



POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

<u>JOB DETAILS</u>	
Job Title:	Assistant Director: Digital Transformation and Informatics / Chief Digital Officer
Pay Band:	8d
Hours of Work and Nature of Contract:	To be completed on recruitment
Service Group:	Finance, IT & Information Services
Department:	Digital Transformation & IT Services
Base:	To be completed on recruitment
<u>ORGANISATIONAL ARRANGEMENTS</u>	
Managerially Accountable to:	Director of Finance, IT & Information Services
Professionally Accountable to:	Director of Finance, IT & Information Services
<u>VALUES & BEHAVIOUR</u>	
	<p>Our Values and Behaviours are demonstrated through our 'Health Care Strategy' centred on the Needs of the Individual' through Respect, Trust, Integrity, Working Together, Kindness and Caring and Fairness and Equality.</p>

JOB SUMMARY / PURPOSE:

The Assistant Director of Digital Transformation and Informatics will be accountable for the delivery of Digital Transformation and IT services across the Health Board, leading on the development of the Health Board Digital Strategic Framework, and aligning this with Workforce Futures Strategy and the Innovation and Improvement agenda and will be the Chief Digital Officer for the Board.

Lead the development and implementation of this Digital Strategic Framework from infrastructure to delivery of digital tools and services, which will support the transformation of services, helping achieve better outcomes for the population. The post holder will be the lead specialist in respect of Digital Transformation and IT services and will be responsible for processes and corporate policies within this service group.

Lead the ambitious strategic planning and delivery of digital transformation, ensuring digital aspects of major infrastructure plans are prioritised and aligned with Health Board priorities and objectives. The post holder will be accountable for managing:

- Delivery, promotion, and performance of the Health Board's Digital First agenda.
- Workforce and budget management.
- Strategic development and planning of the IT Infrastructure and Digital services.
- Providing strategic advice to the Director of Finance, IT, and Information Services.
- Identification of Digital opportunities to improve patient outcomes and services provided.
- Engagement and involvement of key stakeholders in identifying digital opportunities, prioritisation, planning, implementation, and realisation of benefits/outcomes.
- Developing and maintaining relationships with external partners including key suppliers, Powys County Council, Digital Healthcare Wales (DHCW) and the wider NHS Wales Digital Community. In relation with the above, ensuring PTHB Digital plans are responsive to key informatics developments and opportunities across NHS Wales and with Powys County Council.
- Support the delivery of the Organisation Development strategic framework in relation to Digital.

- Undertake research of new digital developments to ensure the organisation has the most robust, innovative, and future driven digital service solutions.
- Cyber Security and Compliance, Information Governance (IG), Medical Records and act as Deputy Senior Information Responsible Owner (SIRO) and lead on completing the SIRO annual plan.

DUTIES & RESPONSIBILITIES

The role will operate independently, complying with codes of conduct and organisational policies and procedures. Within the role, the postholder will be responsible for:

- Representing the Health Board at National Directors of Digital groups and committees.
- Strategic delivery and performance of Digital Transformation and IT services, ensuring that services are developed, responsive to need and issues are escalated appropriately.
- Identify business priorities for the development of the Health Board's technical Infrastructure, software development, business systems and Digital Services.
- Ensuring Digital, Information Governance (IG) and IT services are appropriately staffed to deliver services.
- Ensure Digitally driven solutions and services that are fully supported by contemporary ICT Architecture and resilient, Cyber secure and safe systems.
- Exercising judgement and autonomy in decision making in line with the seniority of the post and the Health Board's policies, scheme of delegation and standing financial instructions.
- Working independently within local and national strategy, policy, and guidelines, taking operational decisions in respect of IT services Digital Transformation, and Information Governance.
- As the lead specialist the post holder will have corporate responsibility for the development, reviewing and implementation of all policies within Digital and IG services.
- Working collaboratively at all times with all other Managers and stakeholders to achieve high quality services and high-performance standards.
- Providing visible and effective leadership to the services and assume responsibility and accountability for effective service delivery.

- Realise maximum benefit from the digital investment through the application of good practice in procurement, implementation, and ongoing use of information systems.
- Providing and developing a positive working environment and open culture which fosters high morale and commitment amongst all staff and promotes their wellbeing, professional and personal development and is in line with the Health Board's expected values and behaviours.
- Responsibility for ensuring appropriate governance, security, and disaster recovery in respect of Digital and IT services.
- Ensure that all additional external services required across the service are sourced through a robust commissioning and procurement process focusing on the importance of securing appropriate community benefits and outcomes.
- Act at the Health Board's lead in relation to supplier and partner service level agreements.
- Act as the Health Board's Digital Lead at National NHS Wales, Informatics, Digital and Welsh Government groups and Boards.
- Maintain knowledge of emerging technology solutions to ensure the Health Board takes advantage of new systems and technologies to improve patient care and advance the effectiveness of the Community services.
- Participation in the On Call rota for Powys Teaching Health Board.

Communication

Act as an ambassador for the organisation and within the role will be responsible for communicating with a range of individuals, both internal and external to the organisation, these will include:

- Providing expert advice in respect of Digital, Cyber, IG and SIRO services and responsibilities. This will include providing advice on contentious or complex issues (such as redesign of services, organisational change).
- Ensure that appropriate, effective, and purposeful communication is developed and maintained with key stakeholder groups and across clusters within Powys, ensuring a whole system care approach.
- Manage complex information which is multi-stranded (statutory requirements, service delivery, financial and workforce information) to manage the delivery of services.
- Leading and Chairing meetings and representing Digital and IT services at internal, external, national, and public meetings.

- Producing communications which will be presented to a range of audiences and ensuring that the communication is appropriate in respect of mode of delivery and audience. This will include producing Health Board wide communications, development of presentations, extrapolating and presenting detailed report information, development of business cases and Board level papers etc.
- Leading in matters of probity and performance in Digital services. Ensuring that appropriate processes are in place and issues are appropriately communicated. This is likely to be contentious in nature and may involve debate and the requirement to reconcile differing professional views. This will include managing complex management arrangements via a Section 33 Agreement, as well as directly leading such matters.
- Informing the Executive Team of any service issue that may impact on the reputation or performance of the Health Board. This will require highly developed communication skills to manage challenging issues in relation to service delivery and manage expectations which are likely to be contentious.
- Consolidate, build, and maintain effective relationships with key partners (national and regional), service providers, stakeholders and where appropriate the wider community and facilitate, through collaboration, the provision of high-quality services which meet customer needs.
- Work with external partners and internal stakeholders to re-model a more effective, integrated, and innovative service.
- Work with Assistant Directors across the Health Board to deliver the organisational strategic priorities.

Workforce and Budget Management

Responsible for managing IT services. This will include directly managing staff in addition to complex management arrangements in place via a Section 33 Agreement. This will include:

- Establishing clear lines of accountability and ensuring all relevant staff are managed, supervised, and trained appropriately for the tasks expected of them.
- Creating a strong and effective team of staff by inspiring others with vision for the development of services, providing motivational leadership, and a clear strategic vision.
- Holding responsibility for expenditure against the devolved budgets relating to the provision of Digital, Information Services, Information Governance, and IT Services.

- Manage, set, and monitor the delegated service budget including the staffing budget.
- Line manage staff and be responsible for ensuring effective system of performance management, including Personal Development Reviews for all direct reports and their staff.
- Ensuring all staff in the service are effective in discharging their responsibilities through effective implementation of personal objective setting, regular appraisal, and encouraging staff development and appropriate training.
- Ensure appropriate workforce plans are in place to support service delivery, ensuring that workforce risks are appropriately highlighted and managed. This will include analysis and judgement in relation to a variety of strands of information from different areas. For example, service delivery information, financial information, workforce data, population data etc.
- Responsible for the development and implementation of Health Board policies and procedures across Digital, Cyber, IG and IT services.
- Ensure that appropriate action is taken to deal with issues of, for example, discipline, grievance, poor performance and sickness.
- Ensure all Staff adhere to their appropriate Codes of Professional Conduct.
- Lead the design, development, management, and delivery of a number of large, complex, and high-value projects with multiple clinical and managerial stakeholders.
- Responsible for monitoring the maintenance and support contracts for areas within this remit, ensuring continuity of service and budget management. Proactively identify opportunities to drive increased value for money contracts with Third Party suppliers.

Service Development & Management

Responsible for the strategic development and delivery of Digital and IT services across the Health Board. Work with the Chief Executive, Corporate Directors, Heads of Service, contracted services, and key stakeholders, so that there is continuous development of the Digital Transformation programme, this will include:

- Identify ways to improve and modernise digital, Information, Cyber, IG and IT services through the development of best practice, the identification of process efficiencies and service delivery innovation.

- Where resistance exists to any service improvements required for the achievement of the target, the necessary motivational, negotiation and persuasive skills will be adopted to ensure a positive outcome.
- Lead the development and delivery of the Digital agenda, ensuring that objectives are fully aligned with the strategic direction of the Health Board and recognising the interdependency between digital technology and patient wellbeing and outcomes.
- Drive a coordinated and controlled environment in which change is delivered against approved baselines relating to cost, quality, and time; assuring delivery outcomes which enable benefit realisation and optimises the return.
- Responsible for the planning, costing and implementation of Digital and IG projects/business cases.
- Lead service planning for Digital, Cyber and IG and develop and implement the Integrated Medium-Term Plan (IMTP) for continued development of sustainable and financially viable services. Ensure that plans and service development consider the broad range of issues and objectives within the service areas and the wider Health Board strategic direction, adjusting the plans as necessary.
- Ensure cyber secure and safe systems of work and all relevant legislation and codes of practice are implemented.
- Ensure services comply with statutory requirements, to provide an operational environment which is fit for purpose and safe.
- Ensuring that Digital and IT services comply with statutory requirements and are fit for purpose, maximising the use of service, workforce, and audit information to inform decision making.
- Contribute to the NHS Wales planning mechanisms and strategy development and delivery, leading the operational planning of Digital and IT services.
- Interpret highly complex legislation into understandable guidance and ensure that this is developed into policies, procedures, etc which are implemented throughout the services.
- Ensuring service decisions are evidence based and policy driven and delivered to the highest possible standards.
- Lead the development of operational/service plans and business cases for investment in Digital, IG and IT infrastructure and services.

- Provide direction for the change delivery approach which reflects emerging technologies and new system evaluation, in line with the Health Board's Digital Transformation Strategy and wider Health Board objectives.
- Work with the Health Board's senior management to ensure that Informatics-enabled transformation is understood across all work areas and that collaborative working is taken forward to maximise outcomes.
- Work collaboratively with the Assistant Director of Improvement and Innovation and the Deputy Director of Workforce, to assure agendas are aligned to deliver the OD Strategic Framework.

Performance Management

The Assistant Director of Digital Transformation and Informatics will be responsible for ensuring that all service activity and objectives are managed, to deliver high quality services and Health Board objectives, this will include:

- Work with the Senior Leadership Team to ensure cross-cutting organisational strategic aims and objectives are achieved and focused on the priorities set out in the IMTP and Annual Plan.
- Contributing to the Health Board's financial viability, avoiding waste, and exercising proper stewardship and accountability for the delegated Digital Transformation and IT services budget, ensuring this is in line with the organisation's standing financial instructions.
- Develop a high-performing collaborative culture within the Service, that focuses on outcomes through effective organisational design and rigorous and sustained performance management and adhere to the Health Board's Performance Management and Quality Assurance Framework.
- Making challenging, often complex, decisions in respect of the delivery of services, including staffing, priorities etc.
- Evaluate service provision and staffing through utilising a range of data sources to create reports on service requirements. This will include participation in audits.
- Responsible for the delivery of all national and local targets relevant to the service to ensure that the Health Board meets its performance targets. This will involve analysis of highly complex facts which will require analysis and interpretation of a range of options, e.g., required to analyse performance against targets which will involve consideration of a wide range of options to achieve the desired outcome.
- Ensure the development and receipt of robust, timely and insightful management information that supports informed, proactive decision-making regarding Digital Transformation and IT services.

- Provide strategic direction and oversight to maximise the programme of work outcomes and associated benefits, by leading through robust business case appraisal, financial and risk management and, leading conflict management strategies to resolve multiple demands against time, cost, quality, and resource, all within a defined Informatics Governance framework.
- Define the future measures and objectives for project delivery, ensuring consistency with national targets and local objectives and with international best practice for Health and Care Service development.

PERSON SPECIFICATION			
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<p>Educated to master's level or equivalent experience of working at a senior level in Information Technology or Digital</p> <p>Expert knowledge and experience of managing several teams to support large, complex digital change programmes</p> <p>Advanced theoretical and specialist knowledge across several information and managerial disciplines</p> <p>Management qualification or equivalent experience</p> <p>Evidence of continuous learning and professional development</p> <p>Understanding of commissioning, commercial and procurement strategies</p> <p>Excellent knowledge and understanding of the digital customer service experience requirements in public sector setting</p> <p>Understanding of NHS Wales Health Policy and the impact on IT and Digital</p>	<p>Knowledge of NHS Wales performance management framework</p> <p>Programme Management qualification</p>	<p>Pre-employment checks</p> <p>Application Form</p>
Experience	<p>Significant experience of management and delivery of IT services at a senior level</p> <p>Evidence of working across organisation boundaries with various internal and external stakeholders to achieve success</p> <p>Experience in service change management</p>		<p>Application Form and Interview</p>

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Experience cont'd	<p>Experience in developing and actioning plans to improve service quality subsequent to internal and external audit</p> <p>Experience of and an ability to work successfully with staff within teams and across organisations</p>		
Aptitude & Abilities	<p>Ability to interpret complex legislation and technical specifications and apply as policy and/or service development</p> <p>Ability to demonstrate tact and diplomacy when working with others</p> <p>Ability to present information in a variety of formats</p>	Ability to speak/write Welsh	Interview Application Form
Values	Demonstrate PTHB Values		Interview Application Form
Other	<p>Ability to travel in and out of county</p> <p>Able to work hours flexibly</p> <p>Able to participate in On Call</p>		Application Form and Interview

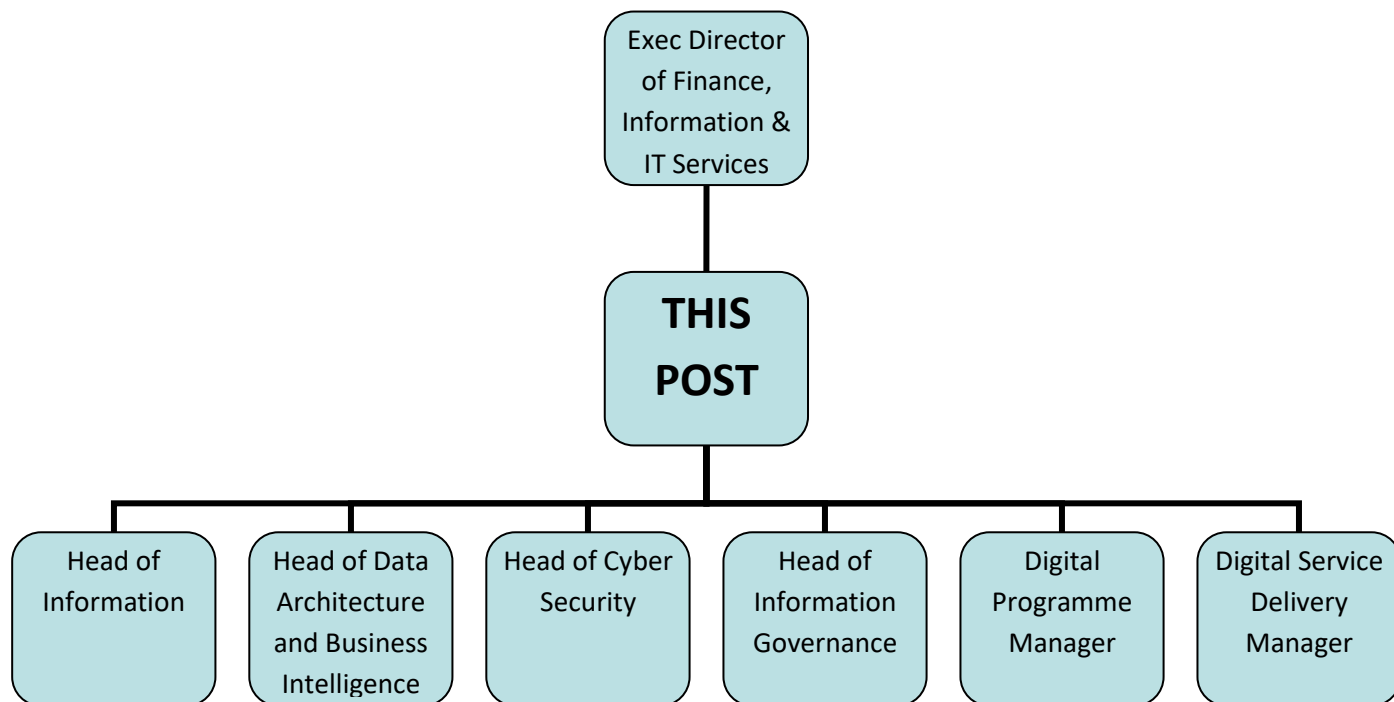
GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation 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.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.

- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have **no contact** with patients / service users / children /vulnerable adults in the course of your normal duties. You will therefore not be required to apply for a Criminal Record Bureau Disclosure Check as part of the HB/Trust's pre-employment check procedure.
- **Safeguarding Children and Adults at Risk:** Powys Teaching Health Board is fully committed to safeguarding people. Employees and workers (including agency and bank workers) are responsible for ensuring they understand what actions to take if they have reasonable cause to suspect that a child or an adult is at risk of harm and mandatory safeguarding training is completed in line with their role specific competencies.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Organisational Chart



BWRDD IECHYD ADDYSGU POWYS SWYDD-DDISGRIFIAD

<u>MANYLION Y SWYDD:</u>	
Teitl Swydd:	Cyfarwyddwr Cynorthwyol: Trawsnewid a Gwybodeg Digidol / Prif Swyddog Digidol
Band cyflog:	8d
Oriau Gwaith a Natur y Contract:	I'w gwblhau ar ôl recriwtio
Is-adran/Cyfarwyddiaeth:	Cyllid, TG a Gwasanaethau Gwybodaeth
Adran:	Trawsnewid Digidol a Gwasanaethau TG
Safele:	I'w gwblhau ar ôl recriwtio
<u>TREFNIADAU SEFYDLIADOL:</u>	
Yn Rheolaethol Atebol i:	Cyfarwyddwr Cyllid, TG a Gwasanaethau Gwybodaeth
Yn Broffesiynol Atebol i:	Cyfarwyddwr Cyllid, TG a Gwasanaethau Gwybodaeth
<u>GWERTHOEDD AC YMDDYGIAD</u>	
	<p>Mae ein 'Strategaeth Gofal Iechyd', sy'n canolbwyntio ar Anghenion yr Unigolyn, sef Parch, Ymddiriedaeth, Gonestrwydd, Cydweithio, Caredig a Gofalgar a Thegwch a Chydraddoldeb, yn dangos ein Gwerthoedd a'n Hymddygiadau.</p>

CRYNODEB O'R SWYDD / EI NOD :

Bydd Cyfarwyddwr Cynorthwyol Trawsnewid a Gwybodeg Ddigidol yn atebol am gyflwyno gwasanaethau Trawsnewid Digidol a TG ar draws y Bwrdd Iechyd, gan arwain y gwaith o ddatblygu Fframwaith Strategol Digidol y Bwrdd Iechyd, a chysoni hyn gyda Strategaeth Dyfodol y Gweithlu a'r agenda Arloesi a Gwella a'r Cyfarwyddwr Cynorthwyol fydd Prif Swyddog Digidol y Bwrdd.

Arwain y gwaith o ddatblygu a gweithredu'r Fframwaith Strategol Digidol hwn o'r seilwaith i ddarparu offer a gwasanaethau digidol, a fydd yn cefnogi trawsnewid gwasanaethau, gan helpu i sicrhau canlyniadau gwell i'r boblogaeth. Deiliad y swydd fydd y prif arbenigwr mewn perthynas â'r gwasanaethau Trawsnewid Digidol a TG a bydd yn gyfrifol am brosesau a pholisïau corfforaethol o fewn y grŵp gwasanaeth hwn.

Arwain y gwaith strategol uchelgeisiol o gynllunio a chyflawni trawsnewid digidol, gan sicrhau bod agweddau digidol ar gynlluniau seilwaith mawr yn cael eu blaenoriaethu a'u bod yn cyd-fynd â blaenoriaethau ac amcanion y Bwrdd Iechyd. Bydd deiliad y swydd yn atebol am:

- Gyflwyno, hyrwyddo, a pherfformiad agenda Ddigidol Gyntaf y Bwrdd Iechyd.
- Rheoli cyllidebau a'r gweithlu.
- Datblygiad strategol a chynllunio'r Seilwaith TG a'r gwasanaethau Digidol.
- Darparu cyngor strategol i'r Cyfarwyddwr Cyllid, TG, a Gwasanaethau Gwybodaeth.
- Adnabod cyfleoedd digidol i wella canlyniadau a gwasanaethau cleifion a ddarperir.
- Ymgysylltu a chynnwys rhanddeiliaid allweddol wrth nodi cyfleoedd digidol, blaenoriaethu, cynllunio, gweithredu, a gwireddu buddion/canlyniadau.
- Datblygu a chynnal cysylltiadau â phartneriaid allanol gan gynnwys cyflenwyr allweddol, Cyngor Sir Powys, Iechyd a Gofal Digidol Cymru a Chymuned Ddigidol GIG Cymru yn ehangach. Mewn perthynas â'r uchod, sicrhau bod cynlluniau Digidol BIAP yn ymateb i ddatblygiadau a chyfleoedd gwybodeg allweddol ar draws GIG Cymru a chyda Chyngor Sir Powys.
- Cefnogi'r gwaith o ddarparu fframwaith strategol ar gyfer Datblygiad Sefydliadol mewn perthynas â'r ochr Ddigidol.

- Ymgymryd ag ymchwil am ddatblygiadau digidol newydd er mwyn sicrhau bod gan y sefydliad y atebion gwasanaeth digidol mwyaf cadarn, arloesol, ac sy'n cael eu gyrru gan anghenion y dyfodol.
- Seiberddiogelwch a Chydymffurfio, Llywodraethu Gwybodaeth, Cofnodion Meddygol a gweithredu fel Dirprwy Uwch Berchennog Cyfrifol Gwybodaeth (SIRO) gan arwain ar gwblhau cynllun blynyddol SIRO.

DYLETSWYDDAU A CHYFRIFOLDEBAU :

Bydd y rôl yn gweithredu'n annibynnol, gan gydymffurfio â chodau ymddygiad a pholisïau a gweithdrefnau sefydliadol. Yn y rôl bydd deiliad y swydd yn gyfrifol am:

- Gynrychioli'r Bwrdd Iechyd gyda Chyfarwyddwyr Cenedlaethol grwpiau a phwyllgorau Digidol.
- Cyflawniad a pherfformiad strategol gwasanaethau Trawsnewid Digidol a TG, gan sicrhau bod gwasanaethau'n cael eu datblygu, yn ymateb i angen a bod materion yn cael eu cyfeirio'n briodol.
- Nodi blaenoriaethau busnes ar gyfer datblygu Seilwaith technegol, datblygu meddalwedd, systemau busnes a Gwasanaethau Digidol y Bwrdd Iechyd.
- Sicrhau bod gwasanaethau Digidol, Llywodraethu Gwybodaeth a TG yn cael eu staffio'n briodol i ddarparu gwasanaethau.
- Sicrhau atebion a gwasanaethau sy'n cael eu gyrru'n ddigidol wedi'u cefnogi'n llawn gan Bensaerniaeth TGCh gyfoes a systemau gwydn a seiberddiogel.
- Arfer barn ac annibyniaeth wrth wneud penderfyniadau yn unol â statws y swydd a pholisïau'r bwrdd iechyd, y cynllun dirprwyo, a chyfarwyddiadau ariannol sefydlog.
- Gweithio'n annibynnol o fewn strategaethau, polisïau a chanllawiau lleol a chenedlaethol, gan wneud penderfyniadau gweithredol mewn perthynas â gwasanaethau TG Trawsnewid Digidol, a Llywodraethu Gwybodaeth.
- Fel y prif arbenigwr bydd gan ddeiliad y swydd gyfrifoldeb corfforaethol dros ddatblygu, adolygu a gweithredu'r holl bolisïau o fewn gwasanaethau Digidol a Llywodraethu Gwybodaeth.
- Cydweithio bob amser gyda'r holl reolwyr a rhanddeiliaid eraill er mwyn sicrhau gwasanaethau o'r radd flaenaf a safonau perfformiad uchel.

- Rhoi arweiniad gweladwy ac effeithiol i'r gwasanaethau, gan fod yn gyfrifol ac yn atebol am ddarpariaeth effeithiol ac effeithlon.
- Gwireddu'r budd mwyaf o'r buddsoddiad digidol drwy gymhwyso arferion da ym maes caffael, gweithredu, a defnyddio systemau gwybodaeth yn barhaus.
- Darparu a datblygu amgylchedd gwaith cadarnhaol a diwylliant agored sy'n meithrin morâl uchel ac ymrwymiad ymhlith yr holl staff ac sy'n hyrwyddo eu lles, eu datblygiad proffesiynol a phersonol ac sy'n cyd-fynd â gwerthoedd ac ymddygiad disgwylidig y bwrdd iechyd.
- Cyfrifoldeb dros sicrhau llywodraethu, diogelwch, a champau adfer trychineb priodol mewn perthynas â gwasanaethau Digidol a TG.
- Sicrhau bod yr holl wasanaethau allanol ychwanegol sydd eu hangen ar draws y gwasanaeth yn dod drwy broses gomisiynu a chaffael gadarn sy'n canolbwyntio ar bwysigrwydd sicrhau buddion a chanlyniadau cymunedol priodol.
- Gweithredu fel arweinydd y Bwrdd Iechyd mewn perthynas â chyflenwyr a chytundebau lefel gwasanaeth partneriaid.
- Gweithredu fel Arweinydd Digidol y Bwrdd Iechyd yng ngrwpiau a Byrddau GIG Cenedlaethol Cymru, Gwybodeg, Digidol a Llywodraeth Cymru.
- Cynnal gwybodaeth am ddatrysiadau technoleg sy'n dod i'r amlwg i sicrhau bod y Bwrdd Iechyd yn manteisio ar systemau a thechnolegau newydd i wella gofal cleifion a datblygu effeithiolrwydd y gwasanaethau Cymunedol.
- Cymryd rhan yn y rota Ar Alw ar gyfer Bwrdd Iechyd Addysgu Powys.

Cyfathrebu

Bydd deiliad y swydd yn gweithredu fel llysgennad i'r sefydliad ac yn y rôl hon, fe fydd yn gyfrifol am gyfathrebu ag amrywiaeth o unigolion yn fewnol ac yn allanol i'r sefydliad, bydd hyn yn cynnwys:

- Darparu cyngor arbenigol o ran gwasanaethau a chyfrifoldebau Digidol, Seiber, Llywodraethu Gwybodaeth a SIRO. Bydd hyn yn cynnwys rhoi cyngor ar faterion dadleuol neu gymhleth (fel ailgynllunio gwasanaethau, newid sefydliadol).
- Sicrhau bod cyfathrebu priodol, effeithiol a phwrpasol yn cael ei ddatblygu a'i gynnal gyda grwpiau rhanddeiliaid allweddol, ac ar draws clystyrau ym Mhowys, gan sicrhau dull gofal system gyfan.

- Rheoli gwybodaeth gymhleth sy'n aml-linyn (gofynion statudol, darparu gwasanaethau, gwybodaeth ariannol a gweithlu) i reoli'r gwaith o ddarparu gwasanaethau.
- Arwain a Chadeirio cyfarfodydd a chynrychioli gwasanaethau Digidol a TG mewn cyfarfodydd mewnol, allanol, cenedlaethol, a chyhoeddus.
- Cynhyrchu deunydd cyfathrebu a fydd yn cael ei gyflwyno i amrywiaeth o gynulleidfaedd a sicrhau bod y cyfathrebu'n briodol o safbwynt y dull cyflwyno a'r gynulleidfa. Bydd hyn yn cynnwys cynhyrchu cyfathrebiadau i'r bwrdd iechyd cyfan, datblygu cyflwyniadau, egluro a chyflwyno adroddiadau manwl, datblygu achosion busnes a phapurau ar lefel y Bwrdd.
- Arwain mewn materion o uniondeb a pherfformiad mewn gwasanaethau Digidol. Sicrhau bod prosesau priodol ar waith a bod materion yn cael eu cyfleu'n briodol. Mae hyn yn debygol o fod yn ddadleuol o ran ei natur a gall gynnwys dadleuon a'r gofyniad i gysoni safbwyntiau proffesiynol gwahanol. Bydd hyn yn cynnwys rheoli trefniadau rheoli cymhleth drwy Gytundeb Adran 33, yn ogystal ag arwain materion o'r fath yn uniongyrchol.
- Rhoi gwybod i'r Tîm Gweithredol am unrhyw fater gwasanaeth a allai effeithio ar enw da neu berfformiad y Bwrdd Iechyd. Bydd hyn yn gofyn am sgiliau cyfathrebu a rhyngpersonol datblygedig iawn i reoli materion heriol yng nghyd-destun darparu gwasanaethau a rheoli disgwyliadau sy'n debygol o fod yn ddadleuol.
- Atgyfnerthu, adeiladu, a chynnal perthnasoedd effeithiol gyda phartneriaid allweddol (cenedlaethol a rhanbarthol), darparwyr gwasanaethau, rhanddeiliaid a lle bo hynny'n briodol y gymuned ehangach a hwyluso, drwy gydweithio, darpariaeth gwasanaethau o ansawdd uchel sy'n diwallu anghenion cwsmeriaid.
- Gweithio gyda phartneriaid allanol a rhanddeiliaid mewnol i ail-fodelu gwasanaeth mwy effeithiol, integredig, ac arloesol.
- Cydweithio gyda Chyfarwyddwyr Cynorthwyol ar draws y Bwrdd Iechyd i gyflawni'r blaenoriaethau strategol sefydliadol.

Rheoli Cyllideb a'r Gweithlu

Yn gyfrifol am reoli gwasanaethau TG. Bydd hyn yn cynnwys rheoli staff yn uniongyrchol yn ogystal â threfniadau rheoli cymhleth sydd ar waith drwy Gytundeb Adran 33. Bydd hyn yn cynnwys:

- Sefydlu llinellau atebolrwydd clir a sicrhau bod yr holl staff yn cael eu rheoli, eu cefnogi, eu goruchwylio a'u hyfforddi'n briodol ar gyfer y rolau a ddisgwylir ganddynt.
- Creu tîm cryf ac effeithiol drwy ysbrydoli eraill â gweledigaeth ar gyfer datblygu gwasanaethau, gan ddarparu arweinyddiaeth, cefnogaeth a chyfarwyddyd ysgogol.
- Dal cyfrifoldeb dros wariant yn erbyn y cyllidebau datganoledig sy'n ymwneud â darparu Gwasanaethau Digidol, Gwybodaeth, Llywodraethu Gwybodaeth, a Gwasanaethau TG.
- Rheoli, gosod, a monitro cyllideb ddirprwyedig y gwasanaeth gan gynnwys y gyllideb staffio.
- Bod yn rheolwr llinell ar staff ac yn gyfrifol am sicrhau system effeithiol o reoli perfformiad, gan gynnwys Adolygiadau Datblygiad Personol ar gyfer pob un sy'n adrodd yn uniongyrchol a'u staff.
- Sicrhau bod holl staff y gwasanaeth yn effeithiol o ran cyflawni eu cyfrifoldebau drwy weithredu'n effeithiol y broses o bennu amcanion personol, gwerthuso rheolaidd, ac annog datblygiad staff a hyfforddiant priodol.
- Sicrhau bod cynlluniau gweithlu priodol ar waith i gefnogi'r gwaith o ddarparu gwasanaethau, gan sicrhau bod risgiau'r gweithlu yn cael eu hamlygu a'u rheoli'n briodol. Bydd hyn yn cynnwys gwaith dadansoddi a llunio barn cymhleth mewn perthynas â gwahanol gwybodaeth o wahanol feysydd. Er enghraifft, gwybodaeth am ddarparu gwasanaethau, gwybodaeth ariannol, data'r gweithlu a data'r boblogaeth ac ati.
- Yn gyfrifol am ddatblygu a gweithredu polisiau a gweithdrefnau'r Bwrdd Iechyd ar draws gwasanaethau Digidol, Seiber, Llywodraethu Gwybodaeth a TG.
- Sicrhau bod camau priodol yn cael eu cymryd i ddelio â materion, er enghraifft, disgyblaeth, cwyno, perfformiad gwael a salwch.
- Sicrhau bod pob Aelod o Staff yn cadw at eu Codau Ymddygiad Proffesiynol priodol.
- Arwain y gwaith o ddylunio, datblygu, rheoli, a chyflawni nifer o brosiectau mawr, cymhleth, a gwerth uchel gydag amryw randdeiliaid clinigol a rheolaethol.

- Yn gyfrifol am fonitro'r contractau cynnal a chadw a chymorth ar gyfer meysydd o fewn y cylch gwaith hwn, gan sicrhau parhad gwasanaeth a rheoli cyllidebau. Nodi cyfleoedd rhagweithiol i sicrhau mwy o werth am arian gyda chontractau cyflenwyr Trydydd Parti.

Datblygu a Rheoli'r Gwasanaeth

Bod yn gyfrifol am ddatblygiad strategol a darparu gwasanaethau Digidol a TG ar draws y Bwrdd Iechyd. Gweithio gyda'r Prif Weithredwr, Cyfarwyddwyr Corfforaethol, Penaethiaid Gwasanaeth, gwasanaethau dan gontract, a rhanddeiliaid allweddol, fel bod y rhaglen Trawsnewid Digidol yn datblygu'n barhaus, bydd hyn yn cynnwys:

- Nodi ffyrdd o wella a moderneiddio gwasanaethau digidol, Gwybodaeth, Seiber, Llywodraeth Gwybodaeth a TG drwy ddatblygu arferion gorau, nodi effeithlonrwydd prosesau ac arloesedd cyflenwi gwasanaethau. Pan fo gwrthwynebiad i unrhyw welliannau gwasanaeth sy'n ofynnol ar gyfer cyflawni'r targed, bydd y sgiliau ysgogi, negodi a pherswadio angenrheidiol yn cael eu mabwysiadu i sicrhau canlyniad cadarnhaol.
- Arwain y gwaith o ddatblygu a chyflawni'r agenda Digidol, gan sicrhau bod amcanion yn cyd-fynd yn llwyr â chyfeiriad strategol y Bwrdd Iechyd a chydabod y gyd-ddibyniaeth rhwng technoleg ddigidol a lles a chanlyniadau cleifion.
- Gyrru amgylchedd wedi'i gydlynw a'i reoli lle mae newid yn cael ei gyflawni yn erbyn gwaelodlin cymeradwy sy'n ymwneud â chost, ansawdd, ac amser; sicrhau canlyniadau cyflawni sy'n galluogi gwireddu budd-daliadau ac optimeiddio'r dychweliad.
- Yn gyfrifol am gynllunio, costio a gweithredu prosiectau/achosion busnes Digidol a Llywodraethu Gwybodaeth.
- Arwain gwaith cynllunio gwasanaethau ar gyfer Digidol, Seiber a Llywodraethu Gwybodaeth a datblygu a gweithredu'r Cynllun Tymor Canolig Integredig (IMTP) ar gyfer datblygiad parhaus gwasanaethau cynaliadwy ac ariannol hyfyw. Sicrhau bod cynlluniau a datblygiad gwasanaethau yn ystyried yr ystod eang o faterion ac amcanion o fewn meysydd gwasanaeth a chyfeiriad strategol ehangach y Bwrdd Iechyd, gan addasu'r cynlluniau fel bo'r angen.
- Sicrhau bod systemau gwaith diogel a seiberddiogel a'r holl ddeddfwriaeth a chodau ymarfer perthnasol yn cael eu gweithredu.
- Sicrhau bod gwasanaethau'n cydymffurfio â gofynion statudol, er mwyn darparu amgylchedd gweithredol sy'n addas i'r diben ac sy'n ddiogel.

- Sicrhau bod gwasanaethau Digidol a TG yn cydymffurfio â gofynion statudol ac yn addas i'r diben, gan wneud y gorau o'r defnydd o wybodaeth am y gwasanaeth, gweithlu, ac archwilio i lywio penderfyniadau.
- Cyfrannu at fecanweithiau cynllunio GIG Cymru a datblygu strategaethau a chyflenwi, gan arwain y gwaith o gynllunio gweithredol ar gyfer gwasanaethau Digidol a TG.
- Dehongli deddfwriaeth hynod gymhleth a'i chyfleu yn ganllawiau dealladwy a sicrhau bod hyn yn cael ei ddatblygu'n bolisiau, gweithdrefnau ac ati sy'n cael eu gweithredu drwy'r gwasanaethau.
- Mae sicrhau bod penderfyniadau gwasanaeth yn seiliedig ar dystiolaeth ac yn llywio polisiau ac yn cael eu cyflawni yn ôl y safonau uchaf posibl.
- Arwain y gwaith o ddatblygu cynlluniau gweithredol/gwasanaeth ac achosion busnes ar gyfer buddsoddi mewn seilwaith a gwasanaethau Digidol, Llywodraeth Gwybodaeth a TG.
- Rhoi cyfarwyddyd i'r dull cyflenwi newid sy'n adlewyrchu technolegau sy'n dod i'r amlwg a gwerthuso systemau newydd, yn unol â Strategaeth Trawsnewid Digidol y Bwrdd Iechyd ac amcanion ehangach y Bwrdd Iechyd.
- Gweithio gydag uwch reolwyr y Bwrdd Iechyd i sicrhau bod trawsnewidiad sy'n cael ei alluogi gan Wybodeg yn cael ei ddeall ar draws pob maes gwaith a bod cydweithio yn cael ei ddatblygu i sicrhau'r canlyniadau gorau posibl.
- Gweithio ar y cyd â Chyfarwyddwr Cynorthwyol Gwella ac Arloesi a Dirprwy Gyfarwyddwr y Gweithlu, i sicrhau bod agendâu'n cyd-fynd â Fframwaith Strategol Datblygu Sefydliadol.

Rheoli Perfformiad

Cyfarwyddwr Cynorthwyol Trawsnewid a Gwybodeg Ddigidol fydd yn gyfrifol am sicrhau bod holl weithgarwch ac amcanion gwasanaethau yn cael eu rheoli, er mwyn cyflawni amcanion y Bwrdd Iechyd a gwasanaethau o safon, bydd hyn yn cynnwys:

- Gweithio gyda'r Uwch Dîm Arwain i sicrhau bod nodau ac amcanion strategol sefydliadol trawsbynciol yn cael eu cyflawni ac yn canolbwyntio ar y blaenoriaethau a nodir yn yr IMTP a'r Cynllun Blynyddol.
- Cyfrannu at hyfywedd ariannol y Bwrdd Iechyd, osgoi gwastraff ac arfer stiwardiaeth ac atebolrwydd cadarn ar gyfer cyllideb ddirprwyedig gwasanaethau Trawsnewid Digidol a TG, gan sicrhau bod hyn yn unol â chyfarwyddiadau ariannol sefydlog y sefydliad.

- Datblygu diwylliant cydweithredol sy'n perfformio'n uchel yn y Gwasanaeth, sy'n canolbwyntio ar ganlyniadau drwy ddylunio sefydliadol effeithiol a rheoli perfformiadau trylwyr a pharhaus a chadw at Fframwaith Rheoli Perfformiad a Sicrhau Ansawdd y Bwrdd Iechyd.
- Llunio a gweithredu penderfyniadau heriol, sy'n aml yn gymhleth, o ran darparu gwasanaethau, gan gynnwys staffio, blaenoriaethau ac ati.
- Gwerthuso'r gwasanaethau a ddarperir a'r staffio drwy ddefnyddio amrywiaeth o ffynonellau data i greu adroddiadau ar ofynion gwasanaethau. Bydd hyn yn cynnwys cymryd rhan mewn gwaith awdit.
- Yn gyfrifol am gyflawni pob targed cenedlaethol a lleol sy'n berthnasol i'r gwasanaeth er mwyn sicrhau bod y Bwrdd Iechyd yn cyrraedd ei dargedau perfformio. Bydd hyn yn golygu dadansoddi ffeithiau cymhleth iawn a fydd yn gofyn am ddadansoddi a dehongli ystod o opsiynau, e.e., sy'n ofynnol i ddadansoddi perfformiad yn erbyn targedau a fydd yn golygu ystyried ystod eang o opsiynau i gyflawni'r canlyniad a ddymunir.
- Sicrhau datblygiad a derbyn gwybodaeth reoli gadarn, amserol a chraff sy'n cefnogi gwneud penderfyniadau gwybodus, rhagweithiol ynghylch Trawsnewid Digidol a gwasanaethau TG.
- Darparu cyfeiriad strategol a goruchwyliaeth i wneud y gorau o'r rhaglen o ganlyniadau gwaith a manteision cysylltiedig, drwy arwain drwy arfarniad cadarn o achosion busnes, rheoli ariannol a risg ac, arwain strategaethau rheoli gwrthdaro i ddatrys gofynion lluosog yn erbyn amser, cost, ansawdd, ac adnoddau, i gyd o fewn fframwaith Llywodraethu Gwybodeg diffiniedig.
- Diffinio'r mesurau a'r amcanion ar gyfer y dyfodol i gyflawni prosiectau, gan sicrhau cysondeb â thargedau cenedlaethol ac amcanion lleol a gydag arferion gorau rhyngwladol ar gyfer datblygu'r Gwasanaeth Iechyd a Gofal.

MANYLEB Y PERSON			
RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Cymwysterau a / neu Wybodaeth	<p>Addysg i lefel mistr neu brofiad cyfatebol o weithio ar lefel uwch ym maes Technoleg Gwybodaeth neu Ddigidol</p> <p>Gwybodaeth a phrofiad arbenigol o reoli sawl tîm i gefnogi rhaglenni newid digidol mawr, cymhleth</p> <p>Gwybodaeth ddamcaniaethol ac arbenigol uwch ar draws sawl disgyblaeth gwybodaeth a rheolaethol</p> <p>Cymhwyster rheoli neu brofiad cyfatebol</p> <p>Tystiolaeth o ddysgu a datblygiad proffesiynol parhaus</p> <p>Dealltwriaeth o strategaethau comisiynu, masnachol a chaffael</p> <p>Gwybodaeth a dealltwriaeth ardderchog o ofynion profiad gwasanaethau cwsmeriaid digidol yn y sector cyhoeddus</p> <p>Deall Polisi Iechyd GIG Cymru a'r effaith ar TG a Digidol</p>	<p>Gwybodaeth am fframwaith rheoli perfformiad GIG Cymru</p> <p>Cymhwyster Rheoli Rhaglenni</p>	<p>Gwiriadau cyn-gyflogi</p> <p>Ffurflen Gais</p>
Profiad	<p>Profiad sylweddol o reoli a darparu gwasanaethau TG ar lefel uwch</p> <p>Tystiolaeth o weithio ar draws ffiniau sefydliadol gyda rhanddeiliaid mewnol ac allanol amrywiol i sicrhau llwyddiant</p> <p>Profiad o reoli newidiadau mewn gwasanaethau</p>		<p>Ffurflen Gais a Chyfweliad</p>

RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Profiad	<p>Profiad o ddatblygu a gweithredu cynlluniau i wella ansawdd gwasanaethau yn dilyn archwiliad mewnol ac allanol</p> <p>Profiad o/a'r gallu i weithio'n llwyddiannus gyda staff o fewn timau ac ar draws sefydliadau</p>		
Doniau a Galluoedd	<p>Y gallu i ddehongli deddfwriaeth gymhleth a manylebau technegol a'u cymhwyso fel polisi a/neu ddatblygiad gwasanaethau.</p> <p>Y gallu i ddangos diplomyddiaeth wrth weithio gydag eraill</p> <p>Y gallu i gyflwyno gwybodaeth mewn amrywiaeth o fformatau</p>	Yn gallu siarad/ysgrifennu Cymraeg	Cyfweliad Ffurflen Gais
Gwerthoedd	Yn gallu dangos gwerthoedd y Bwrdd Iechyd		Cyfweliad Ffurflen Gais
Arall	<p>Yn gallu teithio i mewn ac allan o'r sir</p> <p>Yn gallu gweithio oriau hyblyg</p> <p>Yn gallu cymryd rhan mewn gwaith ar alwad</p>		Ffurflen Gais a Chyfweliad

GOFYNION CYFFREDINOL

Yn cynnwys y rheini sy'n berthnasol i ofynion y swydd

- **Gwerthoedd:** Mae gofyn i bob un o gyflogeion y Bwrdd Iechyd ddangos a gwreiddio'r Datganiadau Gwerthoedd ac Ymddygiad er mwyn iddyn nhw ddod yn rhan annatod o fywyd gweithio deiliad y swydd, a gwreiddio'r egwyddorion yn niwylliant y sefydliad.
- **Cymhwysedd:** Ni ddylai deiliad y swydd fyth weithio y tu allan i'w lefel cymhwysedd ddiffiniedig. Os oes yna bryderon ynglŷn â hyn, dylai deiliad y swydd eu trafod ar unwaith â'i Reolwr/Goruchwyliwr. Mae gan gyflogeion gyfrifoldeb i roi gwybod i'w Rheolwr/Goruchwyliwr os ydyn nhw'n amau eu cymhwysedd eu hunain i berfformio dyletswydd.
- **Dysgu a Datblygu:** Mae'n rhaid i bob aelod o staff ddilyn rhaglenni cynefino/ymgyfarwyddo ar lefel Gorfforaethol ac Adrannol, ac mae'n rhaid iddyn nhw sicrhau bod unrhyw ofynion hyfforddiant statudol/gorfodol yn gyfoes ac wedi'u diweddarau. Mae gofyn i staff ddangos tystiolaeth o ddatblygiad proffesiynol parhaus lle yr ystyrir hyn yn briodol.
- **Arfarnu Perfformiad:** Rydyn ni wedi ymrwymo i ddatblygu ein staff ac rydych chi'n gyfrifol am gymryd rhan mewn Adolygiad Blynyddol o Ddatblygu Perfformiad yn y swydd.
- **Iechyd a Diogelwch:** Mae gan bob un o gyflogeion y sefydliad ddyletswydd statudol i ofalu am eu diogelwch personol eu hunain a diogelwch eraill y gallai y pethau y maen nhw'n eu gwneud, neu ddim yn eu gwneud, effeithio arnyn nhw. Mae gofyn i ddeiliad y swydd gydweithredu â rheolwyr i alluogi'r sefydliad i gyflawni ei ddyletswyddau cyfreithiol ei hun, a rhoi gwybod am unrhyw sefyllfaoedd peryglus neu offer diffygiol. Rhaid i ddeiliad y swydd lynu at bolisi Rheoli Risg, Iechyd a Diogelwch y sefydliad, a pholisïau cysylltiedig.
- **Rheoli Risg:** Mae'n un o elfennau safonol rôl a chyfrifoldeb pob aelod o staff y sefydliad eu bod nhw'n cyflawni rôl ragweithiol o ran rheoli risg ym mhopeth y maen nhw'n ei wneud. Mae hyn yn golygu gwneud asesiad risg o bob sefyllfa, cymryd camau priodol ac adrodd am bob cythrwfl, perygl, a chythrwfl a fu bron â digwydd.
- **Yr Iaith Gymraeg:** Rhaid i bob cyflogai berfformio'i ddyletswyddau gan gydymffurfio'n llwyr â gofynion Cynllun Iaith Gymraeg eu sefydliad, a manteisio ar bob cyfle i hybu'r Gymraeg wrth ddelio â'r cyhoedd.
- **Llywodraethu Gwybodaeth:** Rhaid i ddeiliad y swydd fod yn ymwybodol bob amser o bwysigrwydd cynnal cyfrinachedd a chadw'n ddiogel unrhyw wybodaeth sy'n dod i'w ran wrth wneud ei ddyletswyddau. Bydd hyn, mewn sawl achos, yn cynnwys mynediad at wybodaeth bersonol sy'n ymwneud â defnyddwyr gwasanaeth.

- **Diogelu Data:** Rhaid i ddeiliad y swydd drin yr holl wybodaeth, boed yn wybodaeth am y gorfforaeth, staff neu gleifion, mewn modd gochelgar a chyfrinachol yn unol â darpariaethau'r Ddeddfwriaeth Gyffredinol ar Ddiogelu Data a'r Polisi Sefydliadol. Ystyrir unrhyw achos o dorri cyfrinachedd o'r fath yn drosedd ddisgyblu ddifrifol a allai arwain at ddiswyddo a / neu erlyn dan ddeddfwriaeth statudol gyfredol a Pholisi Disgyblu'r Bwrdd neu'r Ymddiriedolaeth Iechyd.
- **Rheoli Cofnodion:** Fel cyflogai'r sefydliad hwn, mae deiliad y swydd yn gyfreithiol gyfrifol am bob cofnod y mae'n ei gasglu, ei greu neu ei ddefnyddio fel rhan o'i waith o fewn y sefydliad (gan gynnwys iechyd cleifion, iechyd neu anafiad staff, gwybodaeth ariannol, bersonol a gweinyddol), boed ar bapur neu ar gyfrifiadur. Ystyrir cofnodion o'r fath yn gofnodion cyhoeddus ac mae gan ddeiliad y swydd ddyletswydd cyfrinachedd gyfreithiol i ddefnyddwyr gwasanaeth (hyd yn oed ar ôl i gyflogai fod wedi gadael y sefydliad). Dylai deiliad y swydd ymgynghori â'i reolwr os oes unrhyw amheuaeth o gwbl ynglŷn â sut i reoli'n gywir y cofnodion y mae'n gweithio â nhw.
- **Cydraddoldeb a Hawliau Dynol:** Mae'r Ddyletswydd Cydraddoldeb yn y Sector Cyhoeddus yng Nghymru'n gosod dyletswydd bositif ar y Bwrdd Iechyd/Ymddiriedolaeth i hybu cydraddoldeb i bobl â nodweddion gwarchoddedig, fel cyflogwr a hefyd fel darparwr gwasanaethau cyhoeddus. Mae yna naw o nodweddion gwarchoddedig: oedran; anabledd; ailbennu rhywedd; priodas a phartneriaeth sifil; beichiogrwydd a mamolaeth; hil; crefydd neu gredo; rhyw a chyfeiriadedd rhywiol. Mae'r Bwrdd Iechyd/Ymddiriedolaeth wedi ymrwymo i sicrhau nad yw unrhyw ymgeisydd am swydd neu gyflogai'n derbyn triniaeth lai ffafriol ar unrhyw sail a nodir uchod. I'r perwyl hwn, mae gan y sefydliad Bolisi Cydraddoldeb ac mae hi i fyny i bob cyflogai gyfrannu at ei lwyddiant.
- **Urddas yn y Gwaith:** Mae'r sefydliad yn condemnio pob ffurf ar fwlio ac aflonyddu ac mae'n mynd ati'n weithredol i geisio hybu gweithle lle mae cyflogeion yn cael eu trin yn deg a chydag urddas a pharch. Mae gofyn i bob aelod o staff roi gwybod am unrhyw ffurf ar fwlio ac aflonyddu i naill ai eu Rheolwr Llinell neu i unrhyw Gyfarwyddwr y sefydliad. Ni oddefir unrhyw ymddygiad amhriodol yn y gweithle a chaiff hyn ei drin fel mater difrifol dan Bolisi Disgyblu'r BI/Ymddiriedolaeth.
- **Gwiriad Datgelu DBS:** Yn y rôl hon fe fydd gennych chi **ddim cyswllt** â chleifion / defnyddwyr gwasanaeth / plant /oedolion agored i niwed wrth wneud eich dyletswyddau arferol. Felly fe fydd dim gofyn ichi ymgeisio am Wiriad Datgelu y Swyddfa Cofnodion Troseddol fel rhan o weithdrefn wirio cyn cyflogi'r BI/Ymddiriedolaeth.
- **Diogelu Plant ac Oedolion mewn Risg:** Mae Bwrdd Iechyd Addysgu Powys wedi ymrwymo'n llwyr i ddiogelu pobl. Mae cyflogeion a gweithwyr (gan gynnwys gweithwyr asiantaeth a gweithwyr cronfa) yn gyfrifol am sicrhau eu bod nhw'n deall pa gamau i'w cymryd os oes ganddyn nhw achos rhesymol i amau bod plentyn neu oedolyn mewn risg o niwed, a'u bod nhw'n cwblhau hyfforddiant diogelu gorfodol yn unol â chymwyseddau penodol eu rôl.

- **Rheoli Haint:** Mae'r sefydliad wedi ymrwymo i ddiwallu ei rwymedigaethau i sicrhau cyn lleied o heintiau â phosibl. Mae pob aelod o staff yn gyfrifol am amddiffyn a diogelu cleifion, defnyddwyr gwasanaeth, ymwelwyr a chyflogeion rhag y risg o ddal heintiau sy'n gysylltiedig â gofal iechyd. Mae'r cyfrifoldeb hwn yn cynnwys bod yn ymwybodol o gynnwys Polisiâu a Gweithdrefnau Atal a Rheoli Haint y Bwrdd Iechyd/Ymddiriedolaeth, a glynu at y rhain yn gyson.
- **Dim Ysmygu:** Er mwyn rhoi'r cyfle gorau i'r holl gleifion, ymwelwyr a staff fod yn iach, mae pob un o safleoedd y Bwrdd Iechyd/Ymddiriedolaeth, gan gynnwys yr adeiladau a'r tiroedd, yn ddi-fwg.

Siart Sefydliadol:

