

ROLE ADVERT

ROLE TITLE: Service Manager – Youth Offending Service

PERMANENT:

POST ID: SCS042

GRADE: BAND L SCP 49 (£44,697) – SCP 53 (£48,519)

HOURS: 37 Per Week

LOCATION: Mamhilad which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are desirable.

SAFEGUARDING:

Safeguarding and Child and Adult Protection are key priorities for the Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. All Council employees and volunteers are responsible for playing their part in the well-being, safety and protection of children and adults at risk. All employees and volunteers will be trained to the appropriate level of safeguarding and have a duty to fulfil their personal responsibilities for safeguarding.

PURPOSE OF POST:

We are recruiting to the key role of Service Manager within our Youth Offending Service. Monmouthshire hosts the joint YOS which is a multi-agency service based in Mamhilad. The YOS has a focus on preventing offending and re-offending by children and young people and has a well established and effective prevention service with a good track record of reducing the numbers of young people within the Youth Justice System.

Building on existing strengths you will be responsible for leading the delivery of innovative, sustainable and high quality services to children, young people, families, victims and communities across Monmouthshire and Torfaen.

**Should you require any further information regarding this post, please contact:
Jane Rodgers – Head of Children’s Services Tel: 01633 644054**

Closing Date: 12 noon on Friday 18th May 2018

**There will be an assessment day on Friday 8th June 2018
at Innovation House, Magor**

Please Note that we are not able to accept CVs

Application forms can be completed online or down loaded via:
www.monmouthshire.gov.uk/how-to-apply-for-council-jobs

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

Completed paper application forms should be returned to the following address:-
People Services, Monmouthshire County Council, PO BOX
106, CALDICOT, NP26 9AN

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check.

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.

Monmouthshire County Council operates a Smoke Free Workplace policy.

ROLE PROFILE

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RESPONSIBLE TO: Head of Children's Services

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are desirable.

Monmouthshire & Torfaen Youth Offending Service.....Who are we?

SAFEGUARDING:

Safeguarding and Child and Adult Protection are key priorities for the Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. All Council employees and volunteers are responsible for playing their part in the well-being, safety and protection of children and adults at risk. All employees and volunteers will be trained to the appropriate level of safeguarding and have a duty to fulfil their personal responsibilities for safeguarding.

Our Purpose:-

Monmouthshire hosts the joint YOS which is a multi-agency service based in Mamhilad. The YOS has a focus on preventing offending and re-offending by children and young people and has a well established and effective prevention service with a good track record of reducing the numbers of young people within the Youth Justice System. You will be joining strong leadership teams across both local authority areas and have an opportunity to impact upon service development and delivery both within the Youth Offending Service and across partner agencies.

The YOS has a well established staff group and in its most recent inspection (2015) HMIP said “staff were well supported in their work and they engaged positively with children and young people and partner organisations.”

We want you to join us to continue developing an excellent service.

You will also be part of Monmouthshire Children’s Services Leadership Team and have a key role in the continued development across Children and Youth Offending Services in Monmouthshire.

The Purpose of this Role:-

Building on existing strengths you will be responsible for leading the delivery of innovative, sustainable and high quality services to children, young people, families, victims and communities across Monmouthshire and Torfaen.

Expectation and Outcomes of this Role:-

Monmouthshire is looking for a Service Manager with proven experience of:

- Managing in a multi-agency setting
- Dealing with and solving complex issues
- Financial management
- Change management
- Interpreting legislation, statutory requirements and making them operational
- Knowledge of the wider Children’s Services agenda

Your responsibilities are to:-

Staff management:

- a) To select, recruit and induct team members in accordance with policy and procedure.
- b) To supervise and line manage the Youth Offending Service Operational Team Managers and Business Support and Information Officer.
- c) To manage the day to day operational management of the Youth Offending Service.
- d) To undertake regular staff supervision and annual appraisals.
- e) To ensure appropriate staff development and training.
- f) To manage services in line with policies/procedures of the Local Authority and its partner agencies.
- g) To respond to line management issues in accordance with respective partnership agencies, policies and procedures.

Service development:

- a) To formulate, coordinate and review the Youth Justice Plan Cymru for Monmouthshire and Torfaen.
- b) To liaise with the Youth Justice Board over service development and strategic planning issues.
- c) To set, control and monitor the budget of the Youth Offending Service.

- d) To negotiate and review service specifications and service level agreements, as well as protocols with other agencies and act as the Council's authorised officer in respect of agreed levels of services.
- e) To inform and advise the Local Management Board of the implications of new youth justice legislation and guidance.
- f) To strategically plan operational services.

Performance management

- a) To ensure that an information system is in place to provide the required statutory data as well as management information for the service.
- b) To deliver services to appropriate Local and National Standards or targets and agreed timescales.
- c) To provide the Local Management Board with regular performance information.
- d) To provide the South East Wales Safeguarding Children Board with regular performance information.
- e) To operate within the framework of departmental competency approach.

Partnership working

- a) To represent the Youth Offending Service at the Local Management Board.
- b) To represent the Youth Offending Service at the Community Safety Partnerships for both Monmouthshire and Torfaen Councils.
- c) To represent the Youth Offending Service at the South East Wales Safeguarding Children Board.
- d) To represent the Youth Offending Service at partnership forums for both Monmouthshire and Torfaen.
- e) To influence other local agencies and organisations to help prevent offending of young people within the Community Safety Partnerships.
- f) To represent the Youth Offending Service and its partners as required in relevant multi-agency forums.

Other

- a) To be responsible for the implementation and monitoring of health and safety at work in designated area as laid down in the authorities Health and Safety Policies and Procedures.
- b) To actively support and implement the principles of practice and equality of opportunity as laid down in the Council's Equal Opportunities Policy.

Here's what we can provide you with:-

To enable you to achieve in Monmouthshire, we will ensure you have:

- Manageable workload and quality supervision
- Opportunities to practice creatively
- Support to develop as a leader within the organisation
- Opportunity to be part of a cohesive and vibrant team

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 authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

Person Specification

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

REQUIREMENTS	WEIGHTING HIGH/MEDIUM/LOW	HOW TESTED
EDUCATION, QUALIFICATION, KNOWLEDGE		
Formal professional qualification in a relevant field or discipline	High	Application form
University degree or equivalent level of education	Medium	Application form
A management qualification	Medium	Application form
Additional professional training on aspects of youth crime and criminality	Medium	Application form
Knowledge of Children Act, Children and Young People Act, Criminal Justice Act, Crime and Disorder Act, Legal Aid, Sentencing and Punishment of Offenders Act, Social Services and Well-being (Wales) Act and other relevant legislation	High	Application form
EXPERIENCE		
Relevant post professional experience in any relevant fields/disciplines	High	Application form
Relevant experience of managing a team or equivalent service for young people	High	Application form and interview
Experience of management at a senior level	Medium	Application form and interview
Experience of successful joint work with other agencies	High	Application form and interview
Experience of budget management	High	Application form and interview
Experience of partnership working	High	Application form and interview
COMMUNICATION / INTERPERSONAL SKILLS		
Ability to lead and manage change	High	Application form and interview
Ability to manage conflict	High	Application form and interview
Effective written and oral communication skills	High	Application form and interview
The ability to communicate through	Desirable	Application form

the medium of Welsh		
Ability to have difficult conversations	High	Application form and interview
Negotiation, presentation and advocacy skills	High	Application form and interview
APTITUDE AND SKILLS		
Ability to demonstrate high level innovative leadership and management skills	High	Application form and interview
Ability to think clearly when in pressure situations	High	Application form and interview
To have a range of computer and Information Technology skills	Medium	Application form
Ability to work on your own initiative and as part of a team	High	Application form and interview
Ability to make difficult decisions	High	Application form and interview
Demonstrate resilience and persistence in meeting challenges and achieving outcomes	High	Application form and interview
Ability to work effectively in a multi-agency setting	High	Application form
EQUAL OPPORTUNITIES		
Able to demonstrate a clear understanding of equal opportunities principles and practice and a commitment to their effective implementation in Youth Offending Service context	High	Application form and interview
SPECIAL CIRCUMSTANCES		
Full current driving licence and use of a vehicle	High	Application form
Registration with Social Care Wales	High	Application form
Appointment to this Post will be subject to an Enhanced Disclosure check with the Disclosure and Barring Service	High	

**Should you require any further information regarding this post, please contact:
Jane Rodgers, Head of Children's Services Tel: 01633 644054**

Closing Date: 12 Noon on (Insert Date) 2018



monmouthshire
sir fynwy

WELSH LANGUAGE SKILLS FRAMEWORK

LEVEL 1			
<p><i>Can understand basic everyday phrases if the speaker talks slowly and clearly and is willing to help. Can introduce yourself and others and can ask and answer questions regarding basic information, e.g. individual asking to see someone, where is the xxx meeting, toilet etc. Can transfer phone calls pass on a simple message or make a straightforward request, e.g. via e-mail.</i></p>			
UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can understand simple questions: where is the xxx meeting, where is the toilet, who is the person they wish to see. Can understand who to transfer a phone call to etc, 	<ul style="list-style-type: none"> ➤ Can pronounce place names and personal names correctly. ➤ Can greet individuals face to face or over the phone ➤ Can open and close a conversation or open and close a meeting. 	<ul style="list-style-type: none"> ➤ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms 	<ul style="list-style-type: none"> ➤ Can open and close an e-mail or letter ➤ Can write personal names, place names, job titles ➤ Can write a simple message to a colleague on paper or e-mail, e.g. such and such has called.
LEVEL 2			
<p><i>Can understand sentences when people talk about everyday situations, e.g. simple personal and family information. Can hold a basic conversation with someone to obtain or exchange straightforward information, e.g. discuss how a person is feeling; something which has happened; simple plan for the future. Can write and read messages in letters or e-mails describing familiar issues and written in short sentences.</i></p>			
UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can understand when people speak slowly about everyday situations, e.g. providing personal information, talking about what they have been doing, what they would like to do, how they feel general ➤ Can understand when people ask you do something 	<ul style="list-style-type: none"> ➤ Can communicate simple information or ask common questions, e.g. to acquire information from an individual ➤ Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh ➤ Can hold a short conversation with an individual or exchange relatively straightforward information ➤ Can contribute to a meeting, but need to revert to English for specialist terms. 	<ul style="list-style-type: none"> ➤ Can read short message and certain letters or e-mails, e.g. those which make a request or ask you to pass on a message 	<ul style="list-style-type: none"> ➤ Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting ➤ Can write a short letter or e-mail to arrange an appointment
LEVEL 3			
<p><i>Can understand the main points when an individual or colleague is talking about familiar subjects, e.g. during a conversation or small group meeting. Can hold extended conversations with fluent speakers about familiar subjects involving everyday work. Can describe experiences and events and provide concise explanations and reasons for opinions and plans. Can read articles, letters or e-mails about general subjects. Can write letters or e-mails about most subjects, e.g. requesting something; providing information; inviting somebody or organising an event.</i></p>			

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar. ➤ Can understand a discussion at a meeting if the subject is familiar. ➤ Can understand individuals and colleagues in a familiar situation or in everyday conversation. 	<ul style="list-style-type: none"> ➤ Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical. ➤ Can hold a conversation with an individual or exchanging relatively straightforward information. ➤ Can contribute to a meeting but need to revert to English for specialist terms. ➤ Can adapt the style of language to suit the audience. 	<ul style="list-style-type: none"> ➤ Can understand most e-mail messages or letters concerning day to day work. ➤ Can guess the meaning of a word based on context if the subject is familiar. ➤ Can read a simple, straightforward article in a newspaper or magazine types of written material. 	<ul style="list-style-type: none"> ➤ Can write a letter or e-mail to an individual, or colleague about most topics in order to request something; provide an explanation; describe an experience or situation; invite people or organise an event. ➤ Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.

LEVEL 4

Can usually follow most conversations or discussions, even on unfamiliar topics, Can talk confidently with fluent speakers about familiar subjects relating to work, and can express an opinion, take part in discussion, and talk extensively about general topics, e.g. in meetings or one-to-one situations with individuals. Can understand most correspondence, newspaper articles and reports intended for fluent speakers with the aid of Welsh language resources and can scan long texts to find details. Can complete forms and write reports relating to work and respond accurately.

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can follow most conversations and discussions with individuals or colleagues even if the subject matter is unfamiliar. 	<ul style="list-style-type: none"> ➤ Can contribute effectively to internal and external meetings in a work context. ➤ Can converse comfortably with individuals and exchange information as required. ➤ Can argue for and against a specific case. ➤ Can chair meetings and answer questions from the chair confidently. 	<ul style="list-style-type: none"> ➤ Can read most correspondence and scan long texts to find details. ➤ Can understand most newspaper articles and reports with the aid of a dictionary. ➤ Can understand texts, unless written in a very formal or colloquial form. 	<ul style="list-style-type: none"> ➤ Can produce correspondence of all types, short reports, documents and literature with support of Welsh language translation aids eg. Cysgeir, cysill.

LEVEL 5

Can understand everything that is being said. Can talk extensively about complex issues, presenting difficult information and can facilitate and summarise extended or complex discussions. Can summarise information from different sources (orally and in writing) and present it in a coherent way. Can express themselves spontaneously, fluently and in detail, adapting the language to suit the audience.

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> ➤ Can follow all conversations and discussions with individuals or colleagues. ➤ Can understand the ambiguity and nuance of language. 	<ul style="list-style-type: none"> ➤ Can express yourself fully in detail, even when discussing complex issues. ➤ Can adapt the style and register of your language to suit the audience. 	<ul style="list-style-type: none"> ➤ Can read and understand almost all written texts without difficulty, referring to a dictionary occasionally. ➤ Can read long texts to find relevant details and can understand most types of written material. 	<ul style="list-style-type: none"> ➤ Can write reports in a clear style appropriate to the reader with the support of electronic language aids. ➤ Can write formal or informal Welsh as required. ➤ Can write a range of documents accurately and with confidence.



HYSBYSEB SWYDD

TEITL Y RÔL: Rheolwr Gwasanaeth – Gwasanaeth Troseddau Ieuencid

PARHAOL

RHIF ADNABOD Y SWYDD: SCS042

GRADD: BAND L SCP 49 (£44,697) – SCP 53 (£48,519)

ORIAU: 37 awr yr wythnos

LLEOLIAD: Mamheilad ond gall hyn newid yn y dyfodol os oes angen newid lleoliad y gwasanaeth. Ni thelir treuliau adleoli neu ymyrryd os yw hyn yn digwydd.

ASESIAD Y GYMRAEG:

Sgiliau yn y Gymraeg yn ddymunol

DIOGELU:

Mae Diogelu ac Amddiffyn Plant ac Oedolion yn flaenoriaethau allweddol i'r Cyngor. Ein nod yw cefnogi plant ac oedolion sydd mewn perygl i fod mor ddiogel ag y gallant ac i gyflawni eu potensial. Mae holl weithwyr a gwirfoddolwyr y Cyngor yn gyfrifol am chwarae rhan yng ngwaith lles, diogelu ac amddiffyn plant ac oedolion sydd mewn perygl. Bydd yr holl weithwyr a gwirfoddolwyr yn cael eu hyfforddi i'r lefel briodol o ddiogelu ac mae ganddynt ddyletswydd i gyflawni eu cyfrifoldebau personol dros ddiogelu.

PWRPAS Y SWYDD:

Rydym yn recriwtio ar gyfer y rôl allweddol fel Rheolwr Gwasanaeth o fewn ein Gwasanaeth Troseddau Ieuencid. Mae Sir Fynwy yn cynnal y Gwasanaeth Troseddau Ieuencid cyfun sydd yn wasanaeth aml-asiantaeth wedi ei leoli ym Mamheilad. Mae'r Gwasanaeth Troseddau Ieuencid yn ffocysu ar atal troseddu ac ail-droseddu ymhlith plant a phobl ifanc ac mae'n darparu gwasanaeth atal sefydledig ac effeithiol sydd yn meddu ar hanes da o leihau'r nifer o bobl ifanc o fewn y System Cyfiawnder Ieuencid.

Yn adeiladu ar gryfderau cyfredol, byddwch yn gyfrifol am arwain gwasanaethau arloesol, cynaliadwy a safon uchel ar gyfer plant, pobl ifanc, teuluoedd, dioddefwyr a chymunedau ar draws Sir Fynwy a Thorfaen.

Os ydych angen unrhyw wybodaeth bellach am y rôl hon, cysylltwch os gwelwch yn dda gyda:

Jane Rodgers - Pennaeth Gwasanaethau Plant Ffôn: 01633 644054

Dyddiad Cau: 12pm ar 18 Mai 2018

[Gofynnir i chi nodi na allwn dderbyn CV](#)

Gellir llenwi ffurflenni cais ar-lein neu eu lawrlwytho drwy:

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

Gellir cyflwyno ceisiadau yn y Gymraeg ac ni chaiff cais a gyflwynir yn y Gymraeg ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg.

Ar ôl eu llenwi, dylid dychwelyd ffurflenni cais ar-lein neu eu lawrlwytho drwy:

Gwasanaethau Pobl, Cyngor Sir Fynwy, Blwch SP 106,
CIL-Y-COED, NP26 9AN

Caiff penodiad i'r swydd hon ei eithrio o Ddeddf Adsefydlu Troseddwr ac mae'n amodol ar Wiriad Datgeliad Estynedig.

Mae Cyngor Sir Fynwy yn gyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob adran o'r gymuned.

Mae'r holl swyddi'n agored i'w rhannu os na nodir fel arall.

Mae Cyngor Sir Fynwy yn gweithredu polisi Dim Ysmygu yn y Gweithle.

PROFFIL Y RÔL

TEITL Y RÔL: Rheolwr Gwasanaeth – Gwasanaeth Troseddau Ieuencid

PARHAOL

RHIF ADNABOD Y SWYDD: SCS042

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YN ATEBOL I: Pennaeth Gwasanaethau Plant

ASESIAD Y GYMRAEG:

Sgiliau yn y Gymraeg yn ddymunol

Gwasanaeth Troseddau Ieuencid Sir Fynwy a ThorfaenPwy ydym ni?

DIOGELU:

Mae Diogelu ac Amddiffyn Plant ac Oedolion yn flaenoriaethau allweddol i'r Cyngor. Ein nod yw cefnogi plant ac oedolion sydd mewn perygl i fod mor ddiogel ag y gallant ac i gyflawni eu potensial. Mae holl weithwyr a gwirfoddolwyr y Cyngor yn gyfrifol am chwarae rhan yng ngwaith lles, diogelu ac amddiffyn plant ac oedolion sydd mewn perygl. Bydd yr holl weithwyr a gwirfoddolwyr yn cael eu hyfforddi i'r lefel briodol o ddiogelu ac mae ganddynt ddyletswydd i gyflawni eu cyfrifoldebau personol dros ddiogelu.

Ein Pwrpas:-

Mae Sir Fynwy yn cynnal y Gwasanaeth Troseddau Ieuencid cyfun sydd yn wasanaeth aml-asiantaeth wedi ei leoli ym Mamheilad. Mae'r Gwasanaeth Troseddau Ieuencid yn ffocysu ar atal troseddu ac ail-droseddu ymhlith plant a phobl ifanc ac mae'n darparu gwasanaeth atal sefydledig ac effeithiol sydd yn meddu ar hanes da o leihau'r nifer o bobl ifanc o fewn y System Cyfiawnder Ieuencid. Byddwch yn ymuno gyda thimau arwain cryf ar draws y ddau awdurdod lleol ac yn cael cyfle i effeithio ar ddatblygu a chyflenwi gwasanaethau o fewn y Gwasanaeth Troseddau Ieuencid ac ar draws yr asiantaethau partner.

Mae'r Gwasanaeth Troseddau Ieuencid yn meddu ar grŵp o staff sefydledig, ac yn yr arolwg mwyaf diweddar (2015), dywedodd HMIP fod "staff wedi eu cefnogi'n dda

yn eu gwaith ac yn ymgysylltu'n bositif gyda phlant a phobl ifanc a'r mudiadau partner."

Rydym am i chi ymuno gyda ni er mwyn parhau i ddatblygu gwasanaeth ardderchog.

Byddwch hefyd yn rhan o Dîm Arwain Gwasanaethau Plant Sir Fynwy ac yn meddu ar rôl allweddol o ddatblygu gwasanaethau yn barhaus ar draws Gwasanaethau Troseddau Ieuencid yn Sir Fynwy.

Pwrpas y Rôl hon:-

Yn adeiladu ar gryfderau cyfredol, byddwch yn gyfrifol am arwain gwasanaethau arloesol, cynaliadwy a safon uchel ar gyfer plant, pobl ifanc, teuluoedd, dioddefwyr a chymunedau ar draws Sir Fynwy a Thorfaen.

Disgwyliadau a Chanlyniadau'r Rôl hon:-

Mae Cyngor Sir Fynwy yn chwilio am Reolwr Gwasanaeth sydd â hanes o:

- Rheoli gwaith mewn awyrgylch aml-asiantaeth
- Delio a datrys problemau cymhleth
- Rheoli arian
- Rheoli newid
- Dehongli deddfwriaeth, anghenion statudol a'u gwneud yn weithredol
- Gwybodaeth o'r agenda Gwasanaethau Plant ehangach

Byd eich cyfrifoldebau yn cynnwys:-

Rheoli staff:

- a) Dethol, recriwtio ac anwytho aelodau'r tîm yn unol gyda'r polisïau a gweithdrefnau.
- b) Goruchwyllo a rheoli Rheolwr Tîm Gweithredol y Gwasanaeth Troseddau Ieuencid a'r Swyddog Cymorth Busnes a Gwybodaeth.
- c) Rheoli'r Gwasanaeth Troseddau Ieuencid o ddydd i ddydd.
- d) Goruchwyllo'r staff yn rheolaidd a gwerthuso eu gwaith yn flynyddol.
- e) Sicrhau bod staff yn cael eu hyfforddi a'u datblygu yn briodol.
- f) Rheoli gwasanaethau yn unol gyda pholisïau a gweithdrefnau'r Awdurdod Lleol a'r asiantaethau partner.
- g) Ymateb fel rheolwr i faterion sydd yn codi yn unol gyda'r asiantaethau partner priodol, y polisïau a'r gweithdrefnau.

Datblygu'r gwasanaeth:

- a) Llunio, cydlynu ac adolygu'r Cynllun Ieuencid Cyfiawnder Cymru ar gyfer Cyngor Sir Fynwy a Thorfaen.
- b) Gweithio gyda'r Bwrdd Cyfiawnder Ieuencid o ran materion datblygu gwasanaethau a chynllunio strategol.
- c) Gosod, rheoli a monitro cyllideb y Gwasanaeth Troseddau Ieuencid.

- d) Negodi ac adolygu manylebau'r gwasanaeth a'r cytundebau lefel gwasanaeth, ynghyd â'r protocolau gydag asiantaethau eraill a'n gweithredu fel swyddog awdurdodedig y Cyngor o ran y lefelau o wasanaeth sydd wedi eu cytuno.
- g) Llywio a chynghori'r Bwrdd Rheoli Lleol ar oblygiadau'r ddeddfwriaeth a chanllawiau newydd sydd yn ymwneud gyda chyfiawnder ieuentid.
- h) Cynllunio gwasanaethau gweithredol yn strategol.

Rheoli perfformiad

- a) Sicrhau bod system wybodaeth ar gael er mwyn darparu'r data statudol sydd angen ynghyd â rheoli'r wybodaeth ar gyfer y gwasanaeth.
- b) Darparu gwasanaethau sydd yn cydymffurfio gyda Safonau Lleol a Chenedlaethol neu'n cyrraedd targedau ac o fewn terfynau amser sydd wedi eu cytuno.
- c) Rhoi gwybodaeth gyson am berfformiad i'r Bwrdd Rheoli Lleol.
- d) Rhoi gwybodaeth gyson am berfformiad i Fwrdd Diogelu Plant De Ddwyrain Cymru.
- e) Gweithredu o fewn fframwaith dull cymhwysedd yr adran.

Gweithio mewn partneriaeth

- a) Cynrychioli'r Gwasanaeth Troseddau Ieuentid ar y Bwrdd Rheoli Lleol.
- b) Cynrychioli'r Gwasanaeth Troseddau Ieuentid yn y Partneriaethau Cymunedau Diogel ar gyfer Cyngorau Sir Fynwy a Thorfaen.
- c) Cynrychioli'r Gwasanaeth Troseddau Ieuentid ar Fwrdd Diogelu Plant De Ddwyrain Cymru.
- d) Cynrychioli'r Gwasanaeth Troseddau Ieuentid ar fforymau partneriaeth ar gyfer Sir Fynwy a Thorfaen.
- e) Dylanwadu ar asiantaethau a mudiadau lleol eraill er mwyn helpu atal troseddu ymhlith pobl ifanc o fewn y Partneriaethau Cymunedau Diogel.
- f) Cynrychioli'r Gwasanaeth Troseddau Ieuentid a'r partneriaid fel sydd angen yn y fforymau aml-asiantaeth perthnasol.

Arall

- a) Yn gyfrifol am weithredu a monitro iechyd a diogelwch yn y gweithle mewn mannau dynodedig fel sydd wedi ei amlinellu ym Mholisiâu a Gweithdrefnau Iechyd a Diogelwch.
- b) Yn cefnogi ac yn gweithredu egwyddorion ac arferion cyfle cyfartal fel sydd wedi eu hamlinellu ym Mholisi Cyfle Cyfartal y Cyngor.

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

Er mwyn eich caniatáu i chi gyflawni yn Sir Fynwy, byddwn yn sicrhau eich bod yn:

- Meddu ar lwyth gwaith rhesymol a'n cael eich goruchwyllo mewn modd safonol
- Cael cyfle i wneud eich gwaith yn greadigol
- Cael eich cefnogi i ddatblygu fel arweinydd o fewn y mudiad
- Y cyfle i fod yn rhan o dîm cydlynus a hyfyw

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 Cyngor Sir Fynwy yn gweithredu polisi Dim Ysmygu yn y Gweithle ac mae disgwyl i'r holl gyflogeion i gydymffurfio gyda hyn.

Manyleb Person

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

ANGHENION	PWYSOLI UCHEL/CANOLIG/ISEL	SUT Y CAIFF HYN EI BROFI
ADDYSG, CYMWYSTERAU, GWYBODAETH		
Cymhwyster proffesiynol swyddogol mewn maes neu ddisgyblaeth berthnasol	Uchel	Ffurflen Gais
Gradd prifysgol neu lefel gyfatebol o addysg	Canolig	Ffurflen Gais
Cymhwyster rheoli	Canolig	Ffurflen Gais
Hyfforddiant proffesiynol ychwanegol ar agweddau o droseddau ieuencid a throseddu	Canolig	Ffurflen Gais
Gwybodaeth o'r Ddeddf Plant, Deddf Plant a Phobl Ifanc, Deddf Cyfiawnder Troseddol, Deddf Trosedd ac Anhrefn, Cymorth Cyfreithiol, Deddf Dedfrydu a Chosbi Troseddwyr, Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) a deddfwriaeth berthnasol arall	Uchel	Ffurflen Gais
PROFIAD		
Profiad ôl-broffesiynol mewn unrhyw feysydd/disgyblaethau perthnasol	Uchel	Ffurflen Gais
Profiad perthnasol o reoli tîm neu wasanaeth cyfatebol ar gyfer person ifanc	Uchel	Ffurflen Gais a chyfweliad
Profiad o reoli ar lefel uwch	Canolig	Ffurflen Gais a chyfweliad
Profiad o weithio ar y cyd yn llwyddiannus gydag asiantaethau eraill	Uchel	Ffurflen Gais a chyfweliad
Profiad o reoli cyllideb	Uchel	Ffurflen Gais a chyfweliad
Profiad o weithio mewn partneriaeth	Uchel	Ffurflen Gais a chyfweliad
SGILIAU CYFATHREBU/RHYNGBERSONOL		
Profiad o arwain a rheoli newid	Uchel	Ffurflen Gais a chyfweliad
Yn medru rheoli gwrthdaro	Uchel	Ffurflen Gais a chyfweliad

Sgiliau cyfathrebu ysgrifenedig a llafar effeithiol	Uchel	Ffurflen Gais a chyfweliad
Y gallu i gyfathrebu drwy gyfrwng y Gymraeg	Dymunol	Ffurflen Gais
Yn medru cael sgysiau anodd	Uchel	Ffurflen Gais a chyfweliad
Sgiliau negodi, cyflwyno ac eiriolaeth	Uchel	Ffurflen Gais a chyfweliad
DONIAU A SGILIAU		
Yn medru arddangos sgiliau arwain a rheoli arloesol a safon uchel	Uchel	Ffurflen Gais a chyfweliad
Yn medru meddwl yn eglur o dan bwysau	Uchel	Ffurflen Gais a chyfweliad
Yn meddu ar ystod eang o sgiliau cyfrifiadurol a Thechnoleg Gwybodaeth	Canolig	Ffurflen Gais
Yn medru gweithio ar eich liwt eich hun ac fel rhan o dîm	Uchel	Ffurflen Gais a chyfweliad
Yn medru gwneud penderfyniadau anodd	Uchel	Ffurflen Gais a chyfweliad
Yn arddangos cadernid a phendantwydd wrth fynd i'r afael gyda heriau a'n sicrhau canlyniadau	Uchel	Ffurflen Gais a chyfweliad
Yn medru gweithio yn effeithiol mewn awyrgylch aml-asiantaeth	Uchel	Ffurflen Gais
CYFLE CYFARTAL		
Yn medru arddangos dealltwriaeth eglur o egwyddorion ac arferion cyfle cyfartal ac wedi ymrwymo i'w gweithredu yn effeithiol mewn cyd-destun Gwasanaeth Troseddau Ieuencid	Uchel	Ffurflen Gais a chyfweliad
AMGYLCHIADAU ARBENNIG		
Trwydded yrru lawn a'r defnydd o gerbyd	Uchel	Ffurflen Gais
Wedi cofrestru gyda Gofal Cymdeithasol Cymru	Uchel	Ffurflen Gais
Mae penodiad i'r swydd hon yn amodol ar Wiriad Datgeliad Estynedig gan y Gwasanaeth Gwahardd a Datgelu.	Uchel	

Os ydych angen unrhyw wybodaeth bellach am y rôl hon, cysylltwch os gwelwch yn dda gyda:

Jane Rodgers - Pennaeth Gwasanaethau Plant

Ffôn: 01633 644054

Dyddiad Cau: 12pm ar 18 Mai 2018

FFRAMWAITH SGILIAU YN Y GYMRAEG

LEFEL 1

Gall ddeall ymadroddion sylfaenol bob dydd os yw'r siaradwr yn siarad yn araf ac yn glir ac yn fodlon helpu. Gall gyflwyno ei hunan ac eraill a gall ofyn ac ateb cwestiynau am wybodaeth sylfaenol e.e. unigolyn yn gofyn am weld rhywun, ble mae cyfarfod xxx, toiled ac yn y blaen. Gall drosglwyddo galwadau ffôn, cyfleu neges fer neu wneud cais syml e.e. drwy e-bost.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddeall cwestiynau syml: lle mae cyfarfod xxx, pwy yw'r person y dymunant ei weld. Gall ddeall i bwy i drosglwyddo galwad ffôn ac yn y blaen. 	<ul style="list-style-type: none"> ➤ Gall ynganu enwau lleoedd ac enwau personol yn gywir. ➤ Gall gyfarch unigolion wyneb yn wyneb neu dros y ffôn. ➤ Gall agor a chau sgwrs neu agor a chau cyfarfod. 	<ul style="list-style-type: none"> ➤ Gall ddarllen brawddeg fer, e.e. arwyddion syml, cyfarwyddiadau syml, eitemau agenda, gwybodaeth syml ar ffurflenni. 	<ul style="list-style-type: none"> ➤ Gall agor a chau neges e-bost neu lythyr. ➤ Gall ysgrifennu enwau personol, enwau lleoedd, teitlau swyddi. ➤ Gall ysgrifennu neges syml i gydweithiwr ar bapur neu e-bost e.e. mae hwn a hon wedi galw.

LEFEL 2

Gall ddeall brawddegau pan mae pobl yn siarad am sefyllfaoedd bob dydd, e.e. gwybodaeth bersonol a theuluol syml. Gall gynnal sgwrs sylfaenol gyda rhywun i gael neu gyfnewid gwybodaeth syml, e.e. trafod sut mae person yn teimlo; rhywbeth a ddigwyddodd; cynllun syml ar gyfer y dyfodol. Gall ysgrifennu a deall negeseuon mewn llythyrau neu negeseuon e-bost yn disgrifio materion cyfarwydd ac ysgrifennu mewn brawddegau byr.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddeall pan mae pobl yn siarad yn araf am sefyllfaoedd bob dydd e.e. rhoi gwybodaeth bersonol, siarad am beth fuont yn ei wneud, yr hyn yr hoffent ei wneud, sut y teimlant yn gyffredinol ➤ Gall ddeall pan mae pobl yn gofyn iddynt wneud rhywbeth 	<ul style="list-style-type: none"> ➤ Gall gyfathrebu gwybodaeth syml neu ofyn cwestiynau cyffredin, e.e. cael gwybodaeth gan unigolion. ➤ Gall ddefnyddio'r Gymraeg i gyrraedd a dangos empathi gydag unigolyn ond dim i gynnal yr holl sgwrs neu sesiwn yn y Gymraeg. ➤ Gall gynnal sgwrs fer gydag unigolyn neu gyfnewid gwybodaeth cymharol syml. ➤ Gall gyfrannu at gyfarfod ond bydd angen troi i'r Saesneg ar gyfer termau arbenigol. 	<ul style="list-style-type: none"> ➤ Gall ddarllen negeseuon byr a rhai llythyrau neu negeseuon e-bost, e.e. rhai sy'n gwneud cais neu'n gofyn am gyfleu neges 	<ul style="list-style-type: none"> ➤ Gall ysgrifennu neges fer at gydweithiwr yn gofyn cwestiwn, yn diolch iddo/iddi, esbonio rhywbeth e.e. amser a lle cyfarfod ➤ Gall ysgrifennu llythyr neu neges e-bost byr i drefnu apwyntiad

LEFEL 3

Gall ddeall y prif bwyntiau pan mae unigolyn neu gydweithiwr yn siarad am bynciau cyfarwydd e.e. yn ystod sgwrs neu gyfarfod grŵp bach. Gall gynnal sgwrsiau estynedig gyda siaradwyr rhugl am bynciau cyfarwydd yn ymwneud â gwaith bob dydd. Gall ddisgrifio profiadau a digwyddiadau a rhoi esboniadau am a rhesymau cryno am farnau a chynlluniau. Gall ddarllen erthyglau, llythyrau neu negeseuon e-bost am bynciau cyffredinol. Gall ysgrifennu llythyrau neu negeseuon e-bost am y rhan fwyaf o bynciau, e.e. yn gofyn am rywbeth; rhoi gwybodaeth; gwahodd rhywun neu drefnu digwyddiad.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddeall unigolion a chydweithwyr wrth gyfnewid gwybodaeth neu drafod cynlluniau, os yw'r pwnc yn gyfarwydd. ➤ Gall ddeall trafodaeth mewn cyfarfod os yw'r pwnc yn gyfarwydd. ➤ Gall ddeall unigolion a chydweithwyr mewn sefyllfa gyfarwydd neu mewn sgwrs bob dydd. 	<ul style="list-style-type: none"> ➤ Gall gymryd rhan yn y rhan fwyaf o sgwrsiau gyda chydweithwyr am waith a chynlluniau os nad yw'r eirfa yn rhy dechnegol. ➤ Gall gynnal sgwrs gydag unigolyn neu gyfnewid gwybodaeth cymharol syml. ➤ Gall gyfrannu at gyfarfod ond gall fod angen troi i'r Saesneg am dermau arbenigol. 	<ul style="list-style-type: none"> ➤ Gall ddeall y rhan fwyaf o negeseuon e-bost neu lythyrau'n ymwneud â gwaith dydd i ddydd. ➤ Gall ddyfalu ystyr gair yn seiliedig ar gyddestun os yw'r pwnc yn gyfarwydd. ➤ Gall ddarllen erthygl syml a rhwydd mewn papurau newydd neu fathau o ddeunydd ysgrifenedig mewn cylchgrawn. 	<ul style="list-style-type: none"> ➤ Gall ysgrifennu llythyr neu neges e-bost at unigolyn neu gydweithiwr am y rhan fwyaf o bynciau er mwyn gofyn am rywbeth; rhoi esboniad; disgrifio profiad neu sefyllfa; gwahodd pobl neu drefnu digwyddiad.



➤ Gall addasu cywair iaith i weddu i'r gynulleidfa.

LEFEL 4

Gall fel arfer ddilyn y rhan fwyaf o sgysiau neu drafodaethau, hyd yn oed ar bynciau anghyfarwydd. Gall siarad yn hyderus gyda siaradwyr rhugl am bynciau cyfarwydd yn ymwneud â gwaith, a mynegi barn, cymryd rhan mewn trafodaeth a siarad yn helaeth am bynciau cyffredinol e.e. mewn cyfarfodydd neu sefyllfaoedd un-i-un gydag unigolion. Gall ddeall y rhan fwyaf o ohebiaeth, erthyglau papur newydd ac adroddiadau a fwriedir ar gyfer siaradwyr rhugl gyda chymorth adnoddau Cymraeg a gall fwrw golwg dros destunau hir i ganfod manylion. Gall lenwi ffurflenni ac ysgrifennu adroddiadau'n ymwneud â gwaith ac ymateb yn gywir.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddilyn y rhan fwyaf o sgysiau a thrafodaethau gydag unigolion neu gydweithwyr hyd yn oed os yw'r deunydd pwnc yn anghyfarwydd. 	<ul style="list-style-type: none"> ➤ Gall gyfrannu'n effeithlon at gyfarfodydd mewnol ac allanol mewn cyd-destun gwaith. ➤ Gall sgwrsio'n gysurus gydag unigolion a chyfnwid gwybodaeth fel sydd angen. ➤ Gall ddatlunio dros ac yn erbyn achos penodol. ➤ Gall gadeirio cyfarfodydd ac ateb cwestiynau o'r gadair yn hyderus. 	<ul style="list-style-type: none"> ➤ Gall ddarllen y rhan fwyaf ohebiaeth a bwrw golwg ar destunau hir i ganfod manylion. ➤ Gall ddeall y rhan fwyaf o erthyglau ac adroddiadau papur newydd gyda chymorth geiriadur. ➤ Gall ddeall testunau, os na ysgrifennwyd mewn dull ffurfiol iawn neu dafodieithol. 	<ul style="list-style-type: none"> ➤ Gall gynhyrchu gohebiaeth o bob math, adroddiadau byr, dogfennau a llenyddiaeth gyda chymorth offer cyfieithu Cymraeg e.e. Cysgair, Cysill.

LEFEL 5

Gall ddeall popeth a gaiff ei ddweud. Gall siarad yn helaeth am faterion cymhleth, gan gyflwyno gwybodaeth anodd a gall hwyluso a chrynhoi trafodaethau estynedig neu gymhleth. Gall grynhoi gwybodaeth o wahanol ffynonellau (yn llafar ac yn ysgrifenedig) a'i chyflwyno mewn modd cydlynus. Gall fynegi ei hunan yn fyrfyr, rhugl ac yn fanwl, gan addasu'r iaith i weddu i'r gynulleidfa.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> ➤ Gall ddilyn pob sgwrs a thrafodaeth gydag unigolion neu gydweithwyr. ➤ Gall ddeall amwysedd a naws iaith. 	<ul style="list-style-type: none"> ➤ Gall fynegi ei hunan yn fanwl, hyd yn oed wrth drafod materion cymhleth ➤ Gall addasu arddull a chywair yr iaith i weddu i'r gynulleidfa. 	<ul style="list-style-type: none"> ➤ Gall ddarllen a deall bron bob testun ysgrifenedig heb anhawster, gan ddefnyddio geiriadur yn achlysurol. ➤ Gall ddarllen testunau hir i ganfod manylion perthnasol a gall ddeall y rhan fwyaf o fathau o ddeunydd ysgrifenedig. 	<ul style="list-style-type: none"> ➤ Gall ysgrifennu adroddiadau mewn arddull glir addas i'r darllynydd gyda chefnogaeth offer cymorth iaith electronig. ➤ Gall ysgrifennu Cymraeg ffurfiol neu anffurfiol yn ôl yr angen. ➤ Gall ysgrifennu ystod o ddogfennau yn gywir ac yn hyderus.