Proffil Swydd/Job Profile

Teitl y Swydd – Swyddog Cyflawni Prosiectau

Post Title – Project Delivery Officer

Adran	Cymunedau
Department	Communities

Is-adran/Adain	Eiddo Tai a Phrosiectau Strategol
Division/Section	Housing Property & Strategic Projects

Gradd/Grade	I

Rhif y Swydd/Post Number	028720

Paratowyd gan/Prepared By	Luke Davies Lovell

Dyddiad/Date	Tachwedd / November 2026

Prif Ddiben y Swydd

Bydd deiliad y swydd hon yn rhan o'r Tîm Rhaglenni Cynlluniedig Tai amlddisgyblaeth sydd â'r nod o ddatblygu, rheoli, cyflawni, adolygu a gwella'n barhaus gynlluniau adeiladu sy'n gysylltiedig â thai a rhaglenni gwella cylchol ar draws portffolio y Cyngor sy'n cynnwys dros 9,000 o dai.

Fel Swyddog Cyflawni Prosiectau, bydd deiliad y swydd yn gyfrifol am:

- Cyflawni prosiectau adeiladu sy'n gysylltiedig â thai a rhaglenni cylchol ar raddfa fawr, gan reoli'r gyllideb, rhaglenni a safonau ansawdd.

Y Prif Ddyletswyddau

1. Helpu i gasglu'r wybodaeth cyn adeiladu a'r manylebau gwaith ar gyfer paratoi pecynnau tendro, a rhaglennu'r holl waith a nodir.

2. Datblygu'r systemau rheoli priodol, eu cyflwyno a'u cynnal a'u cadw, er mwyn sicrhau bod y Tîm Cyflawni ehangach yn cyrraedd y targedau a osodwyd o ran y gyllideb a'r rhaglen benodol.

3. Bod yn gyfrifol am reoli rhaglenni yn fanwl ar gyfer cynlluniau a ddyrennir, gan sicrhau bod adroddiadau effeithiol yn cael eu cyflwyno ynghylch cynnydd prosiectau a gwybodaeth ariannol berthnasol.

4. Arwain camau tendro a chaffael sy'n gysylltiedig â chynlluniau gwella tai a ddyrennir a chynorthwyo'r Tîm Cyflawni ehangach i gasglu'r data sydd ei angen ar gyfer paratoi pecynnau tendro, dogfennau contract a gwybodaeth rhaglennu.

5. Bod yn gyfrifol am bob agwedd ar ddyletswyddau rheoli prosiectau ar gyfer cynlluniau gwella tai a rhaglenni cylchol yn unol â'r math o gontract a ddewisir gan yr Awdurdod. Goruchwylio'n broffesiynol y cam gweinyddu contractau a sicrhau bod pob rhwymedigaeth sydd gan yr Awdurdod o dan delerau'r contractau'n cael ei chyflawni'n briodol.

6. Rheoli, monitro, ac adolygu perfformiad contractwyr allanol, gan gynnwys trefniadau lechyd a Diogelwch, a hynny'n unol â rhwymedigaethau statudol a chyfrifoldebau Adeiladu (Dylunio a Rheoli).

7. Datblygu Dangosyddion Perfformiad Allweddol a rheoli'r gwaith o adrodd arnynt at ddibenion monitro yn y dyfodol.

8. Rheoli gweithrediad llawn y dyletswyddau yn unol â gofynion y Rheoliadau Adeiladu (Dylunio a Rheoli) ac ymgymryd â rolau Prif Ddylunydd Adeiladu (Dylunio a Rheoli) a/neu swyddogaeth deiliad dyletswydd Cleient fel y'i diffinnir gan Reoliadau Adeiladu (Dylunio a Rheoli). Sicrhau bod risgiau sy'n gysylltiedig â'r gwaith yn cael eu rheoli'n effeithiol a bod trefniadau rheoli addas ar waith a gaiff eu cyfleu'n effeithiol i ddefnyddwyr a rhanddeiliaid eraill.

9. Darparu arweiniad a chyngor arbenigol i gleientiaid, contractwyr a deiliaid contractau ar ystod eang o faterion technegol, gan gynnwys diagnosis o faterion sy'n ymwneud ag elfennau adeiladu, strwythur, adeiladwaith, perfformiad ynni a materion amgylcheddol.

10. Bod yn rheolwr llinell uniongyrchol i'r Swyddog Cyswllt Prosiectau / Cynorthwyydd Dylunio, gan oruchwylio eu holl ddyletswyddau. Sicrhau cyfathrebu clir, dirprwyo tasgau yn effeithiol, a rheoli perfformiad i ysgogi llwyddiant prosiectau ac effeithlonrwydd tîm.
Yn gyfrifol am staff/offer
Yn gyfrifol am hyd at 5 aelod o staff.
Yn atebol i
Uwch-swyddog Cyflawni Prosiectau

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant Galwedigaethol ac Aelodaethau Proffesiynol

- Gradd neu gymhwyster cyfwerth mewn maes sy'n ymwneud ag adeiladu neu gynnal a chadw, neu brofiad addas amlwg.
- Tystiolaeth amlwg o hyfforddiant datblygiad proffesiynol parhaus sy'n berthnasol i ddyletswyddau'r swydd.

Sgiliau a Galluoedd sy'n ymwneud â'r Swydd

- Dangos y gallu i arwain a rheoli timau amlddisgyblaethol, yn fewnol ac ymgynghorwyr allanol, i sicrhau bod prosiectau a gwaith adeiladu yn cael eu cyflawni'n effeithiol ac yn amserol.
- Y gallu i gyfathrebu'n effeithiol ynghyd â thystiolaeth o osod cyfeiriad clir er mwyn gallu cyflawni yn erbyn safonau perfformiad y cytunwyd arnynt.
- Dangos cyfathrebu rhagorol, diplomyddiaeth a dealltwriaeth o rôl aelodau etholedig a rhanddeiliaid allweddol eraill.
- Y gallu i reoli blaenoriaethau sy'n gwrthdaro drwy gynllunio personol effeithiol er mwyn cyflawni amcanion o fewn amserlenni y cytunwyd arnynt.

Gwybodaeth

- Gwybodaeth am ddarparu a gwella gwasanaethau i gefnogi amcanion llesiant y Cyngor.
- Gwybodaeth am arferion a phrosesau trawsnewidiol a rheoli newid.
- Profiad a dealltwriaeth ragorol o gyflawni gwaith sy'n gysylltiedig ag adeiladu.
- Dangos bod gennych wybodaeth broffesiynol ragorol am fethodoleg adeiladu a safonau cyflawni sy'n ymwneud â phob agwedd ar dai domestig.
- Dangos eich bod yn gyfarwydd â Chamau Gwaith RIBA a'r broses datblygu dylunio adeiladu.
- Dealltwriaeth dda o NEC3 neu gyfwerth.
- Gwybodaeth ragorol am y Rheoliadau Adeiladu (Dylunio a Rheoli) a chyfrifoldebau deiliaid dyletswydd.
- Gwybodaeth a dealltwriaeth ragorol o weithredu a monitro iechyd a diogelwch o fewn gwaith adeiladu.

Profiad

- Profiad o fodloni gofynion deddfwriaethol gan gynnwys Deddf Iechyd a Diogelwch yn y Gwaith 1974 a'r holl ddeddfwriaeth ymbarél, Deddf Rhentu Cartrefi (Cymru) 2016, Rheoliadau Adeiladu, Deddf Cynllunio Gwlad a Thref 1990 ac unrhyw ddeddfwriaeth berthnasol arall sy'n gysylltiedig ag adeiladu.
- Profiad o weithio'n effeithiol mewn partneriaeth ag ystod eang o gyrff mewnol ac allanol er mwyn darparu a gwella gwasanaethau.
- Profiad o reoli rhaglenni ariannol a chyllidebol yn llwyddiannus yn ogystal ag adnoddau dynol.
- Profiad o Fframweithiau caffael gwaith a gwasanaethau.
- Profiad o reoli contractau o fewn paramedrau amser, cyllideb ac ansawdd.
- Profiad sylweddol o weithio yn y Diwydiant Adeiladu.

Rhinweddau Personol

Mae'n rhaid i chi ddangos y rhinweddau personol canlynol, sy'n cyd-fynd â'n gwerthoedd craidd:

Un Tîm

- Bod ag agwedd gadarnhaol a gallu cael y gorau o bobl trwy ddarparu cymorth ac anogaeth i fodloni blaenoriaethau, amcanion a disgwyliadau.

Rhagori

- Ymgysylltu a chyfathrebu'n hyderus â rhanddeiliaid a chydweithwyr ar bob lefel i greu ymrwymiad i welliant parhaus.

Uniondeb

- Annog cyfraniadau a chyfranogiad gan ystod eang ac amrywiol o staff trwy fod yn weladwy ac yn hygyrch, gan hyrwyddo diwylliant o ymddiriedaeth.

Cymryd Cyfrifoldeb trwy:

- Nodi'r gofynion sydd eu hangen i gyflawni amcanion tîm y dyfodol a hynny wrth allu addasu a bod yn gryf yn wyneb newid;
- Darparu arweinyddiaeth ac egni dynamig i gynorthwyo staff i lwyddo.

Cwsmeriaid yn Gyntaf

- Bod yn uchelgeisiol, gan hyrwyddo diwylliant lle mae cwsmeriaid yn dod yn gyntaf, i ddarparu gwasanaeth o safon lle rhagorir ar ddisgwyliadau.

Meini Prawf Dymunol

- Aelod o gorff proffesiynol priodol. (e.e. RIBA, RICS, ac ati)

Sgiliau Iaith a Chyfathrebu

Cliciwch ar y ddolen Beth yw lefel eich gallu?

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

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD

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

Adran A – y math o ddatgeliad Nid oes angen gwiriad DBS

Adran B – y math o weithlu Ddim yn berthnasol

Y RHESWM

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UNRHYW WYBODAETH ARALL

- Rhaid i ddeiliad y swydd allu teithio y tu mewn a'r tu allan i'r Sir a darparu gwasanaeth cyflenwi ar gyfer deiliad y swydd gyfatebol sy'n gweithio yn ne/gogledd y Sir.
- Mae'n bosibl y bydd natur eich cyfrifoldebau yn golygu y bydd yn ofynnol i chi weithio y tu allan i oriau swyddfa arferol.

Main Purpose of Job

This Post will form part of the multi-disciplinary Housing Planned Programmes Team that's purpose is to develop, manage, deliver, review and continuously improve upon housing related construction schemes and cyclical improvement programmes across the Council's portfolio of over 9,000 homes.

As a Project Delivery Officer, the post holder will be responsible for:

- Delivering large scale housing related construction projects and cyclical programmes, managing budget, programme and quality standards.

Key responsibilities

1. To assist with compiling the pre-construction information and works specifications for the preparation of tender packages, and programme all identified works

2. Develop, implement and maintain the appropriate management systems to ensure that the wider Delivery Team meets the identified programme and budgetary targets set.

3. Responsible for detailed programme management on allocated schemes, ensuring effective reporting of project progress and respective financial information.

4. Lead on tendering and procurement actions associated with allocated housing improvement schemes and assist the wider Delivery Team with the compilation of the necessary data required for the preparation of tender packages, contract documents and programming information.

5. Responsible for all aspects of project management duties on housing improvement schemes and cyclical programmes in accordance with the Authorities chosen contract type. Professionally oversee the contract administration stage and ensure that any liabilities that the Authority has under the terms of the contracts are properly fulfilled.

6. To manage, monitor, and review external contractors performance including Health and Safety arrangements in accordance with statutory obligations and CDM responsibilities.

7. Develop and manage reporting of Key Performance Indicators for future monitoring purposes.

8. Manage the full implementation of duties in accordance with the requirements of CDM Regulations and undertake the roles of CDM Principal Designer and/or Client duty holder function as defined by the CDM regulations. To ensure risks associated with the Works are effectively managed and suitable management arrangements are in place and communicated effectively to end users and other stakeholders.

9. To provide expert advice and guidance to Clients, Contractors and Contract Holders on a wide range of technical issues including diagnosis of issues relating to building elements, structure, fabric, energy performance and environmental issues.

10. Provide direct line management for the Project Liaison Officer / Design Assistant, overseeing all their duties. Ensure clear communication, effective task delegation, and performance management to drive project success and team efficiency

Responsible for staff/equipment
Responsible for up to 5 staff.
Reporting to
Senior Project Delivery Officer

Essential Criteria

Qualifications, Vocational training and Professional Memberships

- Degree or equivalent in a construction or maintenance related field or demonstrable suitable experience.
- Demonstrable evidence of CPD training related to the duties of the post

Job Related Skills and Competencies

- Demonstrate ability to lead and manage multi-disciplined teams, both internally and external consultants in order to ensure effective and timely delivery of projects and building works.
- Ability to communicate effectively together with evidence of setting clear direction to enable delivery against agreed performance standards.
- Demonstrating excellent communication, diplomacy and an understanding of the role of elected members and other key stakeholders.
- Ability to manage conflicting priorities through effective personal planning to deliver objectives within agreed timescales.

Knowledge

- Knowledge of delivering and improving services to support the council's well-being objectives.
- Knowledge of change management and transformational processes and practices.
- Excellent, experience and understanding of delivering construction related works.
- Demonstration of excellent professional knowledge with regards to construction methodology & delivery standards covering all aspects of domestic housing
- Demonstrate familiarity with the RIBA Works Stages & construction design development process.
- Good understanding of NEC3 or equivalent
- Excellent knowledge of the CDM Regulations and duty holders responsibilities.
- Excellent knowledge and understanding of implementing and monitoring of health and safety within construction.

Experience

- Experience of meeting legislative requirements including the Health and Safety at Work Act 1974 and all umbrella Legislation, Renting Homes (Wales) Act 2016, Building Regulations, Town and Country Planning Act 1990 and any other relevant construction related legislation.
- Experience of effective working in partnership with a wide range of internal and external bodies to deliver and improve services.
- Experience of successfully managing financial and budgetary programmes as well as human resources.
- Experience of Frameworks including procurements of works and services
- Experience of contract management within time, budget and quality parameters
- Significant experience of working within the Construction Industry

Personal qualities

You must demonstrate the following personal qualities, which align with our core values:

One Team

- Having a positive attitude and being able to get the best out of people by providing support and encouragement to meet priorities, objectives, and expectations.

Excellence

- Confidently engage and communicate with stakeholders and colleagues at all levels to generate commitment to continuous improvement

Integrity

- Encourage contributions and involvement from a broad and diverse range of staff by being visible and accessible, promoting a culture of trust

Take Responsibility by:

- Identifying requirements needed to deliver future team objectives whilst being adaptable and resilient to change;
- Provide dynamic leadership and energy to support staff to succeed.

Customer First

- To be ambitious, promoting a culture where customers come first, to deliver a quality service where expectations are exceeded.

Desirable Criteria

- A member of an appropriate professional body. (e.g RIBA, RICS, etc)

Language and Communication Skills

Click on the link What level are you?

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

DISCLOSURE AND BARRING SERVICES (DBS) CHECKS

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

Section A – type of disclosure **No DBS check required**

Section B – workforce type **Not Applicable**

JUSTIFICATION

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ANY OTHER INFORMATION

- The post holder must be able to undertake travel both inside and outside of the County and provide appropriate cover for the counterpart covering the South/North of the County.
- The nature of services may require working outside of core hours.