



Proffil Swydd/Job Profile

Teitl y Swydd – Cyfarwyddwr yr Amgylchedd
Post Title – Director of Environment

Adran	Amgylchedd
Department	Environment

Is-Adran/Adain	Amgylchedd
Division/Section	Environment

Gradd/Grade	Prif Swyddog / Chief Officer
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Rhif y Swydd/Post Number	002653
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Paratowyd Gan/Prepared By	Paul R Thomas
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Dyddiad/Date	Medi / September 2021
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Prif Ddiben y Swydd

- Cefnogi a chynghori'r Prif Weithredwr ac Aelodau Etholedig o ran y gwaith cyffredinol o reoli'r Cyngor yn strategol.
- 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 y gwaith o gyflawni blaenoriaethau Corfforaethol penodol a rhai Cyfarwyddiaeth yr Amgylchedd o fewn Strategaeth Gorfforaethol y Cyngor, gan gynnwys Amcanion Llesiant y Cyngor a sicrhau bod y camau a gymerir yn unol ag egwyddor datblygu cynaliadwy Deddf Llesiant Cenedlaethau'r Dyfodol – gwella llesiant economaidd, cymdeithasol, amgylcheddol a diwylliannol Sir Gaerfyrddin.
- Sicrhau diwylliant o reoli perfformiad, gwella gwasanaethau'n barhaus, gwerthuso ac adolygu perfformiad ledled Cyfarwyddiaeth yr Amgylchedd, a bod adnoddau'n cael eu defnyddio'n economaidd, yn effeithlon ac yn effeithiol.
- Arwain a rheoli portffolio'r Amgylchedd sy'n cynnwys Lle a Chynaliadwyedd, Gwasanaethau Amgylcheddol a Gwastraff, Trafnidiaeth, Priffyrdd ac Eiddo, gan sicrhau bod polisiau a gweithdrefnau'r Cyngor yn cael eu rhoi ar waith yn effeithiol ac yn gyson.
- 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.

Prif dasgau/cyfrifoldebau

- Darparu arweinyddiaeth glir a gweladwy a chyfeiriad strategol sy'n ysbrydoli gweithio mewn tîm ac yn sicrhau lefelau uchel o ymrwymiad ymhlith rheolwyr a gweithwyr i ddarparu gwasanaethau eithriadol, a ategir gan berthynas waith gadarnhaol gyda'r holl Undebau Llafur.
- Bod yn ben-ymgyngorydd 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.
- Datblygu diwylliant sy'n annog gweithio mewn partneriaeth â chyrrff 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 Gaerfyrddin.
- Hybu a meithrin diwylliant trefniadaethol y mae heriau adeiladol, 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.

- Llwyfwr gefnogi'r agenda gydwethio a chwarae rhan allweddol yn rhanbarthol drwy weithio mewn partneriaeth i gyflawni gwelliannau gweddnewidiol.
- 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.
- Bod yn gyfrifol am sicrhau bod craffu parhaus ar berfformiad a monitro parhaus ohono er mwyn darparu'r canlyniadau gorau sy'n bosibl i ddefnyddwyr gwasanaethau, o fewn yr adnoddau sydd ar gael.
- 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, a lleihau costau.
- Hybu cyfle cyfartal wrth ddarparu gwasanaethau ac o ran arferion cyflogaeth er mwyn i'r Cyngor gyflawni ei rwymedigaethau moesol a chyfreithiol, gan gynnwys ei rwymedigaethau lechyd a Diogelwch.
- Ysgwyddo'r cyfrifoldeb arweiniol dros brosiectau corfforaethol penodol neu unrhyw ddyletswyddau eraill a bennir gan y Prif Weithredwr neu sy'n gymesur â'r swydd.
- Sicrhau bod fframweithiau rheoli perfformiad effeithiol ar waith yn yr adran a bod y rhain yn hyrwyddo gwella gwasanaethau yn barhaus.
- Bod yn arweinydd amlwg gan hyrwyddo safonau uchel, heriau ac amgylchedd gwaith cadarnhaol ar gyfer y staff.
- Arwain datblygiad y gwasanaeth a chynllunio gweithlu'r adran.

Yn gyfrifol am staff/offer

Tua 1,257 o staff, mewn 181 o sefydliadau gan gynnwys ysgolion. Mae'r gyllideb refeniw flynyddol oddeutu £46.1 miliwn ac mae'r gyllideb gyfalaf oddeutu £11.5 miliwn.

Yn atebol i

Prif Weithredwr

Meini Prawf	Hanfodol
<p>Cymwysterau /</p> <p>Hyfforddiant galwedigaethol /</p> <p>Aelodaeth Broffesiynol</p>	<p>Yn meddu ar radd neu gymhwyster cyfwerth mewn pwnc perthnasol neu brofiad cyfatebol.</p> <p>Cymhwyster rheoli perthnasol neu ddatblygiad proffesiynol parhaus pendant.</p>
<p>Y sgiliau sy'n ymwneud â'r swydd /</p> <p>Galluoedd</p>	<p>Penderfynu ynghylch Camau a'u Rhoi ar Waith</p> <p>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.</p> <p>Arwain a Goruchwyllo</p> <p>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.</p> <p>Glynu wrth Egwyddorion a Gwerthoedd</p> <p>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.</p> <p>Darbwylllo a Dylanwadu</p> <p>Gwneud argraff bersonol gref ar eraill; Ennill dealltwriaeth glir ac ymrwymiad gan eraill drwy ddarbwylllo, 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 darbwylllo</p> <p>Cyflwyno a Chyfathrebu</p> <p>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 cynulleidfia ac i'w hymatebion a'u hadborth; Cyfleu hygrededd</p> <p>Llunio Strategaethau a Chysyniadau</p> <p>Gweithio'n strategol i wireddu amcanion trefniadol; 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</p> <p>Addasu ac Ymateb i Newid</p> <p>Addasu i amgylchiadau newidiol; Derbyn syniadau newydd a mentrau ar gyfer newid; Addasu arddull ryngpersonol 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.</p>

	<p>Dadansoddi</p> <p>Dadansoddi data rhifyddol, data geiriol a phob ffynhonnell wybodaeth arall. Rhannu gwybodaeth yn gydrannau, patrymau a pherthnasoedd. Ymchwilio i gael rhagor o wybodaeth neu well dealltwriaeth o broblem, gwneud penderfyniadau rhesymol o'r wybodaeth a'r dadansoddi sydd ar gael. Cynnig atebion ymarferol i amrywiaeth o broblemau. Dangos dealltwriaeth fod un mater yn gallu bod yn rhan o system lawer mwy.</p>
<p>Gwybodaeth</p>	<p>Dangos gwybodaeth bendant am bolisi, strategaeth a darpariaeth sy'n ymwneud â phortffolio Cyfarwyddiaeth yr Amgylchedd ac arwain timau i gyflwyno rhaglenni a mentrau gyda dawn i weithio mewn partneriaeth.</p> <p>Llywr ddeall cyd-destun lleol, rhanbarthol a chenedlaethol y Cyngor er mwyn datblygu a gweithredu strategaethau, polisiau a safonau perthnasol.</p> <p>Dealltwriaeth glir o agenda'r Llywodraeth ar gyfer Llywodraeth Leol, ar lefel Gymreig a Phrydeinig.</p>
<p>Profiad</p>	<p>Profiad llwyddiannus o reolaeth strategol ar lefel uwch mewn sefydliad mawr.</p> <p>Profiad o ran datblygu a gweithredu strategaethau gwasanaeth a chorfforaethol sy'n darparu gwelliannau amlwg.</p> <p>Profiad o gyflawni arbedion effeithlonrwydd sylweddol drwy ddefnyddio a hyrwyddo TGCh.</p> <p>Tystiolaeth o arwain newid sylweddol mewn trefniadaeth a gwasanaethau a rheoli'n llwyddiannus y goblygiadau o ran rheoli pobl.</p>
<p>Rhinweddau personol</p>	<p>Meddu ar gymhelliant cryf a'r gallu i gymell eraill mewn amgylchedd tîm.</p> <p>Rheoli materion sensitif a gwleidyddol yn hyderus gan weithio'n ddiplomataidd i gyflawni canlyniadau positif ar gyfer defnyddwyr gwasanaeth.</p> <p>Y gallu i ennyn ymddiriedaeth, didwylledd, a chydaddoldeb 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 gyda 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>
	Dymunol
	Dim

Sgiliau Iaith / Cyfathrebu Pa lefel ydych chi?	Sgiliau Siarad	Sgiliau Ysgrifennu
Cymraeg	2	2
Saesneg	5	5
Arall (nodwch)		

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)

Gall fod gwiriadau DBS yn ofynnol ar gyfer rhai swyddi lle bydd angen gweithio gyda phlant ac oedolion agored i niwed. Mae'r canlynol yn ofynnol ar gyfer y swydd hon:

DIM ANGEN GWIRIAD DBS	<input checked="" type="checkbox"/>
<u>Adran A – y math o ddatgeliad</u>	
DATGELIAD SAFONOL	<input type="checkbox"/>
DATGELIAD MANWL	<input type="checkbox"/>
DATGELIAD MANWL GAN WIRIO'R RHESTR WAHARDD	<input type="checkbox"/>
<u>Adran B – y math o weithlu</u>	
Y GWEITHLU PLANT	<input type="checkbox"/>
Y GWEITHLU OEDOLION	<input type="checkbox"/>
Y GWEITHLU PLANT AC OEDOLION	<input type="checkbox"/>
GWEITHLU ARALL	<input type="checkbox"/>

Y RHESWM

UNRHYW WYBODAETH ARALL

Mae'r swydd hon dan Gyfyngiadau Gwleidyddol, sy'n ei gwneud yn ofynnol i ddeiliad y swydd fod yn wleidyddol ddi-dduedd.

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 atebolrwydd a chyfrifoldeb y swydd yn y sefydliad.

Main Purpose of Job

- To support and advise the Chief Executive and Elected Members in the overall strategic management of the Council.
- 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 the delivery of specific corporate and Environment directorate priorities within the Council's Corporate Strategy, including the Council's Well-being Objectives and ensuring the steps taken are in accordance with the sustainable development principle of the Well-being of Future Generations Act – improving the economic, social, environmental and cultural well-being of Carmarthenshire.
- To ensure a culture of performance management, continuous service improvement, evaluation and performance review across the Environment directorate, and that resources are used economically, efficiently and effectively.
- To lead and manage the Environment portfolio which includes Place and Sustainability, Waste and Environmental Services, Transportation, Highways and Property, whilst ensuring that Council policies and procedures are implemented effectively and consistently.
- 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.

Key tasks/responsibilities

PRINCIPAL ACCOUNTABILITIES:

- Provide clear and visible leadership and strategic direction that inspires team working and secures high levels of commitment amongst managers and employees to deliver exceptional services underpinned by a positive working relationship with all Trade Unions.
- 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.
- 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.
- To promote and foster an organisational culture in which constructive 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.

- To fully support the collaboration agenda and to play a key role regionally through working in partnership to deliver transformational improvements.
- To ensure that services are provided to the highest possible standard, and that our customers are fully engaged and consulted in service provision.
- To be responsible for ensuring that performance is constantly scrutinised and monitored so to provide the best possible outcomes for service users, within the resources available.
- 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, and reduce costs.
- To promote equality of opportunity in the delivery of services and employment practices so that the Council meets its moral and legal obligations including Health & Safety.
- To take lead responsibility for specific corporate projects or any other duties determined by the Chief Executive or commensurate with the post.
- To ensure effective performance management frameworks are in place for the department that drive continuous service improvement.
- Provide high visibility leadership which promotes high standards, challenge and a positive working environment for staff.
- Lead the development of service and workforce planning for the department.

Responsible for staff/equipment

Approximately 1,257 members of staff, operating from 181 establishments including schools. Annual revenue budget of approximately £46.1 million and a capital budget in the region of £11.5 million.

Reporting to

Chief Executive

Criteria	Essential
<p>Qualifications/</p> <p>Vocational training/</p> <p>Professional Memberships</p>	<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>
<p>Job Related Skills/</p> <p>Competencies</p>	<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 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>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 creditability</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>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>
Knowledge	<p>Demonstrate a proven knowledge of policy, strategy and delivery relating to the Environment Directorate portfolio and leading teams to deliver programmes and initiatives with a flair for partnership working.</p> <p>Thorough understanding of the Council's local, Regional and National context to develop and implement relevant strategies, policies and standards</p> <p>A clear understanding of the Government's agenda for Local Government at both UK and Wales level.</p>
Experience	<p>A proven track record of successful strategic management at a senior level within a large organisation.</p> <p>Experience in developing and implementing service and corporate strategies that deliver demonstrable improvements.</p> <p>Experience of delivering significant efficiencies through the use and promotion of ICT.</p> <p>Evidence of leading significant organisational and service change together with successfully managing the People Management implications.</p>
Personal qualities	<p>Highly motivated and able to motivate others in a team orientated environment.</p> <p>To confidently manage sensitive and political issues with effective use of diplomacy to achieve positive outcomes for service users.</p> <p>Able 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 mindset 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>

	Desirable
	None

Language/ Communication Skills What level are you?	Spoken Level	Written level
Welsh	2	2
English	5	5
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:

NO DBS CHECK REQUIRED	<input checked="" type="checkbox"/>
Section A – type of disclosure	
STANDARD DISCLOSURE	<input type="checkbox"/>
ENHANCED DISCLOSURE	<input type="checkbox"/>
ENHANCED DISCLOSURE WITH BARRED LIST CHECK	<input type="checkbox"/>
Section B – workforce type	
CHILD WORKFORCE	<input type="checkbox"/>
ADULT WORKFORCE	<input type="checkbox"/>
CHILD AND ADULT WORKFORCE	<input type="checkbox"/>
OTHER WORKFORCE	<input type="checkbox"/>

JUSTIFICATION

ANY OTHER INFORMATION

This is a Politically Restricted post, which requires the postholder to be politically neutral

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.