



Iechyd Cyhoeddus
Cymru
Public Health
Wales

SWYDD-DDISGRIFIAD

MANYLION Y SWYDD

Teitl y swydd: Dirprwy Arweinydd Hyb Cymorth Profiadau Niweidiol yn ystod Plentyndod (ACE):

Gradd: 8b

Adran/Cyfarwyddiaeth: Hyb Cymorth ACE

Lleoliad: Caerdydd/Gogledd Cymru

Grŵp Gwasanaeth: Hyb Cymorth ACE

TREFNIADAU SEFYDLIADOL

Yn atebol i: Cyfarwyddwr Hyb Cymorth ACE

Diben y Swydd:

Nod yr Hyb Cymorth Profiadau Niweidiol yn ystod Plentyndod yw cefnogi sefydliadau a gweithwyr proffesiynol ledled Cymru i ddod yn wybodus am ACE, trwy brofi ymyriadau, dysgu am yr hyn sy'n gweithio, a'r hyn nad yw'n gweithio, gan ddatblygu adnoddau ac egwyddorion allweddol y gellir eu mabwysiadu. Yn yr un modd, bydd yr Hyb yn ceisio creu cymdeithas sy'n ymwybodol o ACE, gan hysbysu cymunedau, teuluoedd, rhieni a phobl ifanc am ACEs ac adeiladu ffactorau amddiffynnol. Bydd llwyddiant hirdymor yr Hyb yn dibynnu ar gefnogaeth gan sefydliadau a chymunedau i gydnabod ACEs, ymgorffori newidiadau a pharhau â ffyrdd newydd o weithio, ac felly bydd arweinyddiaeth ac ymgysylltu effeithiol yn hanfodol i'r Hyb er mwyn sicrhau newid systemau ar draws sefydliadau lluosog yng Nghymru.

Bydd Dirprwy Hyb ACE yn gyfrifol am gefnogi gwaith strategol yr Hyb, yn enwedig ymgysylltu a newid diwylliannol a goruchwylia'r gwaith o redeg yr Hyb o ddydd i ddydd. Yn ogystal, bydd deiliad y swydd yn goruchwyliau gweithgarwch

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ymgysylltu sector penodol a gweithredu Fframwaith Trawma Cenedlaethol Cymru. Bydd angen i ddeiliad y swydd allu gweithio'n agos gyda Chyfarwyddwr yr Hyb a chyda'r arweinwyr Perthynas Sector arbenigol o bob sector. Mae hon yn dasg gymhleth, a bydd y Dirprwy yn gallu bod yn gyfforddus yn gweithio ar draws sylfaen wybodaeth eang, gan weithio gydag amwysedd neu feisydd nad ydynt yn gyfarwydd â hwy o bosibl. Mae'r gofynion yn aml yn fwy na'r capasiti sydd ar gael felly mae'n rhaid i ddeiliad y swydd fod yn wydn a gallu parhau i ganolbwytio ar y nodau a'r amcanion tra'n gallu addasu ac yn agored i gyfleoedd a all godi. Rhaid i ddeiliad y swydd fod yn wleidyddol sensitif iawn ac yn ymwybodol o'r materion cymhleth a fydd yn effeithio ar randdeiliaid yr Hyb.

1. Sgiliau cyfathrebu a pherthnasoedd

- Dylai deiliad y swydd fod yn gyfforddus gyda systemau gweithio cymhleth a bydd yn gweithio gyda'r Arweinwyr Perthynas Sector i nodi cyfleoedd i annog a galluogi gweithio systemau amlasantiaethol. Bydd y gallu i ddatblygu perthynas waith gref a chredadwy ag eraill yn hanfodol gan y bydd angen dylanwadu a chyd-drafod er mwyn cyflawni'r dasg hon. Mae angen i ddeiliad y swydd allu mabwysiadu dull gwelliant parhaus.
- Dylai deiliad y swydd ddatblygu ei berthnasoedd ei hun i sicrhau y gall rhanddeiliaid gyfrannu'n llawn at gynllunio a darparu gwasanaethau ledled Cymru a dylanwadu arnynt.
- Gweithredu ar lefel strategol, gan wneud penderfyniadau lefel uchel ar faterion cymhleth o fewn cylch cyfrifoldebau deiliad y swydd.

Gyda Chyfarwyddwr yr Hyb, arwain ar annog newid ar draws y system. Bydd deiliad y swydd yn gyfrifol am weithio gyda phobl ar draws sefydliadau yng Nghymru (a thu hwnt o bosibl) i ddatblygu gweledigaeth lefel uchel ar gyfer Cymru. Wrth i feddwl, profiad ac ymchwil ddatblygu, ac wrth i'r weledigaeth gael ei phrofi gyda gwahanol grwpiau proffesiynol, bydd yn hanfodol sicrhau bod y weledigaeth yn parhau i fod yn berthnasol yn ystod oes yr Hyb.

- Mae dull strategol Hyb ACE hefyd yn cynnwys chwilio am a rhannu dysgu o waith sydd ar y gweill ledled Cymru, bydd angen i ddeiliad y swydd ennill hyder eraill i fynd ati'n rhagweithiol i gasglu a hyrwyddo gwybodaeth am yr hyn sy'n gweithio. Bydd angen i ddeiliad y swydd weithio gyda'r Rheolwr Rhanddeiliaid ac Ymgysylltu i nodi'r ffordd orau o rannu'r dysgu.
- Dirprwyo ar gyfer Cyfarwyddwr Hyb Cymorth ACE mewn cyfarfodydd neu ddigwyddiadau yn ôl yr angen. Gall y cyfarfodydd a'r

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digwyddiadau hyn fod yn amrywiol iawn o ran pwnc, a gallant gynnwys trafodaeth â chynrychiolwyr uchel iawn o amrywiaeth o sefydliadau (yn bennaf y sector cyhoeddus a'r trydydd sector).

- Gweithredu fel un o'r aelodau allanol fel eiriolwr, gan gynrychioli'r Hyb, yn enwedig mewn digwyddiadau a chynadreddau (lleol i genedlaethol). Rhaid i ddeiliad y swydd fod yn siaradwr hyderus a heb gynhyrfu'n hawdd. Rhaid i ddeiliad y swydd fod yn effro i faterion o fewn gwahanol sectorau a'u heffaith ar gyflawni nodau'r Hyb a sut y gellir canfod gwaith yr Hyb. Rhaid i ddeiliad y swydd fod yn gyfforddus yn delio â materion cymhleth, sensitif a chynhennus.
- Rhaid i ddeiliad y swydd feddu ar agwedd hyblyg a gallu ymgymryd â gwaith yn gyflym i ateb y galw. Bydd deiliad y swydd yn gweithio gyda'r Arweinwyr Perthynas Sector a sefydliadau sy'n ymwneud â threialu gweithgarwch i brofi adnoddau a darparu cefnogaeth, gan sicrhau bod model gwerthuso ar waith fel y gellir asesu'r effeithiolrwydd.
- Cyflwyno gwybodaeth gymhleth sy'n aml yn sensitif ac yn ddadleuol i berswadio'r bwrdd/uwch reolwyr o bwysigrwydd ACEs mewn ffordd sy'n atseini gyda nhw, a lle bo angen cynrychioli achos clir dros fuddsoddi (o ran cyllideb neu adnoddau).
- Gallu cymhell uwch reolwyr a staff i wella gwasanaethau gan oresgyn gwrthwynebiad i newid lle bo angen ac annog cydweithio.
- Dangos lefel uchel o gyfathrebu ysgrifenedig a llafar gan gyfleo gwybodaeth gymhleth.

2. Gwybodaeth, hyfforddiant a phrofiad

- Addysg hyd at lefel gradd Meistr neu brofiad cyfatebol perthnasol o weithio mewn amgylchedd prosiect neu raglen gymhleth gyda rhaglenni, ffrydiau gwaith a thimau lluosog.
- Profiad a gwybodaeth am arweinyddiaeth ar lefel uwch mewn sefydliad cymhleth mawr
- Gwybodaeth arbenigol ddatblygedig iawn ar draws nifer o ddisgyblaethau gan gynnwys ACEs, cymunedau/sefydliadau wedi'u llywio gan drawma, a gafwyd trwy gyfuniad o hyfforddiant a phrofiad.
- Gwybodaeth arbenigol ddatblygedig iawn mewn newid diwylliannol
- Lefel uchel o rifedd, Saesneg ysgrifenedig a llafar

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- Profiadol wrth ddefnyddio rhaglenni MS Office uwch ac offer cyfryngau cymdeithasol
- Profiad profedig o weithio'n annibynnol a heb oruchwyliaeth, gan ddefnyddio eich menter eich hun
- Y gallu i gynhyrchu adroddiadau lefel uchel yn unol â dangosyddion perfformiad allweddol
- Siaradwr cyhoeddus hyderus

3. Sgiliau dadansoddi a barnu

- Sefydlu canlyniadau a dangosyddion perfformiad a datblygu fframwaith monitro i sicrhau y gellir mesur ac adrodd ar gyflawniadau'r Hyb.
- Gweithio gyda Swyddfa Comisiynydd Cenedlaethau'r Dyfodol i sicrhau bod y canlyniadau a'r mesurau a nodwyd i fesur llwyddiant gwaith yr Hyb yn cyd-fynd â'r weledigaeth a gweithgarwch newid system
- Hyrwyddo dadansoddi perfformiad a fydd yn cefnogi cylch o welliant parhaus – yn aml gall hyn fod o natur gymhleth.
- Penderfynwr ar amrywiaeth o faterion cymhleth/cymhleth iawn lle gallai fod mwy nag un ffordd o weithredu a allai effeithio ar y broses o gyflawni'r raglen gyffredinol.
- Dadansoddi a dehongli ystod o opsiynau mewn sefyllfaoedd hynod gymhleth, gan lunio barnau ac argymhellion ar gyfer camau unioni i sicrhau y cyflawnir targedau cydymffurfio perfformiad.
- Cydlynu a/neu gydweithio ag eraill i ddatblygu a monitro perfformiad cynlluniau gweithredu ac ymatebion, gan sicrhau y cyrhaeddir targedau mewn ymateb i adroddiadau a chanfyddiadau Llywodraeth Cymru a rhanddeiliaid eraill.

4. Sgiliau Cynllunio a Threfnu

- Datblygu, cydlynu a monitro'r gwaith o gyflawni cynllun yr Hyb a'r Cynllun i Gymru. Mae Cymru Gyfan yn cynnwys gweithgarwch a gyflawnir gan eraill (e.e. Bwrdd Gwasanaethau Cyhoeddus, Llywodraeth Cymru, Iechyd Cyhoeddus Cymru, yr Heddlu a Phrosiect Agored i Niwed) lle mae'n cyfrannu'n sylweddol at y weledigaeth a'r nodau ar gyfer Cymru wedi'i llywio gan ACE. Bydd angen ymdrin â'r gweithgaredd hwn yn sensitif ac yn drylwyr. Bydd angen i ddeiliad y swydd asesu a bod yn gyfforddus bod yr holl weithgareddau a

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gofnodwyd yn cyd-fynd â'r weledigaeth a'r nodau. Bydd angen i ddeiliad y swydd ddadansoddi cynllun Cymru Gyfan i nodi unrhyw fylchau ac unrhyw gyfleoedd i gyflymu cynnydd, yn enwedig yn y tymor byr i ganolig.

- Goruchwyliau'r gefnogaeth i fwrrd llywio'r Hyb Cymorth ACE (sydd i fod i gyfarfod bob chwarter) a sicrhau bod y Bwrdd yn cymryd rhan yng waith yr Hyb. Mae'r Bwrdd Llywio yn cael ei gadeirio gan aelod allanol a bydd angen i holl aelodau'r Bwrdd fod yn ddigon uchel neu brofiadol i gynrychioli eu sector (ee tai, iechyd, gofal cymdeithasol, addysg ac ati). Bwriedir i hwn fod yn Fwrdd bach â ffocws felly bydd angen rheoli unrhyw geisiadau i eistedd ar y Bwrdd yn gadarn ac yn sensitif.
- Mae'r trefniadau llywodraethu yn gymhleth iawn, ac mae gofyniad i sicrhau llywodraethu gwybodaeth da o fewn y tîm. Bydd y Dirprwy Arweinydd yn gyfrifol am hyn, ac am gydymffurfio â holl bolisiau corfforaethol perthnasol iechyd Cyhoeddus Cymru.
- Datblygu'r gofrestr risg ar gyfer yr Hyb a chymryd agwedd ragweithiol at reoli risg.
- Cymryd rhan weithredol yn y gwaith o gydlynú'r agenda cynllunio strategol, gan arwain ar brosiectau cysylltiedig y cytunwyd arnynt.

5. Sgiliau Ffiseqol

- Angen lefel uchel o ganolbwytio
- Mae angen defnydd cyson o VDU ar gyfer y swydd hon
- Mae gofyniad cyson i eistedd mewn osgo eistedd cyfyngol yn rheolaidd i fodloni gofynion teithio'r swydd.
- Mae angen sgiliau bysselfwrdd ar gyfer cwblhau adroddiadau, dogfennau ac ati.

6. Cyfrifoldeb dros ofal cleifion/cleientiaid

- Bydd deiliad y swydd yn cynorthwyo ac yn ymateb i ymholiadau gan aelodau o'r cyhoedd/sefydliadau allanol.
- Ni ddisgwylir cyswllt â chleifion.

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7. Cyfrifoldeb am weithredu datblygu polisi/gwasanaeth

- Datblygu agwedd parodrwydd sefydliadol a diwylliannol dull Strategol yr Hyb. Bydd hyn yn cynnwys datblygu adnoddau ac offer i alluogi sefydliadau i asesu dulliau allweddol i'w hystyried wrth fabwysiadu dull sy'n seiliedig ar ACE. Rhaid i ddeiliad y swydd allu dod i ddeall pob sector allweddol yn gyflym (e.e. iechyd a gofal cymdeithasol) ac ystyried beth fydd mabwysiadu dull wedi'i lywio gan ACE yn ei olygu i'r sector hwnnw a'r heriau diwylliannol y gellir eu hwynebu.
- Cynhyrchu adroddiadau penawdau ar gyfer Grŵp Arweinyddiaeth Strategol Cymru Well Wales a phapurau drafft ar gyfer Bwrdd Llywio Hyb ACE yn ôl yr angen.
- Bydd deiliad y swydd yn gyfrifol am sicrhau bod unrhyw wersi a gwelliannau yn cael eu rhoi ar waith a'u hymgorffori yn dilyn unrhyw gwynion/pryderon.
- Mae'r rôl hon yn cynnwys datblygu polisiau perfformiad, gwasanaethau a gwella ar draws y sector sy'n effeithio ar Gymru gyfan fel economi iechyd
- Bod yn gyfrifol am ddatblygu a gweithredu rhagleni iechyd y cyhoedd hirdymor aml-asiantaeth mewn perthynas â rhaglen waith Hyb Cymorth ACE

8. Cyfrifoldeb am systemau ac adnoddau ariannol a ffisegol

- Rheoli Adnoddau - Sicrhau defnydd effeithiol o'r holl adnoddau a sicrhau bod unrhyw gyllidebau y cytunwyd arnynt yn cael eu cadw o fewn terfynau ariannol penodedig ac yn gweithredu o fewn polisiau ariannol cymeradwy.
- Goruchwyliau rheolaeth cyllideb yr Hyb a sicrhau bod telerau ac amodau ariannu yn cael eu bodloni. O ystyried y galwadau a'r disgwyliadau allanol gan sefydliadau ar waith yr Hyb, bydd angen rheolaeth ofalus i sicrhau bod yr arian yn cael ei fwyafu, a dim gorwario na thanwario.
- Cefnogi'r gwaith o gyflawni cyllideb gytbwys a datblygu strategaeth ariannol sy'n sicrhau hyfywedd ariannol. Mae hyn yn cynnwys gosod cyllideb, monitro a phenderfynu ar gamau unioni ar gyfer prosiectau/gwasanaethau lluosog.
- Sicrhau bod adnoddau angenrheidiol yn cael eu hymrwymo, gan gymrodeddu rhwng gwrthdar o fewn y prosiect a thrafod atebion i broblemau

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- Bydd yr Hyb hefyd yn cael cymorth mewn nwyddau gan sefydliadau allanol (llety neu bobl yn bennaf), gan sicrhau bod prosesau da ar waith i reoli a chofnodi'r cymorth hwn. Delio ag unrhyw faterion lle nad yw cymorth mewn nwyddau yn cael ei dderbyn.
- Bod yn ddirprwy lofnodwr awdurdodedig ar gyfer cyllideb yr Hyb

9. Cyfrifoldeb am Adnoddau Dynol

- Goruchwyliau rhedeg yr Hyb o ddydd i ddydd ar draws ei leoliadau rhithwir.
- Rheolaeth linell uniongyrchol o staff yn yr Hyb, gan ddarparu cymorth rheoli a sicrhau bod eu gwaith yn cyd-fynd â nodau cyffredinol yr Hyb. Sylwch, nid oes disgwyl i ddeiliad y swydd fod yn arbenigwr yn y meysydd pwnc hyn ond yn gallu darparu rheolaeth ac arweinyddiaeth i'r arbenigwyr pwnc hyn, felly teimlo'n hyderus i ddarparu'r gefnogaeth hon i'r rhai sy'n gweithio y tu allan i'w maes arbenigedd eu hunain.
- Ymgymryd â'r ystod lawn o weithdrefnau Adnoddau Dynol sy'n ymwneud â rheoli staff yn yr Hyb, gan gynnwys gwerthusiadau, absenoldeb salwch, materion disgynnu a chwyno, cydlynud y dyraniad llwyth gwaith ac ati.
- Rheoli aelodau staff penodedig, gan arwain eu perfformiad a'u datblygiad parhaus a sicrhau y glynir wrth bolisiâu.
- Rheolaeth linell o staff yn yr Hyb. Disgwylir y bydd y staff yn dod o gefndiroedd amrywiol a gallant fod yn gymysgedd o benodiadau tymor penodol neu secondiadau, felly bydd angen sensitifrwydd diwylliannol sefydliadol.
- Datblygu diwylliant lle mae grymuso'n arferol a lle mae penderfyniadau'n cael eu dyrannu i lefelau priodol fel bod pob unigolyn yn teimlo ei fod yn gwneud cyfraniad gwerthfawr.
- Sicrhau argaeledd dangosyddion gweithlu allweddol (absenoldeb salwch, trosiant ac ati) sy'n effeithio ar gynhyrchiant a gweithio gyda rheolwyr llinell ac AD i fynd i'r afael â materion sy'n peri pryder.
- Cefnogi Cyfarwyddwr yr Hyb ar reciwtio a chadw staff o fewn y Gyfarwyddiaeth fel y cytunwyd.
- Mae rheolaeth llinell yn gyfrifoldeb rheoli sylweddol gan ystyried amrywiaeth a chwmpas y gweithlu a reolir ar draws yr hyb fel swyddogaeth ar wahân

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10. Cyfrifoldeb am adnoddau gwybodaeth

- Cynghori Cyfarwyddwr yr Hyb ar yr adnoddau, yr arbenigedd a'r gweithgareddau sydd eu hangen i gyflawni'r cynllun gwaith drwy'r llwybrau mwyaf cost effeithiol
- Cymharu, dadansoddi a dehongli gwybodaeth neu adroddiadau hynod gymhleth yn rheolaidd ar flaenoriaethau iechyd y cyhoedd allweddol a nodwyd, a chyfleo'r wybodaeth hon ar draws sefydliadau a'r grwpiau targed gan gynnwys Llywodraeth Cymru a rhanddeiliaid allweddol eraill.
- Cynhyrchu adroddiadau rheolaidd yn ymwneud â pherfformiad neu ddiweddarriadu cynnydd mewn perthynas â gwaith yr Hyb gan ddefnyddio systemau meddalwedd cyfrifiadurol amrywiol megis MS Office, SharePoint ac MS Teams.
- Defnyddio ystod eang o gymwysiadau TG.
- Sicrhau diogelwch cofnodion yn unol â'r Ddeddf Diogelu Data

11. Cyfrifoldeb am ymchwil a datblygiad

- Darparu ffynhonnell o wybodaeth am newid cyfundrefnol a diwylliannol fel rhan o waith bob dydd.
- Cynnal ymchwil yn rheolaidd (tua unwaith y mis) a thrwy hynny sicrhau bod model gwerthuso ar waith fel y gellir asesu effeithiolrwydd ac effaith
- Meddu ar afael gref ar y berthynas rhwng polisi ac iechyd y cyhoedd, deall ymchwil a thystiolaeth
- Bod yn hynod alluog wrth gyfathrebu ar lafar a thrwy ysgrifennu ar gyfer cynulleidfaedd lloosog a gallu cyfuno'r sgiliau hyn yn effeithiol i eiriol dros newid.

12. Rhyddid i weithredu

- Y gallu i ddangos annibyniaeth meddwl.
- Angen dull hyblyg i ddarparu ar gyfer ceisiadau brys neu ad hoc
- Paratoi ar gyfer cyflwyniadau mewn cynadleddau cenedlaethol, rhanbarthol a lleol

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- Dehongli polisi/canllawiau cenedlaethol fel sy'n berthnasol i waith yr Hyb
- Cymryd cyfrifoldeb am eich gweithredoedd eich hun a gweithredoedd staff yr ydych yn rheolwr llinell arnynt.
- Nodi materion a datblygu atebion lle bo angen ac adrodd i Gyfarwyddwr yr Hyb mewn modd amserol.
- Paratoi cyngor i Weinidogion ac Uwch Swyddogion ar gynnydd gwaith yr Hyb Cymorth ACE.
- Darparu adroddiadau llafar ac ysgrifenedig yn unol â chais Gweinidogion Llywodraeth Cynulliad Cymru, Cyfarwyddwr Hyb Cymorth ACE, neu Grŵp Llywio Cynghori ACE.
- Meddu ar lefel uchel o ymreolaeth a rhyddid mewn perthynas â chyflawni amcanion allweddol.
- Bydd gan ddeiliad y swydd ddisgresiwn a rhyddid sylweddol i weithredu ar sail eu dehongliadau eu hunain a bydd gofyn iddynt ddefnyddio eu menter a gweithredu'n annibynnol.

13. Ymdrech gorfforol

- Mae angen defnydd cyson o VDU ar gyfer y swydd hon am gyfnodau o hyd at 3 i 4 awr ar y tro er mwyn cynhyrchu adroddiadau a dadansoddiadau cymhleth i gefnogi gwneud penderfyniadau.
- Mae angen eistedd a sefyll mewn osgo cyfyngedig yn aml ac efallai y bydd angen gwneud ymdrech gorfforol ysgafn am gyfnodau byr o amser hy offer adnoddau
- Gofyniad i gario gliniadur a/neu offer taflunio i gyfarfodydd at ddibenion cyflwyno a chario gliniadur i hwyluso gweithio hyblyg (hy gweithio o leoliadau nad ydynt yn y pencadlys a/neu wrth deithio ar drêñ).

14. Ymdrech feddyliol

- Mae angen cyfnodau o ganolbwytio hir wrth ddarllen adroddiadau, dadansoddi gwybodaeth, craffu ar gynlluniau cyflawni/gweithredu, ysgrifennu adroddiadau a llunio strategaethau ar gyfer y dyfodol ar y cyd â llawer o flaenoriaethau sy'n cystadlu â'i gilydd e.e. wrth dderbyn gwybodaeth am waith a gynigir gan Fyrddau Gwasanaethau Cyhoeddus – bydd angen dadansoddi a dehongli'r rhain i deall y goblygiadau i'r Hyb ACE a pha newidiadau y gall fod angen eu gwneud i'w cefnogi.

15. Ymdrech emosiynol

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- Gofyniad i ymgysylltu ag uwch arweinwyr gwasanaethau mewn sefydliadau allanol a'u herio.
- Mae amlygiad i amgylchiadau tralodus neu emosijonol yn achlysurol hy oherwydd natur y pwnc dan sylw.

16. Amgylchiadau gwaith

- Bydd deiliad y swydd yn gweithio mewn amgylchiadau swyddfa.
- Efallai y bydd gofyn i ddeiliad y swydd deithio i gyfarfodydd/digwyddiadau ledled Cymru.

CYMHWYSEDD

Chi sy'n gyfrifol am gyfyngu eich gweithredoedd i'r rhai yr ydych yn teimlo'n gymwys i'w cyflawni. Os oes gennych unrhyw amheuon ynghylch eich cymhwysedd yn ystod eich dyletswyddau, dylech siarad â'ch rheolwr llinell ar unwaith.

GORUCHWYLIAETH

Lle bo'r sefydliad proffesiynol priodol yn nodi gofyniad mewn perthynas â goruchwyliaeth, cyfrifoldeb deiliad y swydd yw sicrhau cydymffurfiaeth â'r gofyniad hwn. Os oes gennych unrhyw amheuaeth ynghylch bodolaeth gofyniad o'r fath siaradwch â'ch rheolwr llinell.

RHEOLI RISG

Mae'n elfen safonol o rôl a chyfrifoldeb holl staff yr Ymddiriedolaeth eu bod yn cyflawni rôl ragweithiol tuag at reoli risg yn eu holl weithredoedd. Mae hyn yn golygu asesu risg pob sefyllfa, cymryd camau priodol ac adrodd am bob digwyddiad, damweiniau oedd bron â digwydd a pheryglon gan ddefnyddio'r system DATIX.

RHEOLI COFNODION

Fel cyflogai lechyd Cyhoeddus Cymru rydych yn gyfreithiol gyfrifol am yr holl gofnodion yr ydych yn eu casglu, eu creu neu eu defnyddio fel rhan o'ch gwaith o fewn yr Ymddiriedolaeth (gan gynnwys ariannol, personol a gweinyddol), boed ar bapur neu ar gyfrifiadur. Mae'r holl gofnodion o'r fath yn cael eu hystyried yn gofnodion cyhoeddus, ac mae gennych ddyletswydd gyfreithiol o gyfrinachedd i ddefnyddwyr gwasanaeth (hyd yn oed ar ôl i

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gyflogai adael yr Ymddiriedolaeth). Dylech ymgynghori â'ch rheolwr os oes gennych unrhyw amheuaeth ynghylch rheolaeth gywir y cofnodion yr ydych yn gweithio gyda nhw.

GOFYNION IECHYD A DIOGELWCH

Mae gan holl gyflogеion yr Ymddiriedolaeth ddyletswydd gofal statudol am eu diogelwch personol eu hunain a diogelwch eraill y gall eu gweithredoedd neu eu hesgeulustod effeithio arnynt. Mae'n ofynnol i gyflogеion gydweithredu â rheolwyr i alluogi'r Ymddiriedolaeth i gyflawni ei dyletswyddau cyfreithiol ei hun ac i adrodd am unrhyw sefyllfaoedd peryglus neu offer diffygiol.

DATGANIAD HYBLYGRWYDD

Amlinelliad o'r swydd yn unig yw cynnwys y swydd ddisgrifiad hwn ac felly nid yw'n catalog manwl gywir o ddyletswyddau a chyfrifoldebau. Bwriedir felly i'r swydd ddisgrifiad fod yn hyblyg a chaiff ei adolygu a'i ddiwygio yng ngoleuni amgylchiadau sy'n newid, ar ôl ymgynghori â deiliad y swydd.

CYFRINACHEDD

Mae'n ofynnol i holl gyflogеion yr Ymddiriedolaeth gadw cyfrinachedd aelodau'r cyhoedd (defnyddwyr gwasanaeth) ac aelodau staff yn unol â pholisiau'r Ymddiriedolaeth.

Dyddiad y Paratowyd: 02.03.2021

Paratowyd Gan: Tracy Black a Joanne Hopkins

Mae Iechyd Cyhoeddus Cymru yn amgylchedd di-fwg

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MANYLEB Y PERSON

Teitl y
swydd:

Dirprwy Arweinydd Hyb Cymorth

Band:

	HANFODOL	DYMUNOL	DULL ASESU
CYMWYSTERAU	Addysg hyd at lefel Gradd Meistr berthnasol neu brofiad cyfatebol	Dealltwriaeth o ddisgyblaethau rheoli prosiectau	Ffurflen Gais Tystysgrif / Gwiriad Cofrestru
PROFIAD	<p>Profiad sylwedol o ddatblygu perthnasoedd gwaith effeithiol gyda phartneriaid amlasiantaeth ar lefel strategol o fewn y sector cyhoeddus a/neu'r trydydd sector ac adeiladu rhwydweithiau i gefnogi cyflawni amcanion sefydliadol</p> <p>Profiad cryf o gyflawni newid systemau a diwylliant a gwella systemau ar draws sefydliadau, gan gynnwys ar lefel genedlaethol neu ranbarthol</p> <p>Tystiolaeth gref o ddylanwadu a thrafod ag eraill i gyflawni amcanion sefydliadol o fewn amgylchedd cymhleth a sensitif</p> <p>Profiad o reoli tîm o arbenigwyr pwnc</p> <p>Profiad o weithio'n effeithiol gydag amrywiaeth o arbenigwyr pwnc</p> <p>Rheoli cyllidebau yn effeithiol ac yn effeithlon</p> <p>Gwybodaeth am weithdrefnau llywodraethu'r sector cyhoeddus yng Nghymru</p> <p>Y gallu i drefnu amser ac adnoddau i gwrrd â therfynau amser heriol, gan wneud a chyfathrebu penderfyniadau anodd yn sensitif.</p> <p>Profiad o siarad cyhoeddus</p>	<ul style="list-style-type: none">Profiad o bolisiau cyllid a chaffael y sector cyhoeddus	Ffurflen Gais Cyfweliad Geirdaon

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SGILIAU A GALLUOEDD	<p>Yn dangos arweinyddiaeth fedrus, yn wleidyddol sensitif iawn ac yn ymwybodol o faterion sy'n effeithio ar sectorau ledled Cymru</p> <p>Profiad sylweddol o reoli ac arwain drwy newid diwylliannol</p> <p>Dangos gallu i ddarparu, derbyn a chofnodi cyfathrebiadau arferol a chymhleth iawn, yn electronig, ar lafar ac yn ysgrifenedig.</p> <p>Y gallu i oresgyn rhwystrau sy'n gysylltiedig â chyfleu gwybodaeth dechnegol hynod gymhleth i gynulleidfa annhechnegol.</p> <p>Y gallu i drefnu, cynllunio a blaenoriaethu rhaglen strategol gymhleth i gwrdd â therfynau amser priodol yn nodwediadol yn cynnwys disgyblaethau/sefydliadau eraill.</p> <p>Sgiliau llythrennedd TG a bysellfwrdd da, yn gyfforddus â defnyddio technoleg gwe a chyfryngau cymdeithasol</p> <p>Goruchwyliau a rheoli tîm</p> <p>Sgiliau rheoli amser a threfn</p> <p>Profiad cryf o ddatblygu systemau a phrosesau sefydliadol</p> <p>Sgiliau cyfathrebu ardderchog yn ysgrifenedig ac ar lafar</p> <p>Gweithiwr tîm rhagorol gyda'r gallu i sefydlu perthnasoedd yn gyflym</p> <p>Cyflwyno ac arddangos cyflawniadau a chynnydd</p> <p>Y gallu i gyfathrebu'n effeithiol ar draws gwahanol lefelau sefydliad.</p> <p>Y gallu i ddatblygu a chynnal perthnasoedd gwaith effeithiol gydag aelodau tîm a staff eraill</p> <p>Yn gallu dangos menter, creadigrwydd, hyblygrwydd ac ethos personol o welliant parhaus</p> <p>Dangos gallu i ennill dealltwriaeth o ofynion 'datrys problemau' gweithwyr professiynol eraill.</p> <p>Y gallu i ffocysu, canolbwytio a chwblhau tasgau'n gywir o fewn amserlenni periodol wrth</p>	<p>Gallu gweithio drwy gyfrwng y Gymraeg</p>	Ffurflen Gais Cyfweliad Geirdaon
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	<p>ymdrin ag ymyriadau heb eu trefnu e.e., blaenoriaethau newidiol</p> <p>Y gallu i reoli rhaglen wella ar draws sefydliadau</p> <p>Y gallu i droi strategaeth yn weithred</p>		
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PRIODOLEDDAU PERSONOL (Dangosadwy)	<p>Yn gallu gweithio ar eich menter eich hun ac yn gyfforddus yn gweithio gydag amwysedd</p> <p>Yn modelu rôl gwerthoedd Gwasanaethau Cyhoeddus Cymru</p> <p>Meithrin a chynnal perthnasoeedd gwaith cryf ar draws rhwydwaith eang</p> <p>Cefnogol gyda ffocws ar ddatblygu staff a systemau</p> <p>Cyflwyno'n hyderus i gynulleidfa oedd mawr</p> <p>Tystiolaeth o ddatblygiad proffesiynol parhaus</p> <p>Y gallu i wyllo a gwrandio ar negeseuon allweddol a'u dehongli ac ymateb yn briodol</p> <p>Y gallu i ymdrin yn effeithiol ac yn briodol â beirniadaeth a herio pobl a sefyllfa oedd.</p> <p>Y gallu i herio syniadau cyfredol yn gadarnhaol ac yn greadigol er mwyn datblygu polisi ac arferion gwaith gweithredol newydd a gwell.</p> <p>Gallu dylanwadu'n sylweddol ar eraill sydd wedi'u lleoli'n allanol, i gyflawni targedau cenedlaethol heb unrhyw awdurdod uniongyrchol</p>		Ffurflen Gais Cyfweliad Geirdaon
ARALL (Nodwch)	Parodrwydd a gallu i deithio		Ffurflen Gais Cyfweliad Gwirio Dogfennau

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Iechyd Cyhoeddus
Cymru
Public Health
Wales

JOB DESCRIPTION

JOB DETAILS

Job Title:	Adverse Childhood Experiences (ACE) Support Hub Deputy Leader
Grade:	8b
Department/Directorate:	ACE Support Hub
Base:	Cardiff/ North Wales
Service Group:	ACE Support Hub

ORGANISATIONAL ARRANGEMENTS

Accountable to:	ACE Support Hub Director
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Job Purpose:

The Adverse Childhood Experiences Support Hub aims to support organisations and professionals across Wales to become ACE informed, through testing interventions, learning about what works, and does not work, developing resources and key principles which can be adopted. Equally, the Hub will look to create an ACE aware society, informing communities, families, parents and young people about ACEs and building protective factors. The long term success of the Hub will depend on buy in from organisations and communities to recognise ACEs, embed changes and continue new ways of working, and so effective leadership and engagement will be vital to the Hub to achieve systems change across multiple organisations in Wales.

The ACE Hub Deputy will be responsible for supporting the strategic work of the Hub, particularly engagement and cultural change and overseeing the day to day running of the Hub. Additionally, the postholder will have oversight of specific sector engagement activity and the implementation of the National

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Trauma Framework for Wales. The post holder will need to be able to work closely with the Hub Director and with the expert Sector Relationship leads from each sector. This is a complex task, the Deputy will be able to be comfortable working across a wide knowledge base, working with ambiguity or areas which they may not be familiar with. The demands are often greater than capacity available so the post holder must be resilient and able to remain focussed on the aims and objectives whilst being adaptable and open to opportunities which may arise. The post holder must be highly politically sensitive and aware of the complex issues which will affect stakeholders of the Hub.

17. Communication and relationship skills

- The post holder should be comfortable with complex systems working and will work with the Sector Relationship Leads to identify opportunities to encourage and enable multiagency system working. The ability to develop strong, credible working relationships with others will be vital as there will be a need to influence and negotiate if this task is to be achieved. The post holder needs to be able to take a continuous improvement approach.
- The post holder should develop their own relationships to ensure that stakeholders can fully contribute to and influence the planning and delivery of services across Wales.
- Operate at a strategic level, making high level decisions on complex issues within the sphere of the post holder's responsibilities.

With the Hub Director, lead on encouraging system wide change. The post holder will be responsible for working with people across organisations in Wales (and possibly beyond) to develop a high level vision for Wales. As thinking experience and research develops, and the vision is tested out with different professional groups, it will be essential to ensure the vision remains relevant during the life time of the Hub.

- The ACE Hub's strategic approach also involves seeking out and sharing learning from work underway across Wales, the post holder will need to gain confidence of others to proactively gather and promote information about what works. The post holder will need to work with the Stakeholder and Engagement Manager to identify how best to share the learning.
- Deputise for the ACE Support Hub Director at meetings or events as required. These meetings and events can be extremely varied in terms of subject, and can involve discussion with very senior representatives from a range of organisations (mostly public and third sector).

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- Act as one of the outward facing members as an advocate, representing the Hub, particularly at events and conferences (local to national) . The post holder must be a confident speaker and not flustered easily. The post holder must be alert to issues within different sectors and their impact on the delivery of the aims of the Hub and how the work of the Hub may be perceived. The post holder must be comfortable dealing with complex, sensitive and contentious issues.
- The post holder must have a flexible approach and able to quickly pick up work to meet demand. The post holder will work with the Sector Relationship Leads and organisations who are involved in piloting activity to test resources and provide support, ensuring there is an evaluation model in place so the effectiveness can be assessed.
- Present complex often sensitive and contentious information to persuade board/senior managers of the importance of ACEs in a way which resonates with them, where needed representing a clear case for investment (of budget or resources).
- To be able to motivate senior managers and staff to improve services overcoming where necessary resistance to change and encouraging collaborative working.
- Demonstrate a high level of written and verbal communication conveying complex information.

18. Knowledge, training and experience

- Educated to Masters degree level or relevant equivalent experience of working in a complex project or programme environment with multiple programmes, workstreams and teams.
- Experience and knowledge of leadership at a senior level in a large complex organisation
- Highly developed specialist knowledge across a number of disciplines including ACEs, trauma informed communities/organisations, acquired through a combination of training and experience.
- Highly developed specialist knowledge in cultural change
- High level of numeracy, written and spoken English
- Experience in the use of advanced MS Office suite and social media tools

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- Proven experience of working autonomously and without supervision, using own initiative
- Ability to produce high level reports in line with key performance indicators
- Confident public speaker

19. Analytical and judgemental skills

- Establish outcomes and performance indicators and develop a monitoring framework to ensure that the achievements of the Hub can be measured and reported.
- Work with the Future Generations Commissioner's Office to ensure the outcomes and measures identified to measure the success of the Hub's work align with the vision and system change activity
- Promote performance analysis that will support a cycle of continuous improvement – this can often be of a complex nature.
- Decision maker on a range of complex/highly complex issues where there may be more than one course of action which could affect the delivery of the overarching programme.
- Analyse and interpret a range of options in highly complex situations, making judgements and recommendations for corrective action to ensure performance compliance targets are achieved.
- Co-ordinate and/or collaborate with others to develop and performance monitor action plans and responses, ensuring targets are met in response to Welsh Government and other stakeholders' reports and findings.

20. Planning and Organisational skills

- Develop, co-ordinate and monitor the delivery of the Hub plan and the Plan for Wales. The All-Wales contains activity carried out by others (eg Public Services Board, Welsh Government, Public Health Wales, Police and Vulnerability Project) where it significantly contributes to the vision and aims for an ACE informed Wales. This activity will need to be handled sensitively and thoroughly. The post holder will need to assess and be comfortable that all the activities recorded are aligned to the vision and aims. The post holder will need to analyse the All Wales plan to identify any gaps and any opportunities to accelerate progress, particularly in the short to medium term.

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- Oversee the support for the ACE Support Hub Steering board (due to meet quarterly) and ensure the Board is engaged in the work of the Hub. The Steering Board is chaired by an external member and all members of the Board will need to be sufficiently senior or experienced to represent their sector (eg housing, health, social care, education etc). It is intended this is a small, focussed Board so any requests to sit on the Board will need to be managed both robustly and sensitively.
- The governance arrangements are very complex, and there is a requirement to ensure good information governance within the team. The Deputy Leader will be responsible for this, and compliance with all relevant Public Health Wales corporate policies.
- Develop the risk register for the Hub and take a proactive approach to risk management.
- To be actively involved in the co-ordination of the strategic planning agenda, leading on agreed associated projects.

21. Physical Skills

- High level of concentration required
- Frequent VDU use is required for this post
- There is a frequent requirement to sit in a restrictive sitting position on a regular basis to meet the travelling requirements of the post.
- Keyboard skills are required for completing reports, documents etc.

22. Responsible for patient/Client Care

- The post holder will assist and respond to enquiries from members of the public/external organisations.
- Contact with patients is not expected.

23. Responsibility for policy/service development implementation

- Develop the organisational and cultural readiness aspect of the Hub's Strategic approach. This will involve developing resources and tools to allow organisations to assess key aspects to consider when taking an ACE informed approach. The post holder must be able to quickly gain

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an understanding of each key sector (eg health and social care) and consider what taking an ACE informed approach will mean for that sector and the cultural challenges which may be faced.

- Produce highlight reports for the Cymru Well Wales Strategic Leadership Group and draft papers for the ACE Hub Steering Board as required.
- The post holder will be responsible for ensuring any learnings and improvements are implemented and embedded following any complaints/ concerns.
- This role involves sector wide development of performance, service and improvement policies impacting across Wales as a health economy
- To be responsible for the development and implementation of multi-agency long-term public health programmes in relation to the ACE Supports Hub programme of work

24. Responsibility for financial and physical resources systems

- Management of Resources - To ensure the effective use of all resources and to ensure that any agreed budgets are kept within specified financial limits and operate within approved financial policies.
- Oversee the management of the budget for the Hub and ensure funding terms and conditions are met. Given the external demands and expectations from organisations on the work of the Hub careful management will be needed to ensure the funds are maximised, neither over or under spending.
- Supports the delivery of a balanced budget and developing a financial strategy which ensures financial viability. This includes budget setting, monitoring and determining corrective action for multiple projects/services.
- Ensure that required resources are committed, arbitrating between conflicts within the project and negotiating solutions to problems
- The Hub will also be receiving support in kind from external organisations (principally accommodation or people), ensure good processes are in place to manage and record this support. Deal with any issues where the in-kind support is not being received.
- To be a deputy authorised signatory for the Hub budget

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25. Responsibility for Human Resources

- Oversee the day to day running of the Hub across its virtual locations.
- Direct line management of staff within the Hub, providing management support and ensuring their work aligns with the overall aims of the Hub. Note, the post holder is not expected to be an expert in these subject areas but able to provide management and leadership to these subject matter experts, so feel confident providing this support to those who work outside their own area of expertise.
- To undertake the full range of Human Resource procedures involved with managing staff within the Hub, including appraisals, sickness absence, disciplinary and grievance matters, coordinating workload allocation etc.
- Manage allocated staff members, guiding their ongoing performance and development and ensuring adherence to policies.
- Line management of staff within the Hub. It is expected the staff will come from varying backgrounds and may be a mixture of fixed term appointments or secondments, so organisational cultural sensitivity will be needed.
- Develop a culture where empowerment is the norm and decision making is allocated to appropriate levels allowing every individual to feel they make a valuable contribution.
- Ensure the availability of key workforce indicators (sickness absence, turnover etc.) that affect productivity and work with line managers and HR to address issues of concern.
- Support the Hub Director on recruitment and retention of staff within the Directorate as agreed.
- Line management is a significant management responsibility taking into account the diversity and scope of the workforce managed across the hub as a discrete function

26. Responsibility for Information resources

- Advise the Hub Director on the resources, expertise and activities required to deliver the plan of work through the most cost effective routes
- Compare, analyse and interpret highly complex information or reports on a routine basis on identified key public health priorities, and

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communicate this information across organisations and the target groups including Welsh Government and other key stakeholders.

- Produce regular reports relating to performance or progress updates in relation to the work of the Hub using various computer software systems such as MS Office, SharePoint and MS Teams.
- Uses a wide range of IT applications.
- Ensure security of records in line with Data Protection Act

27. Responsibility for research and development

- Provide a source of intelligence on system and cultural change as part of everyday work.
- Undertaking research on a regular basis (around once a month) and so ensuring there is an evaluation model in place so the effectiveness and impact can be assessed
- Have a strong grasp on relationships between policy and public health, understands research and evidence
- Be highly capable at communicating verbally and through writing for multiple audiences and can combine these skills effectively to advocate for change.

28. Freedom to act

- Ability to demonstrate independence of thought.
- Need for a flexible approach to accommodate urgent or ad hoc requests
- Preparation for presentations at national, regional and local conferences
- Interprets national policy/guidelines as relevant to the work of the Hub
- Responsible for own actions and those of line managed staff
- Identify issues and develop solutions where necessary and report to the Hub Director in a timely manner.
- Prepare advice to Ministers and Senior Officials on the progress of the work of the ACE Support Hub.

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- Provide verbal and written reports as requested by Welsh Assembly Government Ministers, ACE Support Hub Director, or ACE Advisory Steering Group.
- Have a high level of autonomy and freedom in relation to the delivery of key objectives.
- The post holder will have significant discretion and freedom to take action based on their own interpretations and will be required to use their initiative and act independently.

29. Physical effort

- Frequent VDU use is required for this post for periods of up to 3 to 4 hours at a time in order to produce complex reports and analysis to support decision making.
- There is a frequent requirement for sitting and standing in a restricted position and may be required to exert light physical effort for short periods of time i.e. resource equipment.
- Requirement to carry laptop computer and/or projection equipment to meetings for presentation purposes and carrying of laptop computer to facilitate flexible working (i.e. working from non-HQ venues and/or when travelling by train).

30. Mental effort

- Periods of prolonged concentration are required when reading reports, analysing information, scrutinising delivery/action plans, writing reports and formulating future strategies in conjunction with many competing priorities e.g. when receiving information about work proposed by Public Services Boards – these will require analysis, interpretation to understand the implications for the ACE Hub and what changes may need to be made to support.

31. Emotional effort

- Requirement to engage with and challenge service senior leaders in external organisations.
- Exposure to distressing or emotional circumstances is occasional i.e. due to the nature of the subject matter.

32. Working conditions

- The post holder will work in office conditions.

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- The post holder will be required to travel to meetings/events across Wales.

COMPETENCE

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager.

SUPERVISION

Where the appropriate professional organisation details a requirement in relation to supervision, it is the responsibility of the post holder to ensure compliance with this requirement. If you are in any doubt about the existence of such a requirement speak to your line manager.

RISK MANAGEMENT

It is a standard element of the role and responsibility of all staff of the Trust 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 using the DATIX system.

RECORDS MANAGEMENT

As an employee of Public Health Wales you are legally responsible for all records that you gather, create or use as part of your work within the Trust (including financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and you have a legal duty of confidence to service users (even after an employee has left the Trust). You should consult your manager if you have any doubt as to the correct management of records with which you work.

HEALTH AND SAFETY REQUIREMENTS

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any hazardous situations or defective equipment.

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FLEXIBILITY STATEMENT

The content of this job description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The job description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

CONFIDENTIALITY

All employees of the Trust are required to maintain the confidentiality of members of the public (service users) and members of staff in accordance with Trust policies.

Date Prepared: 02.03.2021

Prepared By: Tracy Black and Joanne Hopkins

Public Health Wales is a non-smoking environment

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PERSON SPECIFICATION

Job Title: **Support Hub Deputy Leader**

Band:

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<p>Educated to relevant Masters Degree level or equivalent experience</p>	Understanding of project management disciplines	Application Form Certificate / Registration Check
EXPERIENCE	<p>Significant experience of developing effective working relationships with multiagency partners at a strategic level within the public and/or third sector and building networks to support delivery of organisational objectives</p> <p>Strong experience of delivering system and cultural change and system improvement across organisations, including at a national or regional level</p> <p>Strong evidence of influencing and negotiating with others to achieve organisational objectives within a complex and sensitive environment</p> <p>Experience of managing a team of subject matter experts</p> <p>Experience of working effectively with a variety of subject matter experts</p> <p>Managing budgets effectively and efficiently</p> <p>Knowledge of public sector governance procedures in Wales</p> <p>Ability to organise time and resources to meet challenging deadlines, making and communicating tough decisions sensitively.</p> <p>Experience of public speaking</p>	<ul style="list-style-type: none"> • Experience of public sector finance and procurement policies 	Application Form Interview References

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SKILLS & ABILITIES	<p>Demonstrates skilful leadership, highly politically sensitive and attune to issues affecting sectors across Wales</p> <p>Significant experience of managing and leading through cultural change</p> <p>Demonstrate an ability to provide, receive and record both routine and highly complex communications, electronically, orally and written.</p> <p>Ability to overcome barriers associated with conveying highly complex technical information to a non-technical audience.</p> <p>Ability to organise, plan and prioritise a complex strategic programme to meet appropriate deadlines typically involving other disciplines/organisations.</p> <p>Good IT literacy and keyboard skills, comfortable with using web technology and social media</p> <p>Supervision and team management</p> <p>Time management and organisation</p> <p>Strong experience of organisational system and process development</p> <p>Excellent written and verbal communication</p> <p>Excellent team worker with the ability to establish relationships quickly</p> <p>To present and showcase achievements and progress</p> <p>Ability to communicate effectively across different levels of an organisation.</p> <p>Ability to develop and maintain effective working relationships with team members and other staff</p> <p>Can demonstrate initiative, creativity, flexibility and a personal ethos of continuous improvement</p> <p>Show an ability to gain an understanding of other professionals 'problem solving' requirements.</p> <p>Ability to focus, concentrate and accurately complete tasks within given timeframes whilst</p>	<p>Ability to work through the medium of Welsh</p>	<p>Application Form Interview References</p>
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	<p>dealing with unscheduled interruptions e.g., changing priorities</p> <p>Ability to manage an improvement programme across organisations</p> <p>Ability to translate strategy into action</p>		
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PERSONAL ATTRIBUTES (Demonstrable)	<p>Able to work on own initiative and comfortable working with ambiguity</p> <p>Role models Wales Public Services values</p> <p>Builds and maintains strong working relationships across a wide network</p> <p>Supportive with a focus on staff and system development</p> <p>Confidently present to large audiences</p> <p>Evidence of continual professional development</p> <p>Ability to watch and listen to and interpret key messages and respond appropriately</p> <p>Able to effectively and appropriately deal with criticism and challenging people and situations.</p> <p>Ability to positively and creatively challenge current thinking in order to develop new and better policy & operational working practices.</p> <p>Able to significantly influence others who are based externally, to achieve national targets without any direct authority</p>		Application Form Interview References
OTHER (Please Specify)	Willingness and ability to travel		Application Form Interview Document Check

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