



JOB ADVERTISEMENT

POST TITLE: **Adult Safeguarding Coordinator**
(12 month fixed term contract)

POST ID: SAS369

GRADE: BAND J - SCP 35 - 39 pro rata £37,849 - £41,675

HOURS: 30 Hours per Week 12 month fixed term contract

LOCATION: Mardy Park Resource Centre Abergavenny.

An exciting opportunity has arisen to join Monmouthshire's Adult Safeguarding Team for a period of 12 months as we implement the Welsh Safeguarding Procedures and continue to support the development of safeguarding practice development across the service.

We are looking to recruit an experienced Adult Safeguarding Co-ordinator to support Adult Services in developing confidence in the management of Adults at Risk within Monmouthshire Social Services.

Adult Safeguarding sits within a wider Safeguarding Unit and has direct links with other Safeguarding Managers using a Whole Authority Approach to integrate resources, skills, and training as needed.

We are looking for someone who is committed to promoting the safety and wellbeing of adults to ensure that they are able to live their own lives whilst being safeguarded from abuse and neglect. This will require skills and knowledge but also a value base which puts people at the centre of your work.

This is a developing service as a result of the requirements under The Social Services and Well-being Act (Wales) 2014 and the newly launched Wales Safeguarding Procedures.

We are a professional team committed to supporting the wider workforce and community to deliver a robust adult safeguarding service and support the development of innovative practice around the prevention agenda in Monmouthshire.

Should you require any further information regarding this post, please contact:

Claudia Don, Adult Safeguarding Team Manager, Tel.07971113255
E-mail: ClaudiaDon@monmouthshire.gov.uk

Closing Date: 12 noon on 03.04.2020

Application forms can be completed online or down loaded via:



Role Profile

Post title: Adult Safeguarding Coordinator

Temporay 12 months contract

Post ID.: SAS369

Grade: BAND J - SCP 35 - 39 pro rata £37,849 - £41,675

Hours: 30 hours per week

Location: Mardy Park Resource Centre Abergavenny. This may be subject to change and you could be relocated in the future as per the needs of the service for which a disturbance payment will not be payable.

PURPOSE OF POST:

This post is based in the adult safeguarding team. The Team seeks to ensure the protection of adults at risk in Monmouthshire through both preventative measures and an effective response to reported abuse. This is via the Welsh Safeguarding Procedures and playing a pivotal role in promoting a whole authority approach to safeguarding.

The primary aim of the post is to support the implementation of the Welsh Safeguarding procedures and the continued development of safeguarding practice across the service.

Key Responsibilities and Duties

You will be expected to:

- Be a positive, enthusiastic and value based practitioner who is keen to promote excellent safeguarding practice and increase Safeguarding awareness across the Authority
- Work with current processes whilst supporting managers/senior practitioners from the adult social care teams in undertaking the role of Lead Coordinator in line with the Wales Safeguarding procedures
- Support adult social care teams to offer effective intervention in respect of safeguarding cases by using a person-centred approach and promoting partnership with external agencies



- Assist the adult social care teams with safeguarding cases in order to ensure quality outcomes for adults at risk and consistency in approach
- Provide adult social care teams with guidance on undertaking safeguarding investigations, consistent with the relevant statutory guidance and national and local procedures
- Offer adult social care managers/senior practitioners necessary support to coordinate and chair safeguarding strategy meetings where required
- Support adult social care managers/senior practitioners to establish close working relationships with statutory and independent sector providers, Health, Police and officers in other council departments.
- Enable the adult social care teams to carry out safeguarding work in accordance with the Wales safeguarding procedures
- Act as a departmental resource in relation to implementation of the Welsh Safeguarding procedures, supporting managers, staff in Social & Housing Services and care providers by offering expertise, advice, guidance and consultation to staff, as required
- Be part of a safeguarding training team delivering training to internal staff and partner agencies in Monmouthshire, in liaison with Training Managers in Social & Housing Services and other agencies.
- Keep up-to-date with legislation, policies and research development in relation to Adult safeguarding and to promote and support the implementation of these locally
- Support the work undertaken by the Gwent Wide Safeguarding Board
- Provide quality assurance for adult safeguarding interventions across Monmouthshire by regularly reviewing adult safeguarding practice
- Contribute towards the preparation of annual reports on adult safeguarding work within Monmouthshire on behalf of the Gwent Wide Safeguarding Board
- Actively contribute towards accuracy of data collected for annual submission of Welsh Assembly Government report
- Work with teams to ensure accuracy of adult safeguarding data
- Participate in supervision, the employee review process, training and development opportunities
- The post involves travelling across the County as you will be expected to work from various basis, depending on the needs of the service.



Here's what we can provide you with:

- High quality support and supervision in a friendly and motivated environment
- Opportunities for training in order to professionally and personally develop your skills and experience
- Opportunity to develop welsh language skills in line with the ' more than words' strategy'
- In line with Service objectives, flexibility to work agilely in order to achieve a positive work life balance
- The opportunities to work as part of a team to make a real difference to the lives of adults in Monmouthshire
- An extra two days holiday each year on top of your annual leave

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.

Welsh Language assessment:

Welsh is desirable: You may be required to learn or improve your existing skills through attending staff Welsh language training funded by the council. This will be implemented if a need for Welsh language skills in the role arises.

Safeguarding:

Safeguarding, 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.

In addition:

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check and two suitable written references before appointment.



The authority is committed to safeguarding and promoting the welfare of children and young people and adults at risk of harm and expects all employees and volunteers to share this commitment.

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.

Should you require any further information regarding this post, please contact:

Claudia Don - Adult Safeguarding Team Manager, Tel. 07971 113255
E-mail: ClaudiaDon@monmouthshire.gov.uk

Closing Date: 12 noon on 03.04.2020

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

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

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.



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 | HOW TESTED |
|---|-----------|--------------------------------------|
| 1 EDUCATION/QUALIFICATIONS/ KNOWLEDGE | | |
| 1.1 Dip SW, CQSW, CSS | High | Application Form, sight of documents |
| 1.2 Knowledge of relevant legislation, strategies and research relating to vulnerable adults | High | Application Form and Interview |
| 1.3 Knowledge and understanding of Adult Safeguarding procedures | High | Application Form and Interview |
| 1.4 Knowledge of Risk Assessment and Risk Management frameworks | High | Application Form and Interview |
| 2. EXPERIENCE | | |
| 2.1 Relevant experience of working with vulnerable people | High | Application Form |
| 2.2 Relevant experience of working in a Health or Social Care setting | High | Application Form |
| 2.3 Experience of working in multi-agency settings | High | Application Form and Interview |
| 2.4 Organising and chairing multi-agency meetings | High | Application Form |
| 2.5 Experience of delivering training and/or supporting staff through a learnig process | Medium | Application Form |
| 2.6 Experience of performance monitoring and service audits/review | Medium | Application Form and Interview |
| 2.7 Experience of conducting investigations | Medium | Application Form and Interview |
| 2.8 Experiiece of supporting staff through a change process | High | |
| 3. APTITUDE AND SKILLS | | |
| 3.1 Ability to communicate and negotiate effectively with a variety of organisations and personnel, including conflict resolution | High | Application Form and Interview |
| 3.2 Organisational skills including recording skills and effective use of I.T. | Medium | Interview |
| 3.3 Ability to define and work to targets, objectives, priorities and deadlines within an quality framework | High | Application Form and Interview |
| 3.4 Ability to analyse and present information to a multi-disciplinary audience (written and spoken) | High | Application Form and Interview |



| | | |
|--|------|--------------------------------|
| 3.5 Ability to coordinate training and development opportunities for staff | High | Application Form and Interview |
| 3.6 Ability to organise own workload in an effective manner | High | Application form |
| 3.7 Ability to adapt own approach in line with the learning needs of others | High | |
| 4. PERSONAL ATTRIBUTES | | |
| 4.1 Commitment to personal and professional development | High | Interview |
| 4.2 Understand and respect the principles of confidentiality | High | Interview |
| 4.3 Enthusiastic | High | Interview |
| 4.4 Innovative and flexible | High | Application form / interview |
| 5. EQUAL OPPORTUNITIES | | |
| Able to demonstrate a commitment to equal opportunities principles and practice. | High | Application form/ interview |
| 6. SPECIAL CIRCUMSTANCES | | |
| Current full driving license and access to a car | High | Application form |
| Appointment to this post will be subject to an Enhanced Disclosure Check with the Criminal Records Bureau. | High | Application form |



HYSBYSEB RÔL

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|------------------------------|---|
| TEITL Y RÔL: | Cydlynnydd Diogelu Oedolion (Contract penodol am 12 mis) |
| RHIF ADNABOD Y SWYDD: | SAS369 |
| GRADD: | BAND J - SCP 35 - 39 pro rata £37,849 - £41,675 pro rata y flwyddyn |
| ORIAU: | 30 Awr yr Wythnos - Contract penodol am 12 mis |
| LLEOLIAD: | Canolfan Adnoddau Parc Mardy, Y Fenni. |

Mae cyfle cyffrous i ymuno gyda Thîm Diogelu Oedolion Sir Fynwy am gyfnod o 12 mis wrth i ni weithredu Gweithdrefnau Diogelu Cymru ac yn parhau i gefnogi datblygiad practis diogelu ar draws y gwasanaeth.

Rydym yn dymuno recriwtio Cydlynnydd Diogelu Oedolion profiadol er mwyn cefnogi Gwasanaethau Oedolion i ddatblygu hyder yn y broses o reoli Oedolion mewn Risg o fewn Gwasanaethau Cymdeithasol Sir Fynwy.

Mae Diogelu Oedolion o fewn yr Uned Ddiogelu ac yn meddu ar gysylltiadau uniongyrchol gyda Rheolwyr Diogelu eraill gan ddefnyddio Dull Awdurdod Cyfan er mwyn integreiddio adnoddau, sgiliau a hyfforddiant fel sydd angen.

Rydym yn chwilio am rywun sydd wedi ymrwymo i hyrwyddo diogelwch a lles oedolion er mwyn sicrhau eu bod yn medru byw eu bywydau tra'n cael eu diogelu rhag cam-drin ac esgeulustod. Bydd angen sgiliau a gwybodaeth ond hefyd sylfaen o werth sydd yn gosod pobl wrth wraidd eich gwaith.

Mae hwn yn wasanaeth sy'n datblygu o ganlyniad i anghenion Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014 a Gweithdrefnau Diogelu Cymru sydd newydd eu cyhoeddi.

Rydym yn dîm proffesiynol sydd wedi ymrwymo i gefnogi'r gweithlu a'r gymuned ehangach i ddarparu gwasanaeth diogelu oedolion gwydn ac sydd yn cefnogi'r broses o ddatblygu practis arloesol o ran yr agenda ataliol yn Sir Fynwy.

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

Claudia Don - Rheolwr Tîm Diogelu Oedolion, Ffôn. 07971 113255
E-bost: ClaudiaDon@monmouthshire.gov.uk

Dyddiad Cau: 12pm ar 03.04.2020



Mae modd cwblhau ffurflenni cais ar-lein neu eu lawrlwytho drwy fynd i:

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

Proffil y rôl

Teitl y rôl: Cydlynnydd Diogelu Oedolion
(Contract penodol am 12 mis)

Rhif Adnabod y Swydd: SAS369

Gradd: BAND J - SCP 35 - 39 pro rata £37,849 - £41,675 pro rata y flwyddyn

Oriau: 30 Awr yr Wythnos - Contract penodol am 12 mis

Lleoliad: Canolfan Adnoddau Parc Mardy, Y Fenni.

PWRPAS Y RÔL:

Mae'r rôl hon yn y tîm diogelu oedolion. Mae'r Tîm yn ceisio sicrhau bod oedolion mewn risg yn Sir Fynwy yn cael eu diogelu drwy gyfrwng mesurau ataliol ac ymateb effeithiol i achosion o gam-drin. Mae hyn drwy gyfrwng Gweithdrefnau Diogelu Cymru a thrwy chwarae rôl hanfodol yn hyrwyddo dull awdurdod cyfan at ddiogelu.

Nod cynradd y rôl yw cefnogi'r broses o weithredu gweithdrefnau Diogelu Cymru a datblygiad parhaus practis diogelu ar draws y gwasanaeth.

Cyfrifoldebau a Dyletswyddau Allweddol

Bydd disgwyl i chi:

- Yn ymarferydd positif, brwdfrydig â gwerthoedd sydd yn frwdfrydig o ran datblygu practis diogelu ardderchog yn eich rôl broffesiynol a'n cefnogi ymwybyddiaeth o Ddiogelu ar draws yr Awdurdod
- Gweithio o fewn y prosesau cyfredol tra'n cefnogi rheolwyr/uwch ymarferwyr o'r timau gofal cymdeithasol i oedolion wrth ymgymryd â'r rôl fel Cydlynnydd Arweiniol, yn unol gyda Gweithdrefnau Diogelu Cymru
- Cefnogi timau gofal cymdeithasol i oedolion er mwyn cynnig ymyrraeth effeithiol o ran achosion diogelu drwy ddefnyddio dull sydd yn canoli ar y person a'n hyrwyddo partneriaeth ag asiantaethau allanol



- Yn cefnogi'r timau gofal cymdeithasol i oedolion ag achosion diogelu er mwyn sicrhau canlyniadau safonol i oedolion sydd mewn risg a chysondeb o ran y dulliau a ddefnyddir
- Yn rhoi cyfarwyddyd i dimau gofal cymdeithasol i oedolion ar sut i gynnal ymchwiliadau diogelu, sydd yn gyson gyda'r canllawiau statudol perthnasol a'r gweithdrefnau cenedlaethol a lleol
- Yn cynnig y gefnogaeth angenrheidiol i reolwyr/uwch ymarferwyr gofal cymdeithasol i oedolion er mwyn cydlynu a chadeirio cyfarfodydd strategaeth diogelu fel sydd angen.
- Yn cefnogi rheolwyr/uwch ymarferwyr gofal cymdeithasol i oedolion i sefydlu perthynas waith gyda darparwyr sector statudol ac annibynnol, lechyd, Heddlu a swyddogion eraill yn adrannau'r Cyngor;
- Yn caniatáu'r timau gofal cymdeithasol i oedolion i wneud gwaith diogelu yn unol gyda Gweithdrefnau Diogelu Cymru
- Yn gweithredu fel adnodd adrannol o ran gweithredu Gweithdrefnau Diogelu Cymru, gan gefnogi rheolwyr, staff ym maes Gwasanaethau Cymdeithasol a Thai a darparwyr gofal drwy gynnig arbenigedd, cyngor, canllaw ac ymgynghori gyda staff fel sydd angen
- Yn rhan o'r tîm hyfforddi diogelu yn darparu hyfforddiant i staff mewnol ac asiantaethau partner yn Sir Fynwy, gan weithio gyda Rheolwyr Hyfforddi mewn Gwasanaethau Cymdeithasol a Thai ac asiantaethau eraill
- Yn ymwybodol o'r ddeddfwriaeth, y polisiau a'r datblygiadau ymchwil diweddaraf o ran Diogelu Oedolion a'n hyrwyddo ac yn cefnogi'r broses o weithredu'r rhain yn lleol
- Yn cefnogi'r gwaith a wneir gan Fwrdd Diogelu Gwent Fawr
- Darparu sicrwydd ansawdd i ymyriadau diogelu oedolion ar draws Sir Fynwy drwy adolygu practis diogelu oedolion yn gyson
- Cyfrannu at baratoi adroddiadau blynyddol ar waith diogelu oedolion o fewn Sir Fynwy ar ran Bwrdd Diogelu Gwent Fawr
- Yn rhagweithiol wrth gyfrannu at gywreinrwydd y data sydd yn cael ei gasglu fel rhan o'r datganiad blynyddol i adroddiad Llywodraeth Cymru
- Gweithio gyda'r tîm er mwyn sicrhau bod data'r tîm diogelu oedolion yn gywrain
- Cyfrannu fel sydd yn briodol at ddatblygu'r systemau a'r prosesau drwy adnabod a manteisio ar gyfleoedd i wella'r gwasanaeth
- Yn cymryd rhan mewn goruchwyliaeth, y broses adolygu cydweithwyr, cyfleoedd hyfforddi a datblygu



- Bydd angen teithio ar hyd a lled y Sir a bydd disgwyl i chi weithio o safleoedd gwahanol, gan ddibynnu ar anghenion y gwasanaeth.

Dyma'r hyn y gallwn ei roi i chi:

- Goruchwyliaeth a chefnogaeth safon uchel mewn awyrgylch cyfeillgar, sydd yn ysgogi
- Mynediad at ystod o gyfleoedd hyfforddi er mwyn datblygu eich Sgiliau a'ch profiad yn broffesiynol ac yn bersonol
- Cyfle i ddatblygu sgiliau iaith Gymraeg yn unol â'r strategaeth 'Mwy na Geiriau'
- Yn unol ag anghenion y gwasanaeth, yr hyblygrwydd i weithio er mwyn taro cydbwysedd positif rhwng bywyd a gwaith
- Y cyfle i weithio fel rhan o dîm er mwyn gwneud gwahaniaeth go iawn i fywydau oedolion yn Sir Fynwy
- Dau ddiwrnod ychwanegol o wyliau'r flwyddyn ar ben y lwfans gwyliau swyddogol.

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.

Asesiad o'r Iaith Gymraeg

Yr iaith Gymraeg yn Ddymunol: Efallai y bydd angen dysgu neu wella eich sgiliau cyfredol drwy fynychu hyfforddiant iaith Gymraeg a ariennir gan y Cyngor. Bydd hyn yn cael ei weithredu os oes angen sgiliau iaith Gymraeg fel rhan o'r rôl.

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.



Yn ogystal:

Caiff penodiad i'r swydd hon ei eithrio o Ddeddf Adsefydlu Troseddwyr ac mae'n amodol ar Wiriad Datgeliad Estynedig a dau eirda ysgrifenedig addas cyn medru apwyntio.

Mae'r awdurdod wedi ymrwymo i ddiogelu a hyrwyddo lles plant a phobl ifanc ac oedolion sydd mewn peryg o niwed ac yn disgwyl i'r holl gyflogeion a gwirfoddolwyr i rannu'r ymrwymiad hwn.

Mae'r holl gyflogeion yn gyfrifol am sicrhau eu bod yn ymddwyn bob tro mewn modd sydd yn gyson gyda Pholisi Cyfle Cyfartal Cyngor Sir Fynwy yn eu meysydd o gyfrifoldeb a'u hymddygiad cyffredinol.

Mae'r awdurdod yn gweithredu polisi Dim Ysmygu yn y Gweithle ac mae disgwyl i'r holl gyflogeion i gydymffurfio gyda hyn.

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

Claudia Don - Rheolwr Tîm Diogelu Oedolion, Ffôn. 07971 113255
E-bost: ClaudiaDon@monmouthshire.gov.uk

Dyddiad Cau: 12pm ar 03.04.2020

Mae modd cwblhau ffurflenni cais ar-lein neu eu lawrlwytho drwy fynd i:
<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Ar ôl eu llenwi, dylid dychwelyd ffurflenni papur i'r cyfeiriad canlynol:
Gwasanaethau Pobl, Cyngor Sir Fynwy, Blwch SP 106, CIL-Y-COED, NP26 9AN

Noder os gwelwch yn dda nad ydym yn medru derbyn CV

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

Mae Cyngor Sir Fynwy yn gyflogwr cyfle cyfartal ac yn croesawu ceisiadau o bob rhan o'r gymuned. Mae'r holl swyddi ar gael i'w rhannu.



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:-

| ANGHENION | PWYSOLI | SUT Y CAIFF HYN EI BROFI |
|--|---------|----------------------------------|
| 1 ADDYSG/ CYMWYSTERAU/GWYBODAETH | | |
| 1.1 Dip SW, CQSW, CSS neu gymhwyster cyfatebol neu brofiad sylweddol ym maes amddiffyn priodol (ee. Yr Heddlu) | Uchel | Ffurflen Gais, arsylwi dogfennau |
| 1.2 Ymwybyddiaeth o ddeddfwriaeth, strategaethau a'r ymchwil perthnasol sydd yn ymwneud gydag oedolion bregus | Uchel | Ffurflen Gais a Chyfweliad |
| 1.3 Ymwybyddiaeth a dealltwriaeth o weithdrefnau Diogelu Oedolion. | Uchel | Ffurflen Gais a Chyfweliad |
| 1.4 Ymwybyddiaeth o fframweithiau Asesu Risg a Rheoli Risg | Uchel | Ffurflen Gais a Chyfweliad |
| 2. PROFIAD | | |
| 2.1 Profiad perthnasol o weithio gyda phobl fregus | Uchel | Ffurflen Gais |
| 2.2 Profiad perthnasol o weithio mewn sefydliad Iechyd neu Ofal Cymdeithasol | Uchel | Ffurflen Gais |
| 2.3 Profiad o weithio mewn mudiadau aml-asiantaeth | Uchel | Ffurflen Gais a Chyfweliad |
| 2.4 Trefnu a chadeirio cyfarfodydd aml-asiantaeth | Uchel | Ffurflen Gais |
| 2.5 Profiad o ddarparu hyfforddiant | Canolig | Ffurflen Gais |
| 2.6 Profiad o fonitro perfformiad ac archwilio/adolygu gwasanaethau | Canolig | Ffurflen Gais a Chyfweliad |
| 2.7 Profiad o gynnal ymchwiliadau | Canolig | Ffurflen Gais a Chyfweliad |
| 2.8 Profiad o gefnogi staff drwy gyfnod o newid | Uchel | |
| 3. DONIAU A SGILIAU | | |
| 3.1 Y gallu i gyfathrebu a negodi yn effeithiol ag amryw o fudiadau a phersonél, gan gynnwys datrys gwrthdaro | Uchel | Ffurflen Gais a Chyfweliad |
| 3.2 Yn medru defnyddio TG a mewnbynnu gwybodaeth a llunio adroddiadau | Canolig | Cyfweliad |
| 3.3 Yn medru diffinio a'n gweithio tuag at gyflawni targedau, amcanion a | Uchel | Ffurflen Gais a Chyfweliad |



| | | |
|--|-------|----------------------------|
| blaenoriaethau o fewn fframwaith ansawdd ac o fewn amserlen gytunedig | | |
| 3.4 Yn gallu dadansoddi a chyflwyno gwybodaeth i gynulleidfa amlddisgyblaethol (yn ysgrifenedig ac ar lafar) | Uchel | Ffurflen Gais a Chyfweliad |
| 3.5 Y gallu i gydlynu cyfleoedd hyfforddi a datblygu i staff | Uchel | Ffurflen Gais a Chyfweliad |
| 3.6 Y gallu i drefnu eich llwyth gwaith eich hun mewn modd effeithiol | Uchel | Ffurflen Gais |
| 3.7 Y gallu i addasu eich dull yn unol ag anghenion dysgu eraill | Uchel | |
| 4. AMGYLCHIADAU | | |
| 4.1 Trwydded yrru alw a mynediad at gar | Uchel | Ffurflen Gais |
| 4.2 Y gallu i weithio yn hyblyg pan yn briodol | Uchel | Ffurflen Gais |
| 4.3 Yn gryf eich cymhelliad | Uchel | Cyfweliad |
| 4.4 Brwdfrydig | Uchel | Cyfweliad |
| 4.5 Arloesol a'n hyblyg | Uchel | Ffurflen Gais a Chyfweliad |
| 5. CYFLE CYFARTAL | | |
| Yn medru arddangos ymroddiad at egwyddorion a phraxis cyfle cyfartal | Uchel | Ffurflen Gais a Chyfweliad |
| 6. AMGYLCHIADAU ARBENNIG | | |
| Trwydded yrru alw a mynediad at gar | Uchel | Ffurflen Gais |
| Mae apwyntiad i'r rôl hon yn amodol ar Wiriad datgeliad Estynedig gan y Gwasanaeth Gwahardd a Datgelu | Uchel | Ffurflen Gais |