

## Come and join the team!

### ADVERT

**ROLE TITLE:** Assistant Engineer (Street Works & Asset Management)

**ADVERT TEXT:**

An exciting opportunity has arisen within the Highways & Flooding team for a new Assistant Engineer. The successful candidate will report to and assist the Street Works & Asset Manager in providing technical and administrative support to the Flood Team in delivering its functions as the Street Works Authority (SWA) under the New Road & Street Works Act 1991 and other statutory duties including those set out under the Traffic Management Act 2010.

**POST ID:** ROHT58

**LOCATION:** The postholder's normal place of work is at County Hall, Usk. The nature of the role also requires travel within and outside of the county.

**GRADE:** BAND H SCP 27 – SCP31 £31,895 - £35,336

**HOURS:** 37 Per Week.

**TEMPORARY:** No

**DBS CHECK:** No

**CLOSING DATE:** 5pm on 30th June 2022

#### 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:** Assistant Engineer (Street Works & Asset Management)  
PERMANENT

**POST ID:** ROHT58

**GRADE:** BAND H SCP 27 – SCP31 £31,895 - £35,336

**HOURS:** 37 Per Week

**WORK PATTERN:** Flexible: Generally, between the hours of 9am to 5pm Monday to Thursday, 9am to 4.30pm Friday.

**LOCATION:** County Hall, Usk. The nature of the role also requires travel within and outside of the county.

**DISCLOSURE AND BARRING SERVICE (DBS) CHECK:** No DBS required for this post.

**RESPONSIBLE TO:** Sueanne Sandford, Street Works & Asset Manager  
Tel: 01633 644718

**WELSH LANGUAGE ASSESSMENT:** Welsh language skills are desirable

### Who are we? Highway & Flood Management Group

#### SAFEGUARDING:

Child and Adult Safeguarding 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:-

This Highway & Flood Management (HFM) team provides some of the most high profile services to the public and wider Monmouthshire community, the quality of which, directly reflects upon the public's perception of the Council. These vital highway and flood management services include the effective asset management approach to prioritising and planning the refurbishment of the highway network and the related infrastructure (bridges, drains etc.), that are all important in maintaining and improving the authorities most valuable infrastructure. The team is also responsible for the Council's statutory duties as the Street Works Authority (SWA) under the New Road & Street Works Act 1991 and other statutory duties under the Traffic Management Act 2010.

Our vision is to provide good quality and cost effective services, that create an environment of which we can be proud.

#### The Purpose of this Role:-

The post holder will report to the Street Works & Asset Manager and be responsible for ensuring the efficient undertaking of the Council's statutory streetworks and network

management functions. Working within the Streetworks section but as part of a wider highway team, they will be required to effectively oversee and direct all activities on the public highway and in particular the works of utilities and private operators not directly controlled by other in-house services.

The postholder will be responsible for overseeing and directing utilities and other contractors working on the public highway under the authority's statutory requirements with regard to streetworks and network management function as defined within the New Roads and Streetworks Act (NRSWA) and the Traffic Management Act (TMA). This involves the recording and reporting of performance information in relation to the current guidance and best practice as well as other network management duties as part of the wider context of the Council's Highway Asset Management Plan (HAMP) and Transport Strategy.

The post holder will be expected to contribute towards developing innovative operational solutions, and participate in the introduction of new technology to achieve an efficient and progressive service, with performance outcomes that can be measured, in line with the highways Service Improvement Plan. In addition to liaise with members, officers, community groups, Town and Community Councils, members of the public, with regard to all aspects of the streetwork and traffic management function.

**Expectation and Outcomes of this Role:-**

The Assistant Engineer (Street Works & Asset Management) will assist in discharging the Council's statutory duties as the Street Works Authority under the requirements of the New Roads and Streetworks Act (NRSWA) and the Traffic Management Act (TMA). This involves the recording and reporting of performance information in relation to the current guidance and best practice as well as other network management duties as part of the wider context of the Council's Highway Asset Management Plan (HAMP) and Transport Strategy.

**Your responsibilities are to:-**

1. To oversee all works undertaken on the public highway within Monmouthshire ensuring that such activities are carried out in a safe manner and in accordance with streetworks or other relevant nationally approved specifications and guidance. This will require prompt response to rectify both safety and other non-compliance matters which may impact upon all highway users, and to use and respond to such issues through the available computer based systems, eg the Mayrise highway management system.
2. To supervise and manage the administrative support team which includes the street works inspector and the TMA/NRSWA officers
3. To assist the Streetworks Manager in discharging the Council's statutory duty as set out under the NRSWA and the Traffic Management Act (TMA).
4. To arrange and participate in the efficient investigation of service referrals, and appropriate responses, in line with prescribed policies and procedures.
5. To oversee and direct utility and private contractors working on the public highway and issues instructions as required.

6. To be responsible for the day-to-day management of all licences and activities (including skips and scaffoldings) on the public highway, including programming, monitoring and reporting on results to the Streetworks Manager and other senior managers. This will include several aspects necessary to carry out work effectively, e.g. co-ordination, liaison with the general public, Highway Operations and private contractors in connection with vehicles and plant, delivery of materials, and sub-contract services.
7. To work with and liaise with County Councillors, Town and Community Council representatives, Managers and the public, as a representative of the Council, including on occasions attendance at public meetings.
8. To represent and sometimes deputise for the Streetworks Manager, and other Managers within the Highway & Flood Management Group (including Traffic & Road Safety, Highway Development and Project Engineer Design) when required.
9. To be familiar with relevant legislation including the Highway Act 1980, the Traffic management Act and the New Roads & Streetworks Act and their relevance to highway safety, together with the Codes of Practice for Highway Services. To ensure compliance with specifications, whilst at the same time endeavouring to adopt a flexible approach when working with colleagues and contractors to minimise the impact of such works on highway users. In addition options should be considered to ensure that all streetworks are undertaken in the most effective and economic manner.
10. To review design proposals and approve works programmes as required and ensure that activities on the public highway are carried out in an efficient manner whilst in accordance with the required specification.
11. To record electronically and prepare appropriate reports for managers on proposed works programme taking in to consideration safety, disruption to highway users and cost implications of activities on the highway network.
12. To provide day-to-day supervision of all activities carried out on the highway network ensuring compliance with Health & Safety and other highway specification requirements, monitoring of progress and productivity levels in accordance with the the NRSWA and other statutory or local policy and procural requirements.
13. To assist with the development, and ensure compliance with the implementation of the Operations Directorate Health and Safety requirements, and the CDM regulations.
14. To oversee the works of all contracts working on the highway network and brief the Streetworks and other managers, engineers and supervisors as necessary.
15. In addition to engineering consultants (general and specialist), liaise with contractors to ensure the Council receives the specified level of productivity, product quality, and overall value for money.
16. To manage contracts efficiently ensuring the best use is made of the authority's assets. Supporting the Wales programme for improvement, the collaboration

agenda and any other joint working arrangements that may generate a financial or status benefit to the Council.

17. To respond to calls for assistance in connection with emergencies such as those which may occur in connection with works being undertaken on the highway network including RTAs, landslips and winter maintenance. In addition to assist the corporate emergency planning team at operational level in connection with any major incidents, and to take an active part in reviewing operational procedures for dealing with such incidents as part of the duties contained within the Network Management Plan.
18. To liaise with other teams within the Operations Department, particularly Highway Operations, SWTRA/ Streetlighting and Ground Maintenance teams.
19. To comply with all current legislation applicable to the activities of the organisation.
20. To assist the Asset & Street Works Manager with the monitoring of the Streetworks revenue budget including to maximise income as well as collaborating with other teams to reduce financial expenditure or assist with bring in additional income to the authority.
21. Required to provide records and other information to assist with the generation and submission of invoices to external income sources, and to negotiate with utilities and other private contractors as required, to resolve disputes, and ensure that the projected MCC external trading income streams are maintained, and where possible, further developed.
22. To represent the authority at public meetings or with any other relevant parties, with regard to any streetworks or network management matters.
23. To assist Council Members as required, enabling them to undertake their democratic responsibilities, and assist them, where possible, in any matter that will improve the public perception of the authority, or achieve corporate objectives.
24. To communicate with and answer questions fielded by the public, on streetworks and network management matters.
25. To comply with the authority's Standing Orders.
26. To undertake any reasonable duties commensurate with the level of post that may be required from time to time.
27. To demonstrate a commitment in equal opportunities in employment and service delivery.
28. To maintain full awareness of the health and safety requirements for the service, and to be responsible for own safety, and not to endanger other staff, or the public when undertaking official duties.
29. To assist in the generation of innovative options on how Council services may be provided and improved upon in the future, and to develop, where possible, new ways of working and service collaboration with other organisations (including the

private sector). To help identify how existing and emerging technologies may be utilised to generate income, reduce costs and improve the quality of services, that the Council provides to the residents of Monmouthshire.

**Here's what we can provide you with:-**

- The opportunity to develop Welsh language skills.
- Working for this council means that you will be offered the scope, opportunity and challenge to think about doing things differently; this is an ideal culture in which to deliver on some of those changes.
- The work environment is different to a traditional office. Very few staff have an office or even a desk to call their own. You work agilely from different offices, depots, at home (sometimes wherever you can get wifi) and '9 to 5' does not exist. There are no core hours but you are expected to work the hours necessary to deliver the demands of the job. This is a minimum of 37 hours for a full time employee but as a senior officer of a crucial high profile service the hours worked may be more.
- Don't be surprised if you need to work in the evenings (possibly at council or public meetings) and at any hour on the night or day and weekends during emergencies. Extra hours may be taken as time in lieu (as per the 'flexi time' system).
- If you incur business mileage over and above your normal home to office journey whilst using your own vehicle then a mileage allowance will be paid. Pool cars may be available although, cannot be guaranteed so using your own car may be necessary.

**What else you need to know.....Our Values:**

Our purpose is underpinned by a clear sense of who we are as an organisation. We expect people who work with us to share a strong value set and expect that these are evident in the ways in which we work and engage with our communities.

**Teamwork:** We will work with you and our partners to support and inspire everyone to get involved. We will make the best of the ideas, and resources available to make sure we do the things that most positively impact our people and places.

**Openness:** We are open and honest. People have the chance to be involved and tell us what matters.

**Flexibility:** We are flexible, enabling delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

**Fairness:** We provide opportunities for people and communities to thrive. We will always try to treat everyone fairly and consistently.

**Kindness:** We will show kindness to all those we work with, putting the importance of relationships and the connections we have with one another at the heart of all interactions.

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:-**

<b>REQUIREMENTS</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>HOW TESTED</b>
<b>1. EDUCATION/QUALIFICATION KNOWLEDGE</b>		
1.1 ONC/D Civil Engineering or equivalent	Desirable	APPLICATION FORM
1.2 Recognised Highway / Street Works Qualification	Desirable	APPLICATION FORM
1.3 ICT Training including MicroSoft/ AutoCAD/KeyLine/KeySign	Desirable	APPLICATION FORM/ INTERVIEW
<b>2. EXPERIENCE</b>		
2.1 2 years relevant experience in a public service or engineering environment	Desirable	APPLICATION FORM/ INTERVIEW
2.2 Experience of managing budgets and working with financial systems.	Desirable	APPLICATION FORM/ INTERVIEW
2.3 Experience of working effectively with elected members, the public and interested stakeholders within a multi-disciplinary environment. Be able to demonstrate awareness and sensitivity of the political and commercial pressures involved	Desirable	APPLICATION FORM/ INTERVIEW
2.4 Have experience of working within a statutory highway service and related construction practices. Have a detailed knowledge of local authority highway streetworks and network management statutory requirements and must possess good communication skills, to ensure the best outcome for the highway user and the authority.	Essential	APPLICATION FORM/ INTERVIEW
2.5 Have experience of working in a team, supervising technical, administrative and operational staff.	Essential	APPLICATION FORM/ INTERVIEW
2.6 Able to demonstrate that you have the skills and experience specified within the responsibilities of the post.	Essential	APPLICATION FORM/ INTERVIEW
2.7 Able to work under pressure, which may involve dealing with constraints out of your control e.g. resource or time.	Essential	APPLICATION FORM/ INTERVIEW

2,8 Experience of mentoring and developing junior members of staff	Desirable	APPLICATION FORM/ INTERVIEW
<b>3. APTITUDE &amp; SKILLS</b>		
3.1 Will be a strong communicator, with clear and developed communication skills, both written and oral along with good presentational skills.	Essential	INTERVIEW
3.2 Possess a can-do attitude and be willing to go above and beyond in a very demanding, high pressure public service environment	Essential	INTERVIEW
3.2 Ability to produce and maintain accurate records	Essential	APPLICATION FORM/ INTERVIEW
3.3 Understand and respect the principles of confidentiality	Essential	APPLICATION FORM/ INTERVIEW
3.4 Ability to prioritise and to work independently and as part of a team	Essential	APPLICATION FORM/ INTERVIEW
3.5 Willingness to undertake and practice Health & Safety procedures to comply with legislation, to ensure the safety of themselves and others at all times	Essential	INTERVIEW
3.6 Flexible approach to working hours and duties	Essential	INTERVIEW
<b>4. PERSONAL ATTRIBUTES</b>		
4.1 Commitment to personal and professional development	Essential	INTERVIEW
4.2 Enthusiastic	Essential	INTERVIEW
4.3 Innovative & flexible	Essential	INTERVIEW
4.4 Ability to motivate and encourage a team	Essential	INTERVIEW
<b>5. EQUAL OPPORTUNITIES</b>		
5.1 Able to demonstrate a commitment to equal opportunities principles and practice	Essential	APPLICATION FORM/ INTERVIEW
<b>6. SPECIAL CIRCUMSTANCES</b>		
6.1 Current full driving license and access to a car	Essential	APPLICATION FORM/ INTERVIEW
6.1 Speak Welsh (You may be required to learn or improve your existing Welsh speaking skills through attending staff training funded by the council.)	Desirable	APPLICATION FORM/ INTERVIEW

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

**Sueanne Sandford, Street Works & Asset Manager Tel: 01633 644718**

**Closing Date: 5pm on 30th June 2022**

## 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"> <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			
<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"> <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			
<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"> <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>

**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 an 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"> <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>

**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"> <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>

## HYSBYSEB RÔL

**TEITL Y RÔL:** Peiriannydd Prosiect – Gwaith Stryd a Rheoli'r Rhwydwaith

PARHAOL

**RHIF ADNABOD Y SWYDD:** ROHT58

**GRADD:** BAND H SCP 27 – SCP31 £31,895 - £35,336 (yn amodol ar werthusiad o'r swydd)

**ORIAU:** 37 Awr yr Wythnos

**LLEOLIAD:** Hyblyg: Yn gyffredinol, rhwng 9am a 5pm o ddydd Llun i ddydd Iau, 9am i 4.30pm dydd Gwener.

### **ASESIAD Y GYMRAEG:**

Mae sgiliau yn y Gymraeg yn ddymunol ond nid yn hanfodol

### **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.

### **DISGRIFIAD O'R SWYDD:**

Bydd y deiliad swydd yn atebol i'r Rheolwr Gwaith Stryd a Rhwydwaith ac yn gyfrifol am sicrhau y caiff swyddogaethau statudol gwaith stryd a rheoli rhwydwaith y Cyngor eu cyflawni'n effeithiol. Gan weithio o fewn yr adran Gwaith Stryd ond fel rhan o dîm priffyrdd ehangach, bydd angen iddynt oruchwylio'n effeithlon a chyfeirio pob gweithgaredd ar y briffordd gyhoeddus ac yn arbennig weithiau gweithredwyr cyfleustodau a phreifat na sydd yn rhan o'n gwasanaethau mewnol. Bydd y deiliad swydd yn gyfrifol am oruchwylio a chyfarwyddo'r cyfleustodau a chontractwyr eraill sydd yn gweithio ar y priffyrdd o dan ofynion statudol yr awdurdod fel y'u diffiniwyd yn Neddf Ffyrdd Newydd a Gwaith Stryd a'r Ddeddf Rheoli Traffig. Mae hyn yn cynnwys cofnodi ac adrodd gwybodaeth perfformiad yng nghyswllt yr arweiniad ac arfer gorau cyfredol yn ogystal â dyletswyddau eraill rheoli rhwydwaith fel rhan o gyd-destun ehangach Cynllun Rheoli Asedau Priffordd a Strategaeth Trafnidiaeth y Cyngor.

Disgwylir i'r deiliad swydd gyfrannu tuag at ddatblygu datrysiadau gweithredol blaengar a chymryd rhan wrth gyflwyno technoleg newydd i sicrhau gwasanaeth effeithiol a blaengar, gyda chanlyniadau perfformiad y gellir eu mesur, yn unol â'r Cynllun Gwella Gwasanaeth Priffyrdd. Yn ychwanegol at gydlynu gydag aelodau, swyddogion, grwpiau cymunedol, Cynghorau Tref a Chymuned, aelodau'r cyhoedd, yng nghyswllt pob agwedd o'r swyddogaeth gwaith stryd a rheoli traffig

Os ydych angen unrhyw wybodaeth bellach am y rôl hon, cysylltwch os gwelwch yn dda gyda: Sueanne Sandford 01633 644644

Dyddiad Cau: 5pm 30th Mehefin 2022

### Gwybodaeth Ychwanegol

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

Er mwyn gwneud cais am y rôl hon, cwblhewch y ffurflen gais ar-lein sydd ar gael ar y dudalen ganlynol:

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

Mae modd cyflwyno ceisiadau yn y Gymraeg, ac ni fydd cais a gyflwynir yn y Gymraeg yn cael ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg,

Mae modd rhannu'r holl swyddi os na nodir fel arall.

Mae Cyngor Sir Fynwy yn:-

- cyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob rhan o'r gymuned .
- cyflogwr sydd wedi ymrwmo i fod yn hyderus o ran anabledd
- cyflogwr sydd yn gyfeillgar i'r Lluoedd Arfog
- ymwybodol o Awtistiaeth ac wedi ymrwmo i ddileu unrhyw rwystrau at gyflogaeth
- ymrwmo i gefnogi pobl ifanc sydd yn gadael ein gofal i gael cyfleoedd newydd a phrofiad.

## PROFFIL Y RÔL

**TEITL Y RÔL:** Peiriannydd Prosiect – Gwaith Stryd a Rheoli'r Rhwydwaith

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**YN ATEBOL I:** Rheolwr Gwaith Stryd a Rhwydwaith

### **ASESIAD Y GYMRAEG:**

Mae sgiliau yn y Gymraeg yn ddymunol ond nid yn hanfodol

**Pwy ydym ni?... Grŵp rheoli Priffyrdd a Llifogydd, Gweithrediadau'r Prif Weithredwr**

### **Ein Diben:-**

Mae'r tîm Priffyrdd a Rheoli Llifogydd yn darparu rhai o'r gwasanaethau proffil uchaf i'r cyhoedd a'r gymuned ehangach yn Sir Fynwy, ac mae ansawdd y gwasanaethau hyn yn dylanwadu'n uniongyrchol ar ganfyddiad y cyhoedd o'r Cyngor. Mae'r gwasanaethau priffyrdd a rheoli llifogydd hollbwysig hyn yn cynnwys dull effeithlon ar gyfer rheoli asedau i flaenoriaethu a chynllunio adnewyddu rhwydwaith priffyrdd a'r seilwaith cysylltiedig (pontydd, draeniau ac ati), sydd yn hollbwysig wrth gynnal a gwella seilwaith mwyaf gwerthfawr yr awdurdod.

Mae rheoli a datblygiad yr ased yma'n cynnwys swyddogaethau megis cynllunio ffyrdd newydd ar draws y sir a sut mae'r rhwydwaith ffyrdd yn gweithredu'n ddiogel ac effeithlon drwy orchmynion rheoli traffig megis terfyn cyflymder, signalau traffig, cyfleustodau a mesurau eraill rheoli traffig.

Mae'r tîm hefyd yng ngofal rôl statudol y Cyngor yn rheoli llwybrau dŵr a rheoli risgiau llifogydd, ynghyd â'r gwasanaeth ymatebol a gynigir pan mae eiddo mewn risg.

Ein gweledigaeth yw darparu gwasanaethau ansawdd da ac effeithlon o ran cost sy'n creu amgylchedd y gallwn fod yn falch ohono.

### **Pwrpas y Rôl:-**

Bydd y deiliad swydd yn atebol i'r Rheolwr Gwaith Stryd a Rhwydwaith ac yn gyfrifol am sicrhau y caiff swyddogaethau statudol gwaith stryd a rheoli rhwydwaith y Cyngor eu cyflawni'n effeithiol. Gan weithio o fewn yr adran Gwaith Stryd ond fel rhan o dîm priffyrdd ehangach, bydd angen iddynt oruchwylio'n effeithlon a chyfeirio pob gweithgaredd ar y briffordd gyhoeddus ac yn arbennig weithiau gweithredwyr



cyfleustodau yng nghyswllt y swyddogaeth gwaith stryd a rheoli rhwydwaith fel y'u diffiniwyd yn Neddf Ffyrdd Newydd a Gwaith Stryd a'r Ddeddf Rheoli Traffig a gweithredwyr preifat na chaiff eu rheoli'n uniongyrchol gan wasanaethau mewnol eraill. Mae hyn yn cynnwys cofnodi ac adrodd gwybodaeth perfformiad yng nghyswllt yr arweiniad ac arfer gorau cyfredol yn ogystal â dyletswyddau eraill rheoli rhwydwaith fel rhan o gyd-destun ehangach Cynllun Rheoli Asedau Priffordd a Strategaeth Trafnidiaeth y Cyngor. Disgwylir i'r deiliad swydd gyfrannu tuag at ddatblygu datrysiadau gweithredol blaengar a chymryd rhan wrth gyflwyno technoleg newydd i sicrhau gwasanaeth effeithiol a blaengar, gyda chanlyniadau perfformiad y gellir eu mesur, yn unol â'r Cynllun Gwella Gwasanaeth Priffyrdd. Yn ychwanegol at gydlynu gydag aelodau, swyddogion, grwpiau cymunedol, Cynghorau Tref a Chymuned, aelodau'r cyhoedd, yng nghyswllt pob agwedd o'r swyddogaeth gwaith stryd a rheoli traffig.

### **Disgwyliadau a Chanlyniadau'r Rôl hon:-**

Bydd y Peiriannydd Prosiect Gwaith Stryd yn cynorthwyo'r Rheolwr Gwaith Stryd a Rhwydwaith a'r tîm i gyflawni dyletswydd statudol y Cyngor mewn cysylltiad gyda'r Ddeddf Rheoli Traffig a Ffyrdd Newydd a Gwaith Stryd. Wrth gyflawni'r swydd bydd angen i ddeiliad y swydd sicrhau y rhoddir ystyriaeth a chyngor cywir i gwmnïau cyfleustodau a chontractwyr eraill sy'n gweithio o fewn y briffordd gyhoeddus. Bydd hyn angen dull asesu risg er mwyn cyfyngu'r effaith a gaiff cynigion o'r fath ar asedau priffordd, trafndiaeth a llifogydd ac edrych ar dderbyn neu argymell newidiadau i ddarparu rhwydwaith diogel ac effeithiol ar gyfer y gymuned leol a'r gymuned fusnes yn unol ag amcanion corfforaethol cyffredinol y Cyngor.

Disgwylir i'r swyddog ymgymryd â'r gweithgareddau allweddol dilynol:

1. Goruchwyllo'r holl waith a wneir o ar briffyrdd cyhoeddus Sir Fynwy gan sicrhau y gwneir gweithgareddau o'r fath mewn modd diogel ac yn unol â manylion a chanllawiau gwaith stryd neu fanylebion a chanllawiau eraill perthnasol a gymeradwywyd yn genedlaethol. Bydd hyn yn golygu y bydd angen ymateb yn brydlon i unioni materion diogelwch a hefyd faterion diffyg cydymffurfiaeth eraill a all effeithio ar holl ddefnyddwyr priffyrdd a defnyddio ac ymateb i faterion o'r fath drwy'r systemau cyfrifiadurol sydd ar gael, e.e. system rheoli priffyrdd Mayrise.
2. Goruchwyllo a rheoli'r tîm cymorth gweinyddol sydd yn cynnwys yr arolygydd gwaith stryd a'r swyddogion TMA/NRSWA.
3. Cynorthwyo'r Rheolwr Gwaith Stryd wrth weithredu dyletswyddau statudol y Cyngor fel y'i nodir yn y Ddeddf Ffyrdd Newydd 1991 a Gwaith Stryd a'r Ddeddf Rheoli Traffig.
4. Trefnu a chymryd rhan yn ymchwiliad effeithiol o ran atgyfeiriadau gwasanaeth ac ymatebion priodol, yn unol â pholisïau a gweithdrefnau a osodwyd.

5. Goruchwyllo a chyfarwyddo contractwyr cyfleustodau a phreifat sydd yn gweithio ar y priffyrdd cyhoeddus a'n rhoi cyfarwyddiadau fel sydd angen.
6. Yn gyfrifol am reoli'r trwyddedau a'r gweithgareddau o ddydd i ddydd (gan gynnwys sgiplau a sgaffaldiau) ar y priffyrdd cyhoeddus, gan gynnwys rhaglenni, monitro ac adrodd ar ganlyniadau i'r Rheolwr Gwaith Stryd ac uwch-reolwyr eraill. Bydd hyn yn cynnwys sawl agwedd angenrheidiol er mwyn ymgymryd gyda'r gwaith yn effeithiol e.e. cydlynu, cysylltu gyda'r cyhoedd, contractwyr Gweithrediadau Priffyrdd a phreifat o ran cerbydau, peiriannau, cyflenwi deunyddiau a gwasanaethau is-contractau.
7. Gweithio gydag a chydlynu gyda Chynghorwyr Sir, cynrychiolwyr Cynghorau Tref a Chymuned, rheolwyr a'r cyhoedd, fel cynrychiolydd y Cyngor, yn cynnwys mynychu cyfarfodydd cyhoeddus ar achlysuron.
8. Cynrychioli ac weithiau ddirprwyo dros y Rheolwr Gwaith Stryd a rheolwyr eraill o fewn y Grŵp Priffyrdd a Rheoli Llifogydd (gan gynnwys Traffig a Diogelwch y Ffyrdd, Datblygu Priffyrdd a Dylunio Peiriannydd Prosiect) pan fo angen.
9. Bod yn gyfarwydd gyda deddfwriaeth berthnasol yn cynnwys Deddf Priffyrdd 1980, Deddf Rheoli Traffig 1991 a Deddf Ffyrdd Newydd a Gwaith Stryd 2004 a'u perthnasedd i ddiogelwch priffyrdd, ynghyd â'r codau ymarfer ar gyfer Gwasanaethau Priffordd. Sicrhau cydymffurfiaeth gyda manylebion, tra ar yr un pryd ymdrechu i ddefnyddio dull gweithredu hyblyg wrth weithio gyda chydweithwyr a chontractwyr i leihau effaith gwaith o'r fath ar ddefnyddwyr priffyrdd. Yn ychwanegol, dylid ystyried opsiynau i sicrhau y caiff yr holl waith stryd ei wneud yn y ffordd fwyaf effeithlon a darbodus.
10. Adolygu cynigion dylunio a chymeradwyo rhaglenni gwaith fel sydd angen a sicrhau y caiff gweithgareddau ar y briffordd gyhoeddus eu gwneud mewn modd effeithiol yn unol â'r fanyleb ofynnol.
11. Cofnodi'n electronig a pharatoi adroddiadau priodol ar gyfer rheolwyr ar raglenni gwaith arfaethedig gan roi ystyriaeth i ddiogelwch, ymyrryd ar ddefnyddwyr priffyrdd a goblygiadau cost gweithgareddau ar y rhwydwaith priffyrdd.
12. Goruchwyllo'r holl weithgareddau o ddydd i ddydd a wneir ar y rhwydwaith priffyrdd er mwyn sicrhau cydymffurfiaeth gydag lechyd a Diogelwch ac anghenion penodol eraill o ran y priffyrdd, monitro'r cynnydd a'r lefelau cynhyrchiant yn unol gyda'r NRSWA ac unrhyw bolisiâu statudol neu leol eraill ac anghenion caffael.
13. Cynorthwyo gyda datblygu a'n sicrhau cydymffurfiaeth gyda'r broses o weithredu gofynion lechyd a Diogelwch y Gyfarwyddiaeth Gweithrediadau, a'r rheoliadau CDM.

14. Goruchwyllo gwaith yr holl gontractau sydd yn gweithio ar y rhwydwaith priffyrdd a briffio'r rheolwyr Gwaith Stryd a rheolwyr, peirianwyr a goruchwylwyr eraill fel sydd angen.
15. Yn ogystal â'r ymgynghorwyr peirianeg (cyffredinol ac arbenigol), bydd angen gweithio gyda'r contractwyr er mwyn sicrhau bod y Cyngor yn derbyn y lefel benodol o gynhyrchiant, ansawdd y cynnyrch a gwerth cyffredinol am arian.
16. Rheoli contractau yn effeithlon drwy sicrhau y gwneir y defnydd gorau o asedau'r awdurdod. Yn cefnogi'r rhaglen gwelliant i Gymru ddiweddaraf, yr agenda cydweithredu ac unrhyw drefniadau gwaith cyfun sydd o bosib yn creu elw o ran cyllid neu statws i'r Cyngor.
17. Ymateb i alwadau am gymorth mewn cysylltiad gyda gwaith ar y rhwydwaith priffyrdd yn cynnwys damweiniau traffig ffordd, tirlithriadau a chynnal a chadw yn ystod y gaeaf. Yn ychwanegol at gynorthwyo tîm corfforaethol Cynllunio Argyfwng ar lefel weithredol mewn cysylltiadau gydag unrhyw ddigwyddiadau mawr, a chymryd rhan weithgar wrth adolygu gweithdrefnau ar gyfer delio gyda digwyddiadau o'r fath fel rhan o'r dyletswyddau a gynhwysir o fewn y Cynllun Rheoli Rhwydwaith.
18. Cydlynu gyda thimau eraill o fewn yr Adran Gweithrediadau, yn neilltuol timau Gweithrediadau Priffyrdd, SWTRA/Goleuadau Stryd a Chynnal a Chadw Tir.
19. Cydymffurfio gyda'r holl ddeddfwriaeth gyfredol sy'n berthnasol i weithgareddau'r sefydliad.
20. Cynorthwyo'r Rheolwr Asedau a Gwaith Stryd gyda monitro cyllideb referniw Gwaith Stryd yn cynnwys creu gymaint o incwm ag sydd yn bosib ac yn ogystal â chydweithio gyda thimau eraill i ostwng gwariant ariannol neu gynorthwyo i sicrhau incwm ychwanegol i'r awdurdod.
21. Bydd angen rhoi cofnodion a gwybodaeth eraill i gynorthwyo gyda chynhyrchu a chyflwyno anfonebau i ffynonellau incwm allanol ac i negodi gyda chwmnïau cyfleustodau a chontractwyr preifat arall fel bo angen, i ddatrys anghydfodau a sicrhau cadw ffrydiau incwm masnachu allanol arfaethedig Cyngor Sir Fynwy a, lle'n bosibl, eu datblygu ymhellach.
22. Cynrychioli'r awdurdod mewn cyfarfodydd cyhoeddus neu gydag unrhyw bartion eraill, a hynny o ran gwaith rheoli gwaith stryd neu'r rhwydwaith.
23. Cynorthwyo aelodau Cyngor fel bo angen, gan eu galluogi i ymgymryd â'u cyfrifoldebau democrataidd a'u cynorthwyo, lle'n bosibl, mewn unrhyw fater fydd yn gwella canfyddiad y cyhoedd o'r awdurdod neu gyflawni amcanion corfforaethol.
24. Cyfathrebu gyda ac ateb cwestiynau'r cyhoedd ar faterion gwaith stryd a rheoli rhwydwaith.

25. Cydymffurfio gyda Gorchmynion Sefydlog y Cyngor.
26. Gwneud unrhyw ddyletswyddau rhesymol sy'n gymesur gyda lefel y swydd y gall fod eu hangen o bryd i'w gilydd
27. Arddangos ymrwymiad at gyfle cyfartal mewn cyflogaeth a darparu gwasanaeth.
28. Cynnal ymwybyddiaeth lawn o'r gofynion iechyd a diogelwch ar gyfer y gwasanaeth, a bod yn gyfrifol am eich diogelwch eich hun a pheidio peryglu staff arall na'r cyhoedd wrth ymgymryd â dyletswyddau swyddogol.
29. Cynorthwyo gyda chynhyrchu opsiynau blaengar ar sut y gellir darparu a gwella gwasanaethau'r Cyngor yn y dyfodol a datblygu, lle'n bosibl, ffyrdd newydd o weithio a chydweithredu gwasanaeth gyda sefydliadau eraill (yn cynnwys y sector preifat). Helpu i ddynodi sut y gellir defnyddio'r technolegau presennol ac sy'n dod i'r amlwg i gynhyrchu incwm, gostwng costau a gwella ansawdd gwasanaethau y mae'r Cyngor yn eu darparu i breswylwyr Sir Fynwy.

### **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.

### **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'r Cyngor 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 y canlynol:-

1. Rhaid i'r deiliad swydd arddangos sgiliau cyfathrebu da ac ymroddiad i ddarparu gwasanaethau mewn awyrgylch gwaith heriol.
2. Bydd angen cynrychioli'r awdurdod ar faterion sydd yn gysylltiedig â meysydd gwaith sydd wedi eu manylu yn yr adrannau 'Pwrpas y Swydd, Dyletswyddau a Chyfrifoldebau'.
3. Yn gyfathrebwr da, ar lafar ac yn ysgrifenedig, gyda'r gallu i ddefnyddio TGCh a thechnoleg newydd ac yn gyfarwydd gyda meddalwedd a thechnoleg newydd fel rhan o'u gwaith o ddydd i ddydd.
4. Yn meddu ar brofiad o ddelio gyda chontractwyr, cydweithwyr, aelodau'r cyhoedd ac yn medru arddangos ymwybyddiaeth a sensitifrwydd o weithio o fewn awyrgylch sector cyhoeddus.
5. Yn meddu ar brofiad o weithio o fewn gwasanaeth priffyrdd statudol ac arferion adeiladu perthnasol. Yn meddu ar wybodaeth fanwl o ofynion statudol o ran rheoli gwaith stryd a rhwydwaith priffyrdd ac yn meddu ar sgiliau cyfathrebu da, er mwyn sicrhau'r canlyniadau gorau i ddefnyddwyr y priffyrdd a'r awdurdod.
6. Yn meddu ar brofiad ac yn medru defnyddio systemau TGCh fel Microsoft a system cyfrifiadurol perchnogol fel Mayrise.
7. Yn ddelfrydol, bydd y deiliad swydd yn Dechnegydd neu'n Aelod Corfforedig o'r Sefydliad Peirianwyr Sifil neu unrhyw gorff proffesiynol arall ac wedi ei addysgu hyd at lefel ONC/ HNC neu lefel gyfatebol, ac yn medru arddangos cymhwysedd proffesiynol a thechnegol, ac yn meddu ar brofiad goruchwyllo priffyrdd ac wedi ymrwymo i ddatblygiad proffesiynol parhaus.
8. Y gallu i ddangos dealltwriaeth glir o egwyddorion ac ymarfer Cyfle Cyfartal, a bod ag ymrwymiad clir i'w gweithredu'n effeithlon.
9. Bod yn fodlon cydymffurfio a gweithredu polisiau a gweithdrefnau lechyd a Diogelwch Cyngor Sir Fynwy.
10. Yn meddu ar drwydded yrru ddilys (noder os gwelwch yn dda y byddwch o bosib yn derbyn cerbyd gyda'r rôl hon)

**Os ydych angen unrhyw wybodaeth bellach am y rôl hon, cysylltwch os gwelwch yn dda gyda: Sueanne Sandford 01633 644644**

**Dyddiad Cau: 5pm 30th Mehefin 2022**