



CYNGOR SIR POWYS COUNTY COUNCIL



JOB DESCRIPTION

Position Title: Head of Children's Services

Position Number: HCS0001

JE Code: HAYHS1003

Directorate: Social Services

Division/Section: Childrens Services

Location/ Work Base: To be determined-

Grade: HS01

£74,281 - £80,836 per annum

Accountable to: Director of Social Services

Accountable for:

- Senior Manager Area South and Children with Disabilities
- Senior Manager Area North and Powys People Direct
- Senior Manager for Placement and Resources
- Senior Manager for Children and Young People's Partnership
- Safeguarding Lead Manager for Children
- Business Manager
- Strategic Programme Manager
- PA to Head of Children's Services

Main Purpose of Post:

Lead the safe and effective operational delivery of Children's Services in conjunction with the key partners; ensuring all staff develop an approach which drives the right behaviours, practices, efficiencies, improved procedures, and culture leading to a more effective interplay between wellbeing, prevention, assessment, eligibility and information in line with the Social services and Wellbeing [Wales] Act 2014.

Assist the Chief Executive, the Director of Social Services and the Management Team to provide strategic leadership across Powys, promoting Powys as a place to live, work, invest and visit.

This position is accountable for Powys People Direct, Powys Emergency Duty Team and Safeguarding arrangements for Children's Services.

Fully utilise partnership arrangements and regional approaches in ensuring that children's services are focused upon meeting the needs of citizens and customers and ensure we are seeking continuous improvement and provide value for money.

Work with the Director of Social Services, Management Team and Heads of Service to progress the Council's commissioning model.

Facilitate the development of effective performance management, quality assurance and scrutiny systems to support the delivery and improvement of Children's Services in line with the requirements of the Social Services and Wellbeing [Wales] Act 2014.

Provide financial management and leadership of Children's services and ensure delivery of savings in line with the council's medium term financial strategy.

To work with the Chief Executive, Director of Social Services, Executive Group of the Powys Teaching Health Board and People Directorate leadership team to promote the integration and improvement of children's services within Powys.

To support the Director of Social Services in their role as statutory Director of Social Services.

Principal Responsibilities:

1. To provide inspirational and robust leadership. Provide motivation for all staff in the service in relation to the change agenda, championing and ensuring professional standards are fully met and helping to ensure that staff contribute as fully as possible to the achievement of the Council's and Service priorities, aspirations and model for Children's services.
2. Work with all staff to build upon an approach which drives new behaviours, practices and procedures, and culture leading to a more effective interplay between wellbeing, prevention, assessment, eligibility and information
3. To be intellectually flexible and implement the 'strategic model for delivery of children's services' recognising the need to further shape and implement the vision looking beyond existing structures, ways of working, boundaries and organisations.
4. Identify and evaluate the behaviours and capability of the staff within the service to achieve optimum performance.
5. Play a key leadership role and work with Powys Teaching Health Board and key stakeholders in progressing the integration agenda between both organisations.
6. Develop a culture of co-production ensuring we work with customers both in the design of services and ensure the service's delivery and customer satisfaction levels meet or exceed targets and are in line with individuals agreed outcomes.

7. Work with children, young people and families , partners, stakeholders and citizens to re-model more effective, integrated and innovative services across the service based on localism and managing expectations based upon the 'new model of delivery '.
8. Deliver high quality, responsive services that will create sustainable communities, community benefits, and improved outcomes across Powys and will reduce demand upon statutory provision.
9. Ensure robust internal governance including reporting and accountability for programmes of work, performance and the service improvement requirements.
10. Identify and evaluate the behaviours and capability of the staff within the service to achieve optimum performance.
11. To influence, shape and inform services to ensure the Council is able to operate within broad legal and statutory frameworks with particular reference to the Social Services and Wellbeing Act [2014].
12. To be responsible for overseeing continuous improvement and achievement of effective outcomes by pro-actively developing and using performance information and business intelligence.
13. To be an excellent communicator and have strong negotiation skills.
14. To be robust under pressure and able to work to tight and conflicting deadlines.
15. Supports the effective use of resources to facilitate service innovation, capital programming and annual revenue budgets, effectively monitors expenditure against budget provision including using financial management information to ensure that there are effective and appropriate arrangements for cost and budgetary control
16. To provide the People Services Directorate and Children's services with strategic leadership, support and management at the highest level ; ensuring supporting services work with Operational Leaders to achieve the most effective utilisation of available resources
17. Reduce the Service's operational cost base to ensure the organisation's sustainability.
18. To lead on the development and implementation of the Children's Services improvement planning processes as part of the effective governance of the service in relation to both external and internal requirements including risk management, performance agreements and the on-going development of the Service Improvement Plan.
19. Develop a high-performing collaborative culture within the Service and the People Directorate where there are critical interdependencies that focus on outcomes through effective transformation, cultural change, organisational design and performance management.

20. Contribute to a directorate wide Workforce Development Plan and lead on the specific requirements for Children's Services.
21. Role model a more corporate and collegiate working culture to drive cross-service collaboration and outcomes.
22. To ensure effective systems for performance management are in place accordance with the Council's Corporate Plan and One Plan, and the requirements of integrated commissioning.
23. To deliver accurate and timely information and advice to senior managers, Elected Members, the public, partners and Welsh Government about all aspects of Peoples Services but in particular Children's services.
24. This position has a requirement for an Enhanced DBS Check, this position is classed as regulated activity under the Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 and will be subject to a check to the list of those people barred from working with vulnerable adults.
25. To be able to pronounce Welsh personal and place-names correctly, and can give/ respond to basic greetings on the telephone or in person, or to be prepared to learn within a reasonable period.
26. To be responsible for the development and implementation of health and safety principles and practice as laid down in Council's Health & Safety policies and arrangements
27. To be responsible for implementation of equal opportunities principles and practice as laid down in the Council's Equalities Policy

Political Restrictions:

Under the provisions of the Local Government & Housing Act 1989, the holder of this post will be subject to political restrictions. These prevent the postholder from being or attempting to become a Member of the House of Commons, member of the Welsh Assembly or the European Parliament, or a Councillor (with the exception of a Community Councillor), or an officer of, and/or canvasser on behalf of a political party..

NOTE;

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the 'Principal Responsibilities of the Job'.

Prepared by	Director of Social Services	Date	May 2018
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Closing date:	20/06/18
Shortlisting Date:	27/06/18
Interview Date:	10/07/18 / 11/07/18



PERSON SPECIFICATION

Position Title: Head of Children's Services

Position Number: HSC0001

Directorate: Social Services

Division/Section: Childrens Services

Attribute	Essential	Desirable	Identified			
	Tick (✓) as appropriate		Application Form	Interview	Test	Exercise
Experience						
a. An excellent track record of achievement within Children's Services at a senior level within a large, complex, and political environment.	✓		✓	✓		
b. Demonstrable success in leadership and management, leading the formulation and delivery of relevant objectives, policies and strategies.	✓		✓	✓		
c. An excellent track record of building internal and external relationships which deliver and work across organisational boundaries.	✓		✓	✓		
d. A track record of leading and delivering change and service improvement at a senior level in a large, complex organisation, that leads to the improvement of outcomes.	✓		✓	✓		
e. Experience of providing leadership, guidance and support to Elected Members, colleagues and partners to enable effective decision making and the highest standards of	✓		✓	✓		

corporate governance.						
f. Experience of establishing and maintaining a strong and effective performance culture that is responsive and customer focused.	√		√	√		
g. Experience of developing, leading and achieving appropriate strategies which ensure excellent operational services in areas related to Children's Services.	√		√	√		
h. A track record of developing partnership arrangements across the Council and with key stakeholders and partners to foster effective joint working to improve outcomes.	√		√	√		
Knowledge						
a. An understanding of local government, the national political context within which it operates and the current challenges and opportunities.	√		√	√		
Registrations, Qualifications & Training						
a. Educated to degree level or equivalent relevant experience	√		√	√		
b. Approved Social Work Qualification and be registered with the Care Council for Wales or the General Social Care Council	√		√	√		
c. Post-graduate Management qualification	√		√	√		
Personal Qualities						
a. Excellent communication and negotiation skills and an ability to influence outcomes, with reasoning, persuasion and tact	√		√	√		
b. An ability to operate sensitively in a political environment to develop relationships with all Members that commands respect, trust and confidence.	√		√	√		

c. An ability to relate to and win the confidence, trust and respect of employees, partners and the wider community.	√		√	√		
Safeguarding Requirements						
This position has a requirement for an Enhanced DBS Check, this position is classed as regulated activity under the Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 and will be subject to a check to the list of those people barred from working with children.	√					
Skills						
a. Ability to deliver programmes and projects that cut across organisational boundaries and deliver improved outcomes for the Council	√		√	√		
b. Ability to anticipate issues, make the best decisions for Powys, with competing priorities, resources and in the context of a range of approaches.	√		√	√		
c. Strong financial and commercial awareness, with excellent analytical skills and a creative approach to problem solving.	√		√	√		
d. An ability to manage a diverse workload and heavy demands whilst adhering to tight timescales.	√		√	√		
e. Excellent leadership skills that encourage commitment from others and promote a positive, motivated service culture.	√		√	√		
f. The ability to analyse issues, patterns and trends over time and to use this in service planning and delivery.	√		√	√		
g. The ability to engage with and relate to key partners and stakeholders, other public sector bodies and private organisations in a way that benefits the Council and delivers results.	√		√	√		

h. An ability to deliver fundamental improvements that achieve efficiency across the Service to enable the Council to deliver more effective outcomes.	√		√	√		
Other Requirements						
a. Able to attend occasional evening meetings and work outside standard office hours.	√			√		
b. Ability to speak Welsh or to be prepared to learn within a reasonable time period.	√		√			

Prepared by	Director of Social Services	Date	May 2018
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CYNGOR SIR POWYS COUNTY COUNCIL



DISGRIFIAD SWYDD

Teitl y Swydd:	Pennaeth Gwasanaethau Plant
Rhif y Swydd:	HCS0001
Cod GS:	HAYHS1003
Cyfarwyddiaeth:	Gwasanaethau Cymdeithasol
Is-adran/Uned:	Gwasanaethau Plant
Lleoliad/Canolfan Waith:	I'w bennu
Graddfa:	HS01 £74,281 - £80,836
Yn atebol i'r:	Cyfarwyddwr Gwasanaethau Cymdeithasol

Yn gyfrifol am:

- **Uwch Reolwr Ardal y De a Phlant sydd ag Anableddau**
- **Uwch Reolwr Ardal y Gogledd a Llinell Uniongyrchol Powys**
- **Uwch Reolwr Lleoliadau ac Adnoddau**
- **Uwch Reolwr y Bartneriaeth Plant a Phobl Ifanc**
- **Swyddog Arweiniol Diogelu Plant**
- **Rheolwr Busnes**
- **Rheolwr Rhaglen Strategol**
- **Cynorthwydd Personol i'r Pennaeth Gwasanaethau Plant**

Prif Ddiben y Swydd:

Arwain y dasg o gyflenwi gweithrediadau'r Gwasanaethau Plant yn ddiogel ac yn effeithiol, mewn cysylltiad â'r prif bartneriaid er mwyn sicrhau bod yr holl staff yn datblygu ymddygiad ac arferion cywir, a gweithdrefnau a diwylliant gwell, gan arwain at rhyngchwarae mwy effeithiol rhwng lles, ataliaeth, asesiad, cymhwysiad a gwybodaeth yn unol â Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014.

Cynorthwyo'r Prif Weithredwr, y Cyfarwyddwr Gwasanaethau Cymdeithasol a'r Tîm Rheoli i ddarparu arweinyddiaeth strategol ar draws Powys, gan hyrwyddo Powys fel lle i fyw, gweithio ac ymweld ag ef

Mae'r swydd hon yn atebol am Llinell Uniongyrchol Powys, Tim Dyletswyddau Argyfwng Powys a threfniadau Diogelu'r Gwasanaethau Plant.

Gwneud defnydd llawn o'r trefniadau partneriaeth a'r dulliau rhanbarthol o weithio tra'n sicrhau bod y gwasanaethau plant yn canolbwyntio ar ddiwallu anghenion dinasyddion a chwsmeriaid, yn ceisio gwelliant parhaus ac yn darparu gwerth am arian.

Gweithio gyda'r Cyfarwyddwr Gwasanaethau Cymdeithasol, y Tîm Rheoli a'r Penaethiaid Gwasanaeth i wneud cynnydd ar fodel comisiynu'r Cyngor.

Hwyluso datblygiad systemau rheoli perfformiad a chraffu effeithiol i gynorthwyo i gyflenwi a gwella'r Gwasanaethau Plant yn unol â gofynion Deddf Gwasanaethau Cymdeithasol a Llesiant [Cymru] 2014.

Darparu rheolaeth ariannol ac arweinyddiaeth ar y Gwasanaethau Plant a sicrhau bod arbedion yn cael eu gwneud yn unol â strategaeth ariannol tymor canolig y cyngor.

Gweithio gyda'r Prif Weithredwr, y Cyfarwyddwr Gwasanaethau Cymdeithasol, Grŵp Gweithredol Bwrdd Iechyd Addysgu Powys a thîm arweinyddiaeth y Gyfarwyddiaeth Pobl i hybu'r gwaith o integreiddio, moderneiddio a gwella gwasanaethau plant ym Mhowys.

Cynorthwyo'r Cyfarwyddwr Gwasanaethau Cymdeithasol yn ei rôl fel Cyfarwyddwr statudol y Gwasanaethau Cymdeithasol.

Prif Gyfrifoldebau:

1. Cynnig arweiniad ac ysgogiad cadarn sy'n ysbrydoli ac yn cymell holl staff y gwasanaeth yn yr agenda newidiadau, gan hyrwyddo a sicrhau eu bod yn cyrraedd safonau proffesiynol llawn er mwyn sicrhau bod y staff yn cyfrannu'n llawn at gyflawni blaenoriaethau, dyheadau a glasbrint y Cyngor a'r Gwasanaethau Gofal Plant
2. Gweithio gyda'r holl staff i ddatblygu dull o weithio sy'n sbarduno ymddygiad, arferion, gweithdrefnau a diwylliant newydd gan arwain at rhyngchwarae mwy effeithiol rhwng lles, ataliaeth, asesiad, cymhwysiad a gwybodaeth.
3. Bod yn hyblyg yn ddeallusol a rhoi ar waith "glasbrint strategol ar gyfer cyflenwi gofal cymdeithasol plant", a chydabod yr angen i lunio'r weledigaeth ymhellach a'i rhoi ar waith gan fynd y tu hwnt i'r strwythurau, y dulliau gweithio, y terfynau a'r sefydliadau sy'n bodoli
4. Adnabod a gwerthuso ymddygiad a gallu staff y gwasanaeth a'u galluogi i sicrhau'r perfformiad gorau bosibl.
5. Chwarae rôl arweiniol a chydweithio â Bwrdd Iechyd Addysgu Powys a'r prif fudd-ddeiliaid i symud ymlaen â'r agenda y mae'r ddau sefydliad yn ei rannu.
6. Datblygu diwylliant o gyd-gynhyrchu, gan sicrhau ein bod yn gweithio gyda chwsmeriaid wrth inni ddylunio'r gwasanaethau, a sicrhau bod ein llwyddiant i gyflenwi'r gwasanaeth a lefelau boddhad cwsmeriaid yn cyrraedd neu'n rhagori ar y targedau, a'u bod yn unol â deilliannau cytunedig unigolion.

7. Gweithio gyda phlant, pobl ifanc a theuluoedd, partneriaid, budd-ddeiliaid a dinasyddion i ailfodelu gwasanaethau mwy effeithiol, integredig ac arloesol ar draws y gwasanaeth, ar sail lleoleiddio a rheoli disgwyliaid ar sail y 'glasbrint gofalu newydd'.
8. Cyflenwi gwasanaethau ymatebol o safon uchel a fydd yn creu cymunedau cynaliadwy, budd i'r gymuned a gwell deilliannau ar draws Powys yn ogystal â lleihau'r galw am ddarpariaeth statudol.
9. Sicrhau llywodraethiant mewnol cadarn gan gynnwys adrodd ar raglenni gwaith, perfformiad a'r gofynion o ran gwella'r gwasanaeth, a bod yn atebol amdanynt.
10. Adnabod a gwerthuso ymddygiad a gallu staff y gwasanaeth a'u galluogi i sicrhau'r perfformiad gorau bosibl.
11. Dylanwadu ar wasanaethau, llunio'r gwasanaethau a darparu gwybodaeth ar eu cyfer er mwyn sicrhau bod y Cyngor yn gallu gweithio o fewn fframweithiau cyfreithiol a statudol eang gan gyfeirio'n penodol at Ddeddf Gwasanaethau Cymdeithasol a Llesiant [2014].
12. Bod yn gyfrifol am oruchwylio, gwella'n effeithiol a chyflawni deilliannau'n barhaus trwy ddatblygu'n rhagweithiol a defnyddio gwybodaeth perfformiad a gwybodaeth am fusnes.
13. Bod yn gyfathrebwr rhagorol a meddu ar sgiliau trafod cryf.
14. Bod yn gadarn dan bwysau, a gallu gweithio i derfynau amser tynn sy'n gwrthdaro â'i gilydd.
15. Cynorthwyo i ddefnyddio adnoddau'n effeithiol i hwyluso arloesi, rhaglenni cyfalaf a chyllidebau refeniw blynyddol y gwasanaeth. Monitro gwariant yn effeithiol yn erbyn y ddarpariaeth yn y gyllideb, gan gynnwys defnyddio gwybodaeth rheoli ariannol i sicrhau bod trefniadau effeithiol a phriodol ar waith ar gyfer rheoli'r gyllideb.
16. Darparu arweinyddiaeth, cefnogaeth a rheolaeth strategol ar y lefel uchaf i'r Gyfarwyddiaeth Gwasanaethau Pobl a'r Gwasanaethau Plant a sicrhau bod y gwasanaethau cynorthwyo'n gweithio gyda'r Arweinwyr Gweithredu i gyflawni'r defnydd mwyaf effeithiol o'r adnoddau sydd ar gael.
17. Lleihau sail cost gweithredu'r Gwasanaeth i sicrhau cynaliadwyedd y sefydliad.
18. Arwain y gwaith o ddatblygu a gweithredu'r prosesau cynllunio gwella Gwasanaethau Plant fel rhan o lywodraethu'r gwasanaeth yn effeithiol o ran y gofynion allanol a mewnol, gan gynnwys rheoli risg, cytundebau perfformiad a datblygiad parhaus y Cynllun Gwella Gwasanaeth.
19. Datblygu diwylliant cydweithredol uchel ei berfformiad o fewn y Gwasanaeth a'r Gyfarwyddiaeth Pobl, lle mae rhyngddibyniaethau hanfodol sy'n canolbwyntio ar ddeilliannau trwy drawsffurfio, newid diwylliant, cynllunio trefniadaethol a rheoli perfformiad effeithiol.

20. Cyfrannu at Gynllun Datblygu'r Gweithlu ar draws y Gyfarwyddiaeth ac arwain o ran gofynion penodol y Gwasanaethau Plant.
21. Bod yn batrwm ar gyfer diwylliant gweithio mwy corfforaethol a cholegol i sbarduno cydweithio a deilliannau ar draws y gwasanaeth.
22. Sicrhau bod systemau effeithiol ar waith ar gyfer rheoli perfformiad, yn unol â Chynllun Corfforaethol y Cyngor a Phowys yn Un, a gofynion comisiynu integredig.
23. Darparu gwybodaeth a chyngor manwl-gywir ac amserol i uwch reolwyr, Aelodau Etholedig, y cyhoedd, y partneriaid a Llywodraeth Cymru ynglŷn â phob agwedd ar Wasanaethau Pobl, ac yn enwedig Gwasanaethau Plant
24. Mae gan y swydd hon ofyniad am Wiriad Manylach y DBS. Mae'r swydd hon yn cael ei chyfri'n weithgaredd rheoleiddiedig dan Ddeddf Diogelu Grwpiau Hyglwyf 2006 fel y'i diwygiwyd gan Ddeddf Diogelu Rhyddidau 2012, a bydd yn destun gwirio rhestr o'r bobl hynny sydd wedi'u gwahardd rhag gweithio gydag oedolion hyglwyf.
25. Gallu ynganu enwau personol ac enwau lleoedd Cymraeg yn gywir, a chyfarch ac ymateb i gyfarchion sylfaenol ar y ffôn neu wyneb yn wyneb, neu ddysgu sut i wneud hynny o fewn cyfnod rhesymol.
26. Bod yn gyfrifol am ddatblygu a gweithredu egwyddorion ac arferion iechyd a diogelwch yn unol â pholisïau a threfniadau Iechyd a Diogelwch y Cyngor.
27. Bod yn gyfrifol am weithredu egwyddorion ac arferion cyfle cyfartal fel y'u nodir ym Mholisi Cyfle Cyfartal y Cyngor.

Cyfyngiadau Gwleidyddol:

Dan ddarpariaethau Deddf Llywodraeth Leol a Thai 1989, bydd deiliad y swydd yn destun cyfyngiadau gwleidyddol. Mae'r rhain yn atal deiliad y swydd rhag dod neu geisio dod yn Aelod o Dŷ'r cyffredin, yn Aelod o'r Cynulliad neu'r Senedd Ewropeaidd, neu'n Gynghorydd (ac eithrio Cynghorydd Cymuned), neu'n swyddog a/neu ganfasiwr ar ran plaid wleidyddol.

NODER;

Er y manylion yn y swydd ddisgrifiad hon, bydd deilydd y swydd yn cyflawni unrhyw waith o'r fath y bydd y Rheolwr yn penderfynu sydd ar lefel sy'n gyson â 'Phrif Gyfrifoldebau'r Swydd' o bryd i'w gilydd.

Lluniwyd gan	Cyfarwyddwr Gwasanaethau Cymdeithasol	Dyddiad	Mai 2018
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**MANYLION PERSONOL**Teitl y Swydd: **Pennaeth Gwasanaethau Plant**Rhif y Swydd: **HCS0001**Cyfarwyddiaeth: **Pobl**Is-adran/Uned: **Gwasanaethau Plant**

Nodweddion	Hanfodol	Dymunol	Dynodwyd			
	Ticiwch (✓) fel sy'n briodol		Ffurflen Gais	Cyfweliad	Prawf	Ymarfer
Profiad						
i. Hanes blaenorol gwych o gyflawni o fewn Gwasanaethau Plant ar lefel uwch o fewn amgylchedd mawr, cymhleth a gwleidyddol.	✓		✓	✓		
j. Dangos llwyddiant mewn arweinyddiaeth a rheolaeth, gan arwain ar lunio a chyflwyno amcanion, polisiau a strategaethau perthnasol.	✓		✓	✓		
k. Hanes blaenorol o lunio perthnasoedd mewnol ac allanol sy'n cyflwyno a gweithio ar draws ffiniau trefniadaethol.	✓		✓	✓		
l. Hanes blaenorol o arwain a chyflwyno newid a gwelliannau i'r gwasanaeth ar lefel uwch mewn sefydliad mawr a chymhleth, sy'n arwain at wella canlyniadau.	✓		✓	✓		
m. Profiad o gynnig arweinyddiaeth, cyfarwyddyd a chefnogaeth i Aelodau Etholedig, cydweithwyr a phartneriaid i alluogi gwneud penderfyniadau yn effeithiol a'r safonau uchaf o lywodraethu	✓		✓	✓		

corfforaethol.						
n. Profiad o sefydlu a chynnal diwylliant perfformio cryf ac effeithiol sy'n ymatebol ac yn canolbwyntio ar y cwsmer.	√		√	√		
o. Profiad o ddatblygu, arwain a chyflawni strategaethau priodol sy'n sicrhau gwasanaethau gweithredol gwych mewn meysydd sy'n ymwneud â Gwasanaethau Plant.	√		√	√		
p. Hanes blaenorol o ddatblygu trefniadau partneriaeth ar draws y Cyngor a gyda phrif randdeiliaid a phartneriaid i feithrin cydweithio effeithiol i wella deilliannau.	√		√	√		
Gwybodaeth						
b. Dealltwriaeth o lywodraeth leol, y cyd-destun gwleidyddol cenedlaethol y mae'n gweithredu oddi mewn iddo a'r sialensiau a chyfleoedd presennol.	√		√	√		
Cofrestriadau, Cymwysterau a Hyfforddiant						
d. Addysg hyd at lefel gradd neu brofiad perthnasol arall	√		√	√		
e. Cymhwyster Gwaith Cymdeithasol cymeradwy ac i fod yn gofrestredig gyda Chyngor Gofal Cymru neu'r Cyngor Gofal Cymdeithasol Cyffredinol	√		√	√		
f. Cymhwyster Rheoli ôl-raddedig	√		√	√		
Rhinweddau Personol						
d. Sgiliau cyfathrebu a thrafod rhagorol a'r gallu i ddylanwadu ar ddeilliannau, gyda rhesymeg, perswâd a doethineb	√		√	√		
e. Y gallu i weithredu'n sensitif mewn amgylchedd gwleidyddol er mwyn datblygu perthnasoedd gyda phob Aelod sy'n mynnu parch, ymddiriedaeth a hyder.	√		√	√		

f. Y gallu i ymwneud â gweithwyr, partneriaid a'r gymuned ehangach gan ennill eu hyder, ymddiriedaeth a pharch.	√		√	√		
Gofynion Diogelu						
Mae'r swydd yn gofyn am Uwch Ddatgeliad DBS gan fod y swydd yn cael ei dosbarthu fel gweithgaredd a reolir dan Ddeddf Diogelu Grwpiau Hyglwyf 2006 fel y'i diwygiwyd gan Ddeddf Diogelu Rhyddidau 2012 a bydd yn destun archwiliad o'r rhestr o'r bobl hynny a waherddir rhag gweithio gyda phlant.	√					
Sgiliau						
i. Y gallu i gyflwyno rhaglenni a phrosiectau sy'n torri ar draws ffiniau trefniadaethol ac yn cyflwyno deilliannau gwell i'r Cyngor	√		√	√		
j. Y gallu i ragweld materion, gan wneud y penderfyniadau gorau i Bowys, gyda blaenoriaethau ac adnoddau sy'n cystadlu â'i gilydd o fewn cyd-destun ystod o ddulliau.	√		√	√		
k. Ymwbyddiaeth ariannol a masnachol cryf gyda sgiliau dadansoddi cryf a dull creadigol tuag at ddatrys problemau.	√		√	√		
l. Y gallu i reoli llwyth gwaith amrywiol a gofynion trwm tra'n cydymffurfio ag amserlenni tynn.	√		√	√		
m. Sgiliau arweinyddiaeth cryf sy'n annog ymrwymiad gan eraill a hyrwyddo diwylliant gwasanaeth positif a chymhellgar.	√		√	√		
n. Y gallu i ddadansoddi materion, patrymau a thueddiadau dros amser a defnyddio hyn wrth gynllunio a chyflwyno gwasanaeth.	√		√	√		
o. Y gallu i gysylltu ac ymwneud â phartneriaid a rhanddeiliaid allweddol, cyrff eraill y sector cyhoeddus a sefydliadau preifat mewn ffordd sydd o fudd i'r Cyngor ac yn cyflwyno canlyniadau.	√		√	√		

p. Y gallu i gyflwyno gwelliannau sylfaenol sy'n cyflawni arbedion effeithiolrwydd ar draws y Gwasanaethi alluogi'r Cyngor i gyflwyno canlyniadau mwy effeithiol.	√		√	√		
Gofynion Eraill						
c. Y gallu i fynychu cyfarfodydd achlysurol fin nos a gweithio y tu allan i oriau swyddfa safonol.	√			√		
d. Y gallu i siarad Cymraeg neu barodrwydd i ddysgu o fewn cyfnod amser rhesymol.		√	√			

Lluniwyd gan	Cyfarwyddwr Gwasanaethau Cymdeithasol	Dyddiad	Mai 2018
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Dyddiad Cau:	20/06/18
Dyddiad Creu Rhestr Fer:	27/06/18
Dyddiad Cyfweld:	10/07/18 / 11/07/18