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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board

Band 8D - Prif Swyddog Busnes

**Darllen y Swydd Ddisgrifiad yn
Gymraeg**

Band 8D - Chief Business Officer

**Read the Job Description in
English**



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TEITL Y SWYDD: Prif Swyddog Busnes

Band: 8D

TROSOLWG SWYDD:

Mae hon yn swydd strategol newydd yn nhaith y Bwrdd Iechyd i ddod yn sefydliad integredig gwirioneddol wrando, sy'n canolbwyntio ar y dinesydd a bydd yn gyfrifol am arwain, rheoli a chyflawni tasgau strategol o ddydd i ddydd ar ystod o ddarnau cymhleth o waith ar draws y sefydliad ar ran y Prif Weithredwr. Yn atebol fel y rheolwr gweithredol arweiniol ar gyfer sawl maes cyfrifoldeb lle mae angen gwybodaeth a sgiliau uwch, arbenigol gan sicrhau bod y tîm gweithredol yn blaenoriaethu ac yn darparu'r agenda lleol a chenedlaethol sy'n cadw cydlyniant ar draws timau. Yn ystod ei ddyletswyddau, bydd deiliad y swydd yn gwneud y canlynol:

- Cynrychioli'r Prif Weithredwr mewn fforymau mewnol ac allanol gan sicrhau cydymffurfiaeth â thargedau ac amcanion strategol hirdymor. Gweithio fel uwch weithiwr rheoli proffesiynol iawn fel aelod gweladwy a hygyrch o'r Uwch Dîm Arwain:
- Gweithio'n agos gyda'r tîm Mewnwelediad, Cyfathrebu ac Ymgysylltu a'r tîm Llywodraethu Corfforaethol i sicrhau cyfathrebu gweithredol ac agored rhwng swyddfa'r Prif Weithredwr a rhoi'r wybodaeth ddiweddaraf i'r tîm Mewnwelediad, Cyfathrebu ac Ymgysylltu am faterion hanfodol sy'n gofyn am ymyrraeth a gwneud penderfyniadau.
- Sicrhau bod y Cadeirydd, y Prif Weithredwr a'r Is-Gadeirydd yn cael adroddiadau clir a mynegiannol yn seiliedig ar dystiolaeth a gwybodaeth am berfformiad; sicrhau bod ymatebion o'r ansawdd uchaf, clir ac amserol yn cael eu rhoi i ohebiaeth
- Sicrhau bod y Cadeirydd, y Prif Weithredwr a'r Is-gadeirydd yn cael eu briffio'n llawn ar gyfer pob cyfarfod allanol.
- Rhagweld ac ymateb i faterion polisi a gweithredol mawr; hwyluso casglu gwybodaeth i gefnogi'r Prif Swyddog Gweithredu i ffurfio barn.
- Cymryd rhan mewn ac arwain tasgluoedd, gweithgorau a chyfarfodydd i gefnogi ac ar ran y Prif Swyddog Gweithredu.

Yn gyfrifol i:

Yn adrodd i:	Yn gyfrifol i:	Yn broffesiynol:

Prif Ddyletswyddau a Chyfrifoldebau

Trosolwg Prif Swyddog Busnes

Portffolio Cefnogaeth y Prif Weithredwr:

Sicrhau bod amser y Prif Weithredwr yn cael ei ddefnyddio orau wrth benderfynu a chyflawni cynlluniau a blaenoriaethau'r Bwrdd Iechyd. Bydd angen cyfathrebu effeithiol o fewn a thu hwnt i'r tîm Gweithredol, er mwyn sicrhau bod gan y Prif Weithredwr fynediad at wybodaeth berthnasol a briffiau o ansawdd uchel i gefnogi penderfyniadau gwybodus. Bydd deiliad y swydd yn gweithio'n agos gyda'r Cyfarwyddwr Llywodraethu Corfforaethol ac Ysgrifennydd y Bwrdd i sicrhau bod gweithrediad busnes ar draws y tîm Gweithredol yn effeithlon ac yn effeithiol.

Portffolio Materion Allanol y Prif Weithredwr:

Adnabod y perthnasoedd allanol, y pwyllgor a'r fforymau allweddol sydd eu hangen ar gyfer gweithio system iechyd adeiladol, sicrhau bod gan y Prif Weithredwr/tîm Gweithredol olwg eang o'r amgylchedd allanol a'i fod yn cael ei baratoi gyda'r wybodaeth ofynnol. Cynrychioli'r Prif Weithredwr pan fo angen. Sicrhau bod pob agwedd ar gydweithredu Llywodraeth Cymru, gan gynnwys presenoldeb pwyllgorau a datblygu polisi wedi'u paratoi'n dda ymlaen llaw a'u cefnogi gan y Pwyllgor Gwaith priodol. Cynnal deialog adeiladol rhwng Llywodraeth Cymru, rhanddeiliaid a phartneriaid. Mae'r rôl yn hanfodol yn nhaith y Bwrdd Iechyd i isgyfeirio.

Mentrau Trawsbynciol:

Adnabod yr angen am, sefydlu ac arwain mentrau traws-sefydliadol gan sicrhau bod rhaglenni gweithgaredd y tîm Gweithredol yn cael eu cysylltu'n briodol a'u hintegreiddio'n briodol i reoli rhyngddibyniaethau ac osgoi'r risg o ddyblygu neu weithio seilo, gan arwain ar fentrau hynod sensitif a strategol bwysig ar ran y Prif Weithredwr.

Cynllunio a Dylunio

- Datblygu strategaethau clir a chyflawnadwy ar gyfer y dyfodol, fel y gall y sefydliad gyflawni ei Gynllun Tymor Canolig Integredig yn llwyddiannus. Bydd deiliad y swydd yn allweddol i gyflawni newid diwylliant PBA, gan ddarparu arweinyddiaeth glir, dosturiol a gweladwy trwy gydol eu meysydd cyfrifoldeb.
- Cydlynu prosiectau ac ymrwymadau tymor hir a thymor byr strategol sy'n cynnwys y Prif Swyddog Gweithredu yn uniongyrchol ac adroddiadau uniongyrchol, neu ar gais y Prif Swyddog Gweithredu yn gweithredu'n annibynnol er mwyn cyflawni'r rhaglenni a'r cyflawniadau penodol.
- Nodi a blaenoriaethu materion o bwysigrwydd strategol a chwarae rhan weithredol mewn datrys problemau a dod ag uwch ffocws i ddatrys problemau a rheoli rhanddeiliaid. Adnabod yr angen am, ac arwain ar brosiectau swyddogaethol ac adrannol cymhleth i gyflawni blaenoriaethau'r Bwrdd Iechyd, neu i ymateb i bwysau mewnol neu allanol.

- Cydlynu datblygiad a monitro blaenoriaethau blynyddol y Tîm Gweithredol, gan sicrhau ei fod yn cyd-fynd â strategaeth a chynllun tymor canolig y Bwrdd Iechyd. Yn gyfrifol am osod nodau a safonau i eraill, o strategaethau iechyd a gofal cymdeithasol eang, polisïau sefydliadol, a chanllawiau lleol a chenedlaethol penodol sy'n adrodd yn uniongyrchol i'r Bwrdd i gynghori sut y dylid gweithredu'r rhain, e.e. Mae gweithredu polisi 'Cymru iachach' yn cyd-fynd â'r cynllun clinigol cenedlaethol a blaenoriaethau gofal iechyd cysylltiedig sy'n seiliedig ar Werth.
- Arwain y gwaith o ddatblygu a chyflwyno rhaglen hyfforddiant cyfathrebu ac ymgysylltu perthnasol ar gyfer pob lefel o staff ym Mwrdd Iechyd Prifysgol Bae Abertawe.

Gwella, Monitro, Datblygu Polisïau / Gwasanaethau

- Bydd gweithio'n hynod annibynnol gydag ychydig iawn o ganllawiau yn gyfrifol am ddehongli'r Gwasanaeth Iechyd Gwladol a Pholisïau a gweithredu'n annibynnol, gosod nodau er mwyn cyflawni amcanion ffrydiau gwaith corfforaethol, unigol a chyfunol, e.e. Deddf Llesiant a Chenedlaethau'r Dyfodol. Darparu arbenigedd strategol a gweithredol helaeth i'r Bwrdd Iechyd ar draws portffolio'r Prif Swyddog Gweithredu, yn enwedig mewn perthynas â busnes Llywodraeth Cymru.
- Bydd rhyddid i gychwyn, gweithredu ac arwain yn atebol am ddatblygu polisïau ar draws y Bwrdd Iechyd o fewn eu portffolio, gan gynnwys trwy gyfarwyddo drwy Weithrediaeth neu mewn cydweithrediad â chlinigwyr ac arweinwyr ar draws y gwasanaeth.
- Yn atebol am amrywiaeth o fentrau i gyflawni agenda'r Bwrdd Iechyd gan sicrhau bod polisïau a gweithdrefnau gweithredu safonol yn eu lle ac yn cyd-fynd â sicrhau bod systemau llywodraethu cadarn (clinigol, ariannol, staff, archwilio a gwybodaeth) a rheoli risg yn eu lle ar gyfer portffolio gwaith.

Cyfathrebu a Pherthnasoedd.

- Gweithio'n adeiladol gyda rhanddeiliaid mewnol ac allanol ar bob lefel i reoli perthnasoedd cadarnhaol ac effeithiol iawn, i ddylanwadu'n briodol a chreu'r amodau ar gyfer partneriaethau llwyddiannus, goresgyn gwrthwynebiad a phryder mewn perthynas â materion dadleuol, gan ddefnyddio'r lefel uchaf o sgiliau rhyngpersonol a chyfathrebu. Sicrhau ymwybyddiaeth o'r holl raglenni gweithgaredd ar draws system y sector cyhoeddus ac y mae'r Bwrdd Iechyd yn rhanddeiliad o bwys sy'n rheoli amgylchiadau anodd, trallodus neu emosiynol yn aml, er enghraifft wrth roi newyddion digroeso.
- Gweithio'n annibynnol, dehongli polisi a strategaethau cenedlaethol a fydd yn cynnwys y dadansoddiad arbenigol, synthesis yn rheolaidd yn darparu ac yn derbyn gwybodaeth hynod gymhleth, sensitif a dadleuol. Bydd hyn yn gofyn am ddylanwad, trafodaethau, tact a diplomyddiaeth wrth gyflwyno i grwpiau staff a grwpiau staff mewnol ac allanol eraill ar bynciau a all fod yn gymhleth, yn sensitif neu'n ddadleuol gan gynnwys pynciau ar gyfer newid mawr arfaethedig. Defnyddio ystod eang o sgiliau i oresgyn rhwystrau sylweddol i dderbyn, gan ddefnyddio'r lefel uchaf o sgiliau cymdeithasol a chyfathrebu wrth gyfathrebu mewn awyrgylch gelyniaethus, gwrthwynebus neu emosiynol iawn.

- Adolygu a sicrhau rheolaeth ansawdd a safonau ansawdd uchel o'r holl allbynnau a chyfathrebu sy'n deillio o'r Prif Swyddog Gweithredu o ran ansawdd, effaith wleidyddol, sylwedd neu gyflwyniad; sicrhau bod adroddiadau'n glir, yn wrthrychol ac yn seiliedig ar ddata cynhwysfawr a'u bod yn bodloni'r safonau gofynnol cyn eu cwblhau i sicrhau eu bod yn cydymffurfio â mandadau perthnasol. Mae hyn yn gofyn am weithio'n agos gyda'r Cyfarwyddwr Llywodraethu Corfforaethol.
- Gweithio gyda chydweithwyr gweithredol, yn fewnol ac yn allanol, i nodi rhyngddibyniaethau, bylchau a dyblygu posibl ac yn cynnull cydweithwyr i hwyluso datrys y rhain gan ddod â rhanddeiliaid at ei gilydd i yrru penderfyniadau ar ran y Prif Weithredwr
- Ymarfer gwybodaeth arbenigol ar draws ystod o weithdrefnau ac arferion gwaith rheoli sy'n seiliedig ar wybodaeth ddamcaniaethol a phrofiad ymarferol, gan ddarparu cyngor ac argymhellion arbenigol pan fo angen, gan adeiladu tîm gweithredol cadarn, cydlynol, gan weithio'n dda gyda'r Bwrdd newydd, sefydliadau partner, a phartneriaid posibl, ac arwain y gwaith o ddatblygu ein Hymrwymiad a thosturi Un Bae ar y Cyd wrth wraidd ein holl waith.
- Arwain a llywio datblygiad a gweithredu set ddata perfformiad unedig ar gyfer amrywiaeth o ofynion ar gyfer rôl. Alinio hyn i'r dull corfforaethol a gymerwyd ar draws y Bwrdd Iechyd wrth fonitro ac adrodd ar berfformiad y gwasanaeth gan ymgysylltu â gwasanaethau perthnasol ac ati.
- Cymhathu a chrynhoi dogfennau cymhleth, cymharu ffeithiau a dadansoddi data sefyllfaol o ystod o ffynonellau, datblygu opsiynau i asesu risgiau a chyfleoedd i'r sefydliad a hwyluso adeiladu consensws a gwneud penderfyniadau. Gan gynnwys dadansoddi ac asesu gwybodaeth sy'n gwrthdaro, lle gall fod barn arbenigol yn wahanol ar adegau, neu efallai na fydd gwybodaeth yn hyfyw yn dibynnu ar farn arbenigol a meddwl beirniadol i sicrhau canlyniad priodol. Yn enwedig wrth ddelio â chontractwyr annibynnol gofal sylfaenol, byrddau iechyd yn comisiynu gwasanaethau, meddygfeydd, practisau optometreg, practisau deintyddol a fferyllfeydd cymunedol ar draws ein rhanbarth.

Rheolaeth, Hyfforddiant ac Arweinyddiaeth

- Yn gyfrifol am ddatblygiad strategol a rheolaeth weithredol o ddydd i ddydd ar wasanaethau lluosog ym mhortffolio deiliad y swydd. Yn gyfrifol am waith matrices ar draws pob adran gorfforaethol gan sicrhau system effeithiol o reoli perfformiad, gan gynnwys arfarniad a datblygiad personol, ar gyfer pob adroddiad uniongyrchol a'u staff, gan gynnwys olyniaeth weithredol a chynllunio'r gweithlu yn ogystal â disgyblu ac ati.
- Sicrhau bod adroddiadau uniongyrchol yn ymwybodol o'u cyfrifoldebau rheolaethol dros faterion adnoddau dynol yn eu meysydd cyfrifoldeb gweithredu polisïau a phrosesau AD cywir. Gweithio gyda'r tîm Adnoddau Dynol yn ôl yr angen, gan sicrhau bod polisïau a phrosesau AD cadarn ar waith ym mhob maes cyfrifoldeb gweithredol.
- Sicrhau bod grwpiau staff yn y tîm yn gweithio i gymwyseddau, sy'n cael eu hasesu'n rheolaidd ac yn briodol i'r gwasanaeth yn unol ag Agenda ar gyfer Newid a'r Fframwaith Gwybodaeth a Sgiliau.

- Cynnal datblygiad a chymhwysedd ar gyfer y rôl yn ogystal â datblygu gan nodi cyfleoedd hyfforddi perthnasol a fydd yn gwella gwybodaeth a sgiliau sy'n diwallu anghenion gwasanaeth nawr ac ar gyfer y dyfodol.

Arian a Chyllideb

- Cyfrifoldeb am gyllideb ar gyfer adrannau lluosog a gwasanaethau maes gweithgarwch mawr neu'n gyfrifol am bennu cyllideb gyffredinol ar gyfer maes gweithgarwch mawr sy'n arfer barn sy'n cynnwys ffeithiau a ffigurau neu sefyllfaoedd hynod gymhleth, sy'n gofyn am ddadansoddi, dehongli a chymharu ystod o opsiynau i sicrhau cydbwysedd ariannol a/neu warged o fewn meysydd cyfrifoldeb; Sicrhau bod unrhyw raglenni gwella costau a chynlluniau effeithlonrwydd rhyddhau arian parod yn cael eu cyflawni.
- Yn gyfrifol am ddefnyddio, monitro a rheoli cyllidebau gweithredol yn effeithiol o fewn meysydd cyfrifoldeb. Bydd hyn yn cynnwys blaenoriaethu, gosod cyllidebau, goruchwylio cyllidebau dirprwyedig a rheoli a chaffael offer cyfalaf, er mwyn sicrhau cydymffurfiaeth â Rheolau Sefydlog a Chyfarwyddiadau Ariannol Sefydlog y sefydliad a sicrhau llywodraethu corfforaethol effeithiol.
- Yn atebol am ymgysylltu ag Adran Gwybodeg a Chyllid corfforaethol y Bwrdd Iechyd i sicrhau lefelau priodol o gymorth arbenigol ar gyfer paratoi adroddiadau lefel Bwrdd a Llywodraeth, gan gynnwys cael, prosesu a dadansoddi gwybodaeth a data gweithlu ac ariannol.

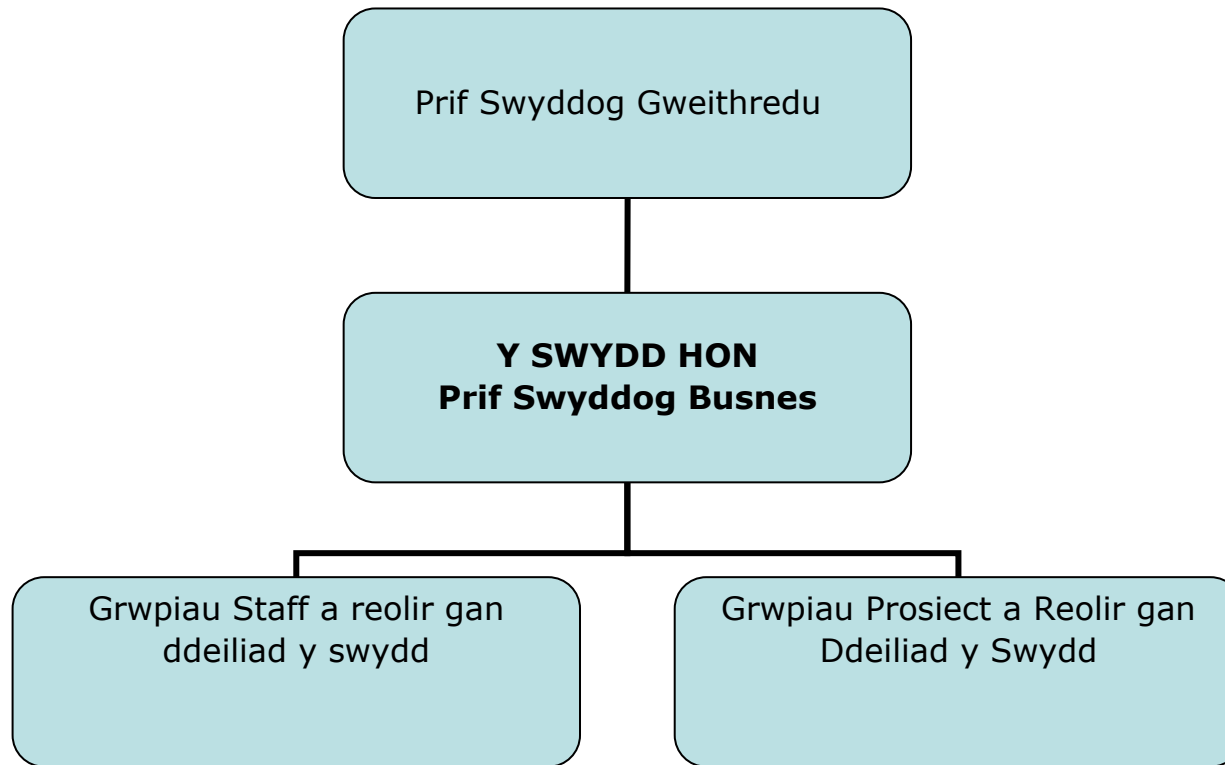
Digidol a Gwybodaeth

- Creu adroddiadau yn rheolaidd o ffynonellau mewnol ac allanol sy'n caniatáu gwerthuso gweithgaredd y Bwrdd Iechyd i ddehongli data gan gynnwys dangosyddion 'caled a meddal' fel canfyddiad o enw da sefydliad, ariannol, ansawdd a'r gweithlu at wahanol ddibenion i fwydo i ddarparu gwasanaethau a strategaeth.
- Yn gyfrifol am greu adroddiadau ystadegol ar gyfer adrodd ar lefel Llywodraeth Cymru, yn uniongyrchol allan o gronfa ddata gan ddefnyddio amrywiaeth o becynnau cyfrifiadurol a gwybodaeth grai o sawl ffynhonnell, gan gynnwys data meintiol ac ansoddol. Bydd hyn yn gofyn am allu i adeiladu fformiwlâu sylfaen data sy'n galluogi holi a sgiliau dadansoddi i ddarparu mewnwelediad clir.

Ymchwil a Datblygu. Gwerthusiad ac Archwilio

- Arwain a bod yn atebol am yr holl weithgarwch Ymchwil a Datblygu ym maes cyfrifoldeb bydd hyn yn cynnwys arwain a chynnal archwiliadau cydymffurfio rheolaidd yn ogystal ag arwain meysydd ymchwil arloesol.
- Cynnal arolygon cymhleth rheolaidd i werthuso maint gwir ymgysylltu â dinasyddion, staff a phartneriaid yng ngwaith BIP Bae Abertawe ac effaith unrhyw waith gwella.

Cymwysterau a Gwybodaeth Hanfodol	Dymunol	Profiad Hanfodol	Dymunol
<p>Gradd Meistr a gwybodaeth broffesiynol fanwl ychwanegol mewn nifer o ddisgyblaethau, rheoli ariannol cyllidebau aml-haenog, rheoli perfformiad, systemau gwybodaeth, rheoli staff a gafwyd drwy hyfforddiant a phrofiad dros gyfnod estynedig.</p> <p>Dealltwriaeth glir o gysyniad a threfniadau gweithio meysydd clinigol a chorfforaethol amrywiol. Gwybodaeth ddamcaniaethol ac ymarferol uwch, gan gynnwys gwybodaeth helaeth am fframweithiau a gofynion rheoleiddio.</p> <p>Tystiolaeth o gyflawni rheoli perfformiad strategol a gweithredol llwyddiannus a dangos yn glir gwelliant yn ansawdd y ddarpariaeth o wasanaethau ar lefel strategol; Gan gynnwys paratoi achosion busnes, cychwyn gwasanaeth, a datblygu a monitro mesurau canlyniadau ac allbwn.</p> <p>Gwybodaeth am ddehongli deddfwriaeth, canllawiau cenedlaethol fel sy'n briodol i'r rôl, craffter gwleidyddol a lefel uchel o fewnwelediad</p>	<p>Gwybodaeth fanwl am wasanaethau'r sector cyhoeddus.</p> <p>Gwybodaeth am yr holl faterion cyfredol sy'n ymwneud â rheoli perthnasoedd partneriaeth.</p>	<p>Profiad helaeth o weithio ar lefel uwch mewn sefydliad cymhleth mawr, gan arwain swyddogaethau sefydliadol mawr.</p> <p>Profiad helaeth o brosesau rheoleiddio, llywodraethu ac adrodd rhaglenni strategol y GIG. Profiad o ddefnyddio ystod o raglenni meddalwedd i drin data</p> <p>Profiad o ddadansoddi, cyfodod a dehongli data hynod gymhleth, hidlo a dehongli gwybodaeth sy'n aml yn gwrthdaro, i ddatblygu polisi ledled y Bwrdd Iechyd.</p> <p>Profiad o feddwl strategol ar lefel uwch o ddarparu gwasanaethau corfforaethol effeithiol mewn amgylchedd amlochrog mawr a chyflwyno ar lefel y Bwrdd.</p> <p>Profiad sylweddol o weithio gyda staff, dinasyddion, cyrff llywodraethu a grwpiau o bobl a all fod yn anoddach i'w cyrraedd</p>	<p>Profiad o weithio mewn sefydliadau iechyd</p> <p>Profiad o weithio gyda phartneriaid allanol</p> <p>Profiad o weithio o fewn gwasanaeth cyhoeddus</p> <p>Profiad o weithio yn y trydydd sector</p>
Sgiliau a galluoedd Hanfodol		Dymunol	Arall Hanfodol
<p>Cadw at a gallu dangos Gwerthoedd ac Ymddygiadau BIPBA</p> <p>Gallu gwneud penderfyniadau uwch a sgiliau trefnu i ddylanwadu ar bob lefel a meddyliwr strategol iawn. Y gallu i ddadansoddi a chyflwyno gwybodaeth gymhleth iawn yn briodol, nodi camau gweithredu angenrheidiol a gwneud argymhellion a dilyn y rhain,</p> <p>Gallu profedig i gyflawni cyflawniadau ac amcanion o fewn amgylchedd heriol a dan bwysau yn erbyn terfynau amser heriol gan ddefnyddio sgiliau cyfathrebu a dylanwadu a ddatblygwyd yn sylweddol, a ddatblygwyd o fewn amgylcheddau heriol a all fod yn elyniaethus, yn wrthwynebol neu'n hynod emosiynol.</p> <p>Sgiliau cyfathrebu rhagorol ar ffurf ysgrifenedig, cyflwyno a llafar i gyfleu syniadau cymhleth ac weithiau dadleuol. Y gallu i ddatblygu polisiâu a gweithdrefnau i safon uchel a chymhathu gwybodaeth gymhleth o ffynonellau lluosog yn gywir ac ar gyflymder.</p> <p>Gwleidyddol craff, er mwyn gweithio'n effeithiol gyda dylanwadwyr allweddol ar draws y system gofal iechyd gyfan.</p>		<p>Mae Sgiliau Cymraeg lefelau 1 i 5 o ran deall, siarad, darllen ac ysgrifennu yn y Gymraeg yn ddymunol</p>	<p>Yn gallu gweithio oriau hyblyg.</p> <p>Brwdfrydig, ymroddedig, rhagweithiol ac arloesol</p> <p>Gallu gweithio'n hyblyg</p> <p>Y gallu i deithio i wahanol safleoedd ar draws y bwrdd iechyd mewn modd amserol</p>



JOB TITLE: Chief Business Officer

Band: 8D

JOB OVERVIEW:

This is a new strategic position in the Health Board’s journey to become a truly listening, citizen centred, integrated organisation and will be responsible for the day-to-day leadership, management and the delivery of strategic tasks on a range of complex pieces of work across the organisation on behalf the Chief Executive. Accountable as the lead operational manager for multiple areas of responsibility where advanced, specialist knowledge and skills are required ensuring the executive team prioritises and delivers the local and national agenda preserving cohesion across teams. In the course of their duties the post holder will:

- Represent the Chief Executive at both internal and external fora ensuring compliance with targets and long-term strategic objectives. Working as a very senior management professional as a visible and accessible member of the Senior Leadership Team:
- Work closely with the Insight, Communications and Engagement team and Corporate Governance team to ensure active and open communication between the Chief Executive’s office and keep the Insight, Communications and Engagement team informed of critical issues requiring intervention and decision making.
- Ensure the Chair, Chief Executive and Vice Chair are provided with clear and articulate reports based on evidence and performance information; ensuring the highest quality, clear, timely responses are given to correspondence
- Ensure the Chair, Chief Executive and Vice Chair are fully briefed for all external meetings
- Anticipate and respond to major policy and operational issues; facilitate gathering of information to support the Chief Executive Officer to form views.
- Participate in, and lead taskforces, working groups and meetings in support and on behalf of the Chief Executive Officer.

Responsible to:

Reporting:	Accountable:	Professionally:

Main Duties & Responsibilities

Chief Business Officer Overview

Chief Executive Support Portfolio:

Ensure that the Chief Executive's time is optimally used in determining and achieving the Health Boards plans and priorities. Effective communication will be required within and beyond the Executive team, in order to ensure that the Chief Executive has access to relevant information and high-quality briefings to support informed decision-making. The post holder will work closely with the Director of Corporate Governance and Board Secretary to ensure that the functioning of business across the Executive team is efficient and effective.

Chief Executive External Affairs Portfolio:

Identify the key external relationships, committee and fora required for constructive health system working, ensure that the Chief Executive/Executive team has a wide view of the external environment and is prepared with required information. Represent the Chief Executive when required. Ensure all aspects of Welsh Government collaboration, including committee attendance and policy development are well prepared in advance and supported by appropriate Executive. Maintain constructive dialogue between Welsh Government, stakeholders and partners. The role is critical in the Health Board's journey to de-escalation.

Cross Cutting Initiatives:

Identify the need for, establish and lead cross-organisational initiatives ensuring that the Executive team's programmes of activity are appropriately connected and integrated to manage interdependencies and avoid the risk of duplication or silo-working, leading on highly sensitive and strategically important initiatives on behalf of Chief Executive.

Planning and Design

- Develop clear, deliverable strategies for the future, so the organisation can successfully deliver its Integrated Medium-Term Plan. The post holder will be key to delivering SBU culture change, providing clear, compassionate and visible leadership throughout their areas of responsibility.
- Co-ordinate strategic long term and short-term projects and commitments directly involving the Chief Executive Officer and direct reports, or at the request of the Chief Executive Officer acting autonomously in order to deliver the specific programmes and deliverables.
- Identify and prioritise issues of strategic importance and play an active role in problem solving and bringing senior focus to both problem solving and stakeholder management. Identify the need for, and lead on complex pan-functional and pan-departmental projects to deliver Health Board priorities, or to respond to internal or external pressures.

- Co-ordinate the Executive Team's development and monitoring of its annual priorities, ensuring alignment to the Health Board's strategy and medium-term plan. Responsible for setting goals and standards for others, from broad health and social care strategies, organisational policies, and specific local and national guidelines reporting directly to the Board to advise how these should be implemented, e.g. 'A healthier Wales' policy implementation aligned to the national clinical plan and associated Value-Based healthcare priorities.
- Lead the development and delivery of relevant communication and engagement training programme for all levels of staff within Swansea Bay UHB.

Improvement, Monitoring, Policy/Service Development

- Working highly autonomously with minimal guidance will be responsible for interpreting National Health Service and Policy and acting independently, setting goals in order to achieve corporate, individual, and collective work streams objectives, e. g. Well, Being and Future Generations Act. Providing extensive strategic and operational expertise to the Health Board across the Chief Executive Officer portfolio, particularly in relation to Welsh Government business.
- With freedom to initiate, act and lead will be accountable for the development of Health Board wide policies within their portfolio including by directing through an Executive or in collaboration with clinicians and leaders across the service.
- Accountable for a range of initiatives to deliver upon the Health Board's agenda ensuring policies and standard operating procedures are in place and aligned ensuring robust systems of governance (clinical, financial, staff, audit and information) and risk management are in place for portfolio of work.

Communication & Relationships.

- Work constructively with internal and external stakeholders at all levels to manage positive and highly effective relationships, to appropriately influence and create the conditions for successful partnerships, overcoming opposition and anxiety in relation to contentious matters, using the highest level of interpersonal and communication skills. Ensure awareness of all programmes of activity both across the public sector system and in which the Health Board is a major stakeholder managing difficult, distressing or emotional circumstances on a frequent basis, for example when imparting unwelcome news.
- Working autonomously, interpret national policy and strategies which will involves the expert analysis, synthesis regularly providing and receiving highly complex, sensitive and contentious information. This will require influence, negotiation, tact and diplomacy when presenting to staff groups and other internal and external staff groups on topics that may be complex, sensitive or contentious including topics for proposed major change. Utilising a broad range of skills to overcome significant barriers to acceptance, using the highest level of social, and communication skills when communicating in a hostile, antagonistic or highly emotive atmosphere.

- Review and ensure quality control and high-quality standards of all outputs and communications that emanate from the Chief Executive Officer in terms of quality, political impact, substance or presentation; ensure that reports are clear, objective and based on comprehensive data and meet required standards before completion to ensure they comply with relevant mandates. This requires close working with the Director of Corporate Governance.
- Work with executive colleagues, internally and externally, to identify potential interdependencies, gaps and duplication and convenes colleagues to facilitate resolution of these bringing stakeholders together to drive decisions on behalf of the Chief Executive
- Exercise specialist knowledge across a range of managerial work procedures and practices underpinned by theoretical knowledge and practical experience, providing specialist advice and recommendations when required building a solid, cohesive executive team, working well with the new Board, partner organisations, and potential partners, and lead the development of our One Bay Way embedding accountability and compassion at the heart of all our work.
- Lead and inform the development and implementation of a unified performance data set for a variety of requirements for role. Align this to the corporate approach taken across the Health Board in monitoring and reporting service performance engaging with relevant services etc.
- Assimilate and summarise complex documents, compare facts and analyse situational data from a range of sources, developing options to assess risks and opportunities to the organisation and facilitate consensus building and decision-making. Including analysing and assessing conflicting information, where at times there may be expert opinion differs, or information may not be viable relying on expert judgment and critical thinking to deliver an appropriate outcome. Especially when dealing with Primary care independent contractors, health board commissions services, GP practices, optometry practices, dental practices and community pharmacies across our region.

Management, Training & Leadership

- Responsible for the strategic development and day-to-day operational management of multiple services within the post holder's portfolio. Responsible for matrix working across all corporate departments ensuring an effective system of performance management, including appraisal and personal development, for all direct reports and their staff, including active succession and workforce planning as well as disciplinary etc.
- Ensure direct reports are aware of their managerial responsibilities for human resource issues within their areas of responsibility implementing correct HR policies and processes. Working with the Human Resources team as required, ensuring that robust HR policies and processes are in place in all areas of operational responsibility.
- Ensure that staff groups within the team are working to competencies, which are regularly assessed and appropriate to the

service in line with Agenda for Change and the Knowledge and Skills Framework.

- Maintain own development and competence for the role as well as development identifying relevant training opportunities which will enhance knowledge and skills that meets service needs now and for the future.

Finance and Budget

- Responsibility for budget for multiple departments and or services of major area of activity or responsible for overall budget setting for major area of activity exercising judgment involving highly complex facts and figures or situations, which require the analysis, interpretation and comparison of a range of options to achieve financial balance and /or surplus within areas of responsibility, ensuring that any cost improvement programmes and cash releasing efficiency schemes are delivered.
- Responsible for the effective use, monitoring and management of operational budgets within areas of responsibility. This will include prioritisation, budget setting, supervision of delegated budgets and control and procurement of capital equipment, to ensure compliance with the organisation's Standing Orders and Standing Financial Instructions and ensure effective corporate governance.
- Accountable for engagement of the Health Board's corporate Informatics and Finance Department to secure appropriate levels of expert support for the preparation of Board and Government level reporting, including obtaining, processing and analysing information and workforce and financial data.

Digital and Information

- Create reports on a regular basis from internal and external sources that allow evaluation of the Health Board's activity interpret data including 'hard and soft' indicators such as organisation reputation perception, financial, quality and workforce for various purposes to feed into service delivery and strategy.
- Responsible for creating statistical reports for Welsh Government-level reporting, directly out of database using a variety of computer packages and raw information from multiple sources including quantitative and qualitative data. This will require an ability to build data base formulae that enables interrogation and analytical skills to provide clear insight.

Research Development. Evaluation & Audit

- Lead on and be accountable for all Research and Development activity within the area of responsibility this will include leading and undertaking regular audits of compliance as well as leading innovative areas of research.
- Undertake regular complex surveys to evaluate the extent of true citizen, staff and partner engagement in the work of Swansea Bay UHB and the impact of any improvement work.

Essential Qualifications & Knowledge	Desirable	Essential Experience	Desirable
<p>Master's degree and additional in-depth professional knowledge in a number of disciplines, financial management managing multi stranded budgets, performance management, information systems, staff management acquired through training and experience over extended period.</p> <p>Clear understanding of the concept and working arrangements of diverse clinical and corporate areas. Advanced theoretical & practical knowledge, including extensive knowledge of regulatory frameworks and requirements.</p> <p>Evidence of delivering successful strategic and operational performance management and clearly demonstrating improvement in the quality-of-service delivery at a strategic level; including business case preparation, service initiation, and the development and monitoring of outcome and output measures.</p> <p>Knowledge of interpreting legislation, national guidance as appropriate to the role, politically astute and high level of intuition</p>	<p>Detailed knowledge of public sector services.</p> <p>Knowledge of all current issues related to partnership relationship management.</p>	<p>Extensive experience of working at a senior level in a large complex organisation, leading major organisational functions.</p> <p>Extensive experience of NHS regulatory processes, governance and strategic programme reporting. Experience of using a range of software programmes to manipulate data</p> <p>Experience of analysing, synthesising and interpreting highly complex data, filtering and interpreting often conflicting information, to develop Health Board -wide policy.</p> <p>Experience of strategic thinking at a senior level of delivering effective corporate services in a large multifaceted environment and presenting at Board level.</p> <p>Significant experience of working with staff, citizens, governing bodies and groups of people who can be harder to reach</p>	<p>Experience of working in health organisations</p> <p>Experience of working with key external partners</p> <p>Experience of working in a public service</p> <p>Experience of working in the third sector</p>
Essential Aptitude and abilities		Desirable	Other Essential
<p>Adhere to and can demonstrate SBU Values & Behaviours</p> <p>Advanced decision making and organisational skills ability to influence at all levels and a highly strategic thinker. Ability to analyse and appropriately present often highly complex information, identify necessary action and make recommendations and follow these through, proven ability to achieve deliverables and objectives within a demanding and pressured environment against challenging deadlines using significantly developed communication and influencing skills, developed within challenging environments that can be hostile, antagonistic or highly emotive. Excellent communication skills in written, presentational and oral form to convey complex and sometimes contentious ideas.</p> <p>Ability to develop policies and procedures to a high standard and assimilate complex information from multiple sources accurately and at speed.</p> <p>Politically astute, in order to work effectively with key influencers across the whole healthcare system.</p>		<p>Welsh Language Skills are desirable levels 1 to 5 in understanding, speaking, reading, and writing in Welsh</p>	<p>Able to work hours flexibly.</p> <p>Enthusiastic, committed, proactive and innovative</p> <p>Able to work flexibly</p> <p>Ability to travel to different sites across the health board in a timely manner</p>

