

## *Come and join the team!*

### ADVERT

**ROLE TITLE:** Adult Safeguarding Coordinator

**POST ID:** SAS217

**LOCATION:** County Hall, Usk

**GRADE:** BAND J - SCP 35 - 39 pro rata £38,890 - £42,821

**HOURS:** 30 hours per week

**TEMPORARY:** No

**DBS CHECK:** Yes (Disclosure & Barring Service Check)

**CLOSING DATE:** 12 noon on 05/11/2021

#### Additional Information

**Please note that we are not able to accept CVs**

To apply for this post please complete the online application form which can be found on the following page:

<https://www.monmouthshire.gov.uk/jobs-employment/>

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.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council is:-

- an equal opportunities employer and welcomes applications from all sections of the community.
- a disability confident committed employer.
- an Armed Forces friendly employer.
- Autism aware and committed to removing barriers to employment
- committed to supporting young people who leave our care to access new opportunities and gain experience.

## ROLE PROFILE

**ROLE TITLE:** Adult Safeguarding Coordinator

**POST ID:** SAS217

**GRADE:** BAND J - SCP 35 - 39 pro rata £38,890 - £42,821

**HOURS:** 30 hours per week

**WORK PATTERN:** Full time - Monday to Thursday 9am to 5pm  
Friday 9am to 4.30pm (one day not to be worked to be agreed)

**LOCATION:** Usk County Hall

### **DISCLOSURE AND BARRING SERVICE (DBS) CHECK:**

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to the following DBS check

(a) Enhanced with an Adults Barred List Checks)

**RESPONSIBLE TO:** Adult Safeguarding Team

### **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 that Safeguarding is Everybody's Business across the Authority

### **DESCRIPTION OF POST:**

We have an exciting opportunity for the right person to join us as we develop the roles and remit of Monmouthshire's Adult Safeguarding Team to meet the challenges and practice development under the Welsh Safeguarding Procedures. We are looking to recruit more posts as the team expands to meet demand not only in the Adult Safeguarding Process but to also be part of Monmouthshire's whole authority approach to Safeguarding

Adult Safeguarding sits within a wider Safeguarding Unit and it has direct links and works with other Safeguarding Managers from Children's Services in a Whole Authority Approach, integrating 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 partners at the Gwent Safeguarding Board which ensures we are able to develop innovative practice around the prevention agenda in Monmouthshire.

We are a professional team committed to supporting the wider workforce and community to deliver a robust adult safeguarding service.

### **Key Responsibilities and Duties**

You will be expected to:

- Be a positive, enthusiastic and value based practitioner who is keen to develop Safeguarding practice in your own professional role and support Safeguarding awareness across the Authority
- Work with current processes whilst supporting the development of new roles and working practices within the Adult Safeguarding team
- To ensure the effective provision of support and guidance in respect of safeguarding queries to external agencies, adult social care staff and the public via telephone, face to face and in writing
- Act as Lead Co-ordinator in complex Safeguarding cases in order to ensure quality outcomes for adults at risk
- To coordinate any large scale/complex investigations, consistent with the relevant statutory guidance and national and local procedures
- To coordinate and chair safeguarding strategy meetings where required
- To establish close working relationships with statutory and independent sector providers, Health, Police and officers in other council departments.
- To support the implementation of the newly launched safeguarding procedures

- To 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
- To 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.
- To 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
- To support the work undertaken by the Gwent Wide Safeguarding Board
- To provide quality assurance for adult safeguarding interventions across Monmouthshire by regularly reviewing adult safeguarding practice
- To contribute towards the preparation of annual reports on adult safeguarding work within Monmouthshire on behalf of the Gwent Wide Safeguarding Board
- To actively contribute towards accuracy of data collected for annual submission of Welsh Assembly Government report.
- To work with teams to ensure accuracy of adult safeguarding data
- To contribute as appropriate to the further development of systems and processes by identifying and pursuing any opportunities for service improvement
- To participate in supervision, the employee review process, training and development opportunities

**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 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	HOW TESTED
<b>1 EDUCATION/QUALIFICATIONS/ KNOWLEDGE</b>		
1.1 Dip SW, CQSW, CSS or equivalent or significant experience in appropriate protection services (eg. Police)	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
<b>2. EXPERIENCE</b>		
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	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
<b>3. APTITUDE AND SKILLS</b>		



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
<b>4. PERSONAL ATTRIBUTES</b>		
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
<b>5. EQUAL OPPORTUNITIES</b>		
Able to demonstrate a commitment to equal opportunities principles and practice.	High	Application form/ interview
<b>6. SPECIAL CIRCUMSTANCES</b>		
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



monmouthshire  
sir fynwy

**Should you require any further information regarding this post, please contact:**  
Kelly Turner Service Safeguarding & Quality Assurance Service Manager  
kellyturner@monmouthshire.gov.uk

**Closing Date: 12 noon on 05/11/2021**

**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](http://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**



## WELSH LANGUAGE SKILLS FRAMEWORK

### LEVEL 1

*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.*

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> <li>➤ 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,</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can pronounce place names and personal names correctly.</li> <li>➤ Can greet individuals face to face or over the phone</li> <li>➤ Can open and close a conversation or open and close a meeting.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can open and close an e-mail or letter</li> <li>➤ Can write personal names, place names, job titles</li> <li>➤ Can write a simple message to a colleague on paper or e-mail, e.g. such and such has called.</li> </ul>

### LEVEL 2

*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.*

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ Can understand when people ask you do something</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can communicate simple information or ask common questions, e.g. to acquire information from an individual</li> <li>➤ Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh</li> <li>➤ Can hold a short conversation with an individual or exchange relatively straightforward information</li> <li>➤ Can contribute to a meeting, but need to revert to English for specialist terms.</li> </ul>	<ul style="list-style-type: none"> <li>➤ 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</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting</li> <li>➤ Can write a short letter or e-mail to arrange an appointment</li> </ul>

### LEVEL 3

*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.*

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> <li>➤ Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar.</li> <li>➤ Can understand a discussion at a meeting if the subject is familiar.</li> <li>➤ Can understand individuals and colleagues in a familiar situation or in everyday conversation.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical.</li> <li>➤ Can hold a conversation with an individual or exchanging relatively straightforward information.</li> <li>➤ Can contribute to a meeting but need to revert to English for specialist terms.</li> <li>➤ Can adapt the style of language to suit the audience.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can understand most e-mail messages or letters concerning day to day work.</li> <li>➤ Can guess the meaning of a word based on context if the subject is familiar.</li> <li>➤ Can read a simple, straightforward article in a newspaper or magazine types of written material.</li> </ul>	<ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.</li> </ul>
<b>LEVEL 4</b>			
<p><i>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.</i></p>			
UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> <li>➤ Can follow most conversations and discussions with individuals or colleagues even if the subject matter is unfamiliar.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can contribute effectively to internal and external meetings in a work context.</li> <li>➤ Can converse comfortably with individuals and exchange information as required.</li> <li>➤ Can argue for and against a specific case.</li> <li>➤ Can chair meetings and answer questions from the chair confidently.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can read most correspondence and scan long texts to find details.</li> <li>➤ Can understand most newspaper articles and reports with the aid of a dictionary.</li> <li>➤ Can understand texts, unless written in a very formal or colloquial form.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can produce correspondence of all types, short reports, documents and literature with support of Welsh language translation aids eg. Cysgeir, cysill.</li> </ul>
<b>LEVEL 5</b>			
<p><i>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.</i></p>			
UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> <li>➤ Can follow all conversations and discussions with individuals or colleagues.</li> <li>➤ Can understand the ambiguity and nuance of language.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can express yourself fully in detail, even when discussing complex issues.</li> <li>➤ Can adapt the style and register of your language to suit the audience.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can read and understand almost all written texts without difficulty, referring to a dictionary occasionally.</li> <li>➤ Can read long texts to find relevant details and can understand most types of written material.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Can write reports in a clear style appropriate to the reader with the support of electronic language aids.</li> <li>➤ Can write formal or informal Welsh as required.</li> <li>➤ Can write a range of documents accurately and with confidence.</li> </ul>



## Dewch i ymuno â'r tîm!

### HYSBYSEB

<b>TEITL Y RÔL:</b>	<b>Cydlynnydd Diogelu Oedolion</b>
<b>CYFEIRNOD SWYDD:</b>	SAS217
<b>LLEOLIAD:</b>	Neuadd y Sir, Brynbuga
<b>GRADD:</b>	BAND J – SCP 35-39 pro rata £38,890 - £42,821
<b>ORIAU:</b>	30 awr yr wythnos
<b>DROS DRO:</b>	Na
<b>GWIRIAD DBS:</b>	Oes (Gwiriad Gwasanaeth Datgelu a Gwahardd)
<b>DYDDIAD CAU:</b>	<b>12 canol-dydd ar 05/11/2021</b>

#### Gwybodaeth Ychwanegol

#### Gofynnir i chi nodi na allwn dderbyn CV

Er mwyn gwneud cais am y swydd hon, rhaid cwblhau'r ffurflen gais ar-lein sydd ar gael ar y dudalen ddilynol:

<https://www.monmouthshire.gov.uk/jobs-employment>

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

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

Mae Cyngor Sir Fynwy yn:

- gyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob adran o'r gymuned.
- cyflogwr hyderus o ran anabledd
- cyflogwr cyfeillgar i'r Lluoedd Arfog
- ymwybodol o awtistiaeth ac yn ymroddedig i ddileu rhwystrau i gyflogaeth
- ymroddedig i gefnogi pobl ifanc sy'n gadael ein gofal i gael mynediad i gyfleoedd newydd ac ennill profiad

**PROFFIL SWYDD**

<b>TEITL Y RÔL:</b>	<b>Cydlynnydd Diogeiu Oedolion</b>
<b>CYFEIRNOD SWYDD:</b>	SAS217
<b>GRADD:</b>	BAND J – SCP 35-39 pro rata £38,890 - £42,821
<b>ORIAU:</b>	30 awr yr wythnos
<b>PATRW M GWAITH:</b>	Llawn-amser – dydd Llun i ddydd Iau 9am i 5pm Dydd Gwener 9am i 4.30pm (dim yn gweithio ar un diwrnod i gael ei gytuno)
<b>LLEOLIAD:</b>	Neuadd Sir Brynbuga

**GWIRIAD GAN Y GWASANAETH DATGELU A GWAHARDD:**

Mae apwyntiad i'r rôl hon wedi ei eithrio o'r Ddeddf Adsefydlu Troseddwy ac yn amodol ar y gwiriad canlynol gan y Gwasanaeth Datgelu a Gwahardd:

- (a) Estynedig gyda Gwiriadau Rhestr Gwahardd Gweithio gydag Oedolion

**CYFRIFOL I: Tîm Diogelu Oedolion****DIBEN Y SWYDD:**

Mae'r swydd yn seiliedig yn y tîm diogelu oedolion. Nod y Tîm yw sicrhau y caiff oedolion mewn risg yn Sir Fynwy eu diogelu drwy fesurau ataliol a hefyd ymateb effeithlon i gam-driniaeth a adroddir. Mae hyn drwy Weithdrefnau Diogelu Cymru a chwarae rôl ganolog wrth hyrwyddo fod diogelu yn fusnes i bawb ar draws yr Awdurdod.

**DISGRIFIAD O'R SWYDD:**

Mae gennym gyfle cyffrous i'r person cywir ymuno â ni wrth i ni ddatblygu rolau a chylch gorchwyl Tîm Diogelu Oedolion Sir Fynwy i ateb yr heriau a datblygu ymarfer dan Weithdrefnau Diogelu Cymru. Dymunwn recriwtio mwy o swyddi wrth i'r tîm ehangu i ateb y galw yn y broses Diogelu Oedolion ond i hefyd fod yn rhan o ddull gweithredu awdurdod-cyfan Sir Fynwy at Ddiogelu.

Daw Diogelu Oedolion o fewn Uned Ddiogelu ehangach ac mae ganddi gysylltiadau uniongyrchol ac yn gweithio gyda Rheolwyr Diogelu eraill o'r Gwasanaethau Plant mewn dull gweithredu awdurdod-cyfan, gan integreiddio adnoddau, sgiliau a hyfforddiant fel sydd angen.

Rydym yn edrych am rywun sy'n ymroddedig i hyrwyddo diogelwch a llesiant oedolion i sicrhau y gallant fyw eu bywydau eu hunain tra'n cael eu diogelu rhag camdriniaeth ac esgeulustod. Bydd angen sgiliau a gwybodaeth ar gyfer hyn a hefyd sylfaen gwerthoedd sy'n rhoi pobl yng nghanol eich gwaith.

Mae hwn yn wasanaeth sy'n datblygu fel canlyniad i'r gofynion dan Ddeddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014 a Gweithdrefnau Diogelu Cymru.

Rydym yn bartneriaid ym Mwrdd Diogelu Gwent sy'n sicrhau y gallwn ddatblygu ymarfer blaengar o amgylch yr agenda ataliad yn Sir Fynwy.

Rydym yn dîm proffesiynol sy'n ymroddedig i gefnogi'r gweithlu a'r gymuned ehangach i ddarparu gwasanaeth cadarn ar gyfer diogelu oedolion.

## Cyfrifoldebau a Dyletswyddau Allweddol

Disgwylir i chi:

- Fod yn ymarferydd cadarnhaol, brwdfrydig a seiliedig ar werthoedd sy'n awyddus i ddatblygu ymarfer Diogelu yn eich rôl broffesiynol eich hun a chefnogi ymwybyddiaeth o Ddiogelu ar draws yr Awdurdod
- Gweithio gyda phrosesau cyfredol tra'n cefnogi datblygu swyddi ac arferion gwaith newydd o fewn y tîm Diogelu Oedolion
- Sicrhau y caiff cymorth ac arweiniad eu darparu'n effeithlon yng nghyswllt ymholiadau diogelu i asiantaethau allanol, staff gofal cymdeithasol oedolion a'r cyhoedd dros y ffôn, wyneb yn wyneb ac mewn ysgrifen
- Gweithredu fel Cydlynnydd Arweiniol mewn achosion Diogelu cymhleth er mwyn sicrhau deilliannau ansawdd uchel ar gyfer oedolion mewn risg
- Cydlynu unrhyw ymchwiliadau graddfa fawr/cymhleth, yn gyson gyda'r canllawiau statudol perthnasol a gweithdrefnau cenedlaethol a lleol
- Cydlynu a chadeirio cyfarfodydd strategaeth diogelu lle mae angen
- Sefydlu perthynas waith agos gyda darparwyr sector statudol ac annibynnol, lechyd, Heddlu a swyddogion mewn adrannau eraill o'r cyngor
- Cefnogi gweithredu'r gweithdrefnau diogelu sydd newydd eu lansio
- Gweithredu fel adnodd adrannol yng nghyswllt gweithredu gweithdrefnau Diogelu Cymru, gan gefnogi rheolwyr, staff mewn Gwasanaethau Cymdeithasol a Tai a darparwyr gofal dryw gynnig arbenigedd, cyngor, arweiniad ac ymgynghori gyda staff fel sydd angen
- Bod yn rhan o dîm hyfforddi diogelu yn cyflwyno hyfforddiant i staff mewnol ac asiantaethau partner yn Sir Fynwy, ar y cyd gyda Rheolwyr Hyfforddiant Gwasanaethau Cymdeithasol a Tai ac asiantaethau eraill
- Cadw'n gyfoes gyda deddfwriaeth, polisiau a datblygu ymchwil yng nghyswllt Diogelu Oedolion a hyrwyddo a chefnogi eu gweithrediad yn lleol
- Cefnogi gwaith Bwrdd Diogelu Gwent
- Darparu sicrwydd ansawdd ar gyfer ymyriadau diogelu oedolion ar draws Sir Fynwy drwy adolygu ymarfer diogelu oedolion yn rheolaidd

- Cyfrannu tuag at baratoi adroddiadau blynyddol ar waith diogelu oedolion o fewn Sir Fynwy ar ran Bwrdd Diogelu Gwent
- Cyfrannu tuag at gywirdeb y data a gasglwyd ar gyfer ei gyflwyno'n flynyddol i adroddiad Llywodraeth Cymru
- Gweithio gyda thimau i sicrhau cywirdeb data am ddiogelu oedolion
- Cyfrannu fel sy'n addas i ddatblygu systemau a phrosesau ymhellach drwy ddyodi a dilyn unrhyw gyfleoedd ar gyfer gwella gwasanaeth
- Cymryd rhan mewn goruchwyliaeth, y broses adolygu cyflogeion, hyfforddiant a chyfleoedd datblygu.

#### **Dyma'r hyn y gallwn ei ddarparu i chi:-**

- Cefnogaeth a goruchwyliaeth ansawdd uchel mewn amgylchedd cyfeillgar gyda chymhelliant uchel
- Cyfleoedd ar gyfer hyfforddiant er mwyn datblygu eich sgiliau a'ch profiad yn broffesiynol ac yn bersonol
- Cyfle i ddatblygu eich sgiliau yn y Gymraeg yn unol gyda strategaeth 'Mwy na Geiriau'
- Yn unol ag amcanion y Gwasanaeth, hyblygrwydd i weithio'n ystwyth er mwyn sicrhau cydbwysedd cadarnhaol rhwng gwaith a bywyd
- Y cyfleoedd i weithio fel rhan o dîm i wneud gwahaniaeth go iawn i fywydau oedolion yn Sir Fynwy
- Dau ddiwrnod ychwanegol o wyliau y flwyddyn ar ben eich gwyliau blynyddol.

#### **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.

#### **Asesiad Sgiliau yn y Gymraeg**

Byddai sgiliau yn y Gymraeg yn ddymunol. Gall fod angen i chi ddysgu neu wella eich sgiliau presennol drwy fynychu hyfforddiant yn y Gymraeg i staff a gyllidir gan y cyngor. Gweithredir hyn os yw'r angen yn codi am sgiliau yn y Gymraeg yn 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 risg. 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:**

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

Mae'r awdurdod yn ymroddedig i ddiogelu a hyrwyddo lles plant a phobl ifanc ac oedolion mewn risg o niwed ac yn disgwyl i bob gweithiwr cyflogedig a gwirfoddolydd i rannu'r ymrwymiad hwn.

Mae'r holl weithwyr cyflogedig yn gyfrifol am sicrhau eu bod yn gweithredu bob amser mewn ffordd sy'n gydnaws gyda pholisi Cyfle Cyfartal Sir Fynwy yn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae'r awdurdod yn gweithredu polisi Gweithle Di-fwg y mae angen i'r holl weithwyr cyflogedig gydymffurfio ag ef.

### Manyleb Person

Sut fyddwn ni'n gwybod os mai chi yw'r person cywir ar gyfer y swydd? Fel yr ymgeisydd llwyddiannus byddwch wedi dangos:-

GOFYNION	PWYSIAD	SUT Y PROFIR
<b>1</b>		
<b>ADDYSG/CYMWYSTERAU/GWYBODAETH</b>		
1.1 Dip SW, CQSW, CSS neu gyfwerth neu brofiad sylweddol mewn gwasanaethau diogelu perthnasol (e.e. Heddlu)	Uchel	Ffurflen Gais, gweld dogfennau
1.2 Gwybodaeth o ddeddfwriaeth, strategaethau ac ymchwil perthnasol yn ymwneud ag oedolion bregus	Uchel	Ffurflen Gais a Chyfweliad
1.3 Gwybodaeth a dealltwriaeth o weithdrefnau Diogelu Oedolion	Uchel	Ffurflen Gais a Chyfweliad
1.4 Gwybodaeth o fframweithiau Asesu Risg a Rheoli Risg	Uchel	Ffurflen Gais a Chyfweliad
<b>2. PROFIAD</b>		
2.1 Profiad perthnasol o weithio gyda phobl fregus	Uchel	Ffurflen Gais
2.2 Profiad perthnasol o weithio mewn lleoliad lechyd neu Ofal Cymdeithasol	Uchel	Ffurflen Gais
2.3 Profiad o weithio mewn lleoliad aml-asiantaeth	Uchel	Ffurflen Gais a Chyfweliad
2.4 Trefnu a chadeirio cyfarfodydd aml-asiantaeth	Uchel	Ffurflen Gais
2.5 Profiad o gyflwyno hyfforddiant	Canolig	Ffurflen Gais
2.6 Profiad o fonitro perfformiad ac archwiliadau/adolygu gwasanaeth	Canolig	Ffurflen Gais a Chyfweliad
2.7 Profiad o gynnal ymchwiliadau	Canolig	Ffurflen Gais a Chyfweliad
<b>3. DONIAU A SGILIAU</b>		
3.1 Gallu i gyfathrebu a negodi'n effeithlon gydag amrywiaeth o sefydliadau a phersonél yn cynnwys datrys gwrthdaro	Uchel	Ffurflen Gais a Chyfweliad
3.2 Sgiliau trefnu yn cynnwys sgiliau cofnodi a defnydd effeithlon o TG.	Canolig	Cyfweliad
3.3 Gallu i ddiffinio a gweithio i dargedau, amcanion, blaenoriaethau a dyddiadau cau o fewn fframwaith ansawdd	Uchel	Ffurflen Gais a Chyfweliad
3.4 Gallu i ddadansoddi a chyflwyno	Uchel	Ffurflen Gais



gwybodaeth i gynulleidfa aml-ddisgyblaeth (ysgrifenedig a llafar)	monmouthshire	a Chyfweliad
3.5 Gallu i gydlynu hyfforddiant a chyfluoedd datblygu ar gyfer staff	Uchel	Ffurflen Gais a Chyfweliad
3.6 Gallu i drefnu eich llwyth gwaith eich hun mewn ffordd effeithlon	Uchel	Ffurflen Gais
<b>4. NODWEDDION PERSONOL</b>		
4.1 Ymrwymiad i ddatblygiad personol a phroffesiynol	Uchel	Cyfweliad
4.2 Deall a pharchu egwyddorion cyfrinachedd	Uchel	Cyfweliad
4.3 Brwdfrydig	Uchel	Cyfweliad
4.4 Blaengar a hyblyg	Uchel	Ffurflen Gais/ Cyfweliad
<b>5. CYFLE CYFARTAL</b>		
Gallu i arddangos ymrwymiad i egwyddorion ac ymarfer cyfle cyfartal.	Uchel	Ffurflen Gais/ Cyfweliad
<b>6. AMGYLCHIADAU ARBENNIG</b>		
Trwydded yrru lawn a mynediad i gar	Uchel	Ffurflen Gais
Bydd penodiad i'r swydd hon yn ddibynnol ar Wiriad Datgeliad Estynedig gyda'r Gwasanaeth Datgelu a Gwahardd	Uchel	Ffurflen Gais

**Os ydych angen mwy o wybodaeth am y swydd hon, cysylltwch â:**

Kelly Turner, Rheolwr Gwasanaeth, Diogelu a Sicrwydd Ansawdd  
kellyturner@monmouthshire.gov.uk

**Dyddiad Cau: 12 canol-dydd ar 05/11/2021**

**Dylid nodi na fedrwn dderbyn CVs**

**Gellir llenwi ffurflenni cais ar-lein neu eu lawrlwytho drwy:**  
[www.monmouthshire.gov.uk/how-to-apply-for-council-jobs](http://www.monmouthshire.gov.uk/how-to-apply-for-council-jobs)

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

Ar ôl eu llenwi, dylid dychwelyd ffurflenni cais papur i'r cyfeiriad dilynol:

**Gwasanaethau Pobl, Cyngor Sir Fynwy, Neuadd y Sir, Rhadyr, Brynbuga, Sir Fynwy, NP15 1GA**

## FFRAMWAITH SGILIAU YN Y GYMRAEG

LEFEL 1			
<p><i>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 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.</i></p>			
DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> <li>➤ 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.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Gall ynganu enwau lleoedd ac enwau personol yn gywir.</li> <li>➤ Gall gyfarch unigolion wyneb yn wyneb neu dros y ffôn.</li> <li>➤ Gall agor a chau sgwrs neu agor a chau cyfarfod.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Gall ddarllen brawddeg fer, e.e. arwyddion syml, cyfarwyddiadau syml, eitemau agenda, gwybodaeth syml ar ffurflenni.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Gall agor a chau neges e-bost neu lythyrau</li> <li>➤ Gall ysgrifennu enwau personol, enwau lleoedd, teitlau swyddi.</li> <li>➤ Gall ysgrifennu neges syml i gydweithwyr ar bapur neu e-bost e.e. mae hwn a hwn wedi galw.</li> </ul>
LEFEL 2			
<p><i>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 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 cyfarwyddiaeth yn ysgrifennu mewn brawddegau byr.</i></p>			
DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> <li>➤ 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</li> <li>➤ Gall ddeall pan mae pobl yn gofyn iddynt wneud rhywbeth</li> </ul>	<ul style="list-style-type: none"> <li>➤ Gall gyfathrebu gwybodaeth syml neu ofyn cwestiynau cyffredin, e.e. cael gwybodaeth gan unigolion.</li> <li>➤ Gall ddefnyddio'r Gymraeg i gyrraedd a dangos empathi gydag unigolyn ond dim i gynnal yr holl sgwrs neu sesiwn yn y Gymraeg.</li> <li>➤ Gall gynnal sgwrs fer gydag unigolyn neu gyfnewid gwybodaeth cymharol syml.</li> <li>➤ Gall gyfrannu at gyfarfod ond bydd angen troi i'r Saesneg ar gyfer termau arbenigol.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Gall ddarllen negeseuon byr a rhai llythyrau neu negeseuon e-bost, e.e. rhai sy'n gwneud cais neu'n gofyn am gyfleu neges</li> </ul>	<ul style="list-style-type: none"> <li>➤ Gall ysgrifennu neges fer at gydweithwyr gofyn cwestiwn, yn diolch iddo/iddi, esbonio rhywbeth e.e. amser a lle cyfarfod</li> <li>➤ Gall ysgrifennu llythyr neu neges e-bost i drefnu apwyntiad</li> </ul>
LEFEL 3			
<p><i>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 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 digwyddiadau.</i></p>			
DEALL	SIARAD	DARLLEN	YSGRIFENNU

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

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

#### LEFEL 5

*Gall ddeall popeth a gaiff ei ddweud. Gall siarad yn helaeth am faterion cymhleth, gan gyflwyno gwybodaeth anodd a gall hwyluso a chrynhof trafodaethau estynedig neu gymhleth. Gall grybodaeth 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"> <li>➤ Gall ddilyn pob sgwrs a thrafodaeth gydag unigolion neu gydweithwyr.</li> <li>➤ Gall ddeall amwysedd a naws iaith.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Gall fynegi ei hunan yn fanwl, hyd yn oed wrth drafod materion cymhleth</li> <li>➤ Gall addasu arddull a chywair yr iaith i weddu i'r gynulleidfa.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Gall ddarllen a deall bron bob testun ysgrifenedig heb anhawster, gan ddefnyddio geiriadur yn achlysurol.</li> <li>➤ Gall ddarllen testunau hir i ganfod manylion perthnasol a gall ddeall y rhan fwyaf o fathau o ddeunydd ysgrifenedig.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Gall ysgrifennu adroddiadau mewn arddull glir addas i'r darlennydd gyda chefnog offer cymorth iaith electronig.</li> <li>➤ Gall ysgrifennu Cymraeg ffurfiol anffurfiol yn ôl yr angen.</li> <li>➤ Gall ysgrifennu ystod o ddogfennau ffurfiol gywir ac yn hyderus.</li> </ul>

