

# Disgrifiad Swydd a Manyleb y Person



## MANYLION Y SWYDD

<b>Teitl y Swydd:</b>	Rheolwr Gwasanaeth Cymorth Rheoli Contractau
<b>Gradd:</b>	Prif Swyddog D
<b>Cyfadrn:</b>	Addysg a Gwasanaethau Corfforaethol
<b>Adran:</b>	Gwasanaethau i Gwsmeriaid a Digidol
<b>Is-adran:</b>	Gwasanaethau Caffael a Gwybodaeth
<b>Lleoliad:</b>	Tŷ Penallta
<b>Yn atebol i:</b>	Rheolwr Caffael a Gwybodaeth

## DIBEN Y SWYDD

O dan gyfarwyddyd cyffredinol y Rheolwr Caffael a Gwybodaeth, bydd deiliad y swydd yn gyfrifol am ddatblygu ac arwain ar ddull newydd o Reoli Contractau o fewn y Cyngor. Bydd y rôl ganolog hon yn rhoi cymorth i'r sefydliad i fwrw ymlaen â strategaethau a pholisïau blaengar sy'n gysylltiedig â'n gwariant trydydd parti a'n gweithgareddau masnachol ni.

Bydd deiliad y swydd yn datblygu, adeiladu a chynnal perthnasoedd strategol allweddol gyda rhanddeiliaid o bob rhan o'r sector cyhoeddus gan gynnwys, ond heb fod yn gyfyngedig i'r canlynol: Llywodraeth Cymru, Swyddfa Comisiynydd Cenedlaethau'r Dyfodol Cymru, Cyngorau, Iechyd, Mentrau Gwirfoddol, Cymunedol a Chymdeithasol, Sefydliadau'r Sector Preifat a Chyrff Rheoleiddio.

## MEYSYDD CANLYNIADAU ALLWEDDOL

Datblygu ac arwain dull y Cyngor o ddatblygu a gweithredu methodoleg rheoli contractau cadarn a chynaliadwy o fewn y Cyngor.

Sicrhau bod amcanion a mentrau cenedlaethol ac amcanion a mentrau'r Cyngor yn cael eu cyflawni'n effeithiol ac effeithlon.

Datblygu, adeiladu a chynnal perthnasoedd allweddol gyda rhanddeiliaid i ddatblygu'r gwasanaeth yn barhaus a helpu gyda'r canlynol:

- Datblygu prosesau, gweithdrefnau a pholisïau ynghylch gallu masnachol a rheoli contractau.
- Safoni'r gallu a'r sgiliau sydd eu hangen ar draws y Cyngor ynghylch gallu masnachol a rheoli contractau trwy raglenni hyfforddi.
- Gweithio gyda staff ar draws y Cyngor gan nodi risgiau masnachol ac argymell mesurau i liniaru a rheoli'r risgiau hynny.
- Llywio anghenion/gofynion esblygol meysydd gwasanaeth contractio allweddol yn unol â strategaethau a pholisïau cenedlaethol.
- Sefydlu timau "arbenigol" o fewn meysydd gwasanaeth contractio allweddol er mwyn datblygu arbenigeddau categori, telerau ac amodau sy'n addas i'r diben, methodolegau rheoli contractau a datblygu strategaethau a dulliau gwybodaeth am y farchnad.
- Creu sianeli cyfathrebu cadarnhaol gyda rhanddeiliaid mewnol ac allanol sy'n cynorthwyo amcanion a mentrau'r Cyngor.

- Datblygu dull syml a chyson o ddadansoddi data i'w ddsbarthu i randdeiliaid mewnol ac allanol.
- Datblygu a chynnal perthnasoedd effeithiol gyda chyrff rheoleiddio a sefydliadau allanol.

## PROFFIL MANWL O'R DASG

Darparu cyngor, arweiniad ac arbenigedd proffesiynol ar faterion arferol o ddydd i ddydd, materion hynod gymhleth a dadleuol ynghylch cyfleoedd masnachol ac arfer gorau rheoli contractau yn unol ag amcanion a mentrau strategol ac arfer gorau cenedlaethol a'r Cyngor.

Gweithredu fel arweinydd ar gyfer darparu cyngor ac arweiniad ar faterion polisi a llywodraethu sydd ag effaith fasnachol, gan gyfrannu at fentrau a phrosiectau newydd, datblygu gweithdrefnau, ymgynghori ag arweinwyr llywodraethu eraill i asesu effaith bosibl a rheoli newidiadau polisi.

Cyflawni cydymffurfio â'r holl ddeddfwriaeth statudol a rheoleiddiol, yn benodol Rheoliadau Contractau Cyhoeddus y Deyrnas Unedig, Rheoliadau Ariannol y Cyngor a'r Rheolau Sefydlog ar gyfer Contractau.

Ymagwedd ragweithiol a phragmatig at reoli risg drwy sefydlu, diffinio a dogfennu risgiau yn glir ac a oes unrhyw fesurau lliniaru risg posibl sy'n gallu cael eu gweithredu.

Darparu gwasanaethau o ansawdd uchel sy'n rhoi gwerth am arian ar draws meysydd gwasanaeth contractio allweddol.

Ymchwilio a datblygu dulliau newydd ac arloesol o ddarparu gwasanaethau i wneud y mwyaf o adnoddau, sicrhau arbedion effeithlonrwydd a darparu'r gwerth gorau am arian (gan gynnwys gwerth cymdeithasol) i'r Cyngor.

Cynorthwyo tîm arwain y Cyngor i baratoi a dosbarthu gwybodaeth am berfformiad, data ystadegol a rheolaeth ariannol yn unol â'r anghenion a'r amcanion rheoleiddiol a pholisi cysylltiedig.

Darparu arweiniad a chymorth rheoli llinell, gan gynnwys gosod a monitro safonau a thargedau ar gyfer adrannau ac unigolion o fewn y maes gwasanaeth.

Ymgynghori, fel y bo'n briodol, â'r Aelod/Aelodau Cabinet perthnasol ac Aelodau Etholedig eraill a darparu gwybodaeth briodol ac ystyrlon i alluogi Aelodau, y Cyngor, y Cabinet, Pwyllgorau a rheolwyr i fonitro perfformiad yn ôl safonau a thargedau cytunedig a chynnydd tuag at gyflawni amcanion strategol y Cyngor.

Darparu briffiau a gwybodaeth i'r timau technegol, cyfreithiol a pholisi ar gyfer cyfarfodydd gyda rhanddeiliaid.

Arwain cyfarfod rhanddeiliaid ag aelodau'r tîm technegol, arweinwyr cyfreithiol a pholisi a sicrhau ymateb i adborth o ran ymatebion rhanddeiliaid a cheisiadau i'r tîm technegol o fewn amserlenni wedi'u cytuno.

Datblygu perthnasoedd cadarnhaol gyda gwasanaethau eraill o fewn y Cyngor a chyrff/partneriaid allanol eraill i sicrhau bod y gwasanaeth sy'n cael ei ddarparu yn hollol effeithiol, effeithlon ac o ansawdd addas.

Datblygu canllawiau polisi, hyfforddiant a chymorth i rhanddeiliaid.

Gweithio'n agos gyda gwasanaethau cymorth y Cyngor i hwyluso'r broses o ymgynghori ac ymgysylltu ar draws y sector cyhoeddus, y sector preifat a'r trydydd sector. Datblygu cynllun ymgysylltu cadarn gyda'n cadwyn gyflenwi ni i gyflawni amcanion y Cyngor.

Datblygu perthynas weithio ardderchog gyda chyrrff allanol i ddatblygu trefniadau cydweithredol i wella'r gwasanaeth yn barhaus a chwrdd ag anghenion y Cyngor.

Rheoli ymgynghorwyr prosiect allanol (lle bo angen).

Cymryd cyfrifoldeb am ddatblygu, gweithredu, monitro ac adrodd ar ganlyniadau ar gyfer mentrau strategol penodol fel sydd wedi'u cytuno o fewn y Cyngor.

Sicrhau bod prosesau a gweithdrefnau yn cynorthwyo cydymffurfio â deddfwriaeth berthnasol a pholisïau'r Cyngor, gan gynnwys Rheoliadau Diogelu Data Cyffredinol, lechyd a Diogelwch ac Yswiriant, ym mhob rhan o'r maes gwasanaeth.

## **PERTHNASOEDD GWEITHIO ALLWEDDOL**

Gwasanaethau i Gwsmeriaid a Digidol a timau rheoli meysydd gwasanaeth eraill i gyflawni amcanion y gwasanaeth mewn modd effeithiol, effeithlon ac amserol.

Cyrrff allanol megis y canlynol, ond heb fod yn gyfyngedig iddyn nhw: Llywodraeth Cymru, Swyddfa Comisiynydd Cenedlaethau'r Dyfodol Cymru, Awdurdodau Lleol, lechyd, Mentrau Gwirfoddol, Cymunedol a Chymdeithasol, Sefydliadau'r Sector Preifat a Chyrrff Rheoleiddiol. Bydd hyn yn cynnwys trafodaethau a rheoli contractau, datblygu a gwella'r gadwyn gyflenwi i ddarparu gwasanaethau gwell. Darparu data perfformiad, ystadegol ac ariannol a chynnal adolygiadau perfformiad cytundebol.

Tîm Rheoli Corfforaethol – darparu ystadegau, adroddiadau a chyngor, canllawiau a gwybodaeth yn unol â pholisi caffael ac arfer gorau.

Penaethiaid Gwasanaeth/Cyfarwyddwyr Cynorthwyol – darparu cyngor ac arweiniad ar brosesau, gweithdrefnau, rheoli contractau, yn unol â pholisi caffael ac arfer gorau.

Aelodau Cabinet/Aelodau Etholedig – darparu cyngor, arweiniad a gwybodaeth ar adroddiadau mewn Pwyllgorau cysylltiedig ac aelod o'r Cabinet sy'n mynd gydag ef mewn cyfarfodydd.

Sefydliad Siartredig Prynu a Chyflenwi – cyflwyno a lledaenu gwybodaeth i'r corff proffesiynol ac oddi wrtho.

Gweithio gydag ystod eang o bartïon gan gynnwys partneriaid eraill yn y sectorau cyhoeddus a gwirfoddol, sefydliadau'r sector preifat ac aelodau o'r cyhoedd.

## **CYFRIFOLDEBAU AM STAFF**

### **Teitlau Swyddi, Niferoedd a Lefel Atebolrwydd**

Cyfrifoldeb rheoli llinell lawn am dri swyddog. Mae cyfrifoldebau'n cynnwys recriwtio a dethol, sefydlu a chymorth. Adolygiadau perfformiad, cyfarfodydd un i un rheolaidd, gosod amcanion, nodi anghenion dysgu a gweithredu hyfforddiant. Monitro a rheoli presenoldeb gan gynnwys cynnal cyfweiliadau dychwelyd i'r gwaith ac atgyfeiriadau. Disgyblu, cwyno, cymeradwyo gwyliau, hawliadau treuliau ac ati.

Dirprwyo ar ran y Rheolwr Caffael a Gwybodaeth.

Arwain timau cydweithredol sy'n gweithio ar gyflawni contractau a phrosiectau allweddol y Cyngor a dal cyfrifoldeb amdany'n nhw.

Rheoli ymgynghorwyr prosiectau allanol yn ôl yr angen.

## CYFRIFOLDEBAU AM ADNODDAU

### Cyllid, Peiriannau, Adeiladau neu Gyfarpar

Cyfrifoldeb am gyfrifiadur personol a ffôn ac unrhyw offer ac adnoddau eraill sydd ar gael at ddefnydd busnes.

Cyfrifoldeb am gyfarpar digidol i gyflawni'r rôl.

Yn gyfrifol am y gyllideb briodol sy'n gysylltiedig â diwygio caffael.

### Systemau Data

Mynediad at nifer o gronfeydd data a systemau allweddol a chyfrifoldeb amdany'n nhw.

## AMGYLCHEDD GWAITH

Swydd hyblyg yn unol â Pholisi Gweithio Ystwyth y Cyngor. Mae'r tîm yn gweithio ar sail ystwyth rhwng y swyddfa a'r cartref. Mae'r tîm yn mynychu swyddfeydd y Cyngor pan maen nhw'n cael eu gofyn i wneud hynny ar gyfer cyfarfodydd, tasgau penodol, goruchwyliaeth ac arfarniadau.

Bydd gofyn i chi fod yn symudol i gwrdd ag anghenion newidiol y swydd.

Bydd angen mynd i gyfarfodydd tu allan i oriau swyddfa.

## GOFYNION YCHWANEGOL

<b>Cyfyngiad Gwleidyddol:</b>	Oes
<b>Gwiriad y Gwasanaeth Datgelu a Gwahardd:</b>	Nac oes
<b>Gwiriad y Rhestr Wahardd:</b>	Nac oes
<b>Asesiad Meddygol Sylfaenol Cyn Cyflogaeth:</b>	Nac oes
<b>Cofrestru:</b>	Nac oes

## CYFRIFOLDEBAU CYFUNDREFNOL

Yn deall ac yn gallu dangos egwyddorion cyfrinachedd.

Yn gweithio o fewn polisiau a gweithdrefnau'r Cyngor, gan gynnwys cydnabod y ddyletswydd i ddiogelu oedolion, plant a phobl ifanc sy'n agored i niwed.

Yn deall ac yn dangos ymrwymiad i bolisiau'r Cyngor.

Yn dangos ymrwymiad i ddatblygiad personol parhaus.

**Mae'r dyletswyddau a chyfrifoldebau yn anodd eu diffinio'n fanwl a gallen nhw amrywio o dro i dro heb newid natur gyffredinol y dyletswyddau neu lefel y cyfrifoldebau dan sylw. Felly, mae disgwyl i ddeiliad y swydd ymgymryd â dyletswyddau eraill yn ôl y gofyn, ar yr amod na fydd natur gyffredinol y dyletswyddau na lefel y cyfrifoldebau yn newid.**

**MANYLEB Y PERSON**

	<b>HANFODOL</b>	<b>DELFRYDOL</b>
<b>CYMWYSTERAU</b>	<p>Cymhwyster Rheoli Lefel 6 ar Fframwaith Credydau a Chymwysterau Cymru. Er enghraifft Sefydliad Arweinyddiaeth a Rheolaeth Lefel 6.</p>	<p>Aelodaeth lawn o'r Sefydliad Siartredig Prynu a Chyflenwi neu'n gweithio tuag ato.</p> <p>Neu gymhwyster cyfreithiol priodol ynghylch rheoliadau contract cyhoeddus 2015.</p>
<b>GWYBODAETH</b>	<p>Gwybodaeth sylweddol am Fframweithiau Rheoli Contractau ac Arfer Gorau. Meddu ar y gallu i reoli risgiau ariannol, cyfreithiol, technegol, gweithredol ac enw da.</p> <p>Deddfwriaeth Caffael y Sector Cyhoeddus.</p> <p>Ystod o offer a thechnegau rheoli prosiect/cyflawni, gan gynnwys, ond heb fod yn gyfyngedig i, Prince2 ac Agile.</p>	<p>Gwybodaeth am weithdrefnau a pholisïau'r Cyngor.</p>
<b>SGILIAU</b>	<p>Hyfforddwyr a Thimau Arweiniol.</p> <p>Yn gallu cyfathrebu'n effeithiol ar draws ffiniau sefydliadol, technegol a gwleidyddol. Yn gallu eirioli a chyfathrebu'r hyn y mae tîm yn ei wneud i greu ymddiriedaeth a dilysrwydd.</p> <p>Y gallu i weld y darlun cyfan. Dod â safbwyntiau rhanddeiliaid at ei gilydd i gael darlun ehangach o'r dirwedd o amgylch gweithgareddau a pholisïau.</p> <p>Y gallu i feithrin gallu i bawb. Sefydlu a sbarduno trafodaethau o fewn y tîm ac ar draws timau eraill i ddysgu o brofiad ac addasu prosesau a chynlluniau sefydliadol.</p> <p>Y gallu i wneud penderfyniadau clir gan ddefnyddio tystiolaeth a data anghyflawn a chymhleth.</p>	<p>Sgiliau Cymraeg.</p> <p>Tystiolaeth o weithgareddau datblygiad proffesiynol parhaus wedi'u cwblhau.</p> <p>Yn gallu cynorthwyo rheoli cyllideb effeithiol o fewn cyfyngiadau'r prosiect. Yn cynnal ymwybyddiaeth barhaus o'r gyllideb yn erbyn y gost go iawn.</p> <p>Yn gallu cynorthwyo rheoli cyllideb effeithiol o fewn cyfyngiadau'r prosiect.</p> <p>Yn gallu arwain tîm trwy wahanol gyfnodau'r cylch bywyd cyflenwi.</p>

**HANFODOL**

**DELFRYDOL**

Dadansoddi a gwerthuso gwybodaeth a sefyllfaoedd.

Y gallu i ymateb yn llwyddiannus i her.

Yn gyfathrebwr medrus, ar lafar ac yn ysgrifenedig, i ystod eang o gynulleidfaoedd, gan ddefnyddio gwahanol gyfryngau.

Ymagwedd hyblyg, addasadwy ac arloesol at ddatrys problemau.

Y gallu i drafod yn effeithiol gyda'r holl randdeiliaid.

Yn gallu datrys problemau ac atal problemau. Yn gallu cymryd rhan mewn elfennau o reoli risg megis rheoli ac olrhain camau lliniaru risgiau yn effeithiol.

Yn gallu rheoli dibynyddion amrywiol ar draws timau, adrannau a llywodraeth yn gyffredinol.

Yn gallu cyfleu'r cynllun, rhagdybiaethau cynllunio a chynnydd i ystod o randdeiliaid. Yn cynnal rhythm cyflwyno a rheoli'r perthnasoedd rhwng gwahanol bobl o fewn timau ac ar eu traws nhw.

Y gallu i weithio dan bwysau i gyrraedd terfynau amser newidiol.

Y gallu i weithio dan bwysau ac i amserlenni tyn.

Y gallu i gyd-drafod ag eraill yn effeithiol a dylanwadu arnyn nhw.

Dealltwriaeth o reoli newid.

Dealltwriaeth o'r materion moderneiddio ehangach sy'n wynebu Llywodraeth Leol.

Arddangos sgiliau arwain a rheoli mewn caffael strategol.

	HANFODOL	DELFRYDOL
<b>PROFIAD</b>	<p>Profiad o waith rheoli llinell a goruchwyllo staff.</p> <p>Gweithio gydag Aelodau Etholedig, Swyddogion o wahanol lefelau o awdurdod, penaethiaid, athrawon a sefydliadau allanol (neu uwch Swyddogion ar lefel bwrdd os o'r sector preifat).</p> <p>Profiad o gael mewnwelediad gan amrywiaeth o randdeiliaid.</p> <p>Datblygu a chyflwyno fframwaith hyfforddi effeithiol, gan gynnwys cyrsiau e-ddysgu.</p> <p>Gweithredu dadansoddiadau gwario, rheoli contractau, ail-beiriannu prosesau ac awtomeiddio.</p> <p>Gweithio mewn partneriaethau agos.</p> <p>Cynllunio datblygu a gweithredu polisiau a gweithdrefnau newydd.</p>	
<b>ARALL</b>	<p>Ymrwymiad i ethos gwasanaeth sy'n atebol yn ddemocrataidd.</p> <p>Y gallu i weithio mewn amgylchedd cyfrinachol.</p> <p>Y gallu i ddeall deddfwriaeth newydd a deddfwriaeth sy'n dod i'r amlwg a'i throsglwyddo i arfer gweithredol.</p> <p>Agwedd hyblyg/addasadwy at y gwaith a gallu gweithio oriau anghymdeithasol ar adegau.</p> <p>Wedi ymrwymo i ddatblygiad proffesiynol parhaus.</p> <p>Y gallu i deithio o gwmpas y Fwrdeistref Sirol.</p>	<p>Sensitifrwydd gwleidyddol, ac yn gallu cynnal didueddrwydd, gan reoli perthnasoedd gwleidyddol gyda phob plaid.</p>



**AWDURDODI'R SWYDD**

<b>PENNAETH GWASANAETH:</b>	Elizabeth Lucas	<b>DYDDIAD:</b>	18/07/2023
<b>RHEOLWR:</b>	Ian Evans	<b>DYDDIAD:</b>	18/07/2023
<b>ADNODDAU DYNOL:</b>	Lynne Donovan	<b>DYDDIAD:</b>	18/07/2023

**ADOLYGU'R SWYDD**

<b>SWYDDOG:</b>		<b>DYDDIAD:</b>	
<b>SWYDDOG:</b>		<b>DYDDIAD:</b>	
<b>SWYDDOG:</b>		<b>DYDDIAD:</b>	

# Job Description and Person Specification



## POST IDENTIFICATION

<b>Post Title:</b>	Contract Management Support Service Manager
<b>Grade:</b>	Chief Officer D
<b>Directorate:</b>	Education and Corporate Services
<b>Division:</b>	Customer and Digital Services
<b>Section:</b>	Procurement and Information Services
<b>Location:</b>	Penallta House
<b>Responsible to:</b>	Procurement and Information Manager

## JOB PURPOSE

Under the general direction of the Procurement and Information Manager, the post holder will be responsible for developing and leading on a new approach to Contract Management within the Council. This central role will support the organisation to take forward progressive strategies and policies associated with our third party spend and commercial activities.

The post holder will develop, build and maintain key strategic relationships with stakeholders from across the public sector including but not limited to: Welsh Government, Future Generations Commissioners for Wales Office, Councils, Health, Voluntary, Community and Social Enterprises, Private Sector Organisations and Regulatory Bodies.

## KEY RESULT AREAS

Develop and lead the Council's approach to the development and implementation of a robust and sustainable contracts management methodology within the Council.

Ensure the effective and efficient delivery of national and Council objectives and initiatives.

Develop, build and maintain key relationships with stakeholders to continuously develop the service and help:

- Develop processes, procedures and policies in relation to commercial capability and contract management.
- Standardise the capability and skills needed across the Council in relation to commercial capability and contract management via training programmes.
- Working with staff across the Council identifying commercial risks and recommending measures to mitigate and manage those risks.
- Inform the evolving needs/requirements of key contracting service areas in accordance with national strategies and policies.
- Establish "expert" teams within key contracting service areas in order to develop category specialisms, fit for purpose terms and conditions, contract management methodologies and develop market intelligence strategies and approaches.
- Generate positive communication channels with internal and external stakeholders that support the Council's objectives and initiatives.

- Develop streamlined and consistent approach to data analytics for dissemination to internal and external stakeholders.
- Develop and maintain effective relationships with regulatory bodies and external organisations.

## DETAILED TASK PROFILE

Provide professional advice, guidance and expertise on routine day-to-day, highly complex and contentious issues related to commercial opportunities and contract management best practice in accordance with national and Council strategic objectives and initiatives and best practice.

Act as lead for providing advice and guidance on policy and governance issues with a commercial impact; contributing to new initiatives and projects, developing procedures, consulting with other governance leads to assess potential impact and manage policy changes.

Achieve compliance with all statutory and regulatory legislation, specifically UK Public Contract Regulations, Council Financial Regulations and Standing Orders for Contracts.

Proactive and pragmatic approach to risk management by clearly establishing, defining and documenting risks and whether there are any potential risk mitigation measures that can be implemented.

Deliver high quality, value for money services across key contracting service areas.

Research and develop new and innovative approaches to service provision to maximise resources, deliver efficiencies and provide maximum value for money (including social value) for the Council.

Support the Council's leadership team with the preparation and dissemination of performance, statistical data and financial management information in accordance with the associated regulatory and policy needs and objectives.

Provide line management guidance and support, including setting and monitoring standards and targets to sections and individuals within the service area.

Consult, as appropriate, with the relevant Cabinet Member(s) and other Elected Members and provide appropriate and meaningful information to enable Members, the Council, Cabinet, Committees and managers to monitor performance against agreed standards and targets and progress towards achieving the Council's strategic objectives.

Provide briefings and information to technical teams, legal and policy for meetings with stakeholders.

Lead stakeholder meeting with technical team members, legal and policy leads and to ensure feedback of stakeholder's responses and requests to technical team are responded to within agreed timescales.

Develop positive relationships with other services within the Council and other external bodies / partners to ensure the service provided is fully effective, efficient and of an appropriate quality.

Undertake the development of policy guidance, training and support to stakeholders.

Work closely with support services of the Council to facilitate the process of consultation and engagement across the public, private and third sectors. Develop a robust engagement plan with our supply chain to meet the objectives of the Council.

Develop excellent working relationships with external bodies to develop collaborative arrangements to continually improve the service and meet the needs of the Council.

Management of external project consultants (where required).

Take responsibility for developing, implementing, monitoring and reporting on results for specific strategic initiatives as agreed within the Council.

Ensure processes and procedures support compliance throughout the service area with relevant legislation and Council policies, including GDPR, Health and Safety and Insurance.

## KEY WORKING RELATIONSHIPS

Customer and Digital Services and other service areas management teams to deliver the service objectives in an effective, efficient and timely manner.

External bodies such as but not limited to: Welsh Government, Future Generations Commissioners for Wales Office, Local Authorities, Health, Voluntary, Community and Social Enterprises, Private Sector Organisations and Regulatory Bodies. This will include negotiations and the management of contracts, developing and enhancing the supply chain to provide better services. Provide performance, statistical and financial data and undertake contractual performance reviews.

Corporate Management Team; provision of statistics, reports and advice, guidance and information in accordance with procurement policy and best practice.

Heads of Service / Assistant Directors; provide advice and guidance on processes, procedures, contract management in accordance with procurement policy and best practice.

Cabinet Members/Elected Members; provide advice, guidance and information on reports at associated Committees and accompanying Cabinet member at meetings.

Chartered Institute of Purchasing and Supply; submission and dissemination of information to and from the professional body.

Work with a wide range of parties including other public and voluntary sector partners, private sector organisations, members of the public.

## RESPONSIBILITIES FOR STAFF

### **Post Titles, Numbers and Level of Accountability**

Full line management responsibility of three Officers. Responsibilities include recruitment and selection, induction and support. Performance reviews, regular one to one meetings, objective setting, identification of learning needs and implementation of training. Monitoring and managing attendance including conducting return to work interviews and referrals. Disciplinary, grievance, approving leave, expense claims etc.

Deputise for the Procurement and Information Manager.

Lead and hold responsibility for collaborative teams working on the delivery of key Council contracts and projects.

Management of external project consultants as and when required.

## RESPONSIBILITIES FOR RESOURCES

### **Financial; Plant; Buildings or Equipment**

Responsibility for a PC and a telephone and any other equipment and resources made available for business use.

Responsibility for digital equipment to perform role.

Responsible for the appropriate budget associated with procurement reform.

### **Data Systems**

Access to and responsibility for a number of databases and key systems.

## WORKING ENVIRONMENT

Flexible post in accordance with the Council's Agile Working Policy. The team work on an agile basis between the office and home. The team attend the Council offices when asked to do so for meetings, specific tasks, supervision and appraisals.

Required to be mobile to meet the changing needs of the post.

Attendance at meetings outside of office hours will be required.

## ADDITIONAL REQUIREMENTS

<b>Politically Restricted:</b>	Yes
<b>Disclosure and Barring Service Check:</b>	No
<b>Barred List Check:</b>	No
<b>Baseline Pre Employment Medical Assessment:</b>	No
<b>Registration:</b>	No

## ORGANISATIONAL RESPONSIBILITIES

Understands and demonstrates the principles of confidentiality.

Work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.

Understands and demonstrates commitment to the Council's policies.

Demonstrate commitment to ongoing personal development.

**The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.**

**PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	Level 6 Management qualification on the Credit and Qualifications Framework for Wales. For Example, Level 6 ILM.	Full Member of the Chartered Institute of Purchasing and Supply (MCIPS) or working towards.  Or appropriate legal qualification in relation to the public contract regulations 2015.
<b>KNOWLEDGE</b>	Substantial knowledge of Contract Management Frameworks and Best Practice. Having the ability to manage financial, legal, technical, operational and reputational risk.  Public Sector Procurement Legislation.  Range of project management/ delivery tools and techniques, including, but not limited to, Prince2 and Agile.	Knowledge of the Council's policies and procedures.
<b>SKILLS</b>	Coaches and Lead Teams  Able to communicate effectively across organisational, technical and political boundaries. Able to advocate and communicate what a team does to create trust and authenticity.  Ability to see the big picture. Bring together views and perspective of stakeholders to gain a wider picture of the landscape surrounding activities and policies.  Ability to build capability for all. Establish and drive intra and inter discussions to learn from experience and adapt organisational processes and plans.  Ability to make clear decisions using incomplete and complex evidence and data.	Welsh language skills.  Evidence of continued professional development activities undertaken.  Able to support effective budget management within the constraints of the project. Retains a continued awareness of the budget against actual cost incurred.  Able to support effective budget management within the constraints of the project.  Able to lead a team through the different phases of the delivery lifecycle.

	ESSENTIAL	DESIRABLE
	<p>Analyse and evaluate information and situations.</p> <p>Ability to successfully respond to challenge.</p> <p>Skilled communicator, both orally and in writing to a wide range of audiences, utilising different media.</p> <p>Flexible, adaptable and innovative approach to problem solving.</p> <p>Ability to negotiate effectively with all stakeholders.</p> <p>Able to solve issues and unblock problems. Able to engage in elements of risk management such as effectively managing and tracking the mitigation of risks.</p> <p>Able to manage various dependencies across teams, departments and government as a whole.</p> <p>Able to communicate the plan, planning assumptions and progress to a range of stakeholders. Maintains the cadence of delivery and manages the relationships between different people within and across teams.</p> <p>Ability to work under pressure to meet changing deadlines.</p> <p>Ability to work under pressure and meet tight timescales.</p> <p>Ability to negotiate effectively with and influence others.</p> <p>Understanding of change management.</p>	<p>Understanding of the wider modernisation issues facing Local Government.</p> <p>Demonstrate leadership and managerial skills in strategic Procurement.</p>

	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>Line management and supervision of staff.</p> <p>Working with Elected Members, Officers of varying levels of authority, head teachers, teachers and external organisations (or senior Officers at a board level if from the private sector).</p> <p>Experience of gaining insight from a range of stakeholders.</p> <p>Developing and delivering an effective training framework, including e-learning courses.</p> <p>Implementation of spend analytics, contract management, process re-engineering and automation.</p> <p>Close partnership working.</p> <p>Planning development and implementation of new policies and procedures.</p>	
OTHER	<p>Commitment to the ethos of a democratically accountable service.</p> <p>Ability to work in a confidential environment.</p> <p>Ability to understand new and emerging legislation and translate into operational practice.</p> <p>Flexible/adaptable approach to work and be able to work unsocial hours on occasions.</p> <p>Committed to continuous professional development.</p> <p>Ability to travel around the County Borough.</p>	<p>Political sensitivity, and able to maintain impartiality, managing political relationships across all parties.</p>



**POST AUTHORISATION**

<b>HEAD OF SERVICE:</b>	Elizabeth Lucas	<b>DATE:</b>	18/07/2023
<b>MANAGER:</b>	Ian Evans	<b>DATE:</b>	18/07/2023
<b>HR:</b>	Lynne Donovan	<b>DATE:</b>	18/07/2023

**POST REVIEW**

<b>OFFICER:</b>		<b>DATE:</b>	
<b>OFFICER:</b>		<b>DATE:</b>	
<b>OFFICER:</b>		<b>DATE:</b>	