational activities.

The post holder will also work with the senior team by contributing to the development of business cases that seek investment for transformation projects. This will include compiling information that supports a return on investment and the benefits realisation plan. The role will also require reporting from a range of data sources and therefore requires an intermediate level of analytical skill.

DUTIES/RESPONSIBILITIES:

With the support of the Head of Digital Delivery, Strategy and Engagement and national benefits practitioners network

- Provide expertise in benefits realisation at all levels of the service
- Provide change and benefits management and leadership to influence, drive and deliver measurable cost improvement and transformation.
- Work alongside Digital Services teams, lead, and support the development of cost improvement and benefit realisation plans.
- Motivate and encourage others to identify cost and quality improvement measures, working closely with colleagues at all levels in the organisation, clinical and non-clinical and where appropriate, outside of the Health Board.
- Confidently and appropriately challenge evidence supporting both “as is” and “to be” assumptions to ensure benefits realisation plans are robust.
- Monitor innovation & transformation projects to ensure monitoring savings schemes are on track to deliver their ROI objectives.
- Utilise service improvement methodologies and project management tools and

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techniques on a day to day basis to support the objectives of the role.

- Analyse and interpret information from a range of data sources

Day to day duties and responsibilities will therefore include:

Planning

- Lead on benefits identification sessions and benefits realisation workshops and meetings
- Support project development and delivery plans to incorporate benefit realisation
- Ensure all benefits are recorded in line with other project documentation and that appropriate reporting is facilitated
- Develop and implement a benefits realisation framework and reporting system
- Escalate major deviations from the plan or any project issues, in order to highlight problems and suggest resolutions at the earliest opportunity
- Assess and prioritise own workload within given timeframe, to meet teams' deadlines
- Work across a wide range of complex projects. Given the complexity of the portfolio, tasks, activities, strategies and plans may need to be rescheduled or reprioritised as processes are decomposed in partnership with service leads, clinicians and other health professionals/administration staff
- Collaborate with stakeholders across NHS Wales to promote benefits realisation and value of digital initiatives.

Change Management

- Develop best practice and provide expert advice, including service design to Programmes and Projects
- Lead on Business Change activity supporting Programmes and Projects to deliver the business case benefits and outcomes
- Lead on the change management strategy for all DDaT business cases
- To lead on change plans for certain projects
- To develop and monitor the business readiness criteria prior to implementation
- To provide advice and delivery on stakeholder engagement, communication plans in relation to business change

Service Management

- Support the performance management of projects and provide advice and guidance on benefits realization methods
- Attend project board and other management teams meetings as appropriate
- Act at the point of advice and guidance on benefits management and benefits realisation
- Proposes changes to Project management documentation in order to ensure adequate benefit realisation evidence is collated
- Suggests & proposes changes to the redesigns of local accounting and financial procedures in order to improve the availability of evidence to support outcome measures.
- Will manage the benefits aspects of the Portfolio, Project Management and Benefits Officer role on a day to day basis.

Service Improvement

- Assess current and revise benefits realisation processes to ensure robust systems are in place to evidence derived outputs and outcomes

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- Work with clinical representatives and local Health Board representatives, and any other relevant stakeholders on a local, regional and national basis to assist in the analysis and interpretation of local activities, in conjunction with others, make judgements to determine the steps required ensure projects are delivered as planned
- Work with the digital services colleagues including information and data analytic colleagues to help identify existing measures to monitor the impact of ROI schemes. e.g. modernisation work, service reviews, audits to evaluate impact of service improvement, project work related to this area, collaborative work/partnership work.

Communications

- Present and effectively communicate highly complex digital programme and project progress against intended benefits/ROI.
- Give complex formal presentations to large groups of diverse staff
- Influences project board members as to the potential benefits of such programmes that could be achieved.
- Communicate very sensitive information, often commercially confidential to the appropriate staff
- Manage and communicate with a significant number of relevant stakeholders to their work packages and NHS employees and organisations, with no direct line responsibility requiring highly developed communication skills
- To engage NHS stakeholders in the development of business cases where required, including stakeholder working sessions and workshops.

Leadership for Transformational Change

- To be a BCUHB Compassionate Leader, using behaviours such as attending, understanding, empathy and helping in all that you do
- Promotion of a compassionate and collective culture
- To model a collaborative and influencing style of working, negotiating with others to achieve the best outcomes. Embedding this approach across NHS Wales.

Finance and Resources

- Responsible for operation and accuracy of benefits realisation data monitoring system on a daily basis, ensuring exception report and milestones are reported on a timely basis.
- Interpreting complex financial information to advice the digital senior team and service management on progress and benefits achieved to date.
- Responsible for delivering advice and guidance to digital project managers and their teams, to assist with the financial and quality improvement outcomes.
- Monitor and review the use of financial resources against intended and unintended benefits / ROI.
- To contribute to the development of project business cases.
- Works to achieve agreed objectives, providing direction and acting a point of contact for all benefits realisation queries within the department, as the lead specialist in this area.

Personal and People Development and People Management

- Maintain a positive focus and be able to effectively manage any resistance to change
- To work independently with minimal supervision as appropriate
- Work effectively as part of the wider digital team.

Information Processing

- Use multiple standard IT platforms and internally developed digital systems to enable accurate monitoring of project plans and regularly use IT packages to prepare reports and presentations.
- Analyse information for all the major stakeholders' perspectives identifying and prioritising all known factors according to project scope and definition
- Produce complicated and exact reports including full benefits realisation plans with appropriate evidence derived from a wide variety of Information sources, paper and electronic
- Identify potential benefit areas from the offset and ensure that baseline measurements are carried out prior to implementation of systems
- Post Implementation monitor the collection of benefit realisation measures
- Complex analysis and presentation of comparative pre- and post-implementation measurements
- To identify appropriate reporting mechanisms to allow complicated information to be presented in a simple and easily understood manner by a wide audience.

Equality and Diversity

- Ensures that digital inclusion objectives are considered and measures to monitor the impact of innovation & transformation projects are incorporate into benefit realisation plans.
- To ensure that equality and diversity issues are recognised and addressed in accordance with legislation, policies and procedures.
- Respects all staff, and appreciates the changes being introduced by the informatics projects being delivered may well have impact on staff and their working practices.

Effort and Environmental

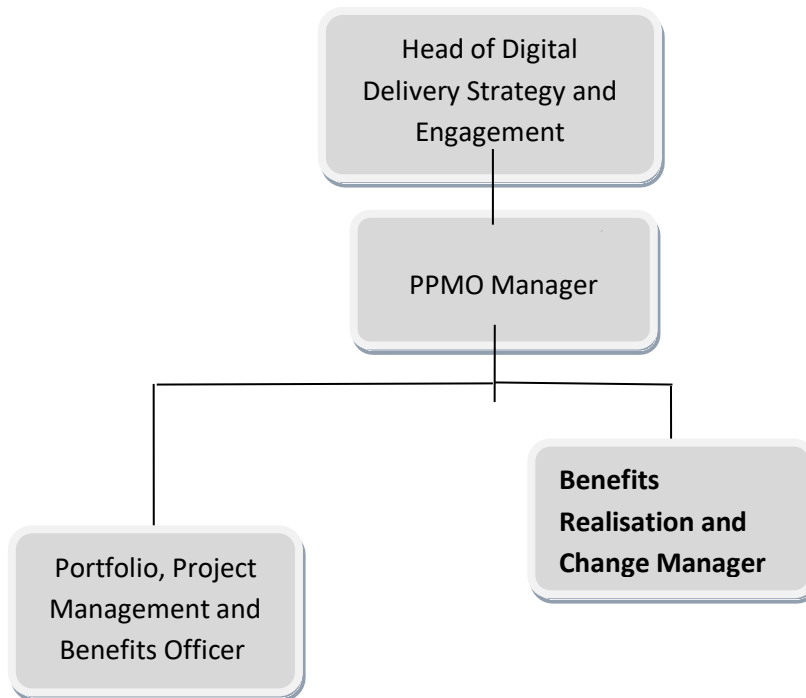
- There is a frequent requirement for prolonged concentration e.g. drafting reports and other documents while dealing with interruptions.
- Occasional exposure to distressing or emotional circumstances.
- Required to use VDU for most of the day. Able to travel to other sites when required.

General

- Other tasks and duties may be determined by appropriate line manager as the role develops.

Job Title: Benefits Realisation and Change Manager

Organisational Chart



PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and Knowledge	Masters qualification or equivalent experience in a relevant subject matter Evidence of continued professional development Training/Qualification in benefits management	Project Management qualification Knowledge and experience of applying a recognised quality improvement technique	Application form
Experience	Experience in industry or healthcare sector Evidence of involvement in implementing change initiatives Evidence of team working Evidence of report writing skills and experience Evidence of identifying and tracking programme benefits Evidence of working with finance teams Evidence of producing detailed cost analysis documentation including	Previous experience of service improvement Previous experience in a financial setting Evidence of project management experience Experience of leading and presenting reports and analytical data	Application form and interview

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	Return on Investment		
	Evidence of managing benefits and change		
Language		Welsh Speaker (Level 1) <i>Full details around the expectations associated with level 1 may be found at the bottom of this page</i>	Interview
Skills	Ability to work independently Able to prioritise objectives and multi-task		Application form and interview

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	Ability to analyse problems Negotiating and diplomacy skills Calm and logical thinker Proficient in Microsoft Office, including intermediate excel skills Numerate and able to use IT systems to understand financial information Excellent communication and presentation skills Ability to appropriately challenge and test theories and / or financial information		
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Aptitude and Abilities	Abilities required to perform effectively in the role eg – Able to demonstrate situations where effective leadership and management skills have been used Be able to demonstrate tact and diplomacy when working with others Evidence of undertaking presentation to groups		Interview
Values	Ability to embrace the following personal values and behaviours on a daily basis - • Dignity, Respect and Fairness • Integrity, Openness and Honesty • Caring, Kindness and Compassion Ability to demonstrate a commitment to our organisational values		Interview

Other	Professional self-awareness and awareness of the needs of others Enthusiastic and resilient Ability to travel between sites in a timely manner Flexible and adaptable		Interview
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GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that

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no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.

- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or

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prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.

- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have * direct / indirect contact with* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. *Delete as appropriate. If the post holder does not require a DBS Disclosure Check, delete as appropriate.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware

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of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.

- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.

Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

APPENDIX 2

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Supplementary Job Description Information

Physical Skills e.g. Clinical skills (e.g. intubation, venepuncture) or non clinical skills (e.g. high speed accurate typing).

Please detail the physical skills required to fulfil the duties of the job. Take into account:

- *Hand-eye co-ordination such as may be required for audio typing or manipulation of materials/tools*
- *Sensory skills (sight, hearing, touch, taste, smell) such as those required for listening for speech and language defects*
- *Dexterity such as those required for use of fine tools/laying out of instruments, manipulation*
- *Requirements for speed and accuracy such as advanced keyboard use/high speed driving.*
- *Highly developed physical skills as may be required for e.g. performing surgical interventions, suturing, intubation or a range of manual physiotherapy treatments or carrying out endoscopies.*

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

Nature of skills required:

Ability to analyse and assimilate highly complex information from multiple sources in order to determine the options required

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This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

‘Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included**’

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Ability to travel effectively across BCU to meet the needs of the service and role	Weekly		
Chair or attend meetings, sitting for long periods of time	Daily		
Use of VDU for extended periods on time e.g. to analyse data, write reports and plan improvements, produce and update plans and documents	Daily		
Light physical effort when facilitating workshops or delivering presentations etc.	Weekly		

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Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

‘Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?
Requirement for frequent concentration to identify business needs / create / evaluate data to evidence base problem and inform change, with interruptions from a variety of staff	Daily	
Facilitating process mapping sessions with multiple stakeholders to identify waste, align products and process and agree process redesign. – Gaining agreement in the face of multiple agendas	Weekly	
Preparing detailed specifications for new systems or to enhance additional functionality (gap analysis)	Monthly	
They will run a range of concurrent projects of varying scope and complexity and need to ensure that their own and the resource of others is appropriately allocated to achieve all key outcomes	Daily	
A lateral thinker with strong problem solving skills	Daily	

Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Cyfeirnod CAJE/Dyddiad:

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?
Requirement to provide and receive highly complex, sensitive and contentious information e.g. analysis of findings providing the context for change and discussion of these. Introduction of systems that will modernise services (where they are not always the preferred user option)	weekly	
Recognising resistance to change and implementing strategies to reduce the impact of resistance. Use of persuasive and motivational skills to overcome any barriers to change or issues.	daily	
Challenging staff at all levels to deliver their committed actions, undertaking negotiation where required / escalating / dealing with non compliance	daily	
Dealing with staffing issues	monthly	

Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable (**even with the strictest health and safety controls**), such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - ***Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?
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Cyfeirnod CAJE/Dyddiad:

Normal desk job working conditions		
Regular use of a computer		
Requirement to travel across BCU to different sites		

Submission of documents for job evaluation

Please sign and retain an original copy for manager and employee.

Send an electronic version of the documents to BCU.JobEvaluation@wales.nhs.uk



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Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

CYF CAJE: 2023/0428

DISGRIFIAD SWYDD

MANYLION Y SWYDD:

Teitl y Swydd	Rheolwr Gwireddu Buddion a Newid
Band Cyflog	7
Oriau Gwaith a Natur y Contract	I'w lenwi ar adeg recriwtio
Uwch Adran/Cyfarwyddiaeth	Digidol, Data a Thechnoleg (DDaTh)
Adran	Digidol, Data, Strategaeth ac Ymgysylltu
Lleoliad	I'w lenwi ar adeg recriwtio

TREFNIADAU'R SEFYDLIAD:

Yn Atebol yn Rheolaethol i:	Rheolwr Swyddfa Rheoli Prosiectau a Phortffolios
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Cyfeirnod CAJE/Dyddiad:

	(PPMO)
Yn Adrodd i: Enw'r Rheolwr Llinell	Rheolwr Swyddfa Rheoli Prosiectau a Phortffolios (PPMO)
Yn Atebol yn Broffesiynol i:	Rheolwr Swyddfa Rheoli Prosiectau a Phortffolios (PPMO)

Ychwanegwch ddatganiad y sefydliad ar werthoedd ac ymddygiadau

Gwella iechyd a darparu gofal rhagorol. Rhoi cleifion yn gyntaf, Gweithio gyda'n gilydd, Gwerthfawrogi a pharchu ein gilydd, Dysgu ac arloesi, Cyfathrebu'n agored ac yn onest.

Crynodeb o'r Swydd/Pwrpas y Swydd:

Mae'r Rheolwr Gwireddu Buddion a Newid yn gyfrifol am reoli'r gwaith o ddarparu buddion ar gyfer rhaglenni cymhleth o fewn Digidol, Data a Thechnoleg. Bydd yn datblygu ac yn gweithredu Strategaeth Rheoli Buddion i sicrhau bod buddion yn cael eu rheoli'n rhagweithiol drwy gydol y cylch bywyd buddsoddi. Bydd y rheolwr yn gweithio'n agos gyda rhanddeiliaid i sicrhau'r buddion gorau posibl a chyfleu negeseuon allweddol i gynulleidfaoedd targed. Bydd hefyd yn darparu arbenigedd mewn rheoli newid ac yn cefnogi'r gwaith o ddatblygu achosion busnes ar gyfer prosiectau trawsnewid digidol.

Bydd deiliad y swydd yn gyfrifol am ddadansoddi prosiectau digidol cyfredol ac arfaethedig i helpu i weithredu methodoleg gwireddu buddion, a fydd yn amrywio yn dibynnu ar natur y prosiect. Gan weithio'n agos gyda rheolwyr prosiectau a'r tîm cyllid, bydd yn datblygu mecanwaith adrodd i helpu'r tîm digidol i nodi, tracio, monitro a mesur y buddion. Mae'n hanfodol nodi buddion o'r fath a sut byddant yn cael eu gwireddu mewn pryd er mwyn i ni allu buddsoddi'n barhaus mewn gweithgareddau arloesi a thrawsnewidiol.

Bydd deiliad y swydd hefyd yn gweithio gyda'r uwch dîm drwy gyfrannu at ddatblygu achosion busnes sy'n ceisio buddsoddiad ar gyfer prosiectau trawsnewid. Bydd hyn yn cynnwys casglu gwybodaeth sy'n cefnogi elw ar fuddsoddiad a'r cynllun gwireddu buddion. Bydd y swydd hefyd yn gofyn am adrodd o amrywiaeth o ffynonellau data ac felly bydd angen lefel ganolradd o sgiliau dadansoddi.

DYLETSWYDDAU/CYFRIFOLDEBAU:

Gyda chefnogaeth y Pennaeth Cyflawni Digidol, Strategaeth ac Ymgysylltu a'r rhwydwaith ymarferwyr buddion cenedlaethol

- Darparu arbenigedd mewn gwireddu buddion ar bob lefel o'r gwasanaeth
- Darparu rheolaeth ac arweinyddiaeth newid a buddion i ddylanwadu, sbarduno a

Cyfeirnod CAJE/Dyddiad:

chyflawni gwelliannau a thrawsnewid mesuradwy o ran costau.

- Gweithio ochr yn ochr â thimau Gwasanaethau Digidol, arwain a chefnogi'r gwaith o ddatblygu cynlluniau gwella costau a gwireddu buddion.
- Cymell ac annog eraill i nodi mesurau gwella cost ac ansawdd, gan weithio'n agos gyda chydweithwyr ar bob lefel yn y sefydliad, clinigol ac anghlinigol a lle bo'n briodol, y tu allan i'r Bwrdd Iechyd.
- Mynd ati'n hyderus a phriodol i herio tystiolaeth, gan gefnogi rhagdybiaethau o ran "beth sydd" a "beth fydd" er mwyn sicrhau bod cynlluniau gwireddu buddion yn rhai cadarn.
- Monitro prosiectau arloesi a thrawsnewid i sicrhau bod cynlluniau arbedion monitro ar y trywydd iawn i gyflawni eu hamcanion o ran elw ar fuddsoddiad.
- Defnyddio methodolegau gwella gwasanaeth ac offer a thechnegau rheoli prosiect o ddydd i ddydd i gefnogi amcanion y swydd.
- Dadansoddi a dehongli gwybodaeth o amrywiaeth o ffynonellau data

Felly, bydd dyletswyddau a chyfrifoldebau o ddydd i ddydd yn cynnwys:

Cynllunio

- Arwain ar sesiynau adnabod buddion a gweithdai a chyfarfodydd gwireddu buddion
- Cefnogi cynlluniau datblygu a chyflawni prosiectau i gynnwys gwireddu buddion
- Sicrhau bod yr holl fuddion yn cael eu cofnodi yn unol â dogfennau eraill y prosiect a bod adroddiadau priodol yn cael eu hwyluso
- Datblygu a gweithredu fframwaith gwireddu buddion a system adrodd
- Uwchgyfeirio achosion sylweddol o wyro oddi wrth y cynllun neu unrhyw faterion sy'n ymwneud â'r prosiect, er mwyn tynnu sylw at broblemau ac awgrymu datrysiadau cyn gynted â phosibl
- Asesu a blaenoriaethu eich llwyth gwaith eich hun o fewn amserlen er mwyn cwrdd â therfynau amser y timau
- Gweithio ar draws ystod eang o brosiectau cymhleth. O ystyried cymhlethdod y portffolio, mae'n bosibl y bydd angen aildrefnu neu ail-flaenoriaethu tasgau, gweithgareddau, strategaethau a chynlluniau wrth i brosesau gael eu dadelfennu mewn partneriaeth ag arweinwyr gwasanaeth, clinigwyr a gweithwyr iechyd proffesiynol/staff gweinyddol eraill
- Cydweithio â rhanddeiliaid ar draws GIG Cymru i hyrwyddo gwireddu buddion a gwerth mentrau digidol.

Rheoli Newid

- Datblygu'r arferion gorau a darparu cyngor arbenigol, gan gynnwys dylunio gwasanaethau i Raglenni a Phrosiectau
- Arwain ar weithgarwch Newid Busnes sy'n cefnogi Rhaglenni a Phrosiectau i gyflawni buddion a chanlyniadau'r achos busnes
- Arwain ar y strategaeth rheoli newid ar gyfer holl achosion busnes DDaTh
- Arwain cynlluniau newid ar gyfer prosiectau penodol
- Datblygu a monitro'r meini prawf parodrwydd busnes cyn eu rhoi ar waith
- Rhoi cyngor a dulliau cyflawni ar gyfer ymgysylltu â rhanddeiliaid, cynlluniau cyfathrebu mewn perthynas â newid busnes

Rheoli Gwasanaeth

- Cefnogi'r gwaith o reoli perfformiad prosiectau a rhoi cyngor ac arweiniad ar ddulliau gwireddu buddion
- Mynychu cyfarfodydd y bwrdd prosiect a thimau rheoli eraill fel y bo'n briodol
- Bod yn bwynt cyngor ac arweiniad ar reoli buddion a gwireddu buddion
- Cynnig newidiadau i ddogfennau rheoli'r Prosiect er mwyn sicrhau bod tystiolaeth ddigonol o wireddu buddion yn cael ei chasglu
- Awgrymu a chynnig newidiadau i ailgynllunio gweithdrefnau ariannol a chyfrifyddu lleol er mwyn gwella argaeledd tystiolaeth i gefnogi mesurau canlyniadau.
- Bydd yn rheoli agweddau'r buddion ar swydd y Swyddog Portffolio, Rheoli Prosiectau a Buddion o ddydd i ddydd.

Gwella Gwasanaethau

- Asesu prosesau gwireddu buddion cyfredol a'u hadolygu i sicrhau bod systemau cadarn ar waith i ddangos canlyniadau ac allbynnau sy'n deillio o hynny
- Gweithio gyda chynrychiolwyr clinigol a chynrychiolwyr Byrddau Iechyd Lleol, ac unrhyw randdeiliaid perthnasol eraill ar sail leol, ranbarthol a chenedlaethol i helpu i ddadansoddi a dehongli gweithgareddau lleol, ar y cyd ag eraill, gwneud penderfyniadau ar y camau sydd eu hangen i sicrhau bod prosiectau'n cael eu cyflawni yn unol â'r cynllun
- Gweithio gyda chydweithwyr gwasanaethau digidol gan gynnwys cydweithwyr dadansoddi data a gwybodaeth i helpu i nodi mesurau presennol i fonitro effaith cynlluniau elw ar fuddsoddiad, ee gwaith moderneiddio, adolygiadau gwasanaeth, archwiliadau i werthuso effaith gwella gwasanaethau, gwaith prosiect sy'n gysylltiedig â'r maes hwn, gwaith cydweithredol/partneriaeth.

Cyfathrebu

- Cyflwyno a chyfleu cynnydd rhaglenni a phrosiectau digidol cymhleth iawn yn effeithiol yn erbyn y manteision/elw ar fuddsoddiad a fwriadwyd.
- Rhoi cyflwyniadau ffurfiol cymhleth i grwpiau mawr o staff amrywiol
- Dylanwadu ar aelodau bwrdd y prosiect ynglŷn â buddion posibl rhaglenni y gellid eu cael.
- Cyfleu gwybodaeth sensitif iawn, sy'n aml yn fasnachol gyfrinachol i'r staff priodol
- Rheoli a chyfathrebu â nifer sylweddol o randdeiliaid perthnasol i'w pecynnau gwaith a gweithwyr a sefydliadau'r GIG, heb unrhyw gyfrifoldeb llinell uniongyrchol sy'n gofyn am sgiliau cyfathrebu datblygedig iawn
- Ymgysylltu â rhanddeiliaid y GIG wrth ddatblygu achosion busnes lle bo angen, gan gynnwys sesiynau gweithio gyda rhanddeiliaid a gweithdai.

Arweinyddiaeth ar gyfer Newid Trawsnewidiol

- Bod yn un o Arweinwyr Tosturiol BIPBC, gan ddefnyddio ymddygiadau fel rhoi sylw, deall, empathi a helpu ym mhopeth a wnewch
- Hyrwyddo diwylliant tosturiol a chyfunol
- Modelu dull cydweithredol a dylanwadol o weithio, gan drafod gydag eraill i sicrhau'r canlyniadau gorau. Gwreiddio'r dull hwn ar draws GIG Cymru.

Cyllid ac Adnoddau

- Bod yn gyfrifol am weithredu a chywirdeb y system monitro data gwireddu buddion bob dydd, gan sicrhau bod adroddiadau am eithriadau a cherrig milltir yn cael eu hadrodd yn brydlon.
- Dehongli gwybodaeth ariannol gymhleth i gynghori'r uwch dîm digidol a rheolwyr

Cyfeirnod CAJE/Dyddiad:

gwasanaethau ar y cynnydd a'r buddion a gafwyd hyd yma.

- Bod yn gyfrifol am ddarparu cyngor ac arweiniad i reolwyr prosiectau digidol a'u timau, i helpu gyda'r canlyniadau ariannol a gwella ansawdd.
- Monitro ac adolygu'r defnydd o adnoddau ariannol yn erbyn buddion / elw ar fuddsoddiad arfaethedig ac anfwriadol.
- Cyfrannu at ddatblygu achosion busnes y prosiect.
- Gweithio i gyflawni amcanion y cytunwyd arnynt, gan ddarparu cyfeiriad a bod yn bwynt cyswllt ar gyfer pob ymholiad sy'n ymwneud â gwireddu buddion yn yr adran, fel yr arbenigwr arweiniol yn y maes hwn.

Datblygu Personol a Phobl a Rheoli Pobl

- Cynnal ffocws cadarnhaol a gallu rheoli unrhyw wrthwynebiad i newid yn effeithiol
- Gweithio'n annibynnol heb lawer o oruchwyliaeth fel y bo'n briodol
- Gweithio'n effeithiol fel rhan o'r tîm digidol ehangach.

Prosesu Gwybodaeth

- Defnyddio nifer o lwyfannau TG safonol a systemau digidol a ddatblygir yn fewnol er mwyn gallu monitro cynlluniau prosiect yn gywir a defnyddio pecynnau TG yn rheolaidd i baratoi adroddiadau a chyflwyniadau.
- Dadansoddi gwybodaeth ar gyfer safbwyntiau'r prif randdeiliaid gan nodi a blaenoriaethu'r holl ffactorau hysbys yn unol â chwmpas a diffiniad y prosiect
- Llunio adroddiadau cymhleth a manwl gywir gan gynnwys cynlluniau gwireddu buddion llawn gyda thystiolaeth briodol yn deillio o amrywiaeth eang o ffynonellau Gwybodaeth, papur ac electronig
- Nodi meysydd buddion posibl o'r cychwyn, a sicrhau bod mesuriadau sylfaenol yn cael eu gwneud cyn rhoi systemau ar waith
- Ar ôl Gweithredu, monitro'r gwaith o gasglu mesurau gwireddu buddion
- Dadansoddi a chyflwyno mesuriadau cymharol cyn ac ar ôl gweithredu
- Nodi mecanweithiau adrodd priodol i ganiatáu i wybodaeth gymhleth gael ei chyflwyno mewn modd syml a hawdd ei deall gan gynulleidfa eang.

Cydraddoldeb ac Amrywiaeth

- Sicrhau bod amcanion cynhwysiant digidol yn cael eu hystyried a bod mesurau i fonitro effaith prosiectau arloesi a thrawsnewid yn cael eu hymgorffori mewn cynlluniau gwireddu buddion.
- Sicrhau bod materion cydraddoldeb ac amrywiaeth yn cael eu cydnabod a'u bod yn cael sylw yn unol â deddfwriaeth, polisiau a gweithdrefnau.
- Parchu'r holl staff, a gwerthfawrogi y gallai'r newidiadau sy'n cael eu cyflwyno gan y prosiectau gwybodeg sy'n cael eu darparu gael effaith ar staff a'u harferion gwaith.

Ymdrech ac Amgylcheddol

- Mae angen canolbwyntio am gyfnodau hir yn aml, ee drafftio adroddiadau a dogfennau eraill wrth ddelio ag ymyriadau.
- Yn agored yn achlysurol i amgylchiadau gofidus neu emosiynol.
- Angen defnyddio uned arddangos weledol am y rhan fwyaf o'r diwrnod. Gallu teithio i safleoedd eraill pan fo angen.

Cyffredinol

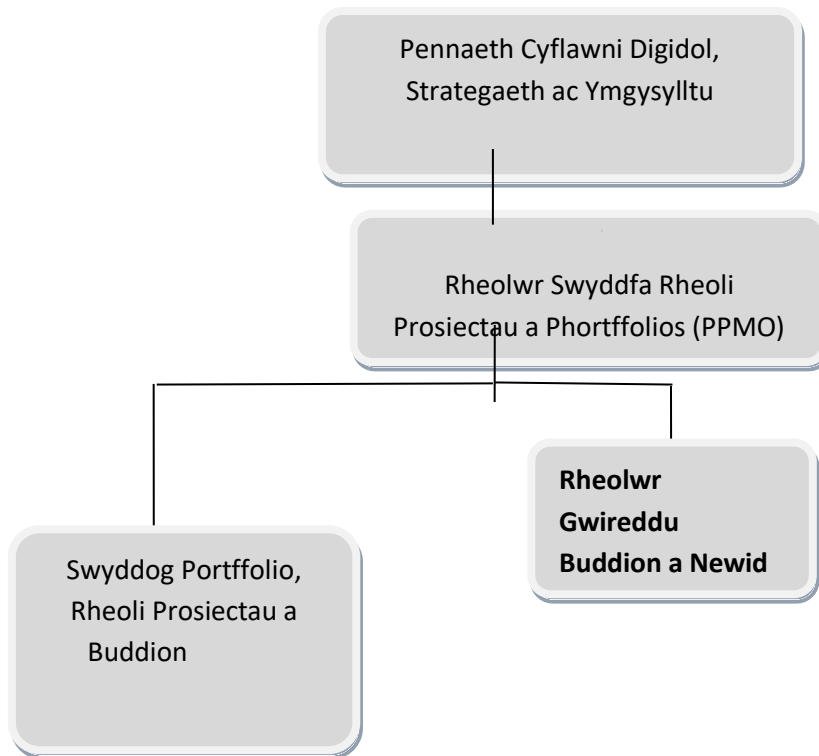
- Gall y rheolwr llinell priodol benderfynu ar dasgau a dyletswyddau eraill wrth i'r swydd

Cyfeirnod CAJE/Dyddiad:

ddatblygu.

Teitl y Swydd: Rheolwr Gwireddu Buddion a Newid

Siart Drefniadaethol



MANYLEB Y PERSON

RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Cymwysterau a Gwybodaeth	Cymhwyster Meistr neu brofiad cyfatebol mewn pwnc perthnasol Tystiolaeth o ddatblygiad proffesiynol parhaus Hyfforddiant neu gymwysterau mewn rheoli buddion	Cymhwyster rheoli prosiectau Gwybodaeth a phrofiad o ddefnyddio dull cydnabyddedig o dechneg gwella ansawdd	Ffurflen gais
Profiad	Profiad yn y diwydiant neu'r sector gofal iechyd Tystiolaeth o gymryd rhan mewn mentrau gweithredu newid Tystiolaeth o weithio mewn tîm Tystiolaeth o brofiad a sgiliau ysgrifennu adroddiadau Tystiolaeth o nodi ac olrhain buddion rhaglenni Tystiolaeth o weithio gyda thimau cyllid	Profiad blaenorol o wella gwasanaeth Profiad blaenorol mewn lleoliad ariannol Tystiolaeth o brofiad o reoli prosiect Profiad o arwain a chyflwyno adroddiadau a data dadansoddol	Ffurflen gais a chyfweliad

Cyfeirnod CAJE/Dyddiad:

	Tystiolaeth o lunio dogfennau manwl ar gyfer dadansoddi costau, gan gynnwys Adenillion ar Fuddsoddiad Tystiolaeth o reoli buddion a newid		
laith		Siarad Cymraeg (Lefel 1) <i>Mae manylion llawn am y disgwyliadau sy'n gysylltiedig â lefel 1 i'w gweld ar waelod y dudalen hon</i>	Cyfweliad
Sgiliau	Gallu gweithio'n annibynnol Gallu blaenoriaethu amcanion a gwneud sawl tasg ar unwaith		Ffurflen gais a chyfweliad

Cyfeirnod CAJE/Dyddiad:

	Gallu dadansoddi problemau Sgiliau negodi a diplomyddiaeth Meddwl yn bwyllog ac yn rhesymegol Gallu defnyddio Microsoft Office, gan gynnwys sgiliau Excel canolradd Gallu defnyddio systemau TG i ddeall gwybodaeth ariannol Sgiliau cyfathrebu a chyflwyno rhagorol Gallu herio a phrofi damcaniaethau a / neu wybodaeth ariannol yn briodol		
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Cyfeirnod CAJE/Dyddiad:

Doniau a Galluoedd	Gallu sydd eu hangen i gyflawni'r swydd yn effeithiol ee - Gallu dangos sefyllfaoedd lle mae sgiliau arwain a rheoli effeithiol wedi cael eu defnyddio Gallu dangos doethineb a diplomyddiaeth wrth weithio ag eraill Tystiolaeth o roi cyflwyniadau i grwpiau		Cyfweliad
Gwerthoedd	Gallu cofleidio'r gwerthoedd a'r ymddygiadau personol canlynol yn ddyddiol - • Urddas, Parch a Thegwch • Uniondeb, Bod yn Agored a Gonestrwydd • Gofalgar, Caredig a Thosturiol Gallu dangos ymrwymiad i werthoedd y sefydliad		Cyfweliad

Cyfeirnod CAJE/Dyddiad:

Eraill	Hunanymwybyddiaeth ac ymwybyddiaeth broffesiynol o anghenion pobl eraill Brwdfrydig a gwydn Gallu teithio rhwng safleoedd yn brydlon Hyblyg a pharod i addasu		Cyfweliad
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GOFYNION CYFFREDINOL

Dylech gynnwys y rheini sy'n berthnasol i ofynion y swydd

- **Gwerthoedd:** Mae'n rhaid i holl weithwyr y Bwrdd Iechyd ddangos a dilyn y Datganiadau Gwerthoedd ac Ymddygiad er mwyn iddynt ddod yn rhan annatod o fywyd gwaith deiliad y swydd, ac er mwyn gwreiddio'r egwyddorion yn niwylliant y sefydliad.
- **Gweithiwr Iechyd Proffesiynol Cofrestredig:** Mae'r holl weithwyr sy'n gorfod cofrestru â chorff proffesiynol er mwyn gallu ymarfer yn eu proffesiwn yn gorfod cydymffurfio â chod ymddygiad y corff hwnnw a gofynion eu cofrestriad proffesiynol.

Cyfeirnod CAJE/Dyddiad:

- **Gweithwyr Cymorth Gofal Iechyd:** Mae Gweithwyr Cymorth Gofal Iechyd yn gwneud cyfraniad gwerthfawr a phwysig at ddarparu gofal iechyd o safon uchel. Mae'r Cod Ymddygiad cenedlaethol ar gyfer GIG Cymru yn disgrifio'r safonau ymddygiad, ymarweddïad ac agwedd sy'n ofynnol gan yr holl Weithwyr Cymorth Gofal Iechyd a gyflogir yn GIG Cymru. Mae gan Weithwyr Cymorth Gofal Iechyd gyfrifoldeb a dyletswydd gofal i sicrhau nad yw eu hymddygiad yn is na'r safonau a nodir yn y Cod, ac nad oes unrhyw weithred na diffyg gweithredu ar eu rhan yn niweidio diogelwch na lles defnyddwyr gwasanaethau na'r cyhoedd, tra byddant dan eu gofal.
- **Cymhwysedd:** Ni ddylai deiliad y swydd weithio y tu allan i'w lefel benodol o gymhwysedd ar unrhyw adeg. Os oes pryderon ynglŷn â hyn, dylai deiliad y swydd eu trafod ar unwaith â'i Reolwr/Goruchwyliwr. Mae gan weithwyr gyfrifoldeb i roi gwybod i'w Rheolwr/Goruchwyliwr os nad ydynt yn meddwl eu bod yn gymwys i gyflawni dyletswydd.
- **Dysgu a Datblygu:** Rhaid i bob un o'r staff ymgymryd â rhaglenni cynefino/cyfarwyddo ar lefel Gorfforaethol ac Adrannol, a rhaid iddynt sicrhau bod unrhyw ofynion hyfforddiant statudol/gorfodol a gyflawnwyd ganddynt yn gyfredol. Pan ystyrir bod hynny'n briodol, mae'n ofynnol i staff ddangos tystiolaeth o ddatblygiad proffesiynol parhaus.
- **Arfarnu Perfformiad:** Rydym wedi ymrwmo i ddatblygu ein staff, ac rydych chi'n gyfrifol am gymryd rhan mewn Adolygiad Datblygu Perfformiad Blyneddol o'r swydd.
- **Iechyd a Diogelwch:** Mae dyletswydd statudol ar bob gweithiwr yn y sefydliad i ofalu am ei ddiogelwch personol ei hun a diogelwch pobl eraill y gall ei weithredoedd neu ei ddiffyg gweithredu effeithio arnynt. Disgwylir i ddeiliad y swydd gydweithredu â'r rheolwyr i alluogi'r sefydliad i gyflawni ei ddyletswyddau cyfreithiol ei hun a rhoi gwybod am unrhyw sefyllfaoedd peryglus neu offer diffygiol. Rhaid i ddeiliad y swydd gadw at bolisiâu Rheoli Risg, Iechyd a Diogelwch a pholisiâu cysylltiedig y sefydliad.
- **Rheoli Risg:** Mae'n un o elfennau safonol y swydd, a chyfrifoldeb holl staff y sefydliad yw cyflawni rôl ragweithiol tuag at reoli risg yn eu holl weithredoedd. Mae hyn yn golygu asesu risg pob sefyllfa, cymryd camau priodol a rhoi gwybod am bob digwyddiad, damwain a fu bron â digwydd, a pherygl.
- **Yr Iaith Gymraeg:** Rhaid i bob gweithiwr gyflawni ei ddyletswyddau yn gwbl unol â gofynion Cynllun Iaith Gymraeg ei sefydliad a chymryd pob cyfle i hyrwyddo'r Gymraeg wrth ymwneud â'r cyhoedd.

Cyfeirnod CAJE/Dyddiad:

- **Llywodraethu Gwybodaeth:** Rhaid i ddeiliad y swydd fod yn ymwybodol bob amser o bwysigrwydd cadw cyfrinachedd a diogelu gwybodaeth y bydd yn dod ar ei thraws yn sgil ei ddyletswyddau. Mewn sawl achos, bydd hyn yn cynnwys mynediad at wybodaeth bersonol sy'n ymwneud â defnyddwyr gwasanaethau.
- **Diogelu Data:** Rhaid i ddeiliad y swydd drin pob darn o wybodaeth, boed yn wybodaeth gorfforaethol neu'n wybodaeth am staff neu gleifion, mewn modd pwyllog a chyfrinachol yn unol â darpariaethau'r Ddeddfwriaeth Gyffredinol ar Ddiogelu Data a Pholisi'r Sefydliad. Mae unrhyw achos o dorri cyfrinachedd o'r fath yn cael ei ystyried yn drosedd ddisgyblu ddifrifol, gyda'r posibilrwydd o ddiswyddo a / neu erlyn o dan y ddeddfwriaeth statudol gyfredol a Pholisi Disgyblu'r Bwrdd neu'r Ymddiriedolaeth Iechyd.
- **Rheoli Cofnodion:** Fel rhywun sy'n gweithio i'r sefydliad hwn, mae deiliad y swydd yn gyfrifol yn gyfreithiol am yr holl gofnodion mae'n eu casglu, yn eu creu neu'n eu defnyddio fel rhan o'i waith yn y sefydliad (gan gynnwys iechyd cleifion, iechyd neu anafiadau staff, a materion ariannol, personol a gweinyddol), boed ar bapur neu ar gyfrifiadur.

Mae pob cofnod o'r fath yn cael ei ystyried yn gofnod cyhoeddus, ac mae gan ddeiliad y swydd ddyletswydd gyfreithiol o ran cyfrinachedd tuag at ddefnyddwyr gwasanaeth (hyd yn oed ar ôl i weithiwr adael y sefydliad). Dylai deiliad y swydd drafod â'i reolwr os yw'n ansicr beth yw'r ffordd gywir o reoli'r cofnodion y mae'n gweithio â nhw.

- **Cydraddoldeb a Hawliau Dynol:** Mae Dyletswydd Cydraddoldeb y Sector Cyhoeddus yng Nghymru yn gosod dyletswydd gadarnhaol ar yr Ymddiriedolaeth/Bwrdd Iechyd i hyrwyddo cydraddoldeb i bobl â nodweddion gwarchodedig, a hynny fel cyflogwr ac fel darparwr gwasanaethau cyhoeddus. Mae naw nodwedd warchodedig, sef: oedran; anabledd; ailbennu rhywedd; priodas a phartneriaeth sifil; beichiogrwydd a mamolaeth; hil; crefydd neu gred; rhyw a chyfeiriadedd rhywiol. Mae'r Ymddiriedolaeth/Bwrdd Iechyd wedi ymrwymo i sicrhau nad oes unrhyw ymgeisydd am swydd na gweithiwr yn cael ei drin yn llai ffafriol ar unrhyw un o'r seiliau uchod. I'r perwyl hwn, mae gan y sefydliad Bolisi Cydraddoldeb, a mater i bob gweithiwr yw cyfrannu at ei lwyddiant.
- **Urddas yn y Gweithle:** Mae'r sefydliad yn condemnio pob math o fwlio ac aflonyddu ac mae'n mynd ati'n frwd i hyrwyddo

Cyfeirnod CAJE/Dyddiad:

gweithle lle mae gweithwyr yn cael eu trin yn deg a gydag urddas a pharch. Gofynnir i bob aelod staff hysbysu ei Reolwr Llinell neu unrhyw Gyfarwyddwr yn y sefydliad am unrhyw fath o fwlio ac aflonyddu. Ni fydd ymddygiad amhriodol yn y gweithle yn cael ei oddef a bydd yn cael ei drin fel mater difrifol o dan Bolisi Disgyblu'r Bwrdd Iechyd/Ymddiriedolaeth.

- **Archwiliad y Gwasanaeth Datgelu a Gwahardd (DBS):** Yn y swydd hon, byddwch yn cael cyswllt *uniongyrchol / anuniongyrchol â* chleifion/defnyddwyr gwasanaeth/plant/oedolion agored i niwed wrth gyflawni eich dyletswyddau arferol. Felly, bydd gofyn i chi wneud cais am Archwiliad *Safonol / Manylach y Swyddfa Cofnodion Troseddol fel rhan o gamau gwirio cyn cyflogi'r Bwrdd Iechyd/Ymddiriedolaeth. *Dilëwch fel y bo'n briodol. Os nad oes angen Gwiriad Datgelu gan y Gwasanaeth Datgelu a Gwahardd (DBS) ar ddeiliad y swydd, dilëwch fel y bo'n briodol.
- **Diogelu Plant ac Oedolion sy'n wynebu Risg:** Mae'r sefydliad wedi ymrwymo i ddiogelu plant ac oedolion sy'n wynebu risg. Felly, rhaid i'r holl staff fynychu hyfforddiant Diogelu Plant ac Oedolion a bod yn ymwybodol o'u cyfrifoldebau o dan Weithdrefnau Cymru Gyfan.
- **Rheoli Heintiau:** Mae'r sefydliad wedi ymrwymo i gyflawni ei rwymedigaethau i leihau heintiau. Mae'r holl staff yn gyfrifol am amddiffyn a diogelu cleifion, defnyddwyr gwasanaethau, ymwelwyr a gweithwyr rhag y risg o gael heintiau sy'n gysylltiedig â gofal iechyd. Mae'r cyfrifoldeb hwn yn cynnwys bod yn ymwybodol o gynnwys Polisiâu a Gweithdrefnau Atal a Rheoli Heintiau y Bwrdd Iechyd/yr Ymddiriedolaeth yn gyson.
- **Dim Ysmygu:** Er mwyn rhoi'r siawns orau i bob claf, ymwelydd a staff fod yn iach, mae holl safleoedd yr Ymddiriedolaeth/Bwrdd Iechyd yn ddi-fwg, gan gynnwys yr adeiladau a'r tir o'u hamgylch.

Datganiad Hyblygrwydd: Mae dyletswyddau'r swydd wedi'u hamlinellu yn y Disgrifiad Swydd ac ym Manyleb y Person, a gellir eu newid gyda chytundeb y ddwy ochr o bryd i'w gilydd.

Cyfeirnod CAJE/Dyddiad:

Cyfeirnod CAJE/Dyddiad: