

Swydd Ddisgrifiad

Ysgol/Cyfarwyddiaeth	Canolfan OpTIC - Llanelwy
Adran	Grŵp Systemau Optegol Manwl
Teitl y Swydd	Cynllunydd Prosiectau a Chapasiti
Yn atebol i	Arweinydd Masnachol

Prif Atebolrwydd

Mae'r Ganolfan Dechnoleg OpTIC sydd wedi ei lleoli ym Mharc Busnes Llanelwy, Llanelwy yn ganolfan Fusnes, Ymchwil ac Arloesedd sydd yn eiddo i Brifysgol Glyndŵr Wrecsam. Mae'r adeilad technoleg uchel yn cael ei weithredu a'i reoli gan dîm Rheolo Glyndŵr Innovations Ltd.

Mae'r Grŵp Systemau Optegol Manwl (POSG) yn rheoli rhan sylweddol o weithgareddau technegol y Ganolfan Dechnoleg OpTIC. Grŵp masnachol sydd yn arbenigo mewn dylunio, gweithgynhyrchu ac adeiladu systemau a chydrannau optig arbenigol o'r radd flaenaf, gyda sylfaen gwsmeriaid rhyngwladol, ffurfiwyd o dair prif swyddogaeth, dylunio peirianeg, creu cydrannau optig a mesureg cydrannau a systemau.

Mae'r swydd uwch ganolog hon yn cefnogi'r POSG gyda gweithrediadau cynllunio prosiectau a chapasiti hanfodol sydd eu hangen i gyflawni contractau sylweddol ar amser ac o fewn cyllideb.

Mae'r swydd yn cynnwys cynllunio a rheoli prosiectau ac amserlenni cytundebau o fewn y Grŵp Systemau Optegol Manwl, gan fodloni gofynion presennol a gofynion y dyfodol. Mae'r swydd yn cynnwys yr holl amrediad o weithgareddau busnes PGW o fewn y ganolfan OpTIC yn unol â pholisïau, gweithdrefnau a rheoliadau allanol y GIL a'r Brifysgol.

Yn adrodd i'r 'Arweinydd Masnachol - bydd y Cynllunydd Prosiectau a Chapasiti yn:-

- Gyda chefnogaeth y tîm technegol yn adolygu rhwymedigaethau cytundebol y POSG yn unol â gallu a chapasiti
- Amlinellu llinellau amser a phroffiliau gwariant prosiectau
- Cynhyrchu cynlluniau prosiect unigol a chyfunol ar gyfer bob rhaglen gan ddefnyddio MS Project neu becyn safon diwydiant tebyg
- Monitro a chefnogi gwariant a gweithgareddau caffael yn erbyn cyllidebau prosiectau unigol
- Gweithio gyda'r timau technegol er mwyn adrodd yn ôl i'r Arweinydd Masnachol am statws rhaglen
- Sicrhau fod y timau cyfunol yn ymwybodol o, ac yn gweithio at derfynau amser sydd wedi eu cytuno gyda'r cwsmer.
- cefnogi cydweithwyr i reoli gwariant i ddarparu cytundebau gyda chyflenwyr â chymwysterau addas sy'n bodloni anghenion y defnyddiwr ac yn cynnig gwerth.
- Paratoi adroddiadau statws rheolaidd er mwyn adrodd yn ôl i'r arweinydd masnachol ar gynnydd prosiectau

Mae'r swydd yn gofyn am ddealltwriaeth o gynllunio prosiectau, prosesau caffael, rheoli terfynau amser llym a sgiliau trefnu cadarn. Bydd hefyd yn gofyn am alluoedd rhyngpersonol cryfion. Byddwch yn gyfathrebwr da ac yn berson pobl, yn drefnus ac yn gallu defnyddio TG.

Tasgau Allweddol

I gynllunio holl brosiect masnachol o fewn y grŵp POSG gan ddefnyddio pecyn meddalwedd cynllunio prosiect (MS Project neu debyg)

I sicrhau caffael yr offer a chydronau angenrheidiol ar amser i gyflwyno'r prosiect

Cyfathrebu cerrig milltir a statws y prosiect yn rheolaidd ar draws y tîm

Arwain y datblygiad o system gynllunio er mwyn rheoli'r adnoddau sydd ar gael yn unol â chyllidebau penodol gyda'r amcan sylfaenol o ddarparu gwasanaeth cynllunio effeithiol ac effeithlon i'r POSG.

Cynhyrchu adroddiadau yn unol â chyflawniadau adran a DPAau

Sicrhau bod y Brifysgol yn cael gwerth am arian ar gyfer yr holl nwyddau, gwaith a gwasanaethau a brynwyd yn allanol.

Er mwyn galluogi rhoi cefnogaeth i'r POSG gyda chaffael ystod o gontractau ar gyfer nwyddau a gwasanaethau yn unol â therfynau amser a dangosyddion perfformiad y cytunwyd arnynt.

Cefnogi'r arweinydd masnachol gydag amcangyfrif a chostio gweithgareddau ar gyfer contractau yn y dyfodol, yn enwedig gweithgareddau adnoddau a chaffael

Datblygu a chynnal system ar gyfer monitro, adrodd a choladu DPA a darpariaethau perthnasol cytunedig

Gweithio gyda rheolwyr i leihau costau caffael drwy adnabod meysydd sy'n addas ar gyfer cytundebau ar y cyd a datblygu trefniadau cytundebol priodol.

Ynghyd â'r rheolwr contractau a chaffael, datblygu, gweithredu a monitro prosesau caffael yr adran sy'n cyd-fynd â strategaeth y Brifysgol i sicrhau dull â ffocws tuag at gyfeiriad strategol y swyddogaeth gaffael.

Bod yn gyfrifol am adolygu, datblygu a gwella'r systemau, y prosesau a'r gwasanaethau cynllunio yn barhaus i gefnogi rhwymedigaethau cytundebol yr adran

Cysylltu a chyfathrebu â chydweithwyr mewnol, cyflenwyr a chontractwyr, a sefydliadau eraill, ar lafar ac yn ysgrifenedig yn ôl yr angen.

Sicrhau bod papurau gwaith gorffenedig, cyfoes a manwl gywir ynglŷn â'r holl weithgareddau tendro yn cael eu storio'n briodol, gan gynnwys darparu tystiolaeth briodol i archwilwyr, ac at ddibenion sicrhau ansawdd.

Ymgymryd ag unrhyw ddyletswydd arall sy'n gymesur â'r swydd hon fel y penderfynir gan yr Arweinydd Masnachol.

Hyrwyddo gwerthoedd y Brifysgol yn weithredol a sicrhau bod holl bolisiau a gweithdrefnau'r Brifysgol yn cael eu cymhwyso mewn modd cyson a thryloyw.

Amrywiol

Byddwch yn sicrhau bod systemau a gweithdrefnau rheoli yn eu lle i fodloni'ch dyletswyddau a'ch cyfrifoldebau iechyd a diogelwch a gynhwysir ym mholisi iechyd a diogelwch y Brifysgol. Yn benodol byddwch yn sicrhau bod asesiadau risg priodol yn cael eu gwneud yng nghyswllt peryglon sylweddol ac yr ymgwymerir ag arolygon diogelwch ar gylchred blynyddol o leiaf ym mhob gweithle dan eich rheolaeth chi.

Cyfrifoldeb cyflogeion yw gweithredu Polisi Cyfle Cyfartal y Brifysgol yn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae gan yr holl staff gyfrifoldeb i hyrwyddo lefelau uchel o ofal cwsmer yn eu maes cyfrifoldeb eu hunain.

Disgwylir i ddeiliaid swydd gydweithredu â'r broses Arfarnu, gan gymryd rhan wrth osod amcanion er mwyn cynorthwyo gyda monitro perfformiad a datblygiad yr unigolyn.

Gellir neilltuo dyletswyddau perthnasol cyffelyb eraill sy'n gymesur â gradd y swydd gan y Rheolwr ac mewn cytundeb â deiliad y swydd. Ni ddylid gwrthod cytundeb o'r fath yn afresymol.

Mae'r cyfrifoldebau allweddol sydd wedi'u cynnwys yn y swydd ddisgrifiad hwn yn fynegol, nid ydynt yn gynhwysfawr. Gellir newid dyletswyddau a chyfrifoldebau mewn trafodaeth â deiliad y swydd.

Gellir gofyn i chi weithio ar unrhyw safle Prifysgol Glyndŵr, gyda rhybudd rhesymol.

Adolygu

Mae hwn yn ddisgrifiad o'r swydd ar adeg ei chyhoeddi. Arfer y Brifysgol o bryd i'w gilydd yw adolygu a diweddarau swydd ddisgrifiadau er mwyn sicrhau eu bod yn adlewyrchu natur gyfredol y swydd a gofynion y Brifysgol yn gywir ac i ymgorffori unrhyw newidiadau rhesymol lle bo'r angen, mewn ymgynghoriad gyda deiliad y swydd.

Manyleb Person

Er mwyn cael eich rhoi ar y rhestr fer rhaid i chi arddangos eich bod yn cwrdd â'r holl feini prawf hanfodol a hynny o'r meini prawf dymunol ag sy'n bosibl. Pan fydd gennym nifer fawr o geisiadau sy'n bodloni'r holl feini prawf hanfodol, byddwn wedyn yn defnyddio'r meini prawf dymunol i lunio rhestr fer.

Meini Prawf Dethol

Priodoleddau	Eitem	Meini Prawf Perthnasol	Dull Adnabod	Pwysigrwydd
1	Sgiliau a Gallu	1.1 Sgiliau cyfathrebu llafar ac ysgrifenedig rhagorol	Ff, C	H
		1.2 Gallu profedig i roi gwybod, dylanwadu a pherswadio cydweithwyr ar bob lefel gweithredol	C	H
		1.3 Y gallu i ddylunio ac ennill cefnogaeth i gerrig milltir a chyflawniadau prosiect sydd wedi'u cyfyngu gan amser	Ff, C	H
		1.4 Ffocws cryf ar gwsmeriaid a gallu profedig i adeiladu cysylltiadau cynhyrchiol ar bob lefel o'r sefydliad	Ff, C	H
		1.5 Gallu cymryd cyfrifoldeb am eich llwyth gwaith a blaenoriaethu'n effeithiol i sicrhau y bodlonir terfynau amser wrth ddarparu gwasanaeth cymorth ymatebol a sicrhau bod prosiectau a datblygiadau yn gwneud cynnydd yn amserol.	Ff, C	H
		1.6 Sgiliau rhyngpersonol a gweithio mewn tîm datblygedig gan gynnwys y gallu i gyfrannu'n weithredol at flaenoriaethau'r sefydliad a'r gallu i weithio'n effeithiol ar draws timau i gyrraedd nodau ar y cyd.	Ff, C	H
		1.7 Arddangos ystod o sgiliau cyfathrebu ysgrifenedig ac ar lafar effeithiol sy'n briodol i anghenion y derbynnydd, darparu hyfforddiant neu gefnogi prosiectau a chydweithwyr mewn timau eraill	FF, C	H
		1.8 Ymrwymiad cryf i wasanaeth cwsmer rhagorol	FF, C	H

		1.9	Gallu cyfathrebu trwy gyfrwng y Gymraeg.	FF, C	D
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Dealltwriaeth o werthoedd y Brifysgol ac ymrwymiad iddynt fel fframwaith ar gyfer penderfyniadau, gweithredoedd ac ymddygiadau	Ff, C	H
		2.2	Sgiliau uchel mewn TG, pecynnau meddalwedd cynllunio prosiect a swyddogaethau	Ff, C	H
		2.3	Cefndir mewn cynllunio gweithredoedd prosiect a rheoli cyllideb	Ff, C	H
		2.4	Hanes o reoli, gweithredu a chynllunio prosiectau aml-weithrediad	Ff, C	H
3	Addysg a Hyfforddiant	3.1	Cymhwyster Rheoli Prosiect Proffesiynol neu leiafswm o 2 flynedd o brofiad perthnasol	Ff, C	H
		3.2	Tystiolaeth o Ddatblygiad Proffesiynol Parhaus perthnasol.	Ff	H
4	Profiad Perthnasol	4.1	Dealltwriaeth dda o gyfrifoldebau cyfreithiol y Sefydliad gan gynnwys cydymffuriad gyda gofynion statudol	Ff, C	H
		4.3	Arddangos profiad blaenorol o gynllunio prosiectau	Ff, C	H
		4.4	Profiad o weithio mewn adran aml-swyddogaeth	C	D
		4.5	Cefndir llwyddiannus mewn darparu prosiectau technegol a chytundebau yn llwyddiannus.	C	D
				Ff, C	H
5	Gofynion Arbennig	5.1	Unrhyw beth sydd y tu hwnt i'r meysydd uchod, ac sy'n ofynnol i ymgymryd â'r swydd e.e. Y gallu i deithio dramor.	Ff, C	H
Dyddiad Adolygu					

Allwedd	Dull Adnabod	Ff	Ffurflen Gais
		C	Cyfweliad
		P	Prawf
		T	Copi o Dystysgrifau
		Rh	Rhoi Cyflwyniad
		G	Asesiad Grŵp
	Pwysigrwydd	H	Hanfodol
		D	Dymunol

Job Description



School/Directorate	OpTIC Centre – St Asaph
Section	Precision Optical Systems Group
Job Title	Project and Capacity Planner
Reports To	Commercial Lead

Principal Accountabilities

The OpTIC Technology Centre based on the St Asaph Business Park, St Asaph is a Business, Research and Innovation centre owned by Wrexham Glyndwr University. The high technology building is operated and managed by the Glyndwr Innovations Ltd. Management team.

The Precision Optical Systems Group form a major part of the OpTIC Technology Centre's technical activities. A commercial group specialising in the design, manufacture and build of high end, specialist optical components and systems has an international customer base and are formed from three main functions, engineering design, optical component fabrication and metrology of components and systems.

This senior, pivotal role is to support the POSG with the project and capacity planning operations required to deliver substantial contracts on time and to budget.

The role comprises of planning and control of project and contract timelines within the Precision Optical Systems Group meeting both current and future needs. The position covers the whole range of WGU business activities within the OpTIC centre in line with University and GIL policies and procedures and external regulations.

Reporting to the Commercial Lead – The Project and Capacity planner will:-

- Supported by the technical team review contractual obligations of the POSG in line with capacity and capability
- Outline project requirement timelines and spend profiles
- Produce individual and combined project plans for each program using MS Project or similar industry standard package
- Monitor and support spend and procurement activities against the individual project budgets
- Work with the technical teams to inform the Commercial Lead of program status
- Ensure the combined teams are aware of and are working to agreed customer deadlines
- support colleagues in managing expenditure to deliver contracts with suitably qualified suppliers that meet the needs of the end user and offer value.
- Prepare regular status reports to inform the commercial lead of project progress

The role requires an understanding of project planning, procurement processes, and managing strict deadlines, sound organisational skills. They will also require strong interpersonal abilities. You will be a good communicator and 'people person', well organised and IT literate.

Key Tasks

To plan all commercial projects within the POSG group within a project planning software package (MS Project or similar)

To ensure timely procurement of tooling and components required to deliver the projects

To communicate across the team the project milestones and status on a regular basis

To lead on the development of a planning system in order to control resources available in line with allocated budgets with the fundamental objective of providing an effective and efficient planning service to the POSG

To produce reports in line with department deliverables and KPI's

To ensure that the University obtain value for money for all externally purchased goods, works and services.

To enable support to be given to the POSG with the procurement of a range of contracts for goods and services in accordance with agreed deadlines and performance indicators.

To support the commercial lead with estimating and costing activities for future contracts in particular resourcing and procurement activities

To develop and maintain a system for monitoring, reporting and collation of relevant agreed KPI's and deliverables

To work with managers to reduce procurement costs by identifying areas suitable for collaborative contracts and to develop appropriate contractual arrangements.

Together with the contracts and procurement manager develop, implement and monitor the departments procurement processes align with the University's strategy to ensure a focused approach to the strategic direction of the procurement function.

To be responsible for the continuous review, development and improvement of the planning systems, processes and services in support of the departments contractual obligations

To liaise and communicate with the internal colleagues, suppliers and contractors, and other organisations, both verbally and in writing as required.

To ensure that complete, up to date and accurate working papers on all project activities is stored appropriately, including providing appropriate evidence to auditors, and for quality assurance purposes.

To undertake any other duty commensurate with this post as determined by the Commercial Lead

Actively promote the values of the University and ensure that all University policies and procedures are applied in a consistent and transparent manner

Miscellaneous

You will ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety policy. In particular you will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

It is the responsibility of employees to apply the University's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

All staff have a responsibility for promoting high levels of customer care within their own areas of responsibility.

Post holders are expected to co-operate with the Appraisal process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with the post holder. Such agreement should not be unreasonably withheld.

The key responsibilities contained in this job description are indicative not exhaustive. Duties and responsibilities may be altered in discussion with the post holder.

You may, with reasonable notice, be required to work at any of the Glyndŵr University sites.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.

Person Specification



In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

Selection Criteria					
Attributes		Item	Relevant Criteria	Identification Method	Rank
1	Skills & Abilities	1.1	Excellent oral and written communication skills	A,I	E
		1.2	Proven ability to inform, influence and persuade colleagues at all operational levels	I	E
		1.3	Ability to design and gain buy-in to time constrained project milestones and deliverables	A,I	E
		1.4	Strong customer focus and proven ability to build productive relationships at all levels of the organisation	A,I	E
		1.5	Ability to take responsibility for own workload and prioritise effectively to ensure that deadlines are met whilst delivering a responsive support service and ensuring that projects and developments are progressed in a timely way.	A,I	E
		1.6	Well-developed interpersonal and team working skills including the ability to actively contribute to the organisations priorities and the ability to work effectively across teams to achieve shared goals.	A,I	E
		1.7	Displays a range of effective written and verbal communication skills appropriate to the needs of the recipient, delivering training or supporting projects and other team colleagues	A,I	E
		1.8	A strong commitment to excellent customer service	A,I	E
		1.9	The ability to communicate through the medium of Welsh.	A,I	D

2	General & Specialist Knowledge	2.1	An understanding of and commitment to the University's values as a framework for decisions, actions and behaviours	A,I	E
		2.2	High level IT skills and electronic project planning software packages and functions	A,I	E
		2.3	Track record of project planning operations and budget control	A,I	E
		2.4	Track record of multi operation project control implementation and planning	A,I	E
3	Education & Training	3.1	Professional Project Management Qualification Or a minimum 2 years equivalent experience	A,I	E
		3.2	Evidence of relevant Continuing Professional Development	A	E
4	Relevant Experience	4.1	A good understanding of the Organisations legal responsibilities including compliance with statutory requirements	A,I	E
		4.3	Demonstrable previous project planning experience	A,I	E
		4.4	Experience of working in a multi-function department	I	D
		4.5	A successful track record in the successful delivery of technical projects and contracts	I	D
					A,I
5	Special Requirements	5.1	Anything that is outside the areas above, and is required to undertake the role e.g. The ability to travel overseas.	A, I	E
Date of Revision					

Key	Identification Method	A	Application Form
		I	Interview
		T	Test
		C	Copy of Certificates

		P	Presentation
		G	Group Assessment
	Rank	E	Essential
		D	Desirable