



ROLE ADVERT

ROLE TITLE: Lower Wye Catchments Project Officer – Temporary until 31 December 2019 (externally funded)

POST ID: RCO45

GRADE: BAND F SCP 25 – SCP 29 £23,111 - £26,470

HOURS: 37hrs per Week

LOCATION: Wye Valley Area of Outstanding Natural Beauty Unit, Monmouth.

WELSH LANGUAGE ASSESSMENT: Welsh language skills are not necessary

PURPOSE OF POST:

This is an exciting opportunity to deliver an innovative natural resource management project in an outstanding landscape. The Lower Wye Valley Catchments Green Infrastructure and Natural Flood Management project is a catchment based partnership covering 4 Wye tributaries and 54km² of the Wye Valley AONB, working with landowners, land managers, interested parties and the public to develop practical sustainable solutions to address land management, water run-off, access and invasive weed issues through an Integrated Green Infrastructure Strategy.

This post is funded by grant from Natural Resources Wales and will be based within the Wye Valley AONB team who are delivering this partnership project.

Should you require any further information regarding this post, please contact: Andrew Blake, Wye Valley AONB Manager Tel: 01600 713977 or Matthew Lewis, Green Infrastructure and Countryside Manager Tel: 01633 644855

Closing Date: 12 noon on 20 July 2018

Please Note that we are not able to accept CV's

Application forms can be completed online or down loaded via:

<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Completed paper application forms should be returned to the following address:-

Employee Services, Monmouthshire County Council, PO BOX 106,
CALDICOT, NP26 9AN

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job-share unless stated otherwise.



ROLE PROFILE

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GRADE:	BAND F SCP 25 – SCP 29 £23,111 - £26,470
HOURS:	37hrs per Week
LOCATION:	Wye Valley Area of Outstanding Natural Beauty Unit, Monmouth.
RESPONSIBLE TO:	Green Infrastructure & Countryside Manager, line managed by the Wye Valley AONB Manager

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are not necessary

Wye Valley Area of Outstanding Natural Beauty Unit

Who are we?

Our Purpose:-

The Wye Valley AONB straddles the English Welsh border covering some of the most spectacular scenery in lowland Britain. The AONB unit works to support a strong partnership to conserve and enhance this unique nationally protected landscape.

The Purpose of this Role:-

To manage and deliver the activities detailed in the Lower Wye Valley Catchments Green Infrastructure and Natural Flood Management Project Application by 31 December 2019. This post is funded by grant from Natural Resources Wales.

Expectation and Outcomes of this Role:-

You will be expected to deliver a catchment based partnership approach, covering 4 Wye tributaries and 54km² of the Wye Valley AONB, working with landowners, land managers, interested parties and the public to develop practical sustainable solutions to address land management, water run-off, access and invasive weed issues through an Integrated Green Infrastructure Strategy. You will be supported by a project steering group including Monmouthshire County Council, National Farmers Union Wales, Gwent Wildlife Trust, Natural Resources Wales, Monmouthshire Meadows and the Woodland Trust. You will be able to draw on technical advice through these partners covering countryside access, biodiversity, natural resource management, local flood management and related issues.

Your responsibilities are to:-

- Deliver the activities and outputs detailed in the project application, ensuring the timely delivery of the relevant outputs, including:

- To strategically identify and address issues relating to outdoor recreation / access, communities and biodiversity, particularly affected by water run off through the preparation of an integrated Green Infrastructure Strategy and;
 - Seeking to address these issues through the identification, development, specification and costing of potential solutions to be delivered via the project as pilot projects, by partners taking complementary action or through future funding bids
 - Ensuring the provision of advice on catchment sensitive farming and natural flood management, best practice events etc.
 - Engagement of landowners, land managers, other interested parties and the public to develop practical sustainable solutions following natural resource management principles
 - Wider public engagement through walks, talks, volunteering and direct engagement on specific issues, including PR and social media
- Maintain communication and engagement with the project partners to ensure that the project is informed by the best technical advice and to ensure adequate liaison and reporting both to the project steering group and to individual partners
 - Ensure that the project builds on the widest evidence base and that as the project progresses all relevant information, survey results and other evidence is systematically recorded so as to be available to support subsequent projects and initiatives
 - Support the preparation of contracts and project / contract management
 - Assist in budget management and reporting to ensure compliance with the grant conditions and financial requirements
 - Assist in the delivery of the necessary surveys, monitoring and reporting to meet the monitoring requirements and key outputs / outcomes for the project.
 - To ensure the promotion and implementation of the principles of equal opportunities in relation to employment and service delivery issues.
 - To be responsible for the implementation and monitoring of health and safety at work and the safety of visitors as laid down in the authority's Health and Safety Policy and Procedures
 - Similar duties from time to time without changing their character or level of responsibility

Here's what we can provide you with:-

- The opportunity to deliver an exciting project with clearly defined outcomes and a dedicated budget.
- The opportunity to work with the Wye Valley AONB team and partners in an outstanding landscape.
- We will provide management and team support and appropriate training, including health and safety training.

What else you need to know.....Monmouthshire Values are:

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct. The Council is committed to Equal Opportunities and welcome applicants from all sections of the community.

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an enhanced Disclosure and Barring Service check. The Council is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

Person Specification

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-

- Good knowledge and understanding of sustainable management of natural resources and green infrastructure principles together with an appreciation of the wider context including working in a designated landscape
- An appropriate environmental professional qualification with relevant work experience
- An understanding and knowledge of the catchment management approach.
- An understanding and knowledge of countryside access issues and legislation.
- The ability to develop, specify and manage projects and contracts.
- Effective and efficient communication skills and an ability to work with people from a wide range of organisations.
- An ability to manage contractors to achieve positive results
- A commitment to supporting volunteering opportunities;

- The ability to handle and process environmental / GIS data and experience of using Microsoft applications and GIS systems.
- An ability to work effectively alone and as part of a small team.
- A full driving licence and to have a use of a car.
- Willingness to abide by the Council's Equal Opportunities Policy, including undertaking appropriate equality awareness training
- An awareness of Health and Safety issues and be willing to abide by Monmouthshire County Council's Health and Safety Policies & Procedures



PROFFIL Y RÔL

TEITL Y RÔL: Swyddog Prosiect Dalgylchoedd Rhannau Isaf Y Gwy – Dros Dro tan 31 Rhagfyr 2019 (wedi ei ariannu'n allanol)

RHIF ADNABOD Y SWYDD: RCO45

GRADD: BAND F SCP 25 – SCP 29 £23,111 - £26,470

ORIAU: 37 awr yr wythnos

LLEOLIAD: Uned Ardal o Harddwch Naturiol Eithriadol (AHNE) Dyffryn Gwy, Trefynwy.

YN ATEBOL I: Rheolwr Seilwaith Gwyrdd a Chefn Gwlad, yn cael ei reoli o ddydd i ddydd gan Reolwr AHNE Dyffryn Gwy

ASESIAD Y GYMRAEG:

Sgiliau yn y Gymraeg heb fod yn angenrheidiol.

Uned Ardal o Harddwch Naturiol Eithriadol Dyffryn Gwy

Pwy ydym ni?

Ein Diben:-

Mae AHNE (Uned Ardal o Harddwch Naturiol Eithriadol) Dyffryn Gwy yn croesi'r ffin rhwng Cymru a Lloegr ac yn cynnwys ychydig o'r golygfeydd mwyaf godidog o ran tir isel Prydain. Mae'r uned AHNE yn gweithio i gefnogi partneriaeth gref er mwyn diogelu a gwella'r tirlun unigryw hwn sydd yn cael ei amddiffyn yn genedlaethol.

Pwrpas y Rôl hon:-

Rheoli ac ymgymryd â'r gweithgareddau sydd wedi eu nodi yng Nghais Prosiect Rheoli Seilwaith Gwyrdd a Rheoli Llifogydd Naturiol Rhannau Isaf Y Gwy erbyn 31 Rhagfyr 2019. Mae'r swydd hon yn cael ei hariannu gan grant o Gyfoeth Naturiol Cymru.

Disgwyliadau a Chanlyniadau'r Rôl hon:-

Bydd disgwyl i chi ddarparu a gweithredu dulliau partneriaeth yn seiliedig ar ddalgylchoedd, yn cynnwys 4 isafon sydd yn bwydo'r Afon Gwy a 54km² o AHNE Dyffryn Gwy, yn gweithio gyda thirfeddianwyr, rheolwyr tir, partion a chanddynt fuddiant a'r cyhoedd i ddatblygu datrysiadau cynaliadwy ymarferol er mwyn mynd i'r afael â materion yn ymwneud â rheoli'r tir, dŵr ffo, materion yn ymwneud gyda mynediad a chwyn goresgynnol fel rhan o Strategaeth Seilwaith Gwyrdd Integredig. Byddwch yn cael eich cefnogi gan grŵp llywio'r prosiect sydd yn cynnwys Cyngor Sir Fynwy, Undeb Amaethwyr Cymru, Ymddiriedolaeth Bywyd Gwyllt Gwent, Cyfoeth Naturiol Cymru, Monmouthshire Meadows a Choed Cadw. Byddwch yn medru manteisio ar gyngor technegol y partneriaid

wrth ymdrin gyda materion megis mynediad at gefn gwlad, rheoli cyfoeth naturiol, rheoli llifogydd yn lleol a materion perthnasol eraill.

Bydd eich cyfrifoldebau yn cynnwys:-

- Darparu'r gweithgareddau a'r canlyniadau sydd wedi eu manylu yng nghais y prosiect, gan sicrhau bod unrhyw ganlyniadau perthnasol yn cael eu cyflenwi mewn modd amserol gan gynnwys:
 - Adnabod mewn modd strategol a mynd i'r afael gyda materion sydd yn ymwneud â gweithgareddau hamdden awyr agored, mynediad, cymunedau a bioamrywiaeth, yn enwedig yr hyn sydd yn cael ei effeithio gan ddŵr ffo drwy baratoi Strategaeth Seilwaith Gwyrdd integredig; a
 - Ceisio mynd i'r afael gyda materion yma drwy adnabod, datblygu, manylu, costio datrysiadau posib sydd i'w cyflwyno drwy gyfrwng y prosiect, a hynny fel rhan o brosiectau peilot, gyda phartneriaid yn cymryd camau atodol neu drwy wneud cais am gyllid yn y dyfodol
 - Sicrhau bod cyngor yn cael ei ddarparu ar ffermio'r dalgylch mewn modd sensitif a rheoli llifogydd yn naturiol, trefnu digwyddiadau arfer gorau ayyb.
 - Ymgysylltu gyda thirfeddianwyr, rheolwyr tir, partion eraill sydd â diddordeb a'r cyhoedd i ddatblygu datrysiadau cynaliadwy ymarferol yn dilyn egwyddorion rheoli adnoddau naturiol
 - Ymgysylltu gyda'r cyhoedd yn ehangach, drwy gyfrwng teithiau cerdded, anerchiadau gwirfoddoli, ac ymgysylltu ar faterion penodol gan gynnwys Cysylltiadau Cyhoeddus a'r cyfryngau cymdeithasol
- Cynnal cyfathrebu ac ymgysylltu gyda phartneriaid y prosiect er mwyn sicrhau bod y cyngor technegol gorau yn llywio'r prosiect ac yn sicrhau bod digon o weithio agos ac adrodd yn ôl i grŵp llywio'r prosiect a phartneriaid unigol
- Yn sicrhau bod y prosiect yn adeiladu ar y dystiolaeth ehangaf bosib, ac wrth i'r prosiect ddatblygu, sicrhau bod yr holl wybodaeth berthnasol, canlyniadau'r arolygon a thystiolaeth arall yn cael eu cofnodi'n systematig ac ar gael er mwyn cefnogi prosiectau a mentrau dilynol.
- Cefnogi'r broses o baratoi cytundebau a rheoli prosiect / cytundebau
- Cynorthwyo i reoli'r gyllideb ac adrodd er mwyn sicrhau cydymffurfiaeth gydag amodau'r grant a'r anghenion cyllidol
- Cynorthwyo'r broses o gynnal yr arolygon angenrheidiol, monitro ac adrodd er mwyn diwallu anghenion monitro ac allbynnau/canlyniadau allweddol ar gyfer y prosiect.
- Yn sicrhau'r broses o hyrwyddo a gweithredu'r egwyddorion o gyfle cyfartal o ran cyflogaeth a'r gwasanaethau sydd yn cael eu cyflenwi.
- Yn gyfrifol am weithredu a monitro iechyd a diogelwch yn y gweithle a diogelwch ymwelwyr fel sydd wedi ei amlinellu ym Mholisiau a Gweithdrefnau Iechyd a Diogelwch yr awdurdod.
- Dyletswyddau tebyg o dro i dro heb newid natur y swydd a'r lefel o gyfrifoldeb.

Dyma'r hyn y mae modd i ni ddarparu i chi:-

- Y cyfle i ymgymryd â phrosiect cyffrous gyda chanlyniadau sydd wedi eu diffinio yn eglur a chyllideb benodol.
- Y cyfle i weithio gyda thîm AHNE Dyffryn Gwy a phartneriaid mewn tirlun rhagorol.
- Bydd yn darparu rheolaeth a chymorth tîm a hyfforddiant priodol gan gynnwys iechyd a diogelwch.

Beth arall sydd angen i chi wybod.....Dyma Werthoedd Cyngor Fynwy:

- Tryloywder: Rydym am geisio bod yn agored ac onest er mwyn datblygu perthynas lle y mae pobl yn medru ymddiried yn ei gilydd.
- Tegwch: Rydym am geisio cynnig dewis teg, cyfleoedd a phrofiad ac i ddod yn fudiad lle y mae'r naill yn parchu'r llall.
- Hyblygrwydd: Rydym am geisio bod yn hyblyg wrth feddwl a gweithredu er mwyn dod yn fudiad effeithiol ac effeithlon.
- Gwaith tîm: Rydym am geisio gweithio gyda'n gilydd er mwyn rhannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd er mwyn cyflawni ein hamcanion.

A bydd y rôl hon yn gweithio gyda Sir Fynwy er mwyn cyflawni hyn.

Yn ychwanegol at hyn:

Mae'r holl weithwyr yn gyfrifol am sicrhau eu bod yn ymddwyn bob tro mewn ffordd sydd yn gyson â Pholisi Cyfle Cyfartal Sir Fynwy yn eu meysydd perthnasol ac yn eu hymddygiad cyffredinol.

Mae apwyntiad i'r swydd hon wedi ei eithrio o'r Ddeddf Adsefydlu Troseddwyr ac yn amodol ar Wiriad datgeliad Estynedig gan y Gwasanaeth Gwahardd a Datgelu. Mae'r Cyngor wedi ymrwmo i ddiogelu a hyrwyddo lles plant a phobl ifanc ac mae disgwyl i'r holl gyflogeion a'r gwirfoddolwyr i rannu'r ymrwymiad hwn.

Manyleb Person

Sut fyddwn yn gwybod os mai chi yw'r person cywir ar gyfer y rôl hon? Fel yr ymgeisydd llwyddiannus, byddwch wedi arddangos y canlynol:-

- Gwybodaeth a dealltwriaeth dda o reoli adnoddau naturiol yn gynaliadwy ac egwyddorion seilwaith gwyrdd, a hynny gan werthfawrogi'r cyd-destun ehangach gan gynnwys gweithio ar dirwedd ddynodedig.
- Cymhwyster proffesiynol amgylcheddol priodol gyda phrofiad gwaith perthnasol.
- Dealltwriaeth a gwybodaeth o ddulliau rheoli dalgylchoedd.
- Dealltwriaeth a gwybodaeth o faterion mynediad yng nghefn gwlad a deddfwriaeth.
- Y gallu i ddatblygu, manylu a rheoli prosiectau a chytundebau.
- Sgiliau cyfathrebu effeithiol ac effeithlon a'r gallu i weithio gyda phobl o ystod eang o fudiadau.
- Y gallu i reoli contractwyr er mwyn sicrhau canlyniadau positif.
- Ymrwymiad i gefnogi cyfleoedd gwirfoddoli;
- Y gallu i ddelio a phrosesu data amgylcheddol / GIS a phrofiad o ddefnyddio rhaglenni Microsoft a systemau GIS.
- Yn medru gweithio'n effeithiol ar ben eich hun ac fel rhan o dîm.
- Trwydded yrru lawn a'n meddu ar gar.
- Yn fodlon cydymffurfio gyda Pholisi Cyfle Cyfartal y Cyngor, gan gynnwys mynd ar hyfforddiant priodol ym maes ymwybyddiaeth o gydraddoldeb
- Ymwybyddiaeth o faterion lechyd a Diogelwch ac yn fodlon cydymffurfio gyda Pholisïau a Gweithdrefnau lechyd a Diogelwch Cyngor Sir Fynwy