



Job advert and profile

POST TITLE:	Child Protection Co-ordinator Children's Social Services
POST NO:	SCS277
GRADE:	Team Manager Band K SCP 39 - 43 £42,821 - £46,845 per annum
HOURS:	37 hours per week
WORK PATTERN:	Full time - Monday to Thursday 9am to 5pm, Friday 9am to 4.30pm
RESPONSIBLE TO:	Safeguarding & Early Help Service Manager
BASED AT:	USK – Monmouthshire operate an agile working policy, This role will involve travel to council base's across the County

Main Purpose:

To work as a member of Monmouthshire's Safeguarding Unit to promote the welfare and safety of children in the Authority through the co-ordination and management of child protection processes in accordance with statutory guidance and principals of good practice.

Key Responsibilities and Duties:

1. To be responsible for the co-ordination and chairing of Child Protection Conferences;
2. To quality assure the child protection process, maintaining systems and reporting regularly to Senior Management;
3. To support the implementation of statutory guidance, and the development of internal processes and procedures compliant with national and regional Safeguarding Boards;
4. To ensure the meaningful participation of children and their families in the child protection process;
5. To ensure that all child protection plans for children and young people are outcome focused and offer clear direction and management of risk;



6. To work with partner agencies to manage interagency challenges and to promote effective partnership working across Monmouthshire;
7. To build positive working relationships with operational team managers and to develop and maintain systems which will support practitioner consistency and quality of practice;
8. To undertake the role of 'Local Authority Designated Officer' in relation to allegations against Practitioners and those in a position of Trust;
9. To be responsible for the co-ordination and chairing of Professional Strategy Meetings;
10. To represent Children's Services at multi-agency safeguarding forums including MAPPA, MARAC and MASE;
11. To be the Lead Officer for Monmouthshire for children at risk of all forms of exploitation, and to chair Strategy Meetings to identify and manage risk;
12. To advise on licensing matters within the Local Authority in respect of safeguarding children;
13. To provide expert advice to managers, staff, other organisations/relevant individuals and members when required in regard to child protection matters.
14. As a member of Monmouthshire's Safeguarding Unit, contribute to the work of the Local Authority Safeguarding Unit in developing professional knowledge and practice;
15. To contribute to the work of the Local Authority Safeguarding Unit on quality assurance, audit and review of safeguarding and child protection practice;
16. To assist with Children's Services representation within the structure of the Regional Safeguarding Children Board and contribute to the work of its relevant sub-groups as required;
17. As part of the Safeguarding Unit support the development of and delivery of Safeguarding training across the authority;
18. To continuously update own skills and knowledge in relation to all functions of the post.
19. To undertake an ongoing review of his/her practice with consequent programme of professional development to ensure that necessary skills, knowledge and understanding are kept updated.



20. To maintain safe working practices for self and others, in accordance with the authority's policy statement on Health and Safety at Work.

21. To abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy.

22. To actively promote anti-discriminatory practice.

23. To be able to work flexible hours.

The purpose of this job description is to indicate the general level of responsibilities of the post. The duties may vary from time to time without changing their character or level of responsibility.

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 chance to work as part of a team to make a real difference to the lives and life chances of children and families 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 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.

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.



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
1. EDUCATION/QUALIFICATION KNOWLEDGE		
A recognised social care professional qualification e.g. Dip. SW, C.Q.S.W or equivalent	High	Application Form
A recognised management qualification (NVQ Level 4) or relevant training	High	Application Form
Possess a thorough knowledge of the 1989 Children Act in relation to Section 47 Investigations and the All Wales Child Protection Process	High	Application Form and Interview
Understanding of how the local authority Children's Services sector operates including the legal background	High	Application Form and Interview
2. EXPERIENCE		
Relevant experience working in Local Authority's Children's Services at a senior level	High	Application Form
Relevant Child Protection work experience	High	Application Form
Commitment to meaningfully involving children, parents and carers in the Child Protection process	High	Interview
3. COMMUNICATION / INTERPERSONAL SKILLS		
To be a good communicator both verbally and in writing	High	Application Form and Interview
IT literate and able to utilise a range of programmes	High	Application Form
Ability to be an effective chairperson	High	Interview
Able to work effectively as part of the Management Team	High	Interview
Ability to lead and manage change	High	Interview
Negotiation, presentation and advocacy skills	High	Application Form and Interview
Ability to manage conflict and have difficult conversations	High	Interview
Ability to be a 'self starter' and work autonomously	High	Application Form and Interview
4. APTITUDE AND SKILLS		



Demonstrate resilience and persistence in meeting challenges and achieving outcomes	High	Application Form and Interview
Ability to organise own workload and respond to crises and deadlines	High	Application Form and Interview
5. EQUAL OPPORTUNITIES		
Able to demonstrate a clear understanding of equal opportunities principles and practice and a commitment to their effective implementation in a Social Care and Health Services context.	High	Application Form and Interview
6. SPECIAL CIRCUMSTANCES		
Full current driving licence and have access to a vehicle for which the agreed MCC mileage allowance will be paid	High	Application Form
Appointment to this post will be subject to an Enhanced Disclosure check with the Criminal Records Bureau.	High	
To be registered with the Care Council for Wales	High	Application Form and Interview

Should you require any further information regarding this post, please contact:
kellyturner@monmouthshire.gov.uk

Closing Date: 12 noon on 2/10/2020
INTERVIEWS TO BE HELD ON: 16/10/20

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 or English and 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, County Hall, Rhadyr,
Usk, Monmouthshire, NP15 1GA**



HYSBYSEB SWYDD

TEITL Y SWYDD: Cydlynnydd Diogelu Plant
Gwasanaethau Cymdeithasol i Blant

RHIF ADNABOD Y SWYDD: SCS277

GRADD: Rheolwr Tîm Band K SCP 39 - 43
£42,821 - £46,845 y flwyddyn

ORIAU: 37 awr yr wythnos

PATRWM GWAITH Dydd Llun i ddydd Iau 9am - 5pm,
dydd Gwener 9am - 4.30pm

YN ATEBOL I: Rheolwr Gwasanaeth Diogelu a Help Cynnar

LLEOLIAD: BRYNBUGA – Sir Fynwy a'n gweithio'n hyblyg, Bydd angen teithio ar hyd a lled y Sir.

Prif Bwrpas:

Yn gweithio fel aelod o Uned Ddiogelu Sir Fynwy er mwyn hyrwyddo lles a diogelwch plant yn yr Awdurdod drwy gydlynw a rheoli prosesau diogelu plant yn unol gyda chanllawiau statudol ac egwyddorion arferion da.

Cyfrifoldebau a Dyletswyddau allweddol

1. Yn gyfrifol am gydlynw a chadeirio Cynadleddau Diogelu Plant;
2. Yn profi sicrwydd ansawdd y broses o ddiogelu plant, yn cynnal systemau a'n adrodd yn gyson i'r Uwch Dîm;
3. Cefnogi'r broses o weithredu canllawiau statudol a'n datblygu prosesau a gweithdrefnau mewnol sydd yn cydymffurfio gyda Byrddau Diogelu Cenedlaethol a rhanbarthol;
4. Sicrhau cyfranogiad pwrpasol ymhlith plant a'u teuluoedd yn y broses o ddiogelu plant;
5. Sicrhau bod yr holl gynlluniau diogelu plant ar gyfer plant a phobl ifanc yn ffocysu ar ganlyniadau a'n cynnig cyfeiriad clir a'n rheoli risg;
6. Yn gweithio ag asiantaethau partner er mwyn rheoli heriau rhyngasiantaethol a'n hyrwyddo gweithio'n effeithiol mewn partneriaeth;



7. Adeiladu perthynas waith bositif gyda rheolwyr tîm gweithredol a'n datblygu a chynnal systemau a fydd yn cefnogi cysondeb ac ansawdd practis yr ymarferwyr;
8. Ymgymryd â'r rôl fel 'Swyddog Dynodedig yr Awdurdod Lleol' o ran cyhoeddiadau yn erbyn Ymarferwyr ac eraill mewn safleoedd o ymddiriedaeth;
9. Yn gyfrifol am gydlynu a chadeirio'r Cyfarfodydd Strategol Proffesiynol;
10. Cynrychioli'r Gwasanaethau Plant mewn fforymau diogelu aml-asiantaeth gan gynnwys MAPPA, MARAC and MASE;
11. Yn Brif Swyddog yn Sir Fynwy ar gyfer plant sydd mewn risg o bob math o ecsbloetio, a chadeirio'r Cyfarfodydd Strategol er mwyn adnabod a rheoli risg;
12. Rhoi cyngor ar faterion trwyddedu o fewn yr Awdurdod Lleol o ran materion diogelu plant;
13. Darparu cyngor arbenigol i reolwyr, staff, mudiadau/unigolion perthnasol eraill ac aelodau pan fydd angen o ran materion diogelu plant;
14. Fel aelod o Uned Ddiogelu Sir Fynwy, bydd angen cyfrannu at waith o ran datblygu gwybodaeth a phractis proffesiynol;
15. Cyfrannu at waith Uned Ddiogelu'r Awdurdod Lleol ar sicrwydd ansawdd, archwilio ac adolygu practis diogelu plant;
16. Cefnogi barn a sylwadau'r Gwasanaethau Plant o fewn strwythur y Bwrdd Diogelu Plant Rhanbarthol a chyfrannu at waith yr is-grwpiau perthnasol fel sydd angen;
17. Fel rhan o'r Uned Ddiogelu, bydd angen cefnogi'r adran a darparu hyfforddiant Diogelu ar draws yr awdurdod cyfan;
18. Yn diweddarau eich sgiliau a'ch gwybodaeth yn barhaus o ran swyddogaethau'r holl rôl;
19. Cynnal adolygiad parhaus o'ch practis a chymryd rhan felly mewn rhaglen o ddatblygiad proffesiynol er mwyn sicrhau eich bod yn diweddarau'ch sgiliau, eich gwybodaeth a'ch dealltwriaeth;
20. Cynnal arferion gwaith diogel o ran eich hun ac eraill, yn unol gyda datganiad polisi'r awdurdod ar lechyd a Diogelwch yn y Gweithle;
21. Yn cydymffurfio ag egwyddorion a phractis cyfle cyfartal fel sydd wedi eu hamlinellu gan Bolisi Cyfle Cyfartal y Cyngor;
22. Yn hyrwyddo practis gwrth-wahaniaethu;



23. Yn medru gweithio oriau hyblyg.

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.

Beth arall sydd angen i chi wybod ... Gwerthoedd Sir Fynwy yw:

Bod yn agored: Rydym yn anelu at fod yn agored ac yn onest er mwyn datblygu perthynas ymddiriedus.

Tegwch: Rydym yn anelu at ddarparu dewis, cyfleoedd a phrofiadau teg a dod yn sefydliad a adeiladwyd ar gyd-barch.

Hyblygrwydd: Rydym yn anelu at fod yn hyblyg yn ein ffordd o feddwl a gweithredu er mwyn dod yn sefydliad effeithiol ac effeithlon.

Gwaith Tîm: Rydym yn anelu i weithio gyda'n gilydd i rannu ein llwyddiannau a methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.

Asesiad o'r Gymraeg:

Mae'r Gymraeg yn Ddymunol. Gall fod angen i chi ddysgu neu wella eich sgiliau presennol drwy fynychu hyfforddiant Cymraeg i staff a gyllidir gan y cyngor. Gweithredir hyn os yw'r angen yn codi am sgiliau yn y Gymraeg ar gyfer y swydd.

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 ychwanegol at hyn:



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

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 weithwyr yn gyfrifol am sicrhau eu bod yn ymddwyn bob tro mewn modd sydd yn gyson gyda Pholisi Cyfle Cyfartal Cyngor Sir Fynwy fel rhan o'u 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.



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:-

GOFYNION	PWYSAU UCHEL / CANOLIG / ISEL	SUT Y CAIFF HYN EI BROFI
1. ADDYSG/CYMHWYSTER/ GWYBODAETH		
Cymhwyster proffesiynol cydnabyddedig e.e. Dip. SW, C.Q.S.W neu gyfatebol	Uchel	Ffurflen Gais
Cymhwyster rheoli cydnabyddedig (NVQ Lefel 4) neu hyfforddiant perthnasol	Uchel	Ffurflen Gais
Yn meddu ar wybodaeth fanwl o Ddeddf Plant 1989 o ran Plant Sy'n Derbyn Gofal a gwybodaeth fanwl o'r Broses Diogelu Plant	Uchel	Ffurflen Gais a Chyfweliad
Dealltwriaeth o'r modd y mae sector Gwasanaethau Plant yr awdurdod lleol yn gweithio gan gynnwys y cefndir cyfreithiol.	Uchel	Ffurflen Gais a Chyfweliad
2. PROFIAD		
Profiad perthnasol o weithio o fewn Gwasanaethau Plant mewn Awdurdod Lleol, a hynny mewn uwch swydd	Uchel	Ffurflen Gais
Profiad o weithio ym maes Diogelu Plant a Phlant Sy'n Derbyn Gofal	Uchel	Ffurflen Gais
Ymrwymiad at gynnwys plant, rhieni a gofalwyr yn bwrpasol mewn practis diogelu plant	Uchel	Cyfweliad
3. SGILIAU CYFATHREBU/RHYNGBERSONOL	Uchel	
Yn gyfathrebwr da, ar lafar ac ysgrifenedig	Uchel	Ffurflen Gais a Chyfweliad
Yn medru defnyddio TG ac ystod eang o raglenni	Uchel	Ffurflen Gais
Yn gadeirydd effeithiol	Uchel	Cyfweliad
Yn medru gweithio'n effeithiol fel rhan o'r Tîm Rheoli	Uchel	Cyfweliad
Yn medru arwain a rheoli newid	Uchel	Cyfweliad
Yn meddu ar sgiliau negodi, cyflwyno ac eiriolaeth	Uchel	Ffurflen Gais a Chyfweliad
Yn medru rheoli gwrthdaro a chael sgysiau anodd	Uchel	Cyfweliad
Yn medru gweithio ar liwt eich hun ac	Uchel	Ffurflen Gais a Chyfweliad



yn gweithio'n annibynnol		
4. DONIAU A SGILIAU		
Yn arddangos cadernid a phendantrwydd o ran mynd i'r afael â heriau a sicrhau canlyniadau	Uchel	Ffurflen Gais a Chyfweliad
Yn medru trefnu eich llwyth gwaith eich hun ac ymateb i argyfyngau o fewn terfynau amser	Uchel	Ffurflen Gais a Chyfweliad
5. CYFLE CYFARTAL		
Yn medru arddangos dealltwriaeth glir o egwyddorion a phraxis cyfle cyfartal ac ymrwymiad at eu gweithredu'n effeithiol mewn cydestun Gwasanaethau Gofal Cymdeithasol ac Iechyd.	Uchel	Ffurflen Gais a Chyfweliad
6. AMGYLCHIADAU ARBENNIG		
Trwydded yrru lawn a mynediad at gerbyd a bydd Cyngor Sir Fynwy yn talu lwfans teithio	Uchel	Ffurflen Gais
Bydd apwyntiad i'r rôl hon yn amodol ar Wiriad Datgeliad Estynedig gan y Swyddfa Cofnodion Troseddol,	Uchel	
Wedi cofrestru gyda Chyngor Gofal Cymru neu unrhyw gorff proffesiynol arall sydd yn ddibynnol ar gymhwyster	Uchel	Ffurflen Gais a Chyfweliad

Os ydych angen unrhyw wybodaeth ychwanegol am y rôl hon, cysylltwch os gwelwch yn dda gyda: kellyturner@monmouthshire.gov.uk

Dyddiad Cau: 2/10/2020
Cyfweliadau i'w cynnal ar: 16/10/20

Gofynnir i chi nodi na allwn dderbyn CV

Gellir cwblhau ffurflenni cais ar-lein neu eu lawrlwytho o:
www.monmouthshire.gov.uk/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 cwblhau, dylid dychwelyd ffurflenni cais i'r cyfeiriad canlynol:
Gwasanaethau Pobl, Cyngor Sir Fynwy, Neuadd y Sir, Y Rhadyr, Brynbuga, Sir Fynwy, NP15 1GA