Job Title: Project Officer Tech Tyfu	**Location:** M-Sparc	**Salary Band:** Project Officer
Reports To: Tech Tyfu Project Manager	**Responsible for:** No staff	**Salary:** £24,608 - £27,069 + pension

Purpose of the Role: To implement the Tech Tyfu Hwb project, manage the day-to-day running of the facility and deliver project outcomes

Responsibilities	Skills / Experience
Project delivery: Take responsibility for, and contribute to, projects and tasks assigned as part of the Hwb and the wider Tech Tyfu project and implement activities as required **Digital platforms**: Work independently and with contractors to implement the installation and functionality of digital infrastructure, collection and analysis of data relating to the vertical farms **Project facilities**: Supervise the running of the Tech Tyfu Hwb facility on a day-to-day basis, including managing equipment and carrying out operational tasks **Research**: Support the Management team in identifying research, tendering and funding opportunities and contribute to the preparation of this work. **Engagement**: Work with project staff in the dissemination of project outcomes through publications, public engagement and outreach activities **Representing the company**: Represent the company as and when via social media channels and proactively promote Menter Môn; its work, aims and objectives. **Project reporting:** Prepare and present reports to senior management and project funders as and when required, to include as necessary financial information and performance indicators.	**Essential:** ● Demonstrate understanding and enthusiasm for vertical farming, Internet of Things, remote sensing, machine learning or horticulture ● Experience of delivering projects and / or commercial contracts on behalf of organisations such as the Welsh Government, Lottery and the European Union. ● A working knowledge of publicly funded projects. ● A working knowledge of managing budgets and reporting to funders. ● Knowledge of a range of IT software, social media and other digital tech. **Desirable:** ● Experience of working in the horticulture, food production, innovation or technology sectors. ● Experience of successfully leading a team to achieve a common goal ● A working knowledge of the north Wales economy and the various stakeholders that operate. ● Show understanding of the challenges of building and managing profitable food supply chains in rural Wales ● The ability to communicate in Welsh and English, both in writing and orally

Qualifications

Essential:	Desirable:
● Educated up to degree level or significant experience relevant to the role	● Postgraduate degree in relevant area ● Published work

Characteristics

These describe the characteristics we expect in an individual in this role.

- Organised
- Innovative
- Committed
- Supportive
- Communicative

Other

A full UK Driving License and access to own car	Yes
A willingness to work outside normal working hours	Yes
A willingness to travel	Yes
The ability to communicate in Welsh and English	Yes

Teitl y Swydd: Swyddog Prosiect Tech Tyfu	**Lleoliad:** M-Sparc	**Band Cyflog:** Swyddog Prosiect
Yn adrodd i: Rheolwr Prosiect Tech Tyfu	**Yn gyfrifol am:** Dim Staff	**Cyflog:** £24,608 - £27,069 + pensiwn

Diben y swydd: Gweithredu'r prosiect Hwb Tech Tyfu, rheoli'r cyfleuster o ddydd i ddydd a gwireddu deilliannau'r prosiect

Cyfrifoldebau

Rhedeg y prosiect: Cymryd cyfrifoldeb am, a chyfrannu at, brosiectau a thasgau a neilltuwyd fel rhan o'r Hwb a'r prosiect Tech Tyfu ehangach gan weithredu gweithgareddau yn ôl yr angen

Llwyfannau digidol: Gweithio'n annibynnol a chyda contractwyr i weithredu gosodiad ac ymarferoldeb seilwaith digidol, casglu a dadansoddi data sy'n ymwneud â'r ffermydd fertigol

Cyfleusterau prosiect: Goruchwylio rhedeg y cyfleuster Hwb Tech Tyfu o ddydd i ddydd, gan gynnwys rheoli offer a chyflawni tasgau gweithredol.

Ymchwil: Cefnogi'r tîm Rheoli i nodi cyfleoedd ymchwil, tendro a chyfleoedd cyllido a chyfrannu at baratoi'r gwaith hwn.

Ymgysylltu: Gweithio gyda staff y prosiect i ledaenu canlyniadau'r prosiect trwy gyhoeddiadau, ymgysylltu â'r cyhoedd a gweithgareddau allgymorth.

Cynrychioli'r cwmni: Cynrychioli'r cwmni yn ôl y galw dros sianeli cyfryngau cymdeithasol gan hyrwyddo Menter Môn yn rhagweithiol; ei waith, ei nodau a'i amcanion.

Adrodd ar y prosiect: Paratoi a chyflwyno adroddiadau i uwch reolwyr a chyllidwyr prosiect yn ôl yr angen, i gynnwys dangosyddion gwybodaeth ariannol a pherfformiad yn ôl yr angen.

Sgiliau/Profiad

Hanfodol:

- Dangos dealltwriaeth a brwdfrydedd dros ffermio fertigol, Rhyngrwyd y Pethau, cymwysiadau synhwyro o bell, technegau dysgu peiriannau neu arddwriaeth
- Profiad o gyflawni prosiectau a / neu gontractau masnachol ar ran sefydliadau fel Llywodraeth Cymru, y Loteri a'r Undeb Ewropeaidd.
- Gwybodaeth ymarferol o brosiectau a ariennir yn gyhoeddus.
- Gwybodaeth ymarferol o reoli cyllidebau ac adrodd i gyllidwyr.
- Gwybodaeth am ystod o feddalwedd TG, cyfryngau cymdeithasol a thechnoleg ddigidol arall.

Dymunol:

- Profiad o weithio yn y sectorau garddwriaeth, cynhyrchu bwyd, arloesi neu dechnoleg.
- Profiad o arwain tîm yn llwyddiannus i gyflawni nod cyffredin
- Gwybodaeth ymarferol o economi gogledd Cymru a'r amrywiol randdeiliaid sy'n gweithredu.
- Dangos dealltwriaeth o heriau adeiladu a rheoli cadwyni cyflenwi bwyd proffidiol yng nghefn gwlad Cymru
- Y gallu i gyfathrebu yn Gymraeg a Saesneg, yn ysgrifenedig ac ar lafar

Cymwysterau

Hanfodol:

- Addysg hyd at lefel gradd neu brofiad sylweddol sy'n berthnasol i'r swydd

Dymunol:

- Gradd ôl-raddedig mewn maes perthnasol
- Gwaith cyhoeddedig

Nodweddion

Mae'r rhain yn disgrifio'r nodweddion yr ydym yn eu disgwyl gan unigolyn yn y swydd hon.

- Trefnus
- Arloesol
- Ymroddedig
- Cefnogol

Arall

Trwydded yrru DU lawn a mynediad i gar	Ia
Parodrwydd i weithio y tu allan i oriau gwaith arferol	Ia
Parodrwydd i deithio	Ia

• Gallu mynegi eich hunan		