

PROFFIL SWYDD

TEITL Y SWYDD:	Cyfarwyddwr Addysg a Gwasanaethau Plant	RHIF Y SWYDD:	001891
ADRAN:	Yr Adran Addysg a Phlant	GRADD:	Prif Swyddog (C.O.)
IS-ADRAN / ADAIN:			
YN ATEBOL I:	Y Prif Weithredwr	YN GYFRIFOL AM:	Pennaeth y Gwasanaethau Addysg Pennaeth y Gwasanaethau Plant Pennaeth Rhaglenni Dysgwyr Pennaeth Effeithiolrwydd Ysgolion Rheolwr Datblygu Strategol Rheolwr Gwasanaethau Moderneiddio

SIART TREFNIADAETH: GWELER Y SIART AMGAEEDIG

PRIF DDIBEN Y SWYDD:

- Cynorthwyo'r Prif Weithredwr â'r gwaith cyffredinol o reoli'r Cyngor yn strategol er mwyn sicrhau y cyflawnir prif amcanion a strategaethau'r Cyngor.
- Ymgymryd â'r ôl y Prif Swyddog Addysg statudol.
- Cyfrannu at reolaeth gorfforaethol y Cyngor, gan fod yn aelod o'r Tîm Rheoli Corfforaethol, drwy arwain ar y materion a glustnodwyd fel rhan o bortffolio corfforaethol y swydd.
- Arwain strategaethau i hyrwyddo a chynnal safonau uchel mewn Addysg ym mhob lleoliad i blant a phobl ifanc, a gwella addysg a sgiliau i'r holl blant a phobl ifanc yn Sir Gaerfyrddin.
- Sicrhau bod trefniadau clir ac effeithiol ar waith i amddiffyn plant a phobl ifanc rhag niwed.
- Ysgwyddo'r cyfrifoldeb cyffredinol am arwain a phennu, monitro a rheoli cyllidebau ac adnoddau y gwahanol wasanaethau sy'n rhan o'r gyfarwyddiaeth.

- Arwain a rhoi cyfarwyddyd clir i holl staff y gyfarwyddiaeth.

Y PRIF GYFRIFOLDEBAU:

1. Rhoi arweiniad a chyfeiriad strategol clir ac amlwg sy'n ysgogi gwaith tîm, a bod hynny yn ei dro'n arwain at lefelau uchel o ymrwymiad a darparu gwasanaethau ymysg rheolwyr a gweithwyr er mwyn cyflawni safonau addysgol uchel.
2. Bod yn ben-ymgyng'horydd i'r Prif Weithredwr ac i'r Bwrdd Gweithredol ynghylch y prif faterion a strategaethau sy'n berthnasol i amrywiol bortffolios gwasanaeth y gyfarwyddiaeth, gan sicrhau bod cefnogaeth gorfforaethol a gwleidyddol iddynt er mwyn gofalu y ceir y canlyniadau gorau posibl i ddefnyddwyr y gwasanaethau.
3. Cyfrannu at ddatblygu a gweithredu'n effeithiol y Strategaeth Gymunedol Integredig, y Strategaeth Gorfforaethol, a'r Cynllun Gwella drwy weithio'n agos gyda'r Prif Weithredwr a'r Tîm Rheoli Corfforaethol, gan ymgynghori ag Aelodau'r Bwrdd Gweithredol a'r Arweinydd, er mwyn gwireddu deilliannau go iawn.
4. Cyflawni rôl statudol y Cyfarwyddwr Arweiniol ar gyfer Plant a Phobl Ifanc, gan weithredu fel hyrwyddwr strategol ar gyfer plant.
5. Cydweithio'n agos ac yn effeithiol â Chyfarwyddwr statudol y Gwasanaethau Cymdeithasol i sicrhau y gwneir darpariaeth ddigonol er mwyn sicrhau diogelwch a llesiant plant y sir.
6. Cynorthwyo'r Aelod Arweiniol ar gyfer Plant a Phobl Ifanc i gyflawni ei gyfrifoldebau'n effeithiol.
7. Darparu arweiniad a gweledigaeth i'r Adran Addysg a Phlant yn ei chyfanwydd, gan sicrhau bod holl weithgareddau'r adran yn integreiddio'n effeithiol, gyda golwg ar gyflawni ei hamcanion i wella deilliannau ar gyfer yr holl blant a phobl ifanc.
8. Craffu ar berfformiad Pennaeth y Gwasanaethau Addysg, ac ar berfformiad Pennaeth y Gwasanaethau Plant, gan sicrhau eu bod yn integreiddio ac yn cydweithio'n effeithiol er mwyn cyflawni'r ddau brif egwyddor o ddiogelu plant a gwella deilliannau addysgol i'r holl blant a phobl ifanc.
9. Sefydlu a datblygu'n barhaus weledigaeth strategol ar gyfer gwella gwasanaethau i blant a phobl ifanc a grwpiau o gleientiaid eraill. Sicrhau y darperir gwasanaethau o'r safon orau sy'n bosibl, ac yr ymgysylltir ac yr ymgynghorir yn llwyr â'n cwsmeriaid ynghylch darparu gwasanaethau.
10. Goruchwyllo perfformiad yr Adran Addysg a Phlant, gan herio cyflawniad a hyrwyddo arloesedd gyda golwg ar sicrhau gwelliant parhaus, yn unol â chynllunio busnes corfforaethol a phrosesau rheoli perfformiad.

11. Datblygu diwylliant sy'n annog gweithio mewn partneriaeth â chyrff cyhoeddus eraill, yn ogystal â'r rheiny yn y sector preifat a'r sector gwirfoddol er mwyn sicrhau y gwneir y gorau o bob cyfle a hynny er mwyn sicrhau'r budd mwyaf i'r Cyngor ac i drigolion Sir Gaerfyddin.
12. Cyfrannu at gydweithio a gweithio rhanbarthol pellach i sicrhau gwelliannau ac arbedion effeithlonrwydd wrth gynllunio a darparu gwasanaethau a swyddogaethau proffesiynol i bobl Sir Gaerfyddin.
13. Cydgysylltu rheolaeth ariannol, yn refeniw ac yn gyfalaf, ledled yr Adran Addysg a Phlant yn unol ag arferion corfforaethol sefydledig.
14. Dylanwadu a chyfrannu at ddatblygu a gweithredu'r agenda 'Trawsnewid i Wneud Cynnydd' (TIC) – sy'n berthnasol i'r Awdurdod cyfan, er mwyn i'r arloesi o ran datblygu a darparu gwasanaethau gynyddu bodlonrwydd y cwsmeriaid, dileu dyblygu a lleihau costau.
15. Arwain y portffolio gwasanaethau ac o bryd i'w gilydd themâu a phrosiectau sy'n pontio gwasanaethau ar ran y Tîm Rheoli Corfforaethol.
16. Hybu a meithrin diwylliant trefniadaethol y mae heriau, arloesi ac atebion creadigol yn rhan arferol ohono, gan gyfrannu'n gadarnhaol at enw da a delwedd y Cyngor o fod yn un o'r awdurdodau lleol sy'n cyrraedd y brig ac sy'n gyflogwr da, a hyrwyddo hynny'n flaenweithgar.
17. Sicrhau bod gan yr Adran gynllun datblygu / gweithlu cadarn ac effeithiol sy'n cyfrannu at Gynllun Gweithlu Strategol y Cynllun ac sy'n galluogi'r Adran i gyflawni'r safonau gwasanaeth gorau posibl gan sicrhau bod yr holl staff yn cael eu datblygu'n unol â hynny.
18. Hyrwyddo, datblygu a chynnal perthnasoedd gwaith effeithiol a blaengar gyda chydweithwyr, aelodau etholedig, adrannau llywodraeth ganolog, asiantaethau sy'n bartneriaid, a sefydliadau eraill i hyrwyddo cynllunio a darparu gwasanaethau'n effeithiol i blant a phobl ifanc.
19. Bod yn arweinydd strategol o ran datblygu a gweithredu'r Rhaglen Moderneiddio Addysg yn barhaus, Cynllun Strategol y Gymraeg mewn Addysg a pholisïau eraill.

GOFYNION Y SWYDD:

Mae'r Adran Addysg a Phlant yn adran fawr ac iddi nifer o agweddau, sy'n gyfrifol am ddarparu ystod eang o wasanaethau cymorth a datblygu i blant, pobl ifanc, a dinasyddion eraill ym mhob cwr o'r sir.

Ym mis Ebrill 2017, roedd gan yr Adran gyfanswm o oddeutu 5,600 o aelodau o staff ac roedd rhyw 1,800 o'r rhain yn athrawon. Mae'n gyfrifol am 12 o ysgolion uwchradd, 98 o ysgolion cynradd, 1 ysgol feithrin, 2 ysgol arbennig, 3 canolfannau ieuengtaid, 3 canolfannau sgiliau sylfaenol, 2 canolfan adnoddau, 2 uned gofal seibiant a 2 unedau cyfeirio disgylion .

Mae gan yr Adran gyllideb refeniw flynyddol gros o ryw £197 miliwn, y mae tua £109 miliwn ohoni yn cael ei ddirprwyo i ysgolion, a rhaglen gyfalaf flynyddol o hyd at £20 miliwn, y mae llawer ohoni'n gysylltiedig â'i Rhaglen Moderneiddio Addysg Iwyddiannus.

PARATOWYD GAN:	PRIF WEITHREDWR/PRIF	DYDDIAD WEITHREDWR CYNORTHWYOL (RHEOLI POBL A PHERFFORMIAD)	PARATOI:	MEHEFIN 2017
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MANYLEB Y PERSON

TEITL Y SWYDD:	Cyfarwyddwr Addysg a Gwasanaethau Plant	RHIF Y SWYDD: 001891
ADRAN:	Yr Adran Addysg a Phlant	GRADD: Prif Swyddog (C.O.)
IS-ADRAN / ADAIN:		

CYMWYSTERAU / HYFFORDDIANT GALWEDIGAETHOL /	HANFODOL	DYMUNOL	DULL ASESU
Yn meddu ar radd neu gymhwyster cyfwerth mewn pwnc perthnasol neu brofiad cyfatebol.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ffurflen Gais / Tystysgrifau
Cymhwyster rheoli perthnasol neu ddatblygiad proffesiynol parhaus pendant.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ffurflen Gais a Thystysgrifau
<u>GWYBODAETH A PHROFIAD</u>			
Ymwybyddiaeth dda o'r wybodaeth dechnegol, broffesiynol a deddfwriaethol ar draws meysydd penodol y gyfarwyddiaeth.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ffurflen gais/ Cyflwyniad/Cyfweliad
Gwybodaeth drylwyr ynghylch cyd- destun lleol, rhanbarthol a chededlaethol y Cyngor er mwyn datblygu a gweithredu strategaethau, polisiau a safonau perthnasol.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	"
Dealltwriaeth glir o agenda'r Llywodraeth ar gyfer Llywodraeth Leol, yng Nghymru ac yn y Deyrnas Unedig.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	"
Profiad sylweddol a diweddar o reoli llwyddiannus ar lefel uwch gan ymdrin ag ystod amrywiol ac allweddol o Wasanaethau Sector Cyhoeddus neu Breifat uchel eu profil.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	"

Tystiolaeth o arwain newid sylweddol mewn trefniadaeth a gwasanaethau a rheoli'n llwyddiannus y goblygiadau o ran rheoli pobl.	✓			
GALLUOEDD				
Penderfynu ynghylch Camau a'u Rhoi ar Waith	✓			Ffurflen Gais / Cyflwyniad / Cyfweliad / Canolfan Asesu
Gwneud penderfyniadau cyflym a chlir a allai olygu gwneud dewisiadau anodd neu gymryd risgiau ystyriol; Cymryd cyfrifoldeb dros gamau gweithredu, prosiectau a phobl; Bod yn flaengar ac yn hyderus a gweithio heb gyfarwyddyd; Ysgogi a chreu gweithgaredd.	✓			
Arwain a Goruchwyllo	✓			Ffurflen Gais / Cyflwyniad / Cyfweliad / Canolfan Asesu
Rhoi arweiniad clir i eraill; Pennu safonau ymddygiad priodol; Dirprwyo gwaith yn briodol ac yn deg; Ysgogi a grymuso eraill; Rhoi cyfleoedd i staff ddatblygu a chael hyfforddiant personol; Recriwtio staff o'r radd flaenaf.	✓			
Glynw wrth Egwyddorion a Gwerthoedd	✓			Ffurflen Gais / Cyflwyniad / Cyfweliad / Canolfan Asesu
Cynnal safonau moesol a gwerthoedd; Arddangos gonestrwydd; Hyrwyddo ac amddiffyn cyfleoedd cyfartal, adeiladu timoedd amrywiol; Hybu cyfrifoldeb trefniadol ac unigol tuag at y gymuned a'r amgylchedd.	✓			
Dadansoddi	✓			Ffurflen Gais / Cyflwyniad / Cyfweliad / Canolfan Asesu
Dadansoddi data rhifyddol, data geiriol a phob ffynhonnell arall o wybodaeth. Rhannu gwybodaeth yn gydrannau, patrymau a pherthnasoeedd. Ymchwilio i gael rhagor o wybodaeth neu well dealltwriaeth o broblem. Dod i gasgliadau rhesymegol ar sail dadansoddiad a'r wybodaeth dydd ar gael. Cynnig atebion ymarferol i amrywiaeth o problemau. Dangos	✓			

dealltwriaeth fod un mater yn gallu bod yn rhan o system lawer mwy.

Ffurflen Gais /
Cyflwyniad /
Cyfweliad / Canolfan
Asesu

Darbwyllo a Dylanwadu

Gwneud argraff bersonol gref ar eraill; Ennill dealltwriaeth glir ac ymrwymiad gan eraill drwy ddarbwyllo, argyhoeddi a chyd-drafod; Hybu syniadau ar eich rhan eich hun neu ar ran eraill; Defnyddio prosesau gwleidyddol yn effeithiol i ddylanwadu ar eraill ac i'w darbwyllo.

Ffurflen Gais /
Cyflwyniad /
Cyfweliad / Canolfan
Asesu

Cyflwyno a Chyfathrebu

Siarad yn glir ac yn rhugl; Mynegi barn, gwybodaeth a phwyntiau allweddol dadl yn glir; Gwneud cyflwyniadau a siarad yn gyhoeddus yn fedrus ac yn hyderus; Ymateb yn gyflym i anghenion cynulleidfa ac i'w hymatebion a'u hadborth; Cyfleo hygrededd.

Ffurflen Gais /
Cyflwyniad /
Cyfweliad / Canolfan
Asesu

Llunio Strategaethau a Chysyniadau

Gweithio'n strategol i wireddu amcanion trefniadol; Pennu a datblygu strategaethau; Clustnodi a threfnu'r adnoddau sydd eu hangen i gyflawni tasgau; Monitro performiad yn unol â dyddiadau cau a cherig milltir.

Ffurflen Gais /
Cyflwyniad /
Cyfweliad / Canolfan
Asesu

Addasu ac Ymateb i Newid

Addasu i amgylchiadau newidiol; Derbyn syniadau newydd a mentrau ar gyfer newid; Addasu arddull ryngbersonol yn ôl yr hyn sy'n addas i wahanol bobl neu sefyllfaoedd; Dangos parch a sensitifrwydd tuag at wahaniaethau diwylliannol a chrefyddol; Ymdrin ag amwysedd gan wneud defnydd cadarnhaol o'r cyfleoedd y mae hynny'n ei gyflwyno.

SGILIAU PERSONOL

Rheoli materion sensitif a gwleidyddol yn hyderus gan weithio'n ddiplomataidd i gyflawni canlyniadau positif ar gyfer defnyddwyr gwasanaeth.

Y gallu i ennyn ymddiriedaeth, didwylledd, a chydraddoldeb drwy ryngweithio â phobl o amrywiol gefndiroedd cymdeithasol, diwylliannol, economaidd, ac addysgol.

Arddangos sgiliau rhyngbersonol gwych sy'n eich galluogi i feithrin cysylltiadau cadarnhaol gyda rhanddeiliaid/partneriaid perthnasol (gan gynnwys Undebau Llafur)

Meddu ar feddylfryd strategol tuag at lunio gwasanaethau sy'n rhoi sylw i flaenoriaethau corfforaethol ac sy'n integreiddio â gweithgareddau cyflenwol ar draws y Cyngor ac yn gweddu iddynt.

Y gallu i ddadansoddi gwybodaeth ariannol gan ddefnyddio'r wybodaeth yn effeithiol i sicrhau rheolaeth ac atebolwydd effeithlon o ran y gyllideb.

✓		
✓		
✓		
✓		
✓		

Ffurflen Gais /
Cyflwyniad /
Cyfweliad / Canolfan
Asesu

Ffurflen Gais /
Cyflwyniad /
Cyfweliad / Canolfan
Asesu

Ffurflen Gais /
Cyflwyniad /
Cyfweliad / Canolfan
Asesu

Ffurflen Gais /
Cyflwyniad /
Cyfweliad / Canolfan
Asesu

Ffurflen Gais /
Cyflwyniad /
Cyfweliad / Canolfan
Asesu

Gwerthoedd Craidd / Cydraddoldeb ac Amrywiaeth

Disgwylir i'r holl weithwyr gynnal gwerthoedd craidd yr Awdurdod a glynu wrth egwyddorion Polisi Cydraddoldeb ac Amrywiaeth yr Awdurdod neu, os cânt eu cyflogi mewn ysgol, Bolisi Cydraddoldeb ac Amrywiaeth yr ysgol, fel sy'n briodol i lefel atebolwydd a chyfrifoldeb y swydd yn y sefydliad.

Sgiliau Cyfathrebu:-

Nodwch lefel rhwng 1 a 5 ar gyfer sgiliau llafar a sgiliau ysgrifennu

Iaith	Sgiliau Llafar	Sgiliau Ysgrifennu
Cymraeg	5	5
Saesneg	5	5
Iaith Arall (nodwch)		

AMGYLCHIADAU ARBENNIG:

Swydd dan Gyfngiadau Gwleidyddol:

(Sy'n ei gwneud yn ofynnol i ddeiliad y swydd fod yn wleidyddol ddiuedd)

Ydy

✓

Nac ydy

Os bernir bod gwiriad o gofnodion troseddol yn berthnasol i'r swydd hon, rhaid nodi'r math o wiriad a'r rheswm dros ei gynnal isod.

A fyddch cystal â llenwi pob un o'r tair adran drwy roi tic wrth y math o ddatgeliad sy'n ofynnol a'r math o weithlu gan nodi'r rheswm dros y gwirio.

Os bydd angen cymorth arnoch i gwblhau'r adran hon edrychwch ar y canllawiau sydd ar gael yma: <http://brian/worklife/hr/SitePages/Operational%20HR%20Team.aspx> neu gofynnwch i'ch Swyddog Adnoddau Dynol am gyngor.

Adran A – y math o ddatgeliad

DATGELIAD SAFONOL

✓

DATGELIAD MANWL

DATGELIAD MANWL GAN WIRIO'R RHESTR WAHARDD

Adran B – y math o weithlu

Y GWEITHLU PLANT

✓

Y GWEITHLU OEDOLION

Y GWEITHLU PLANT AC OEDOLION

GWEITHLU ARALL

Y RHESWM:

PARATOWYD GAN: Y Prif Weithredwr
Cynorthwyol (Rheoli
Pobl a Pherfformiad)

DYDDIAD PARATOI: Mehefin 2017



JOB PROFILE

POST TITLE:	Director of Education & Children's Services	POST NO:	001891
DEPARTMENT:	Department for Education & Children	GRADE:	C.O.
DIVISION / SECTION:			
ACCOUNTABLE TO:	Chief Executive	ACCOUNTABLE FOR:	Head of Education Services Head of Children's Services Head of Learner Programmes Head of School Effectiveness Strategic Development Manager Modernisation Services Manager
ORGANISATION CHART: SEE ATTACHED			

MAIN PURPOSE OF JOB:

- To support the Chief Executive in the overall strategic management of the Council to ensure the achievement of the Council's key objectives and strategies.
- To contribute to the corporate management of the Council as a member of the Corporate Management Team by taking the lead on issues allocated as part of the post's corporate portfolio.
- To lead strategies to promote and maintain high standards in Education in all settings for children and young people, and to improve education and skills for all children and young people in Carmarthenshire.
- To ensure that there are clear and effective arrangements in place to protect children and young people from harm.
- To have overall responsibility for leading, setting, monitoring and controlling the budgets and resources for the component service elements of the directorate.
- To provide leadership and clear direction to all staff within the directorate.

PRINCIPAL ACCOUNTABILITIES:

1. To provide clear and visible leadership and strategic direction that inspires team working that leads to high levels of commitment and service delivery amongst managers and employees to deliver high educational standards.
2. To be the principal advisor to the Chief Executive and Executive Board on the key issues and strategies relevant to the various service portfolios of the directorate, securing both corporate and political support that will ensure the best possible outcomes for service users.
3. To contribute to the development and effective delivery of the Integrated Community Strategy, Corporate Strategy and Improvement Plan by working closely with the Chief Executive and Corporate Management Team, in consultation with the Executive Board Members and Leader, to deliver tangible outcomes.
4. To fulfil the statutory role of Lead Director for Children and Young People, acting as a strategic champion for children.
5. To collaborate closely and effectively with the statutory Director of Social Services to ensure that sufficient provision is made to ensure the safeguarding and well-being of children in the county.
6. To support the Lead member for Children and Young People in the effective discharge of her/his responsibilities.
7. To provide leadership and vision to the whole Department for Education and Children, ensuring that all the department's activities integrate effectively in pursuit of its objectives to improve outcomes for all children and young people.
8. To scrutinise the performance of the Head of Education Services, and the Head of Children's Services, ensuring that they integrate and collaborate effectively to secure the twin principal objectives of safeguarding children and improving educational outcomes for all children and young people.
9. To establish and continuously develop a strategic vision for the improvement of services to children and young people and other client groups. To ensure that services are provided to the highest possible standard, and that our customers are fully engaged and consulted in service provision.
10. To oversee the performance of the Department for Education and Children, challenging achievement and promoting innovation with a view to securing continuous improvement, in line with corporate business planning and performance management processes.
11. To develop a culture of partnership working with other public bodies as well as those in the private and voluntary sectors to ensure that all opportunities are maximised to the best advantage of the Council and the residents of Carmarthenshire.

12. To contribute to increased collaboration and regional working to secure improvements and efficiencies in the planning and delivery of services and professional functions for people in Carmarthenshire.
13. To co-ordinate financial management, both revenue and capital, across the Department for Education and Children in accordance with established corporate practices.
14. To influence and contribute to the development and implementation of the authority wide 'Transform, Innovate and Change' (TIC) agenda, so that the development and service delivery innovations improve customer satisfaction, remove duplication and reduced costs.
15. To lead a portfolio of services and from time to time cross-service themes and projects on behalf of CMT.
16. To promote and foster an organisational culture in which challenge, innovation and creative solutions are the norm, whilst positively contributing, and actively promoting the Council's reputation and image as a top performing local authority and good employer.
17. To ensure the Department has a robust and effective workforce / development plan that contributes to the Council's Strategic Workforce Plan and enables the Department to deliver the highest possible service standards whilst ensuring all staff are developed accordingly.
18. To promote, develop and maintain proactive and effective working relationships with colleagues, elected members, central government departments, partner agencies and other organisations to further the effective planning and delivery of services to children and young people.
19. To take a strategic lead in the continuing development and delivery of the Modernising Education Programme (MEP), Welsh in Education Strategic Plan (WESP) and other policies.

MAGNITUDE OF JOB:

The Department for Education and Children is a large multi-faceted department responsible for delivering a broad range of support and development services to children, young people and other citizens across the county.

In April 2017 the Department had a total of around 5600 staff, of whom some 1800 are teachers, and is responsible for 12 secondary schools, 98 primary schools, 1 nursery school, 2 special schools, 3 youth centres, 3 basic skills centres, 2 resources centres, 2 respite care units and 2 Pupil Referral Units

The Department has a gross annual revenue budget of some £197 million, of which around £109 million is delegated to schools, and an annual capital programme of up to £20 million, much of which is associated with its successful Modernising Education Programme.

PREPARED BY:	CEO/ACEO(PMP)	DATE PREPARED:	JUNE 2017
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PERSON SPECIFICATION

POST TITLE:	Director of Education & Children's Services	POST NO:	001891
DEPARTMENT:	Department for Education & Children	GRADE:	C.O.
DIVISION / SECTION:			

QUALIFICATIONS / VOCATIONAL TRAINING /	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educated to degree level or equivalent in relevant subject or equivalent experience.	✓		Application Form / Certificates
A relevant management qualification or demonstrable continuing professional development.	✓		Application Form & Certificates
<u>KNOWLEDGE & EXPERIENCE</u>			
A good appreciation of the technical, professional and legislative knowledge across the specific areas of the directorate.	✓		Application Form / Presentation / Interview
Thorough knowledge of the Council's Local, Regional and National context to develop and implement relevant strategies, policies and standards.	✓		"
A clear understanding of the Government's agenda for Local Government at both UK and Wales levels.	✓		"
Significant and recent successful management experience at a senior level covering a diverse range of key, high profile Public or Private Sector Services.	✓		"

Evidence of leading significant organisational and service change together with successfully managing the People Management implications.	✓			
<u>COMPETENCIES</u>				
Deciding & Initiating Action	✓			Application Form / Presentation / Interview / Assessment Centre
Makes prompt, clear decisions which may involve tough choices or considered risks; Takes responsibility for action, projects and people; Takes initiative, acts with confidence and works under own direction; Initiates and generates activity.	✓			
Leading & Supervising	✓			Application Form / Presentation / Interview / Assessment Centre
Provides others with a clear direction; Sets appropriate standards of behaviour; Delegates work appropriately and fairly; Motivates and empowers others; Provides staff with development opportunities and coaching; Recruits staff of a high calibre.	✓			
Adhering to Principles & Values	✓			Application Form / Presentation / Interview / Assessment Centre
Upholds ethics and values; Demonstrates integrity; Promotes and defends equal opportunities, builds diverse teams; Encourages organisational and individual responsibility towards the community and the environment.	✓			
Analysing	✓			Application Form / Presentation / Interview / Assessment Centre
Analyses numerical data, verbal data and all other sources of information. Breaks information into component parts, patterns and relationships. Probes for further information or greater understanding of a problem. Makes rational judgements from the available information and analysis. Produces workable solutions to a range of problems. Demonstrates an understanding of how one issue may be part of a much larger system.	✓			

<p>Persuading & Influencing</p> <p>Makes a strong personal impression on others; Gains clear agreement and commitment from others by persuading, convincing and negotiating; Promotes ideas on behalf of self or others; Makes effective use of political processes to influence and persuade others.</p>	✓			Application Form / Presentation / Interview / Assessment Centre
<p>Presenting & Communicating</p> <p>Speaks clearly and fluently; Expresses opinions, information and key points of an argument clearly; makes presentations and undertakes public speaking with skill and confidence; Responds quickly to the needs of an audience and to their reactions and feedback; Projects creditability.</p>	✓			Application Form / Presentation / Interview / Assessment Centre
<p>Formulating Strategies & Concepts</p> <p>Works strategically to realise organisational goals; Sets and develops strategies; Identifies and organises resources needed to accomplish tasks; Monitors performance against deadlines and milestones.</p>	✓			Application Form / Presentation / Interview / Assessment Centre
<p>Adapting & Responding to Change</p> <p>Adapts to changing circumstances; Accepts new ideas and change initiatives; Adapts interpersonal style to suit different people or situations; Shows respect and sensitivity towards cultural and religious differences; Deals with ambiguity, making positive use of the opportunities it presents.</p>	✓			Application Form / Presentation / Interview / Assessment Centre

PERSONAL SKILLS

To confidently manage sensitive and political issues with effective use of diplomacy to achieve positive outcomes for service users.	✓			Application Form / Presentation / Interview / Assessment Centre
Have the ability to create an environment of trust, openness and equality by interacting with people of various social, cultural, economic and educational backgrounds.	✓			Application Form / Presentation / Interview / Assessment Centre
Demonstrate excellent interpersonal skills that enable positive relationships with relevant stakeholders/partners (including Trade Unions)	✓			Application Form / Presentation / Interview / Assessment Centre
Have a strategic mindset towards shaping services that address corporate priorities, integrate and align with complementary activities across the Council.	✓			Application Form / Presentation / Interview / Assessment Centre
Ability to analyse financial information and effectively use the information to ensure efficient budget management and accountability.	✓			Application Form / Presentation / Interview / Assessment Centre

Core Values / Equality and Diversity

Every employee is expected to uphold the authority's core values and maintain the principles of the authority's Equality and Diversity Policy or, if employed within a school, the school's Equality and Diversity Policy, as appropriate to the accountabilities and seniority of the post within the organisation.

Communication Skills:-

Please indicate level between 1 and 5 for verbal and written skills

<u>Language</u>	<u>Verbal Level</u>	<u>Written Level</u>
Welsh	5	5
English	5	5
Other Language (please state)		

SPECIAL CIRCUMSTANCES:

Politically Restricted Post: (Which requires the postholder to be politically neutral)	Yes	✓	No	
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Where a criminal record check has been identified as relevant to the post, the level of check and justification for carrying out such a check must be specified below.

Please complete all three sections by ticking the level of disclosure required and the workforce type providing a justification for the check.

If you need any assistance in completing this section please refer to the guidance available here: <http://brian/worklife/hr/SitePages/Operational%20HR%20Team.aspx> or ask your HR Officer for advice.

Section A – type of disclosure

STANDARD DISCLOSURE

✓

ENHANCED DISCLOSURE

ENHANCED DISCLOSURE WITH BARRED LIST CHECK

Section B – workforce type

CHILD WORKFORCE

✓

ADULTS WORKFORCE

CHILDREN AND ADULTS WORKFORCE

OTHER WORKFORCE

JUSTIFICATION:

PREPARED BY:

ACEO (PM&P)

DATE PREPARED: June 2017