



Proffil Swydd/Job Profile

Teitl y Swydd – Pennaeth Seilwaith
Amgylcheddol
Post Title – Head of Environmental
Infrastructure

Adran	Yr Adran Lle a Seilwaith
Department	Department of Place and Infrastructure
Is-Adran/Adain	Seilwaith Amgylcheddol
Division/Section	Environmental Infrastructure
Gradd/Grade	Pennaeth y Gwasanaeth
Rhif y Swydd/Post Number	002655
Paratowyd Gan/Prepared By	Y Cyfarwyddwr Lle a Seilwaith/Director of Place & Infrastructure
Dyddiad/Date	Ebrill 2023/April 2023

Prif Ddiben y Swydd

Darparu arweiniad, gweledigaeth a chyngor proffesiynol, gan fod yn atebol yn strategol ac yn weithredol i sicrhau bod cyfrifoldebau cyfreithiol y Cyngor yn cael eu cyflawni'n briodol ar gyfer y gwasanaethau canlynol: rheoli a chynnal a chadw trafndiaeth a phrifyrdd, gwasanaethau cefn gwlad; gwasanaethau parcio; rheoli gwastraff ac ailgylchu; gorfodi materion amgylcheddol; glanhau strydoedd a rheoli sbwriel; cynnal a chadw tiroedd a swyddogaethau argyfyngau sifil.

Bod yn gyfrifol am sicrhau bod y gwasanaethau o fewn y portffolio'n datblygu, yn perfformio ac yn cael eu harwain a'u rheoli mewn modd effeithiol a chynaliadwy, gan sicrhau bod y gwasanaethau'n cyd-fynd ag amcanion, ymrwymadau a rhwymedigaethau'r Cyngor yn y meysydd hyn.

Cynorthwyo'r Cyfarwyddwr i ddatblygu'r adran er mwyn sicrhau bod yr adran yn ymdrechu'n barhaus i gyflawni rhagoriaeth.

Cefnogi'r Aelod/au arweiniol a'r Cyfarwyddwr Lle a Seilwaith i gyflawni eu rhwymedigaethau statudol yn effeithiol a bod yn atebol iddynt am berfformiad effeithiol yr holl wasanaethau a swyddogaethau o fewn yr is-adran.

Arwain o ran newidiadau trawsnewidiol i'r gwasanaeth gan ganolbwyntio'n benodol ar arbedion effeithlonrwydd a phrosesau sy'n canolbwyntio ar y cwsmer.

Y Prif Ddyletswyddau

Cyfrifoldebau Strategol

1. Fel aelod o'r Tîm Uwch-reolwyr (SMT), darparu arweinyddiaeth, gweledigaeth, cyngor proffesiynol a chyfeiriad strategol effeithiol o ran darparu'r ystod lawn o wasanaethau o fewn y portffolio hwn sy'n cyd-fynd â nodau ac amcanion strategol y Cyngor.
2. Cyfrannu at gynllunio strategol a phrosesau cyllidebol y Cyngor er mwyn sicrhau bod y Cyngor yn barod ar gyfer gofynion yn y dyfodol o safbwynt ariannol, deddfwriaethol ac o ran y gwasanaeth. Bydd hyn yn cynnwys gweithio mewn partneriaeth.
3. Arwain portffolio o ganlyniadau'r gwasanaeth a materion trawsbynciol, a gweithio mewn partneriaeth â chydweithwyr corfforaethol i drawsnewid cyflawni gweithredol drwy gychwyn, datblygu a gweithredu strategaethau i ysgogi ac i reoli newid, fel bod y Cyngor yn parhau i ddatblygu ac i wella.
4. Cynorthwyo aelodau etholedig, y Tîm Rheoli Corfforaethol a chydweithiwr sy'n Benaethiaid Gwasanaeth drwy ddarparu cyngor, arweiniad a gwybodaeth

broffesiynol am y gwasanaethau a ddarperir ar draws portffolio'r gwasanaeth, ac o ran unrhyw faterion eraill fel y bo'n briodol.

Cyfrifoldebau Adrannol

1. Darparu gwasanaethau sy'n atebol ac yn gweithredu'n effeithlon ac yn effeithiol o ran cynhyrchiant ac ansawdd y gwasanaeth, drwy greu a darparu cynlluniau busnes â ffocws, targedau perfformiad, ynghyd â monitro a gwerthuso'r gwaith.
2. Bod yn gyfrifol am gysoni'r gwasanaethau a ddarperir o fewn y portffolio o ran nodau ac amcanion strategol y Cyngor y cytunwyd arnynt, a hynny drwy arwain a chyfathrebu'n effeithiol.
3. Llunio cynlluniau busnes blynyddol a chynlluniau gweithredu ar gyfer gwella sy'n ymdrin â holl weithgareddau'r Is-adran a rheoli cyflawniad effeithiol y cynlluniau hyn.
4. Monitro'n agos holl agweddau ar berfformiad yr Is-adran ac adrodd yn rheolaidd ar hynny'n unol â'r prosesau rheoli perfformiad corfforaethol.
5. Sicrhau bod y portffolio o wasanaethau mewn sefyllfa dda i ddarparu agendâu, gofynion a chyfarwyddiadau polisiâu cyfredol a rhai sy'n datblygu o fewn cyddestun lleol a rhanbarthol.
6. Sicrhau bod ymatebion priodol o ran craffu neu arolygu sy'n benodol i'r gwasanaeth, a hynny'n fewnol neu'n allanol, gan gynllunio gweithredu ac adrodd yn unol â hynny.
7. Cyfrannu at uchelgais y Cyngor a'r Adran i ehangu'r defnydd o'r iaith Gymraeg.
8. Bod yn gyfrifol am y cyllidebau refeniw a chyfalaf yr Is-adran, gan gynnwys grantiau allanol, yn unol â fframwaith polisi a rheolau gweithdrefn ariannol y Cyngor.
9. Sicrhau bod diwylliant cryf o Reoli Iechyd a Diogelwch yn gyffredin ac wedi'i wreiddio'n ddwfn yn holl swyddogaethau'r Is-adran o ran cyflawni'r gwasanaeth.

Arwain Tîm

1. Darparu arweinyddiaeth bersonol effeithiol i weithwyr yr is-adran, a chefnogi diwylliant o ddysgu o fewn y timau, fel bod y staff yn cael eu harfogi/eu galluogi/eu cefnogi i ddarparu'r gwasanaeth gorau posibl.

2. Arwain trwy esiampl gan greu amgylchedd lle harneisir egni a brwdfrydedd y staff, a lle mae creu syniadau ar gyfer gwella a thrawsnewid arferion gwaith yn cael ei dderbyn fel cyfrifoldeb unigolion ar bob lefel.
3. Dangos arweinyddiaeth effeithiol drwy greu diwylliant o waith fim a hyblygrwydd i sicrhau perfformiad corfforaethol effeithiol, gan gyfrannu at gyflawni canlyniadau effeithiol cyffredinol i ddefnyddwyr gwasanaeth.
4. Arwain, datblygu a hyfforddi gweithwyr o fewn yr is-adran, cynllunio'r gweithlu i sicrhau bod perfformiad eithriadol yn cael ei gyflawni a chreu amgylchedd cadarnhaol yn y gweithle, gan annog gweithgareddau ymgysylltu a sicrhau eu bod yn rhan annatod o'r diwylliant.

Cyfrifoldebau Corfforaethol

1. Cefnogi a chynghori'r Aelodau Cabinet dros Le a Seilwaith ynghylch cyflawni ei ddyletswyddau / dyletswyddau.
2. Cyflwyno adroddiadau rheolaidd ynghylch monitro perfformiad gwasanaethau i'r Tîm Rheoli Corfforaethol a'r Cabinet.
3. Bod yn gyfrifol am wneud penderfyniadau ynghylch materion penodol fel y nodwyd yn y cynlluniau dirprwyo corfforaethol ac adrannol.
4. Sicrhau bod Gwerthoedd Craidd y Cyngor, proffesiynoldeb a diwylliant cadarnhaol yn cael ei weithredu drwy arweinyddiaeth gref a meithrin timau effeithiol, effeithlon, hyblyg a galluog.
5. Rheoli perfformiad yn yr is-adran i sicrhau gwelliant ac effeithlonrwydd parhaus, a meddu ar wybodaeth gadarn ynghylch y meysydd lle mae'r perfformiad yn gryf a'r meysydd i'w datblygu a'u herio.
6. Gweithio mewn partneriaeth mewn modd rhagweithiol i sicrhau bod nodau strategol y Cyngor a'i bartneriaid yn cael eu cyflawni'n effeithiol, gan sicrhau'r canlyniadau sy'n rhoi'r gwerth gorau, ynghyd â rhoi mesurau ar waith i gefnogi'r gwaith o reoli trawsnewid a newid.
7. Defnyddio offer effeithiol i gyfathrebu, ymgynghori a gweithio mewn partneriaeth ledled y gwasanaethau a chyda'r Tîm Rheoli Corfforaethol, aelodau etholedig, adrannau eraill, Undebau Llafur a phartneriaid allweddol eraill gan gynnwys asiantaethau allanol.

8. Canolbwyntio ar Ofal Cwsmeriaid yn unol â Pholisi'r Cyngor, gan sicrhau bod gweithwyr yn rhoi cwsmeriaid yn flaenllaw ac ystyried eu hanghenion wrth ddarparu gwasanaethau.

Yn gyfrifol am staff/offer

Yr Is-adran Seilwaith Amgylcheddol

Yn atebol i

Y Cyfarwyddwr Lle a Seilwaith

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant Galwedigaethol ac Aelodaethau Proffesiynol

Yn meddu ar radd mewn pwnc perthnasol neu brofiad cyfatebol.

Aelodaeth o gorff proffesiynol priodol.

Tystiolaeth o Ddatblygiad Proffesiynol Parhaus.

Sgiliau a Galluoedd sy'n ymwneud â'r Swydd

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

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

Arddangos sgiliau rhyngpersonol gwydych 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, gan gyd-fynd â gweithgareddau cyflenwol ar draws y Cyngor.

Gallu dadansoddi gwybodaeth ariannol gan ddefnyddio'r wybodaeth honno'n effeithiol i sicrhau rheolaeth ac atebolrwydd effeithlon o ran y gyllideb.

Meithrin a chynnal cysylltiadau gwaith cydweithredol fel aelod o Fforwm y Penaethiaid Gwasanaeth gan gyfrannu at ddysgu ac at reoli newid meddylfryd ar lefel uwch a lefel strategol.

Gallu dadansoddi materion cydraddoldeb i hybu polisiau ac arferion cydraddoldeb ac amrywiaeth.

Gwybodaeth

Gwybodaeth drylwyr am ddeddfwriaeth, rheoliadau a pholisiau perthnasol sy'n ymwneud â gwasanaethau llywodraeth leol.

Gwybodaeth gadarn am faterion, tueddiadau a gofynion y sector cyhoeddus yn lleol ac yn genedlaethol mewn o leiaf un brif faes yn nisgyblaethau'r portffolio ynghyd ag ymwybyddiaeth o feysydd eraill.

Gwybodaeth gadarn am y materion sy'n wynebu llywodraeth leol ac yn enwedig y Gwasanaethau Amgylcheddol ar lefel strategol a gweithredol.

Gallu dangos darpariaeth gwasanaethau o safon uchel drwy weithlu uchel ei berfformiad.

Dealltwriaeth fanwl o brosesau rheoli perfformiad a chynllunio busnes a'r gallu i gyfeirio'r wybodaeth hon er mwyn sbarduno perfformiad sy'n gwella'n barhaus ac sy'n cyd-fynd â gofynion cwsmeriaid.

Dealltwriaeth o'r broses gwneud penderfyniadau mewn amgylchedd gwleidyddol.

Profiad

Llwyddiant cyson o ran arwain a rheoli meysydd gwasanaeth perthnasol mewn sefydliad mawr, a gafwyd fwy na thebyg drwy gael profiad rheoli sylweddol.

Profiad o arwain y gwaith o ddatblygu a chyflwyno polisiâu a phrosiectau mewn amgylchedd cymhleth.

Profiad llwyddiannus o weithio mewn partneriaeth yn effeithiol gan weithio ar draws ffiniau proffesiynol a ffiniau'r gwasanaeth.

Profiad o arwain a rheoli'r gwaith o ddatblygu a chyflawni rhaglenni cymhleth, yn brydlon ac yn unol â'r gyllideb.

Profiad helaeth o reoli adnoddau dynol ac ariannol ar raddfa helaeth.

Profiad o arwain a rheoli timoedd amlddisgyblaethol yn llwyddiannus er mwyn cyflawni newid cadarnhaol sylweddol yn effeithiol mewn amgylchedd heriol yn y gwasanaethau cyhoeddus.

Rhinweddau Personol

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 gweithgarwch.

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

Darbwylllo a Dylanwadu

Gwneud argraff bersonol effeithiol ar eraill; Sicrhau 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.

Cyflwyno a Chyfathrebu

Siarad yn glir ac yn rhugl; Mynegi barn, gwybodaeth a phrif bwyntiau dadl mewn modd clir; Gwneud cyflwyniadau a siarad yn gyhoeddus yn fedrus ac yn hyderus; Ymateb yn gyflym i anghenion cynulleidfa ac i'w hymatebion a'u hadborth; Cyfleu hygrededd.

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 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 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 eu cyflwyno.

Dadansoddi

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

Meini prawf dymunol

Sgiliau Iaith a Chyfathrebu

Cliciwch ar y ddolen [Beth yw lefel eich gallu?](#)

Cymraeg	Sgiliau Siarad Lefel 3	Sgiliau Ysgrifennu Lefel 3
Saesneg	Sgiliau Siarad Lefel 5	Sgiliau Ysgrifennu Lefel 5
Arall (nodwch)		

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)

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

Adran A – y math o ddatgeliad

Nid oes angen gwiriad DBS

Section B – workforce type

Ddim yn berthnasol

Adran C – A oes angen adnewyddiad DBS bob 3 blynedd ar gyfer y swydd neu gofrestru gyda gwasanaeth diweddarau ar-lein y DBS? Nac oes

Y RHESWM

UNRHYW WYBODAETH ARALL

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.

Swydd dan Gyfyngiadau Gwleidyddol: (sy'n ei gwneud yn ofynnol i ddeiliad y swydd fod yn wleidyddol ddiudedd).

Main Purpose of Job

To provide leadership, vision, and professional advice, whilst having strategic and operational accountability, to ensure the Council's legal responsibilities are properly discharged for the following services: transportation and highways management and maintenance; countryside services; parking services; waste management and recycling; environmental enforcement; street cleansing and litter management; grounds maintenance and civil contingency functions.

To be responsible for the effective and sustainable leadership, management, performance, and development of the Services in the portfolio, ensuring that the services are aligned to the Council's objectives, commitments, and obligations in these areas.

To assist the Director in developing the department to ensure it continuously strives for excellence.

To support the lead Member/s and Director of Place & Infrastructure in effectively discharging their statutory obligations and to be accountable to them for the effective performance of all services and functions within the division.

To lead on transformational service changes with specific focus on service efficiencies and customer orientated processes.

Key responsibilities

Strategic Responsibilities

1. As a member of the Senior Management Team (SMT), to provide effective leadership, vision, professional advice, and strategic direction on the provision of the full range of services within this portfolio that are aligned to the Council's strategic aims and objectives.
2. To contribute to the Council's strategic planning and budgetary processes to ensure that the Council is prepared for future demands in financial, service, and legislative terms, this will include partnership working.
3. To lead a portfolio of service outcomes and cross-cutting issues, and to work in partnership with corporate colleagues to transform operational delivery by initiating, developing, and implementing strategies to drive and manage change, so that the Council continues to develop and improve.
4. To support Elected members, the Corporate Management Team and colleague Heads of Service through the provision of professional advice, guidance and

information on the services provided across the service portfolio, and on any other matters as appropriate.

Departmental Responsibilities

1. To provide services that are accountable and operate efficiently and effectively in terms of productivity and quality of service, through the production and delivery of focused business plans, performance targets, and monitoring and evaluation of work.
2. To be responsible for aligning the services provided within the portfolio to the agreed strategic aims and objectives of the Council through effective leadership and communication.
3. To prepare annual business plans and improvement action plans covering all the activities of the Division and to manage the effective delivery of these plans.
4. To monitor closely all aspects of the performance of the Division and report regularly thereon in accordance with corporate performance management processes.
5. To ensure that the portfolio services are well placed to deliver current and emerging agendas, demands and policy directions in the local and regional context.
6. To ensure appropriate responses to service specific scrutiny or inspection, internal or external, with action planning and reporting accordingly.
7. To contribute to the Council's and Department's ambitions to expand the use of the Welsh language.
8. To be responsible for the revenue and capital budgets, including external grants, of the Division in accordance with the Council's policy framework and financial procedure rules.
9. To ensure a robust culture of Health & Safety Management is prevalent and embedded throughout the Division's suite of service delivery functions.

Team Leadership

10. To provide effective personal leadership to the employees within the division, and to support a learning culture within the teams, so that staff are equipped/enabled/supported to provide the best possible service.

- 11.To lead by example in the creation of an environment in which the energy and enthusiasm of staff is harnessed, and the generation of ideas for improving and transforming working practices becomes an accepted responsibility at all levels.
- 12.To demonstrate effective leadership by creating a culture of teamwork and flexibility to ensure effective corporate performance, contributing to the overall achievement of effective outcomes for service users.
- 13.To lead, develop and coach employees within the division, conducting workforce planning to ensure delivery of exceptional performance and create a positive workplace environment, encouraging engagement activities ensuring they are embedded as part of the culture.

Corporate Responsibilities

- 14.To support and advise the Cabinet Members for Place & Infrastructure in the discharge of her/his duties.
- 15.To present regular service performance monitoring reports to the CMT and Cabinet.
- 16.To be responsible for making decisions on specific issues as set out in the corporate and departmental schemes of delegation.
- 17.To ensure the deployment of the Council's Core Values, professionalism and positive culture through strong leadership and building effective, efficient, flexible, and capable teams.
- 18.To manage performance within the division to ensure continuous improvement and efficiency, having a sound knowledge of where performance is strong and where there are areas for development and challenge.
- 19.To proactively engage in partnership working to ensure the effective delivery of the strategic aims of the Council and its partners, ensuring best value outcomes as well as implementing measures to support transformation and change management.
- 20.To employ effective tools for communication, consultation and partnership working through the services and with CMT, elected members, other departments, Trades Unions, and other key partners including external agencies.
- 21.To provide focus on Customer Care in accordance with Council Policy, ensuring that employees place customers at the fore and consider their needs in service delivery.

Responsible for staff/equipment

Environmental Infrastructure Division

Reporting to

Director of Place & Infrastructure

Essential Criteria**Qualifications, Vocational training, and Professional Memberships**

Educated to degree level in a relevant subject or equivalent experience.

Membership of an appropriate Professional body.

Evidence of Continuing Professional Development.

Job Related Skills and Competencies

To confidently manage sensitive and political issues with effective use of diplomacy to achieve positive outcomes for service users.

Ability create an environment of trust, openness and equality by interacting with people of various social, cultural, economic and educational backgrounds.

Demonstrate excellent interpersonal skills that enable positive relationships with relevant stakeholders/partners (including Trade Unions)

Have a strategic mindset towards shaping services that address corporate priorities, integrate and align with complementary activities across the Council.

Ability to analyse financial information and effectively use the information to ensure efficient budget management and accountability.

Establish and maintain cooperative working relationships as a member of the Heads of Service Forum to the learning and management of cultural change at a senior and strategic level.

Ability to undertake equality analysis to promote equality and diversity policies and practices.

Knowledge

A thorough knowledge of relevant legislation, regulation and policies relating to local government services.

A sound knowledge of local and national public sector issues, trends, and requirements in at least one major area of the portfolio's disciplines with awareness of others.

A sound knowledge of the issues facing local government and in particular Environmental services at both a strategic and operational level.

Ability to demonstrate delivery of high performing services through a high performing workforce.

A deep understanding of performance management and business planning processes and the ability to direct this knowledge to drive continuously improving performance, aligned to customer demands.

Understanding of the decision-making process in a political environment.

Experience

Consistent achievement in leadership and management in relevant service areas with a large organisation, most likely gained through significant management experience.

Experience of leading policy and project development and delivery in complex environment.

A proven track record of effective partnership working across professional and service boundaries.

Experience in leading and managing the development and delivery of complex programmes, to time and within budget.

Extensive experience of the management of large-scale human and financial resources.

Experience of successfully leading and managing multi-disciplinary teams to effectively achieve significant positive change in a challenging public service environment.

Personal qualities

Deciding & Initiating Action

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

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

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.

Persuading & Influencing

Makes an effective 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.

Presenting & Communicating

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.

Formulating Strategies & Concepts

Works strategically to realise organisational goals; Sets and develops strategies; Identifies and organises resources needed to accomplish tasks; Monitors performance against deadlines and milestones.

Adapting & Responding to Change

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.

Analysing

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.

Desirable Criteria

Language and Communication Skills

Click on the link [What level are you?](#)

Welsh	Spoken Level 3	Written level 3
English	Spoken Level 5	Written level 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:

Section A – type of disclosure **No DBS check required**

Section B – workforce type **Not Applicable**

**Section C – Does the post require 3 yearly DBS renewals
or registration with the DBS online update service?** **No**

JUSTIFICATION

ANY OTHER INFORMATION

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.

Politically Restricted Post: (which requires the postholder to be politically neutral).