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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board

**Band 9 - Cyfarwyddwr Grŵp
Gofal**

**Darllen y Swydd Ddisgrifiad yn
Gymraeg**

Band 9 - Care Group Director

**Read the Job Description in
English**



Bwrdd Iechyd Prifysgol
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TEITL Y SWYDD: Cyfarwyddwr Grŵp Gofal

Band: 9

TROSOLWG O'R SWYDD:

Bydd deiliad y swydd yn dal y swydd arweinyddiaeth uwch o fewn y Grŵp Gofal, gan arfer ymreolaeth sylweddol ac awdurdod i wneud penderfyniadau strategol. Byddant yn rhannu atebolrwydd gyda'r Cyfarwyddwr Gweithredol am gyflawni llywodraethu ansawdd, sicrwydd a rheoli risg glinigol ar draws y Grŵp Gofal. Mae hyn yn cynnwys cyfrifoldeb cyffredinol am sicrhau bod dyletswyddau statudol a rhwymedigaethau sefydliadol yn cael eu cyflawni, yn benodol mewn perthynas â Diogelu a Gwarchod y Cyhoedd, Dyletswydd Ansawdd, Dyletswydd Gonestrwydd, a Gwranddo ar Bobl – sy'n cwmpasu prosesau Cwynion, Digwyddiadau ac Iawndal GIG Cymru. Mae'r rôl hefyd yn cynnwys cyfrifoldeb am ymgorffori a chynnal systemau llywodraethu clinigol cadarn i gynnal y safonau uchaf o ran diogelwch, cydymffurfiaeth a gofal cleifion. Cyfrifoldebau allweddol

- **Arwain mentrau trawsnewid gwasanaethau a chynaliadwyedd**, gan gyfrannu at ddatblygu a chyflawni cynlluniau strategol a gweithredol blynyddol a thymor canolig. Sicrhau bod gwasanaethau wedi'u cynllunio i fod yn ymatebol, yn effeithlon, ac yn cyd-fynd ag anghenion iechyd y boblogaeth a safonau ansawdd, gan fonitro perfformiad yn weithredol i sbarduno gwelliant parhaus ac effaith ar draws y system.
- **Yn hyrwyddo diwylliant o welliant parhaus**, dysgu ac arweinyddiaeth dosturiol. Mae'r rôl yn chwarae rhan ganolog wrth lunio a chynnal diwylliant cadarnhaol, cynhwysol, sy'n cael ei yrru gan werthoedd, gan feithrin diogelwch seicolegol, lles staff, ac ymdeimlad cryf o bwrpas ar draws timau amlddisgyblaethol.
- **Yn darparu arweinyddiaeth strategol**, weithredol a phroffesiynol arbenigol ar gyfer gwasanaethau ar draws y Grŵp Gofal ac yn atebol yn glinigol am ddatblygu a darparu gofal o ansawdd uchel, diogel a thosturiol, gan sicrhau bod anghenion cleifion a'u teuluoedd yn cael blaenoriaeth.
- **Yn gyfrifol am reoleiddio proffesiynol pob gweithiwr proffesiynol cofrestredig**, gan oruchwylio datblygiad y gweithlu i sicrhau gofal diogel sy'n canolbwyntio ar y person. Yn gyfrifol am gynnal lefelau staffio diogel yn unol â deddfwriaeth a safonau gwasanaeth perthnasol, gan roi sicrwydd i Gyfarwyddwr Gweithredol Cyfarwyddwr y Grŵp Gofal, a chynnig atebion i fynd i'r afael ag unrhyw risgiau neu ddiffygion a nodwyd.
- **Yn cymryd rhan yn y rota Ar Alwad Aur**, ac yn dirprwyo ar ran y Cyfarwyddwr Gweithredol perthnasol yn ôl yr angen, gan sicrhau parhad arweinyddiaeth a gwneud penderfyniadau.

Yn gyfrifol i'r canlynol:

Yn adrodd i:	Yn atebol i:	Yn broffesiynol i:

Prif Ddyletswyddau a Chyfrifoldebau

Cynllunio a Dylunio

- Arwain ymdrechion trawsnewid gwasanaethau a chynaliadwyedd drwy gymryd rhan weithredol mewn cynllunio strategol a gweithredol blynyddol a thymor canolig. Cyfrannu at reoli perfformiad y cynlluniau hyn i sicrhau bod gwasanaethau'n parhau i fod yn ymatebol, yn effeithlon, ac yn cyd-fynd ag anghenion iechyd y boblogaeth.
- Ymgymryd â dadansoddiad arbenigol o broblemau cymhleth a dadleuol iawn a datblygu atebion ymarferol ac ymarferol i fynd i'r afael â nhw, gan feddwl a chynllunio'n strategol, yn dactegol ac yn greadigol, a bydd yn blaenoriaethu rhaglenni gwaith yn wyneb gofynion cystadleuol gydag awdurdod.
- Arwain portffolio dynodedig o waith ar ran y Cyfarwyddwr Gweithredol ac fel y cytunwyd gydag ef, gan gyfrannu at y blaenoriaethau strategol hirdymor a gwella gwasanaethau ar draws y bwrdd iechyd.
- Cefnogi'r Cyfarwyddwr Gweithredol i ddatblygu a chyflawni cynlluniau strategol ar gyfer ansawdd, diogelwch a phrofiad cleifion o fewn y Grŵp Gofal, gan gynnwys Fframwaith y Bobl.
- Ymgymryd â gweithgareddau meincnodi gyda sefydliadau cyfoedion yn genedlaethol i werthuso perfformiad gwasanaethau, nodi arferion gorau a mabwysiadu'r dulliau gofal diweddaraf sy'n seiliedig ar dystiolaeth ac sy'n arloesol.

Gwella, Monitro, Datblygu Polisi/Gwasanaeth

- Arwain y gwaith o ddatblygu a gweithredu polisi, bydd hyn yn cynnwys dehongli, cyfieithu a gweithredu gofynion polisi a deddfwriaethol cenedlaethol yn fentrau gwella gwasanaethau, a llwybrau gofal cleifion i sicrhau arfer o ansawdd uchel, sy'n seiliedig ar dystiolaeth ar draws y Grŵp Gofal.
- Darparu arweinyddiaeth strategol i ymgorffori diwylliant o wella ansawdd yn barhaus ar draws y Grŵp Gofal, gan feithrin arloesedd a throsi mewnwelediadau yn welliannau mesuradwy mewn gofal cleifion a darparu gwasanaethau. Datblygu a chynnal rhwydweithiau a phartneriaethau strategol o fewn a thu hwnt i'r bwrdd iechyd i lunio cyfeiriad gofal yn y dyfodol, hyrwyddo arloesedd ac arwain newid trawsnewidiol.
- Yn gyfrifol am sicrhau cydymffurfiaeth â gofynion ail-ddilysu ar gyfer cofrestreion, gan sicrhau bod gofal clinigol o safon uchel ac yn cael ei ddarparu gan staff medrus a chymwys, gan ddefnyddio adnoddau'n effeithlon ac yn effeithiol er boddhad cleifion a'u teuluoedd.
- Sicrhau bod lefelau staffio yn bodloni gofynion cyfreithiol a safonau penodol i'r gwasanaeth. Cynghori'r Cyfarwyddwr Gweithredol am unrhyw fylchau neu risgiau staffio, ac argymhell atebion i gynnal staffio diogel, effeithiol a chydymffurfiol.
- Darparu sicrwydd a goruchwyliaeth o ofynion y fframwaith proffesiynol ar gyfer ymarfer Gwell, Uwch ac Ymgynghorol, gan sicrhau cyd-fynd â safonau cenedlaethol, gofynion llywodraethu a blaenoriaethau trawsnewid gwasanaethau. Mae hyn yn cynnwys goruchwyllo'r prosesau sicrhau ar gyfer rhagnodi annibynnol ac atodol, gan sicrhau bod arferion rhagnodi yn ddiogel, yn effeithiol, yn atebol, ac yn cydymffurfio â safonau proffesiynol.
- Sicrhau cyflawniad yn erbyn pob argymhelliad arolygu ac archwilio allanol a mewnol ar draws meysydd cyfrifoldeb, monitro cynnydd, mynd i'r afael â bylchau, a rhoi sicrwydd i'r Bwrdd bod camau gweithredu y cytunwyd arnynt yn cael eu gweithredu'n effeithiol ac o fewn yr amserlenni gofynnol.

- Rhoi sicrwydd bod y Grŵp Gofal yn cyflawni ei rwymedigaethau statudol o dan yr holl ddeddfwriaeth berthnasol sy'n ymwneud â Diogelu a Gwarchod y Cyhoedd, gan ymgorffori'r cyfrifoldebau hyn mewn arferion gweithredol.
- Yn gyd-gyfrifol am gyflawni'r cynllun gwella Atal a Rheoli Heintiau (IPC), gan gynnwys glynu wrth arferion dadheintio a rheoli achosion yn effeithiol ar draws pob amgylchedd. Yn sicrhau cydymffurfiaeth â safonau cenedlaethol a lleol, yn cefnogi hyfforddiant staff, ac yn hyrwyddo diwylliant o ansawdd a diogelwch. Yn cymryd rhan arweiniol wrth reoli a lleihau heintiau sy'n gysylltiedig â gofal iechyd (HCAIs) yn weithredol.
- Cymryd rôl arweiniol mewn sicrhau risg ar draws y Grŵp Gofal drwy sicrhau systemau cadarn i nodi, asesu a rheoli risgiau clinigol a gweithredol. Goruchwylio'r gofrestr risg, gan sicrhau bod cynnydd amserol a lliniaru effeithiol yn unol â fframweithiau llywodraethu a pholisi sefydliadol.

Cyfathrebu

- Cyfleu gwybodaeth hynod gymhleth, sensitif, ac yn aml yn ddadleuol gyda sgiliau rhyngpersonol a dylanwadu eithriadol, yn enwedig mewn sefyllfaoedd lle mae rhwystrau sylweddol i ddealltwriaeth neu wrthwynebiad i newid. Mae hyn yn cynnwys rheoli trafodaethau mewn amgylcheddau gelyniaethus, gwrthwynebol, neu emosiynol iawn. Mae enghreifftiau'n cynnwys egluro cynigion ailgynllunio gwasanaethau mawr i dimau clinigol sy'n gwrthwynebu'r newidiadau'n gryf, gan fynd i'r afael â phryderon wrth gynnal proffesiynoldeb ac eglurder.
- Cyfleu negeseuon anodd ynghylch diffyg cydymffurfio â rheoliadau neu ddigwyddiadau clinigol difrifol i uwch randdeiliaid, gan sicrhau tryloywder ac atebolrwydd
- Arwain sgysiaid gyda theuluoedd cleifion yn dilyn digwyddiadau niweidiol, gan gydbwyso empathi â'r angen i gyfleu gwybodaeth gywir ac weithiau'n peri gofid neu drafod gyda chynrychiolwyr undebau llafur yn ystod cyfnodau o newid sefydliadol, gan oresgyn gwrthwynebiad a meithrin consensws ar gynlluniau'r gweithlu.
- Darparu, derbyn a dadansoddi gwybodaeth hynod gymhleth, sensitif a/neu ddadleuol. Bydd hyn ar lefel unigol, grŵp, a chenedlaethol ar lafar, yn ysgrifenedig neu drwy gyflwyniadau ac ar amrywiaeth o bynciau yn amrywio o faterion proffesiynol/clinigol i faterion adnoddau dynol a gweithredol. Bydd hyn yn cynnwys cynhyrchu adroddiadau ysgrifenedig o ansawdd uchel yn rheolaidd, gan gynnwys adroddiadau'r Bwrdd Rheoli neu weithredu fel yr arweinydd ar gyfer materion ymchwiliad, disgyblu ac ymddygiad proffesiynol cymhleth iawn a difrifol iawn dynodedig.
- Cydweithio â Phennaeth Cyfathrebu i hyrwyddo gwaith y grŵp gofal, gan sicrhau ymatebion cywir ac amserol i ymholiadau'r cyfryngau a chefnogi proffil cyhoeddus y sefydliad.
- Datblygu a chynnal partneriaethau effeithiol gydag undebau llafur a chyrff proffesiynol, gan gynnig cyngor arbenigol i gefnogi cysylltiadau cadarnhaol â gweithwyr a gweithio ar y cyd.
- Darparu cyngor arbenigol ar lefel weithredol ar gynllunio strategol, llywodraethu clinigol, datblygu polisiau, deddfwriaeth a materion gweithredol o fewn y Grŵp Gofal.
- Arwain ymateb y Grŵp Gofal i arolygiadau Arolygiaeth Iechyd Cymru (AGIC), gan sicrhau cydlynu amserol, adolygiad trylwyr o ganfyddiadau, a gweithredu camau gweithredu. Darparu sicrwydd drwy lywodraethu cadarn, hyrwyddo dysgu a gwelliant, a chynnal cydymffurfiaeth â safonau rheoleiddio.

- Adroddwch am unrhyw sefyllfa a allai beryglu gofal cleifion a chofrestru proffesiynol yn sylweddol i'r Cyfarwyddwr Gweithredol neu gorff goruchwylio allanol a rhoi sicrwydd o gynlluniau cadarn i liniaru neu fynd i'r afael â phroblemau er mwyn sicrhau cydymffurfiaeth â safonau rheoleiddio.
- Arwain gyda deallusrwydd emosiynol, gan fodelu rôl yn gyson a meithrin gostyngeddwrwydd diwylliannol, cydraddoldeb a pharch, gan sicrhau bod profiadau bywyd defnyddwyr gwasanaeth a staff yn llunio dyluniad gwasanaethau yn weithredol ac yn ysgogi gwelliant parhaus.
- Model rôl rhagweithiol a thosturiol o fewn y sefydliad gyda lefel uchel o welededd a gweithio mewn partneriaeth â Grwpiau Gofal eraill er mwyn darparu cyngor proffesiynol arbenigol i ddylanwadu'n strategol a chefnogi datblygiad a dyrchafiad gofal.
- Yn atebol ac yn gyfrifol am sefydlu a chynnal systemau ar gyfer asesu barn ac adborth defnyddwyr gwasanaeth ar ansawdd y gwasanaethau a ddarperir ac am gynnwys cleifion, eu teuluoedd/gofalwyr neu eu cynrychiolwyr mewn datblygu llwybrau gofal neu waith gwella gwasanaethau ar draws y bwrdd iechyd. Gwrando'n rhagweithiol ar gleifion, teuluoedd a chymunedau er mwyn gwella'r gofal a ddarparwn.

Ansawdd, Diogelwch a Llywodraethu Clinigol

- Darparu arweinyddiaeth strategol a goruchwyliaeth o swyddogaethau system rheoli ansawdd ar draws y Grŵp Gofal, gan gynnwys defnyddio data a gwybodaeth i gynllunio a blaenoriaethu, dysgu o ddigwyddiadau a phrofiad, rheoli ansawdd a chydymffurfio â phrosesau adrodd allanol, cyflawni prosesau sicrhau ansawdd cadarn yn unol â Fframwaith Sicrhau Ansawdd y Bwrdd Iechyd a chefnogi diwylliant o wella ansawdd yn weithredol.
- Sicrhau cydymffurfiaeth lawn â gofynion adrodd allanol gan gynnwys Gwrando ar Bobl (LTP), Cwynion, Digwyddiadau ac Iawndal GIG Cymru, Dyletswydd Ansawdd, Dyletswydd Gonestrwydd, a fframweithiau rheoleiddio eraill. Bydd hyn yn cynnwys y canlynol:
 - **Arwain ymchwiliadau i gwynion a digwyddiadau risg uchel a chymhleth** yn unol â Rheoliadau Gwrando ar Bobl (LTP) a phrosesau Cwynion, Digwyddiadau ac Iawndal GIG Cymru. Sicrhau cyfathrebu tosturiol a thryloyw gyda chleifion a theuluoedd a hybu dysgu i atal ailddigwyddiad.
 - **Darparu ymatebion amserol a chynhwysfawr** i gyrff allanol, gan gynnwys Ombwdsmon Gwasanaethau Cyhoeddus Cymru.
 - **Sicrhau cydymffurfiaeth â gofynion Llywodraeth Cymru a GIG Cymru** ar gyfer Digwyddiadau Adroddadwy'n Genedlaethol (NRIs) a Digwyddiadau Na Ddylent Byth Gwrthwynebu drwy gadeirio cyfarfodydd strategaeth digwyddiadau difrifol, goruchwylio penderfyniadau, a meithrin cydweithrediad amlddisgyblaethol i weithredu camau diogelwch a dysgu ar draws y system.
 - **Cyflwyno rhaglenni sy'n cyd-fynd â fframwaith 'Mwy na Geiriau'**, gan hyrwyddo safonau'r iaith Gymraeg wrth ddarparu gwasanaethau.

- **Arwain asesiadau torri dyletswydd ar y cyd** â Chyfarwyddwr y Grŵp Gofal, gan sicrhau ymchwiliadau trylwyr, cymhwysu safonau cyfreithiol a rheoleiddiol yn gywir, a dogfennaeth glir. Rhoi sicrwydd i uwch arweinyddiaeth a chefnogi tryloywder, dysgu, ac iawndal priodol lle mae niwed wedi digwydd.

Rheolaeth, Hyfforddiant ac Arweinyddiaeth

- Rheolwr llinell nifer o benaethiaid gwasanaeth o fewn meysydd cyfrifoldeb, gan sicrhau cydymffurfiaeth â holl bolisiau a gweithdrefnau Adnoddau Dynol y bwrdd iechyd. Darparu cyfeiriad clir, cefnogaeth a rheoli perfformiad i alluogi cyflawni amcanion strategol, meithrin datblygiad proffesiynol, a chynnal safonau uchel o atebolrwydd ac ymgysylltiad ar draws timau.
- Yn cydweithio'n agos â'r Tîm Gweithlu a Datblygu Sefydliadol (OD) i sicrhau bod polisiau a phrosesau adnoddau dynol cadarn yn cael eu gweithredu ar draws pob maes cyfrifoldeb gweithredol. Mae hyn yn cynnwys meysydd allweddol fel recriwtio a chadw staff, cysylltiadau â gweithwyr, rheoli presenoldeb, gwerthusiadau blynyddol, ymdrin â digwyddiadau critigol, gofynion ail-ddilysu, ac ymddygiad staff. Yn ogystal, mae'n sicrhau bod agenda lles staff yn cael ei gweithredu'n llawn i gefnogi gweithlu iach ac ymgysylltiedig.
- Darparu goruchwyliaeth strategol o reoli perfformiad y gweithlu, gan sicrhau bod staff yn cael eu cefnogi drwy system rheoli perfformiad y cytunwyd arni. Hyrwyddo eglurder rolau, cyfrifoldebau a disgwyliadau, a sicrhau atebolrwydd am gyflawni safonau uchel o ran ymarfer clinigol a pherfformiad gweithredol ar draws pob lefel o'r sefydliad.
- Sicrhau bod yr holl staff yn cael eu rheoli drwy system rheoli perfformiad y cytunwyd arni gan y Grŵp Gofal, gan hyrwyddo eglurder ynghylch rolau, cyfrifoldebau, ymddygiadau a disgwyliadau. Mae hyn yn cynnwys sicrhau atebolrwydd am gyflawni safonau perfformiad ac arfer clinigol ar draws pob lefel o staff.
- Yn arwain y gwaith o gomisiynu rhaglenni addysg a hyfforddiant ar gyfer y Grŵp Gofal, gan sicrhau cyd-fynd â gofynion y gweithlu, blaenoriaethau gwasanaeth, a safonau cenedlaethol. Yn cydweithio â thimau corfforaethol, darparwyr addysg, a rhanddeiliaid allweddol i sicrhau cyfleoedd dysgu o ansawdd uchel sy'n cefnogi datblygiad proffesiynol a chynaliadwyedd y gweithlu.
- Yn sicrhau bod lleoliadau clinigol yn darparu amgylchedd dysgu o ansawdd uchel i fyfyrwyr clinigol, gyda threfniadau mentora a thiwtoriaeth cadarn sy'n bodloni safonau Clinigol.
- Yn llywio datblygiad a gweithrediad strategaeth addysg glinigol o fewn y Grŵp Gofal, gan weithio mewn partneriaeth â thimau Datblygu Clinigol, Gweithlu a Sefydliadol Corfforaethol, a sefydliadau academiaidd i feithrin twf proffesiynol, hyrwyddo arloesedd, a gwreiddio arfer sy'n seiliedig ar dystiolaeth ar draws gwasanaethau clinigol.

Cyllid a Chyllideb

- Goruchwyllo nifer o gyllidebau gwasanaeth ar draws y Grŵp Gofal, gan gyfrannu at osod cyllidebau a sicrhau bod y Grwpiau Gofal yn gweithredu o fewn yr adnoddau a neilltuwyd, yn cyrraedd targedau ariannol, ac yn alinio gwariant â blaenoriaethau strategol a gweithredol.
- Cynnal atebolrwydd am gyllidebau gwasanaethau, gan weithredu fel swyddog awdurdodedig ar gyfer gwariant, yn unol â'r Cyfarwyddiadau Ariannol Sefydlog (SFIs) ac egwyddorion rheolaeth ariannol ddoeth.
- Monitro ac adrodd ar berfformiad ariannol, gan nodi risgiau a gweithredu camau cywirol i sicrhau cynaliadwyedd a gwerth am arian.

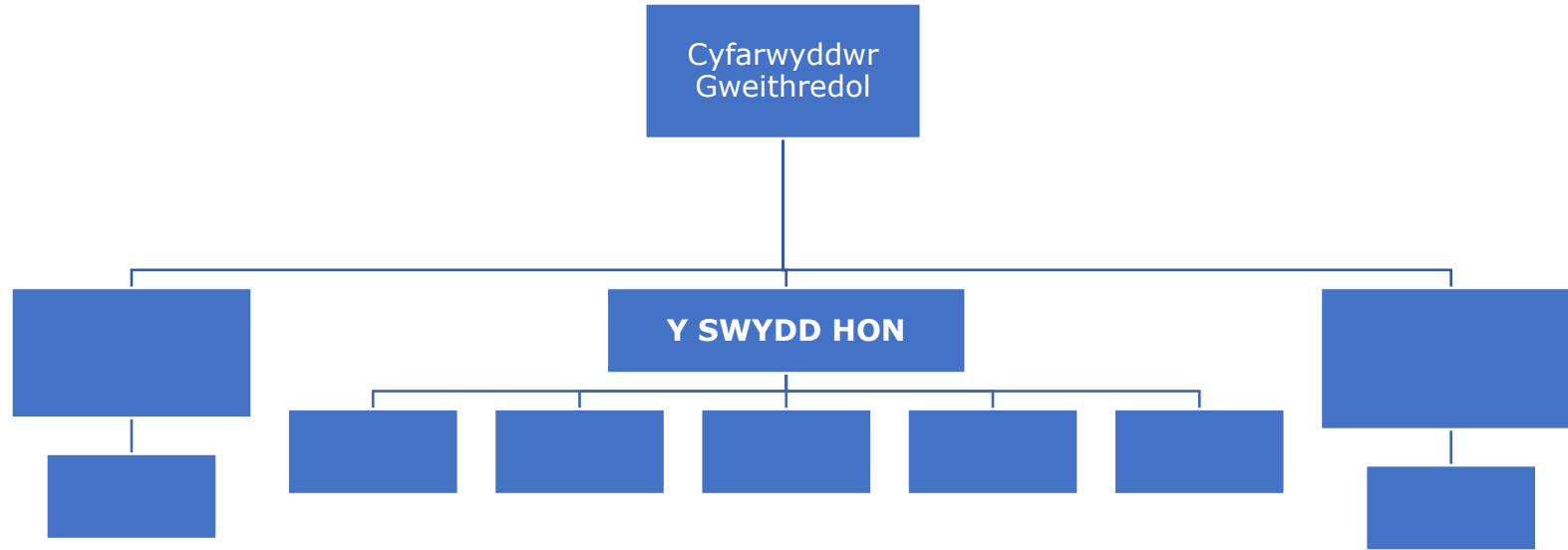
Digidol a Gwybodaeth

- Darparu arweinyddiaeth strategol wrth gyflwyno technolegau digidol a dadansoddeg data newydd a phresennol, gan sicrhau bod systemau gwybodaeth yn cael eu defnyddio i yrru gwelliant mewn gwasanaethau, effeithlonrwydd gweithredol a gwneud penderfyniadau gwybodus.
- Goruchwylio llywodraethu, optimeiddio ac integreiddio systemau gwybodaeth lluosog ar lefel adrannol neu sefydliadol, gan sicrhau cydymffurfiaeth â diogelwch data, safonau rheoleiddio a gofynion rhyngweithredu.
- Hyrwyddo arloesedd a thrawsnewid digidol, gan ymgorffori offer adrodd uwch, llwyfannau deallusrwydd busnes, a dadansoddeg ragfynegol i gefnogi cynllunio a monitro perfformiad sy'n seiliedig ar dystiolaeth.
- Arwain datblygiad strategaethau sy'n seiliedig ar ddata, gan sicrhau bod mewnwelediadau cywir, amserol a gweithredadwy ar gael i dimau gweithredol a rhanddeiliaid ar gyfer cynllunio strategol a gwella ansawdd.
- Meithrin diwylliant o lythrennedd digidol a hyder mewn data, gan ddarparu arweiniad a mentora i uwch arweinwyr a thimau clinigol ar ddefnyddio technoleg a dadansoddeg yn effeithiol wrth wneud penderfyniadau.

Ymchwil a Datblygu. Gwerthuso ac Archwilio

- Arwain a goruchwylio'r cynllun archwilio a sicrwydd rhwng y Grŵp Gofal a'r Bwrdd, gan sicrhau gwelededd ansawdd, diogelwch a chydymffurfiaeth o ofal rheng flaen i lefel y Bwrdd. Darparu adrodd tryloyw, yn seiliedig ar dystiolaeth i sicrhau cydymffurfiaeth reoleiddiol a meithrin diwylliant o agoredrwydd, dysgu a gwelliant parhaus.
- Yn gyfrifol am gyflawni'r agenda ymchwil ac arloesi ymarfer o fewn y Grŵp Gofal, gan sicrhau bod gofal sy'n canolbwyntio ar y claf a'r teulu/gofalwr wedi'i ategu gan dystiolaeth. Yn cychwyn ac yn cefnogi gweithgareddau ymchwil a datblygu sy'n cyd-fynd ag amcanion ehangach y bwrdd iechyd.
- Cyfrannu at Archwilio Clinigol drwy ddatblygu cynlluniau archwiliadau clinigol a sicrhau bod camau gweithredu a gwelliannau clinigol a nodwyd drwy archwiliadau ledled y Bwrdd Iechyd yn cael eu gweithredu'n effeithiol ar draws y Grŵp Gofal, gan gefnogi gwella a sicrhau ansawdd.

Cymwysterau a Gwybodaeth Hanfodol	Profiad Hanfodol
<p>Cymrodoriaeth neu aelodaeth o gorff proffesiynol cydnabyddedig, gyda chefnogaeth: Cymhwyster lefel Meistr ynghyd â thystiolaeth o wybodaeth broffesiynol fanwl, arbenigol ar draws nifer o ddisgyblaethau clinigol a sefydliadol, gan gynnwys (ond heb fod yn gyfyngedig i): safonau clinigol proffesiynol, llywodraethu ansawdd, diogelwch cleifion, rheoli risg, ymchwil glinigol, archwilio, gweithlu/AD, cyllid, cynllunio gwasanaethau a chyflenwi gweithredol, wedi'i gefnogi gan gyrsiau arbenigol perthnasol, datblygiad proffesiynol parhaus, ac amlygiad parhaus i wneud penderfyniadau strategol mewn amgylcheddau gofal iechyd cymhleth.</p> <p>Cwblhau hyfforddiant Rheolwr Achosion ac Ymchwilwyr, naill ai cyn penodi neu o fewn chwe mis i ddechrau'r rôl.</p>	<p>Gwybodaeth helaeth am strwythurau'r GIG, fframweithiau cynllunio strategol, llywodraethu a pholisi cenedlaethol a phrofiad sylweddol o lywodraethu ansawdd clinigol, diogelwch cleifion, rheoli risg a fframweithiau rheoleiddio.</p> <p>Profiad sylweddol mewn rôl arweinyddiaeth uwch berthnasol o fewn sefydliad GIG neu gyfwerth, gyda chyfrifoldeb am gynllunio a datblygu strategol.</p> <p>Profiad o arwain a sefydlu system rheoli ansawdd gan gynnwys rheoli ansawdd, sicrhau ansawdd, cynllunio a gwella.</p> <p>Profiad profedig o arwain a chyflawni cynllunio swyddi ar draws nifer o grwpiau proffesiynol o fewn y Grŵp Gofal. Gwybodaeth uwch mewn methodolegau ailgynllunio gwasanaethau, dulliau Gwella Ansawdd a datblygu sefydliadol gyda dealltwriaeth gref o gynllunio ariannol, y gweithlu, perfformiad a thrawsnewid digidol.</p>
Doniau a Galluoedd – Hanfodol	Dymunol
<p>Glynu wrth Werthoedd ac Ymddygiadau PBA a gallu eu dangos.</p> <ul style="list-style-type: none"> • Yn gallu teithio o fewn ardal ddaearyddol. Yn gallu gweithio oriau hyblyg. Yn dangos sgiliau dadansoddol, cysyniadol a meddwl beirniadol hynod ddatblygedig, wedi'u cymhwyso i wneud penderfyniadau clinigol, gweithredol a strategol cymhleth ar draws gwasanaethau amrywiol. • Yn cyfleu gwybodaeth gymhleth, sensitif neu ddadleuol gydag eglurder ac awdurdod ar draws timau clinigol, uwch arweinwyr, sefydliadau partner a grwpiau cleifion. Yn cynhyrchu adroddiadau clinigol a gweithredol, papurau strategol a chyflwyniadau o ansawdd uchel. Yn meddu ar sgiliau negodi, perswadio a dylanwadu cryf, gan alluogi ymgysylltu ag uwch glinigwyr, swyddogion gweithredol, partneriaid allanol a rhanddeiliaid ar draws y system i gefnogi gwneud penderfyniadau diogel, sy'n seiliedig ar dystiolaeth. Yn gallu rheoli nifer o flaenoriaethau clinigol a gweithredol sy'n cystadlu ar yr un pryd, gan gynnal safonau proffesiynol uchel, cywirdeb a llywodraethu clinigol cadarn o dan bwysau. • Medrus iawn wrth ddehongli setiau data cymhleth, canlyniadau clinigol, canfyddiadau archwiliadau a dangosyddion ansawdd i lywio ailgynllunio gwasanaethau, gwelliannau diogelwch cleifion a mentrau Gwella Ansawdd sy'n seiliedig ar dystiolaeth. Yn rheoli gwrthdaro yn effeithiol ar lefel unigol, tîm a system, gan sicrhau canlyniadau teg a chynnal perthnasoedd gwaith cadarnhaol. • Hyfedr mewn rhaglenni Microsoft Office (Word, Excel, Access, PowerPoint) ar gyfer dadansoddi, adrodd a chyflwyno gwybodaeth glinigol a gweithredol. Yn gallu defnyddio offer digidol, dangosfyrddau deallusrwydd busnes a systemau modelu i gefnogi dadansoddiad clinigol strategol. • Y gallu i arwain, ysgogi a hyfforddi timau clinigol amlddisgyblaethol sy'n perfformio'n dda trwy raglenni newid, ansicrwydd a thrawsnewid cymhleth. Sgiliau trefnu a rheoli rhaglenni cryf, gyda'r gallu i gynllunio, cyflwyno a gwerthuso rhaglenni trawsnewid clinigol a gwasanaethau ar raddfa fawr. 	<p>Mae sgiliau iaith Gymraeg yn ddymunol ar lefelau 1 i 5 o ran deall, siarad, darllen ac ysgrifennu.</p>



JOB TITLE: Care Group Director

Band: 9

JOB OVERVIEW:

The post holder will hold the senior leadership position within the Care Group, exercising substantial autonomy and strategic decision-making authority. They will share accountability with the Executive Director for the delivery of quality governance, assurance, and clinical risk management across the Care Group. This includes overarching responsibility for ensuring statutory duties and organisational obligations are met, specifically in relation to Safeguarding and Public Protection, Duty of Quality, Duty of Candour, and Listening to People (LTP) – encompassing the NHS Wales Complaints, Incidents and Redress processes. The role also carries responsibility for embedding and maintaining robust clinical governance systems to uphold the highest standards of safety, compliance, and patient care.

Key responsibilities

- **Lead service transformation and sustainability initiatives**, contributing to the development and delivery of annual and medium-term strategic and operational plans. Ensure services are designed to be responsive, efficient, and aligned with population health needs and quality standards, while actively monitoring performance to drive continuous improvement and system-wide impact.
- **Champions a culture of continuous improvement**, learning, and compassionate leadership. The role plays a pivotal part in shaping and sustaining a positive, inclusive, and values-driven culture, fostering psychological safety, staff wellbeing, and a strong sense of purpose across multidisciplinary teams.
- **Provides expert strategic**, operational, and professional leadership for services across the Care Group and is clinically accountable for the development and delivery of high-quality, safe, and compassionate care, ensuring that the needs of patients and their families are prioritised.
- **Responsible for the professional regulation of all professional registrants**, overseeing workforce development to ensure safe, person-centred care. Accountable for maintaining safe staffing levels in line with relevant legislation and service standards, providing assurance to the Executive Director, and proposing solutions to address any identified risks or deficits.
- **Participates in the Gold On-Call rota**, and deputising for the relevant Executive Director as required, ensuring continuity of leadership and decision-making.

Responsible to:

Reporting:	Accountable:	Professionally:

Main Duties & Responsibilities

Planning and Design

- Lead service transformation and sustainability efforts by actively participating in annual and medium-term strategic and operational planning. Contribute to the performance management of these plans to ensure services remain responsive, efficient, and aligned with population health needs.
- Undertake expert analysis of highly complex and contentious problems and develop practical and workable solutions to address them, thinking and planning strategically, tactically and creatively, and will prioritise work programmes in the face of competing demands with authority.
- Lead a designated portfolio of work on behalf of and as agreed with the Executive Director, contributing to the long-term strategic priorities and service improvement across the health board.
- Support the Executive Director in developing and delivering strategic plans for quality, safety, and patient experience within the Care Group, including the People's Framework.
- Undertake benchmarking activities with peer organisations nationally to evaluate service performance, identify best practices and adopt the latest evidence-based and innovative approaches to care.

Improvement, Monitoring, Policy/Service Development

- Lead the development and implementation of policy, this will include interpreting, translating and implementing national policy and legislative requirements into service improvement initiatives, and patient care pathways to ensure high-quality, evidence-based practice across the Care Group.
- Provide strategic leadership to embed a culture of continuous quality improvement across the Care Group, fostering innovation and translating insights into measurable improvements in patient care and service delivery. Develop and sustain strategic networks and partnerships within and beyond the health board to shape the future direction of care, champion innovation, and lead transformational change.
- Accountable for ensuring compliance with revalidation requirements for registrants, ensuring clinical care is of a high standard and delivered by skilled and competent staff, utilising resources efficiently and effectively to the satisfaction of patients and their families.
- Ensure that staffing levels meet legal requirements and service-specific standards. Advise the Executive Director of any staffing gaps or risks, and recommend solutions to maintain safe, effective, and compliant staffing.
- Provide assurance and oversight of the requirements of the professional framework for Enhanced, Advanced, and Consultant practice, ensuring alignment with national standards, governance requirements, and service transformation priorities. This includes oversight of the assurance processes for independent and supplementary prescribing, ensuring prescribing practices are safe, effective, accountable, and compliant with professional standards.
- Ensure delivery against all external and internal inspection and audit recommendations across areas of responsibility, monitoring progress, addressing gaps, and providing assurance to the Board that agreed actions are implemented effectively and within required timescales.

- Provide assurance that the Care Group meets its statutory obligations under all relevant legislation relating to Safeguarding and Public Protection, embedding these responsibilities into operational practice.
- Jointly accountable for delivering the Infection Prevention and Control (IPC) improvement plan, including adherence to decontamination practices and effective outbreak management across all environments. Ensures compliance with national and local standards, supports staff training, and promotes a culture of quality and safety. Takes a lead role in actively managing and reducing healthcare-associated infections (HCAIs).
- Take a lead role in risk assurance across the Care Group by ensuring robust systems to identify, assess, and manage clinical and operational risks. Oversee the risk register, ensuring timely escalation and effective mitigation in line with governance frameworks and organisational policy.

Communication

- Communicate highly complex, sensitive, and often contentious information with exceptional interpersonal and influencing skills, particularly in situations where there are significant barriers to understanding or resistance to change. This includes managing discussions in hostile, antagonistic, or highly emotive environments. Examples include Explaining major service redesign proposals to clinical teams who strongly oppose the changes, addressing concerns while maintaining professionalism and clarity.
- Delivering difficult messages regarding regulatory non-compliance or serious clinical incidents to senior stakeholders, ensuring transparency and accountability
- Leading conversations with patients' families following adverse events, balancing empathy with the need to convey accurate and sometimes distressing information or negotiating with trade union representatives during periods of organisational change, overcoming resistance and building consensus on workforce plans.
- Provide, receive and analyse highly complex, sensitive and/or contentious information. This will be at individual, group, and national level in verbal, written or presentation formats and on a variety of subjects ranging from professional/clinical issues to human resource and operational issues. This will include regularly producing high quality written reports, including Management Board reports or acting as the lead for designated highly complex, very serious investigation, disciplinary and professional conduct issues.
- Collaborate with the Head of Communications to promote the care group's work, ensuring accurate and timely responses to media enquiries and supporting the organisation's public profile.
- Develop and maintain effective partnerships with trade unions and professional bodies, offering expert advice to support positive employee relations and collaborative working.
- Provide expert advice at executive level on strategic planning, clinical governance, policy development, legislation, and operational matters within the Care Group.
- Lead the Care Group's response to Health Inspectorate Wales (HIW) inspections, ensuring timely coordination, thorough review of findings, and implementation of actions. Provide assurance through robust governance, promote learning and improvement, and maintain compliance with regulatory standards.
- Report any situation that may significantly compromise patient care and professional registration to the Executive Director or external oversight body and provide assurance of robust plans to mitigate or address issues to ensure compliance with regulatory standards.

- Lead with emotional intelligence, consistently role-modelling and embedding cultural humility, equity, and respect, while ensuring that the lived experiences of service users and staff actively shape service design and drive continuous improvement.
- Proactive compassionate role model within the organisation with a high level of visibility and partnership working with other Care Groups in order to provide specialist professional advice to strategically influence and support the development and advancement of care.
- Accountable and responsible for establishing and maintaining systems for assessing service users' views and feedback on the quality of services provided and for involving patients, their families/carers or their representatives in pathway development or service improvement work across the health board. Proactively listen to patients, families and communities in order to improve the care that we provide.

Quality, Safety and Clinical Governance

- Provide strategic leadership and oversight of quality management system functions across the Care Group, including using data and information to plan and prioritise, learning from events and experience, quality control and compliance with external reporting processes, delivering robust quality assurance processes in line with the Health Board Quality Assurance Framework and supporting a culture of active quality improvement.
- Ensure full compliance with external reporting requirements including Listening to People (LTP), NHS Wales Complaints, Incidents and Redress, Duty of Quality, Duty of Candour, and other regulatory frameworks. This includes:
 - **Lead investigations of high-risk and complex complaints and incidents** in line with Listening to People (LTP) Regulations and NHS Wales Complaints, Incidents, and Redress processes. Ensure compassionate, transparent communication with patients and families and drive learning to prevent recurrence.
 - **Provide timely, comprehensive responses** to external bodies, including the Public Services Ombudsman for Wales.
 - **Ensure compliance with Welsh Government and NHS Wales requirements** for Nationally Reportable Incidents (NRIs) and Never Events by chairing serious incident strategy meetings, overseeing decisions, and fostering multi-disciplinary collaboration to implement safety actions and system-wide learning.
 - **Deliver programmes aligned to the More Than Just Words framework**, promoting Welsh language standards in service delivery.
 - **Jointly lead breach of duty assessments** with the Care Group Director, ensuring thorough investigations, accurate application of legal and regulatory standards, and clear documentation. Provide assurance to senior leadership and support transparency, learning, and appropriate redress where harm has occurred.

Management, Training & Leadership

- Line manage multiple heads of service within areas of responsibility, ensuring compliance with all health board Human Resources policies and procedures. Provide clear direction, support, and performance management to enable delivery of strategic objectives, foster professional development, and maintain high standards of accountability and engagement across teams.
- Collaborates closely with the Workforce and Organisational Development (OD) Team to ensure the implementation of robust human resources policies and processes across all areas of operational responsibility. This includes key areas such as recruitment and retention, employee relations, attendance management, annual appraisals, critical incident handling, revalidation requirements, and staff conduct. Additionally, ensures the full implementation of the staff wellbeing agenda to support a healthy and engaged workforce.
- Provide strategic oversight of workforce performance management, ensuring staff are supported through agreed performance management system. Promote clarity of roles, responsibilities, and expectations, and ensure accountability for delivering high standards of clinical practice and operational performance across all levels of the organisation.
- Ensure all staff are managed through the Care Group's agreed performance management system, promoting clarity around roles, responsibilities, behaviours and expectations. This includes ensuring accountability for achieving standards of performance and clinical practice across all levels of staff.
- Leads the commissioning of education and training programmes for the Care Group, ensuring alignment with workforce requirements, service priorities, and national standards. Collaborates with corporate teams, education providers, and key stakeholders to secure high-quality learning opportunities that support professional development and workforce sustainability.
- Ensures clinical placements deliver a high-quality learning environment for clinical students, with robust mentorship and preceptorship arrangements that meet Clinical standards.
- Drives the development and implementation of a clinical education strategy within the Care Group, working in partnership with Corporate Clinical, Workforce and Organisational Development teams, and academic institutions to foster professional growth, promote innovation, and embed evidence-based practice across clinical services.

Finance and Budget

- Oversee multiple service budgets across the Care Group, contributing to budget setting and ensuring the Care Groups operate within allocated resources, meet financial targets, and align spending with strategic and operational priorities.
- Maintain accountability for service budgets, acting as an authorised officer for expenditure, in accordance with Standing Financial Instructions (SFIs) and principles of prudent financial management.
- Monitor and report on financial performance, identifying risks and implementing corrective actions to ensure sustainability and value for money.

Digital and Information

- Provide strategic leadership in the introduction of new and existing digital technologies and data analytics, ensuring information systems are leveraged to drive service improvement, operational efficiency, and informed decision-making.
- Oversee the governance, optimisation, and integration of multiple information systems at departmental or organisational level, ensuring compliance with data security, regulatory standards, and interoperability requirements.

- Champion digital innovation and transformation, embedding advanced reporting tools, business intelligence platforms, and predictive analytics to support evidence-based planning and performance monitoring.
- Lead the development of data-driven strategies, ensuring accurate, timely, and actionable insights are available to executive teams and stakeholders for strategic planning and quality improvement.
- Foster a culture of digital literacy and data confidence, providing guidance and mentorship to senior leaders and clinical teams on the effective use of technology and analytics in decision-making.

Research Development. Evaluation & Audit

- Lead and oversee the Care Group-to-Board audit and assurance plan, ensuring visibility of quality, safety, and compliance from frontline care to Board level. Provide transparent, evidence-based reporting to assure regulatory compliance and foster a culture of openness, learning, and continuous improvement.
- Accountable for delivering the research and practice innovation agenda within the Care Group, ensuring patient and family/carer-centred care is underpinned by evidence. Initiates and supports research and development activities aligned with the broader objectives of the health board.
- Contribute to Clinical Audit by developing clinical audits plans and ensuring clinical actions and improvements identified through Health Board-wide audits are effectively implemented across the Care Group, supporting quality improvement and assurance.

Essential Qualifications & Knowledge	Essential Experience	
<p>Fellowship or membership of a recognised professional body, supported by: Master’s level qualification plus Evidence of in-depth, specialist professional knowledge across multiple clinical and organisational disciplines, including (but not limited to): professional clinical standards, quality governance, patient safety, risk management, clinical research, audit, workforce/HR, finance, service planning and operational delivery, supported by relevant specialist courses, continuous professional development, and sustained exposure to strategic decision-making in complex healthcare environments.</p> <p>Completion of Case Manager and Investigator training, either prior to appointment or within six months of commencing the role.</p>	<p>Extensive knowledge of NHS structures, strategic planning frameworks, governance, and national policy and significant experience of clinical quality governance, patient safety, risk management and regulatory frameworks.</p> <p>Significant experience in a relevant senior leadership role within an NHS organisation or equivalent, with responsibility for strategic planning and development.</p> <p>Experience leading and embedding a quality management system including quality control, assurance, planning and improvement.</p> <p>Proven experience of leading and delivering job planning across multiple professional groups within the Care Group. Advanced knowledge in service redesign methodologies, QI approaches and organisational development with a strong understanding of financial planning, workforce, performance and digital transformation.</p>	
Essential Aptitude and abilities	Desirable	
<p>Adhere to and can demonstrate SBU Values & Behaviours.</p> <ul style="list-style-type: none"> • Ability to travel within geographical area. Able to work hours flexibly. Demonstrates highly advanced analytical, conceptual and critical-thinking skills, applied to complex clinical, operational and strategic decision-making across diverse services. • Communicates complex, sensitive or contentious information with clarity and authority across clinical teams, senior leaders, partner organisations and patient groups. Produces high-quality clinical and operational reports, strategic papers and presentations. Possesses strong negotiation, persuasion and influencing skills, enabling engagement with senior clinicians, executives, external partners and system-wide stakeholders to support safe, evidence-based decision-making. Able to manage multiple competing clinical and operational priorities simultaneously, maintaining high professional standards, accuracy and sound clinical governance under pressure. • Highly skilled in interpreting complex data sets, clinical outcomes, audit findings and quality indicators to inform service redesign, patient safety improvements and evidence-based Quality Improvement initiatives. • Effectively manages conflict at individual, team, and system level, ensuring fair outcomes and maintaining positive working relationships. • Proficient in Microsoft Office applications (Word, Excel, Access, PowerPoint) for analysis, reporting and presentation of clinical and operational information. Able to use digital tools, business intelligence dashboards and modelling systems to support strategic clinical analysis. • Ability to lead, motivate and coach high-performing multidisciplinary clinical teams through complex change, uncertainty and transformation programmes. Strong organisational and programme-management skills, with the ability to plan, deliver and evaluate large-scale clinical and service transformation programmes. 	<p>Welsh Language Skills are desirable levels 1 to 5 in understanding, speaking, reading, and writing in Welsh.</p>	

