

Proffil Swydd/Job Profile

Teitl y Swydd - Prif Weithredwr

Post Title – Chief Executive

Adran	Y Prif Weithredwr
Department	Chief Executive's

Is-Adran/Adain	Amherthnasol
Division/Section	N/A

Gradd/Grade	Prif Weithredwr/Chief Executive
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Rhif y Swydd/Post Number	EXC001/01
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Paratowyd Gan/Prepared By	Paul Thomas
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Dyddiad Paratoi/Date Prepared	10 Ionawr 2019 / 10th January 2019
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DRAFT

Prif Ddiben y Swydd

- Cyflawni blaenoriaethau partneriaeth a chorfforaethol allweddol y Cyngor fel y nodir yn y Strategaeth Gorfforaethol (2018-2023).
- Gweithio mewn partneriaeth ag Aelodau Etholedig a rhoi arweinyddiaeth, cyngor a chyfeiriad strategol i'r Cyngor i gyflawni ei weledigaeth.
- Fel Pennaeth y Gwasanaeth Taledig, arwain Tîm Rheoli Corfforaethol y Cyngor o ran cyflawni ei rwymedigaethau statudol a strategol.
- Darparu goblygiadau statudol Pennaeth y Gwasanaeth Taledig fel y nodir gan ddeddfwriaeth.
- Fel prif ymgynghorydd polisi'r Cyngor, sicrhau y darperir gwasanaethau moesegol ardderchog a chost effeithiol yn unol â'r Strategaeth Gorfforaethol.

Bydd y Prif Weithredwr hefyd yn cyflawni'r rolau canlynol:

- Clerc i'r Rhaglawaiaeth
- Swyddog priodol ar gyfer y Gwasanaeth Crwner, gan gynnwys y darpariaethau perthnasol o dan Ddeddf Llywodraeth Leol 1972
- Swyddog Canlyniadau ar gyfer etholiadau Seneddol, y Cynulliad Cenedlaethol, y Cyngor Sir ac etholiadau eraill

Prif dasgau/cyfrifoldebau

Arwain a Goruchwylio / Penderfynu ynghylch Camau a'u Rhoi ar Waith

1. Dangos arweinyddiaeth gyson ac ysbrydoledig sy'n cefnogi'r Arweinydd, y Bwrdd Gweithredol, y Cyngor a'i weithlu. Rhoi esiampl gref ar gyfer darparu diwylliant o atebolrwydd perfformiad ar bob lefel.
2. Arwain a chyfarwyddo Tîm Rheoli Corfforaethol y Cyngor er mwyn sicrhau y darperir gwasanaethau cost-effeithiol o ansawdd uchel ar sail anghenion dynodedig y gymuned.
3. Bod yn eiriolwr a darparu arweinyddiaeth amlwg wrth gyflawni Gwerthoedd Craidd y Cyngor fel y nodir yn y dull "Un Tîm". Meithrin a datblygu arweinwyr ar draws y sefydliad gan greu timau sy'n perfformio'n dda sy'n gwella gallu'r sefydliad.

Darbwylio a Dylanwadu / Llunio Strategaethau a Chysyniadau

4. Dangos arweinyddiaeth mewn mentrau partneriaeth lleol a rhanbarthol mawr, gan fanteisio i'r eithaf ar y cyfleoedd cydweithio a'r buddion i'r Awdurdod, ei gymunedau a'i randdeiliaid.
5. Fel y prif ymgynghorydd polisi i'r arweinwyr etholedig, gweithredu opsiynau blaengynllunio ar gyfer cyflawni canlyniadau strategol o ran y Strategaeth Gorfforaethol. Rhoi cyngor ynghylch llunio canlyniadau cost-efeithiol ynghyd â dyrannu adnoddau priodol.
6. Gweithredu prosesau rheoli perfformiad cryf a phriodol i fesur a yw canlyniadau'n cael eu cyflawni'n llwyddiannus yn erbyn y Strategaeth Gorfforaethol ac yn unol â'r Gwerthoedd Craidd.

Dadansoddi / Addasu ac Ymateb i Newid

7. Trafod ar ran y Cyngor ar lefelau lleol, rhanbarthol, cenedlaethol a rhyngwladol gan gynnwys ymgymryd â rôl Prif Weithredwr arweiniol rhanbarthol lle bo angen. Hyrwyddo a darparu partneriaethau strategol ledled y rhanbarth yn ogystal â bod yn hyblyg ac yn ymatebol i newid.
8. Darparu atebion busnes arloesol i heriau, gan fanteisio ar arbenigedd ac arferion gorau o fannau eraill fel sy'n briodol.
9. Dangos craffter gwleidyddol, economaidd a chymdeithasol wrth weithio gydag amrywiaeth gymhleth o randdeiliaid a phartneriaethau. Gallu pendant i sicrhau y cydymffurfir â fframweithiau deddfwriaethol perthnasol.

Cyflwyno a Chyfathrebu

10. Bod yn llysgennad ar gyfer y Cyngor drwy hyrwyddo a datblygu perthynas ragorol â'r cyfryngau, y cyhoedd a rhanddeiliaid drwy strategaeth gyfathrebu aml-sianel a chynhwysol.
11. Cynrychioli'r Awdurdod ar achlysuron ffurfiol gan ymgymryd â'r dyletswyddau dinesig angenrheidiol, gan gynnwys cefnogi swydd Cadeiryddion y Cyngor.
12. Dangos ymrwymiad a sensitifrwydd i'r gwahaniaethau diwylliannol, demograffig ac ieithyddol yn y sir. Cefnogi'r gwaith o hyrwyddo'r iaith Gymraeg yn unol â pholisïau'r Cyngor a deddfwriaeth genedlaethol.

Rheoli Adnoddau Strategol / Craffter Masnachol

13. Sicrhau bod gan y Cyngor reolaethau a systemau llywodraethu a rheoleiddio cadarn ar waith, sy'n fodern, yn hyblyg, ac yn gymesur i gyflawni canlyniadau'r Strategaeth Gorfforaethol.

14. Dangos craffter ariannol a masnachol cadarn wrth sicrhau adnoddau ariannol a mentrau cynaliadwy sy'n darparu rhaglenni ar gyfer gwella bywydau yn y gymuned ac adfywio'r Sir.
15. Arwain y gwaith o gyflwyno mentrau a rhaglenni allweddol yn effeithlon ac yn effeithiol a fydd yn cyflawni canlyniadau'r Cyngor yn yr holl wasanaethau. Sicrhau bod cynlluniau priodol o ran y gweithlu a'r strategaeth ar gyfer pobl ar waith i gyflawni'r rhain ynghyd ag adnoddau ariannol priodol.
16. Cydgysylltu'n strategol y broses pennu a dyrannu cyllideb gan sicrhau bod blaenoriaethau cytunedig y Cyngor yn cael eu monitro a'u cyflawni ar draws meysydd gwasanaeth yn unol â'r cyllidebau a ddyrannwyd iddynt.

Yn gyfrifol am staff/offer

Mae'r Prif Weithredwr yn gyfrifol yn gorfforaethol am y canlynol:

- Cyfarwyddwr yr Adran Cymunedau
- Cyfarwyddwr y Gwasanaethau Corfforaethol
- Cyfarwyddwr Addysg a Gwasanaethau Plant
- Cyfarwyddwr yr Amgylchedd

Yn Adrannol:

- Cyfarwyddwr Adfywio a Pholisi
- Prif Weithredwr Cynorthwyol (Rheoli Pobl)
- Pennaeth Gweinyddiaeth a'r Gyfraith
- Pennaeth y Gwasanaethau TGCh
- Cyllideb Refeniw Gros: £560m
- Rhaglen Gyfalaf: £207m
- Oddeutu 8,000 o weithwyr.

Yn atebol i

Nodwch deitl swydd y Rheolwr Llinell

Meini Prawf	Hanfodol
Cymwysterau/ Hyfforddiant Galwedigaethol / Aelodaeth Broffesiynol	Yn meddu ar radd neu gymhwyster cyfwerth mewn pwnc perthnasol neu brofiad cyfatebol. Cymhwyster rheoli perthnasol neu ddatblygiad proffesiynol parhaus pendant.

**Y Sgiliau sy'n
Ymwneud â'r
Swydd/**

Galluoedd

Penderfynu ynghylch Camau a'u Rhoi ar Waith

Gwneud penderfyniadau cyflym a chlr 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

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.

Glynu wrth Egwyddorion a Gwerthoedd

Cynnal safonau moesol a gwerthoedd; Dangos gonestrwydd; Hyrwyddo ac amddiffyn cyfleoedd cyfartal, adeiladu timoedd amrywiol; Hybu cyfrifoldeb trefniadol ac unigol tuag at y gymuned a'r amgylchedd.

Dadansoddi

Dadansoddi data rhifyddol, data geiriol a phob ffynhonnell arall o wybodaeth. Rhannu gwybodaeth yn gydrannau, patrymau a pherthnasoedd. Ymchwilio i gael rhagor o wybodaeth neu well dealltwriaeth o broblem. Dod i gasgliadau rhesymegol ar sail dadansoddiad a'r wybodaeth sydd ar gael. Cynnig atebion ymarferol i amrywiaeth o broblemau. Arddangos dealltwriaeth fod un mater yn gallu bod yn rhan o system lawer mwy.

Darbwylllo a Dylanwadu

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

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 cynulleidfya ac i'w hymatebion a'u hadborth; Cyfleu hygredd.

Llunio Strategaethau a Chysyniadau

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

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.

Gwybodaeth

Dealltwriaeth drylwyr o agenda'r Llywodraeth ar gyfer Llywodraeth Leol,

	<p>yng Nghymru ac yn y Deyrnas Unedig.</p> <p>Gwerthfawrogiad o anghenion yr Aelodau Etholedig a dyheadau'r gymuned, yn enwedig mewn perthynas â darparu gwasanaethau.</p>
Profiad	<p>Profiad sylweddol a diweddar o reoli'n llwyddiannus ar lefel uwch gan ymdrin ag ystod amrywiol ac allweddol o wasanaethau uchel eu proffil yn y sector cyhoeddus neu breifat.</p> <p>Profiad llwyddiannus o gyflawni mewn rôl uwch-reolwr gan ddangos y gallu i ddatblygu strategaeth gorfforaethol effeithiol mewn amgylchedd sy'n newid.</p> <p>Profiad amlwg o gyflawniadau mewn perthynas ag arloesi a rheoli newid.</p>
Rhinweddau Personol	<p>Y gallu i roi arweinyddiaeth ysbrydoledig, i gefnogi ac ysgogi grŵp mawr ac amrywiol o bobl ar bob lefel er mwyn darparu gwasanaethau effeithiol sy'n canolbwyntio ar gwsmeriaid, i hyrwyddo cydweithio, arloesi a hyblygrwydd a meithrin ysbryd cyd-dynnu mewn amgylchedd sy'n newid yn gyflym.</p> <p>Gweledigaeth, cadernid, ymrwymiad a blaengarwch amlwg.</p> <p>Sgiliau rhagorol ac effeithiol o ran cyfathrebu ar lafar ac yn ysgrifenedig er mwyn bod yn hyrwyddwr credadwy ac argyhoeddiadol ar gyfer yr Awdurdod.</p> <p>Rheoli materion sensitif a gwleidyddol yn hyderus gan weithio'n ddiplomataidd i gyflawni canlyniadau cadarnhaol ar gyfer defnyddwyr gwasanaeth.</p> <p>Y gallu i ennyn ymddiriedaeth, didwylledd, a chydraddoldeb drwy ryngweithio â phobl o amrywiol gefndiroedd cymdeithasol, diwylliannol, economaidd, ac addysgol.</p> <p>Arddangos sgiliau rhyngpersonol gwych sy'n eich galluogi i feithrin cysylltiadau cadarnhaol â rhanddeiliaid/partneriaid perthnasol (gan gynnwys Undebau Llafur).</p> <p>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.</p> <p>Y gallu i ddadansoddi gwybodaeth ariannol gan ddefnyddio'r wybodaeth yn effeithiol i sicrhau rheolaeth ac atebolrwydd effeithlon o ran y gyllideb.</p> <p>Meithrin a chynnal cysylltiadau gwaith cydweithredol fel aelod o'r Tîm Rheoli Corfforaethol gan gyfrannu at ddysgu ac at reoli newid meddylfryd ar lefel uwch a lefel strategol.</p> <p>Y gallu i ddadansoddi materion cydraddoldeb i hybu polisiau ac arferion cydraddoldeb ac amrywiaeth.</p>
	Dymunol

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Sgiliau Iaith/ Cyfathrebu	Sgiliau Siarad	Sgiliau Ysgrifennu
Cymraeg	4	4
Saesneg	4	4
Arall (nodwch)		

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD

Gall gwiriadau DBS fod yn ofynnol ar gyfer rhai swyddi sy'n gweithio gyda phlant ac oedolion agored i niwed. Mae'r canlynol yn ofynnol ar gyfer y swydd hon: Dim yn perthnasol

NID OES ANGEN GWIRIAD DBS

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

Cyfeiriwch at ganllawiau a/neu cysylltwch â'ch Ymgynghorydd Adnoddau Dynol cyn penderfynu a yw Gwiriad DBS yn ofynnol ar gyfer y swydd hon. Cofnodwch eich rhesymau yma.

UNRHYW WYBODAETH ARALL

Main Purpose of Job

- To deliver the Council's key corporate and partnership priorities as set out in the Corporate Strategy (2018 – 2023).
- To work in partnership with Elected Members and provide strategic leadership, advice and direction to the Council to deliver its vision.
- As Head of Paid Service, to lead the Council's Corporate Management Team in delivering its strategic and statutory obligations.
- To deliver the statutory obligations of the Head of Paid Service as defined by legislation.
- As the Council's principal policy advisor, ensure delivery of cost effective excellent ethical based services in accordance with the Corporate Strategy.

The Chief Executive will also assume the role of:

- Clerk to the Lieutenancy
- Proper officer for the Coroner Service, including relevant provisions under the Local Government Act 1972
- Returning Officer for Parliamentary, National Assembly, County Council and other elections

Key tasks/responsibilities

Leading & Supervising / Deciding & Initiating Action

1. To demonstrate consistent and inspirational leadership which supports the Leader, Executive Board, Council and its workforce. Provides a strong role model for delivery of a performance accountability culture at all levels.
2. To lead and direct the Council's Corporate Management Team to ensure the provision of high quality, cost effective services based on identified community needs.
3. To be an advocate and provide visible leadership in the delivery of the Council's Core Values as articulated in the "One Team" approach. To grow and develop leaders throughout the organisation building high performing teams which enhance organisational capability.

Persuading & Influencing / Formulating Strategies & Concepts

4. To demonstrate leadership in in major local and regional partnership initiatives, maximising collaboration opportunities and benefits for the Authority, its communities and stakeholders.

5. As principal policy advisor to the elected leadership deliver forward planning options for the achievement of strategic outcomes against the Corporate Strategy. To advise on formulating cost effective outcomes with appropriate resource allocation.
6. Implement appropriate and strong performance management processes to evaluate the successful delivery of outcomes against Corporate Strategy and in line with Core Values.

Analysing / Adapting & Responding to Change

7. To negotiate on behalf of the Council at local, regional, national and international levels including taking a regional lead Chief Executive role where appropriate. To promote and deliver strategic partnering across the region whilst demonstrating flexibility and responsiveness to change.
8. To provide innovative business focused solutions to challenges, bringing in expertise and best practice from elsewhere as appropriate
9. To demonstrate political, economic and social acumen in working with a complex range of stakeholders and partnerships. Proven ability to deliver compliance with relevant legislative frameworks.

Presenting & Communicating

10. To be an ambassador for the Council by promoting and developing excellent relationships with the media, public and stakeholders through a multi-channel and inclusive communication strategy.
11. To represent the Authority on formal occasions undertaking the necessary civic duties including supporting the Chairs of Council's office.
12. To demonstrate a commitment and sensitivity to the cultural, demographic and linguistic differences within the County. Support the promotion of the Welsh Language in accordance with Council policies and national legislation.

Strategic Resource Management / Commercial Acumen

13. To ensure that the Council has robust governance, regulatory systems and controls in place, that are modern, flexible, and proportionate to deliver the Corporate Strategy outcomes.
14. Demonstrate sound financial and commercial acumen in securing financial resources and sustainable initiatives that deliver programmes for improved lives in the community and the regeneration of the County
15. To lead the efficient and effective deployment of key programmes and initiatives that will achieve the Council's outcomes within all services. To ensure

appropriate workforce plans and the people strategy are in place to deliver these together with appropriate financial resources.

16. To provide strategic coordination of the budget setting and allocation process ensuring that agreed Council priorities are monitored and delivered across service areas within their allocated budgets

Responsible for staff/equipment

The Chief Executive is corporately accountable for the:

- Director of Communities
- Director of Corporate Services
- Director of Education and Children
- Director of Environment

Departmentally:

- Director of Regeneration and Policy
- Assistant Chief Executive (People Management)
- Head of Administration and Law
- Head of ICT

- Gross Revenue Budget: £560m
- Capital Programme: £207m
- Employees approximately: 8,000.

Reporting to

Insert Post title of Line Manager

Criteria	Essential
Qualifications/ Vocational training/ Professional Memberships	<p>Educated to degree level or equivalent in relevant subject or equivalent experience.</p> <p>A relevant management qualification or demonstrable continuing professional development.</p>
Job Related Skills/ Competencies	<p>Deciding & Initiating Action</p> <p>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.</p> <p>Leading & Supervising</p> <p>Provides others with a clear direction; Sets appropriate standards of behaviour; Delegates work appropriately and fairly; Motivates and</p>

	<p>empowers others; Provides staff with development opportunities and coaching; Recruits staff of a high calibre.</p> <p>Adhering to Principles & Values</p> <p>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</p> <p>Analysing</p> <p>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> <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> <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 credibility.</p> <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> <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>
<p>Knowledge</p>	<p>A thorough understanding of the Government’s agenda for Local Government at both UK and Wales levels</p> <p>Appreciation of the needs of Elected Members and the aspirations of the community, particularly in relation to the delivery of services.</p>

<p>Experience</p>	<p>Significant and recent successful management experience at a senior level covering a diverse range of key, high profile Public or Private Sector Services.</p> <p>A proven track record of achievement in a senior management role demonstrating the ability to develop an effective corporate strategy within a changing environment.</p> <p>Demonstrable experience in terms of achievements in innovation and change management.</p>
<p>Personal qualities</p>	<p>The ability to provide inspirational leadership, to support and motivate a large and diverse group of people at all levels in order to provide effective customer focussed services, to promote collaboration, innovation and flexibility and engender a team spirit in a rapidly changing environment.</p> <p>Demonstrable vision, tenacity, commitment and initiative.</p> <p>Highly developed and effective written and oral communication skills in order to be a credible and convincing advocate for the Authority</p> <p>To confidently manage sensitive and political issues with effective use of diplomacy to achieve positive outcomes for service users.</p> <p>Have the ability to create an environment of trust, openness and equality by interacting with people of various social, cultural, economic and educational backgrounds.</p> <p>Demonstrate excellent interpersonal skills that enable positive relationships with relevant stakeholders/partners (including Trade Unions).</p> <p>Have a strategic mind set towards shaping services that address corporate priorities, integrate and align with complementary activities across the Council.</p> <p>Ability to analyse financial information and effectively use the information to ensure efficient budget management and accountability.</p> <p>Establish and maintain cooperative working relationships as a member of the Corporate Management Team contributing to the learning and management of cultural change at a senior and strategic level.</p> <p>Ability to undertake equality analysis to promote equality and diversity policies and practices.</p>
	<p>Desirable</p>

Language/ Communication Skills	Spoken Level	Written level
Welsh	4	4
English	4	4
Other (please State)		

DISCLOSURE AND BARRING SERVICES (DBS) CHECKS

DBS Checks may be required for certain posts which work with children and vulnerable adults. This post requires: DBS check not currently required.

NO DBS CHECK REQUIRED	
Section A – type of disclosure	
STANDARD DISCLOSURE	
ENHANCED DISCLOSURE	
ENHANCED DISCLOSURE WITH BARRED LIST CHECK	
Section B – workforce type	
CHILD WORKFORCE	
ADULT WORKFORCE	
CHILD AND ADULT WORKFORCE	
OTHER WORKFORCE	

JUSTIFICATION

Please refer to guidance and/or your HR Advisor before deciding whether this post requires a DBS Check. Record your reasons here.

ANY OTHER INFORMATION