

Come and join the team!

Service Manager – Direct Care Services

Are you a dynamic, compassionate and innovative leader who is focused on the highest quality of service in supporting people to live their own lives. We have an exciting new post and we are looking for the right person to join our dynamic team of Service Managers in Adult Services.

You will have overall operational and professional responsibility for a range of services including our in-house Care at Home, Residential Services and Monmouthshire Meals. You will hold the position of 'Responsible Individual' under the Regulation and Inspection of Social Care [Wales] Act 2016 for our regulated services ensuring that we meet our commitments from our 'Statement of Purpose' and our statutory obligations whilst remaining focused on our commitment to continuous improvement.

There are some exciting changes ahead with the opening of the new residential home in South Monmouthshire. Through collaboration and by working to get the best out of others you will develop a sense of shared direction and a clear strategic vision for direct care services. You will provide the drive and leadership in implementing and delivering on our development plans and will continue the excellent work of the previous post holder.

If you want the next step in your career to work in an organisation where you can make a real difference, this could be the opportunity you're looking for.

POST ID: SAS553
LOCATION: County Hall, Usk or Agile Working
GRADE: BAND M SCP £55,747 - SCP £60,340
HOURS: 37 Per Week
CONTRACT: Permanent
DBS CHECK: Yes
CLOSING DATE: 5pm on 04/12/2023
INTERVIEW DATE: 08/12/2023

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 favorably 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. We are a disability confident committed employer and an Armed Forces friendly employer. We are Autism aware and committed to removing barriers to employment. We are committed to supporting young people who leave our care to access new opportunities and gain experience.

ROLE PROFILE

ROLE TITLE:	Service Manager – Direct Care Services
POST ID:	SAS553
GRADE:	BAND M SCP £55,747 - SCP £60,340
HOURS:	37 Per Week
WORK PATTERN:	In line with agile working policy and needs of the service
LOCATION:	County Hall, Usk or Agile Working
RESPONSIBLE TO:	Head of Adult Services

Monmouthshire Social Care and HealthWho are we?

We are a multi-disciplinary Adult Services working closely with Aneurin Bevan University Health Board to deliver high quality support to people across Monmouthshire.

Our Purpose:-

We are a highly committed group of colleagues across adult services that are concerned with making a difference and supporting people. We are responsible for creating the right conditions for excellence in practice and delivery of support to achieve our stated aim with the people we support.

Moving from a deficit-based approach to a fully strengths-based approach we ensure that all our involvements are directed by the people we support and focused on for d meeting their personal outcomes as expressed by them. The distance travelled to date is good and we continue to move this to approach across the board.

We have a purpose statement and some operating principles that guide how we operate:

Our purpose is to:

‘Help people live their own lives.’

The key priorities and operating principles for direct care that help guide how we develop and operate our delivery are:

PRIORITIES

- Keeping people safe and well – we want the people supported to feel safe, well and listened to. Our relationship-based care approach considers community awareness and engagement with friends, families and local communities to promote the physical, mental and emotional wellbeing of those they support
- Providing relationship based care and support – we want to build a relationship with the person we support and to respond to what is important to the person being supported
- Building a stronger workforce – we want our staff to feel valued, motivated and supported. To know where they fit in the organisation, know their job role and feel confident in their job role, and feel that they have a voice in developing the service.
- Working together – we want all those involved in the person's care to work together as a team and to work more closely with the independent / third sector care providers

- Smarter use of resources – we want to remove manual tasks and make these more automated. We want the team to feel confident in using digital technologies and the team to suggest ideas for improvement.

PRINCIPLES

- That services should be people driven, not system driven
- That staff wellbeing is central to effective teams
- Acknowledge our successes and celebrate the large and the small. Learn when we could have done things better
- Improvements should be benefit driven
- People have more time to spend caring and on 'what matters'
- All that we do is focused on the outcomes for the people we support and the service outcome as a whole.

The Purpose of this Role:-

The purpose of this role is lead and further develop the range of high-quality directly provided community care services to the people of Monmouthshire. Leading and developing a highly skilled workforce and co-producing outcomes with individuals to ensure we are able to help people lead good lives.

You will need to bring vision and excellent communication skills to this broad and multi-faceted role. You will be a credible leader with outstanding values that place the person at the centre of all you do.

You will work alongside all partners to ensure and demonstrate that high quality care and support is being delivered, outcomes are being met and demonstrate continuous and learning and development across all services.

We need someone who has a proven track record in delivering change. You will need to be a creative thinker and an effective communicator; it is important that your values are driven by ensuring people are able to live their own lives.

You will have a passion for practice development and will see this as the main focus and key ingredient of delivering 'what matters'. You will need to be an enthusiastic and driven individual who can continue to take forward the transformation of practice in Adult Social Services. We believe the approach we have developed is on its way to making a big difference to people, but there is further to travel.

We need you to be a good networker and collaborator. You will be able to influence the direction of travel and be able to inspire people with your vision of practice for the future. In addition you will form part of a dynamic team that is challenging the status quo and striving to do the right things. This means you will be working in a dynamic environment with like-minded people.

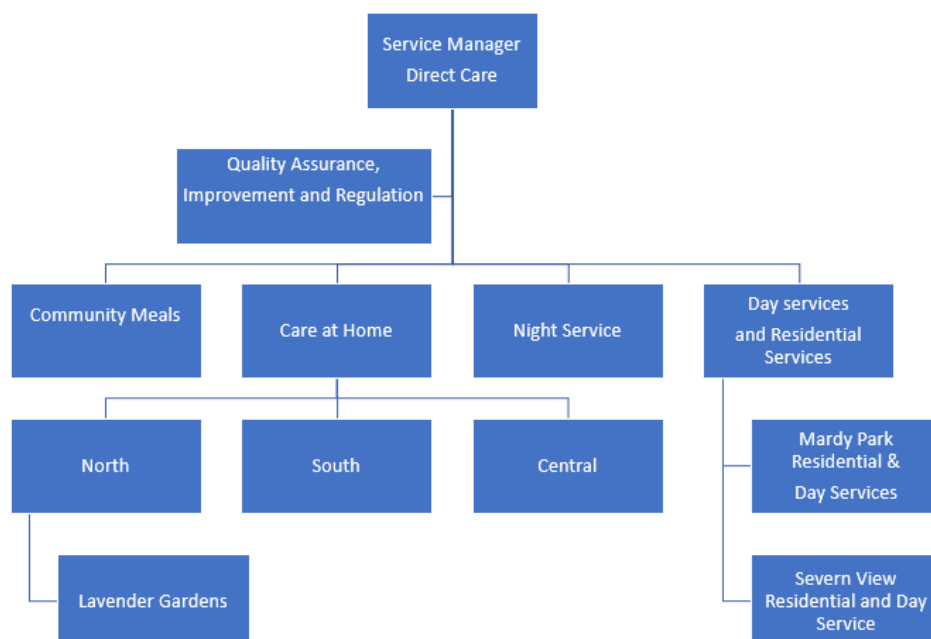
Your responsibilities are:

Leadership

- In collaboration with others you will set out a clear strategic vision for direct care services across Monmouthshire.
- Provide clarity of the purpose and focus on what matters ensuring the person remains at all times involved, leading and at the centre.
- Engender confidence and decision making by those best placed to lead. You will provide clear and consistent information to support your teams to make their own

decisions.

- Be someone able to communicate to your teams your passion for providing the highest quality of support. You will lead by example.
- You will provide clarity as to our statutory obligations but will ensure that we remain focused on our own benchmarks for quality and innovation.
- Develop and empower the individuals within all services to ensure a culture of continuous improvement and leadership at all levels
- Ensure that your services provide a service that is cost effective and continually encourages a review of roles, skills mix of staff and new delivery models to provide the best possible service within the resources available.
- Liaise closely with the ISPB, NCN's and OCG and act as a pivotal operational and strategic communicator between the staff from local authority services, health services and the voluntary sector.
- Ensure a working line management structure within your service areas that promotes and facilitates effective communication and co-ordination across the whole service delivery framework.
- Develop, write and report on agreed key project and development areas, taking a lead in the management of change processes as appropriate. This will include preparing and presenting briefings and reports to service users, staff, stakeholders and elected members.
- You will actively promote 'place-based' partnerships and ensure your active involvement in communication and development of relationships with community based groups who are actively involved in the provision of services in Monmouthshire
- Implement core objectives from different aspects of the partnership organisations and interpret into workable implementation plans that encompass the wider integration agenda, including; Monmouthshire county council's annual reporting framework, frailty implementation plans, Neighbourhood Care Networks, Monmouthshire Single Integrated Plan (SIP) and IMTP.
- Analyse and assess conflicting information, make decisions based on judgement and critical thinking to deliver appropriate outcomes.
- Develop active partnerships and constructive relationships with internal and external stakeholders, influencing the agenda and championing change.
- Take overall responsibility for adverse weather planning and arrangements for adult social care and health services.



Care and Support to people

- Identify, lead and develop opportunities to improve the experience of Social Care services for residents of Monmouthshire.
- Remodel services as outlined by need, local and national drivers.
- Develop and implement a mechanism within community care services for sharing innovative, high standard and evidence-based practice.

Financial & Physical Resources

- Ensure delivery of Business Plans and Mandates that deliver service modernisation strategies and the service improvement / cost reduction agenda.
- You will be responsible for achieving financial balance in line with the Council's budget process. Deliver effective use, monitoring and management of operational budgets within areas of responsibility.
- Ensure robust systems of governance (clinical, financial, staff, audit and information) and risk management are in place.
- You will support the Leads across direct care services with the budget management responsibilities ensuring accountability at all levels of the organisation.
-

Risk, Governance & Quality Assurance

- Monitor and maintain high standards of care and service delivery and provide innovative solutions to improving service quality.
- Ensure that the service provided by all staff is focussed in its delivery, making best use of their specialist skills and knowledge in accordance with standards for individual registration.
- Lead and motivate the professional teams and individuals within the service to deliver a high quality service that is efficient, effective and underpinned by a robust governance and performance framework.
- Support the involvement of people we care and support and carers in monitoring service delivery and ensuring that the services are responsive to their needs.
- Undertake audits and report on findings to inform planning, improve service delivery and clinical cost effectiveness.
- Deal with all types of complaints sensitively avoiding escalation where possible, investigating the complaint and implementing any changes for improvement indicated by the finding in collaboration with the relevant professional head.
- Ensure appropriate health & safety plans are in place in conjunction with the PFI e.g. evacuation, major incident, medical gas etc
- Take responsibility for ensuring that Risk Registers are maintained, managed and reported on an annual basis or as required.
- Support your leadership team in the development of systems to monitor the quality of practice through audit and measurement of risk, complaints, benchmarking and ensure changes to practice are introduced and monitored where appropriate.
- Ensure that effective systems are utilised to verify registered staff are appropriately registered to undertake their role.
- Advise on and deal with issues of professional discipline, competence and conduct for staff within your service areas in accordance with the relevant organisational policy and professional guidance.
- Ensure systems are in place for reviewing clinical and non-clinical events, ensuring that staff are confident to report untoward incidents.
- Promote effective working partnerships with statutory and non-statutory bodies, patients and the public.

Performance Management

- Ensure that there are clear service objectives in line with the service business plan.
- Ensure that appropriate statistical returns are generated via identified database systems to meet the needs of services, professions and managers operating within all teams.
- Lead on monitoring, reviewing and managing the service performance on a regular basis, utilising performance data to initiate service developments to deliver improvements within the locality and identify appropriate models for future delivery.
- Provide other high quality written communication in the forms of reports, business plans and departmental guidelines, strategic business plans as required.
- Chair and attend appropriate meetings in respect of both operational and strategic elements of the service to ensure quality, effect change and inform of progress / barriers etc.

Responsible Individual – RI

You will hold the role of the *Responsible Individual* (RI) as detailed in the Registration and Inspection of Social Care [Wales] Act 2016.

This role is Responsibilities include.

- Ensuring that there is effective oversight of the service [Regulation 60] that:
 - focuses on individuals' well-being and personal outcomes;
 - listens to individuals;
 - responds positively to any concerns or complaints;
 - does not place individuals at unnecessary risk;
 - achieves best possible outcomes for individuals;
 - fulfils the statement of purpose;
 - ensures adequate numbers of staff who are trained, competent and skilled to undertake their role.
- You will undertake visits to each of the regulated services at least every three months [regulation 73] to ensure services are operating according to their 'Statement of Purpose' and to ensure effective qualitative oversight. This includes meeting with people using our services and members of our teams. A report will be prepared for each visit.
- Responsibility for ensuring adequacy of resources across all regulated services; both financial and staff related. [Regulation 74]
- That there are suitable arrangements in place to assess, monitor and improve the quality and safety of the service. This includes a bi-annual report on the quality of the service and recommendations for improvement [Regulation 80].
- You will complete a statement of compliance and the annual returns for the service [Regulation 81].

Human Resources, Training & Education

- Line manage and be responsible for ensuring an effective system of performance management, including appraisal and personal development, for all direct reports and their staff, including active succession and workforce planning.
- Ensure your leadership team are aware of their managerial responsibilities for human resources issues within their areas of responsibility.
- Work with the Workforce & Organisational Development ensuring that robust Human Resource policies and processes are in place in all areas of operational responsibility.
- Ensure effective human resource management of all team members ensuring that relevant professional and line management policies are followed at all times in line with the authorities Policies and Procedures.

- Lead, in conjunction with your leadership team, the effective recruitment, selection, staff induction, training, development, workload prioritisation, professional supervision, appraisal and performance reviews of registered staff in line with agreed protocols ensuring that appropriate consideration is given to professional standards, guidelines and requirements.
- Co-ordinate and produce training plan arrangements in relation to CPD to ensure that all staff within your teams have made available to them adequate appraisal training and development opportunities which satisfy statutory, mandatory and registered training requirements.
- Work closely with your leadership team to ensure that competencies and development needs, capability and conduct issues can be monitored and addressed in line with existing professional structures / standards.
- Ensure you undertake your own professional development, actively participating in your own annual appraisal and regular supervision.
- You will ensure that training and education needs are met with regard to new legislation / acts which directly impact on service provision.

Communication

- Provide leadership and direction across situations where highly complex ideas or concepts need to be conveyed and implemented across the organisation in easily understood language.
- Develop close working relationships with the trade unions and professional bodies to facilitate good employee relations to enable the County Council to deliver its financial targets and business objectives.
- Communicate effectively and articulately in challenging and contentious situations. Deliver presentations and complex report at a variety of forums – professional, operational and strategic - presenting information that informs on various aspects of the service, analysis of data and impact of service change / improvement.
- Promote research, encourage and involve staff in the development of new ideas and methods for improving the service.

Freedom to Act

- The post holder is responsible for the day to day operational management of adult community services across Monmouthshire balancing need for proactive service development and leadership against the reactive demand of operation responsibilities and stakeholders.
- The post holder will need to assimilate and summarise complex documents, compare facts and analyse situational data from a range of sources, develop options and assess risks and opportunities to the organisation and facilitate consensus building and decision making.

Physical Effort & Mental Effort

- There is a regular requirement to travel between Local Authority buildings across the county and other sites often with limited time between meetings.
- Intense concentration will be required on a wide variety of complex issues throughout the day
- The post holder will frequently have to adapt to changing priorities and re-focus the work of self and others on new priority areas that may require urgent action.
- The post holder will participate in and facilitate meetings which require a high level of concentration on a wide range of topics, with a variety of audiences and mixtures of attendees.

Emotional Effort

- The role will require daily negotiation with senior representatives across health and social care, directors and managers in a financially constrained health and social care economy encompassing issues that have a significant impact on the quality and quantity of services, challenging practice and established management processes.
- The post holder will also be expected to deal positively and promptly with staff concerns and personal problems, challenge staff on any inappropriate behaviours or poor performance and investigate and deal with complaints and Serious Incidents as required.

Health & Safety

- All employees have a statutory duty of care for their professional safety and that of others. Employees are required to co-operate with managers to enable the HB and county Council to meet its legal duties.
- Act responsibly in respect of their own and colleagues' health, safety and welfare following safe working practices and complying with the local authority's health and safety policies; this includes attending mandatory health and safety training.

Here's what we can provide you with:-

- The opportunity to learn and develop within your current role in order to develop your career.
- Being part of a supportive and highly ambitious leadership team.
- The ability to work agilely, subject to the needs of the service being met.
- The opportunity to develop your Welsh language skills further.
- A competitive salary package
- A local government pension scheme.
- Agile working policy.
- A range of benefits and discounts for local services.
- A sense of pride and job satisfaction working with an eclectic range of Council services and partners.
- Being a public Servant.

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.

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are desirable;

DISCLOSURE AND BARRING SERVICE (DBS) CHECK: Yes**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.

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:-		
Requirement	Essential or Desirable	How tested (S) used at Short listing
Education/Qualifications/Knowledge		
Educated to degree level with post graduate qualifications in Leadership or equivalent vocational qualifications	Desirable	Application
Knowledge and Experience of :the Regulation and Inspection of Social Care (Wales) Act 2016 for registered providers, responsible individuals (RIs) and CIW inspectors.	Essential	Application interview
Extensive knowledge of the policy agenda relating to adult social care and health	Essential	Application interview
Significant management experience and oversight of operational services.	Essential	Application Interview
Experience		
Significant experience at team manager level or equivalent of providing health and social care services. (including Budgets, Quality Assurance, Policy Development)	Essential	Interview/ Application
Experience of leading on successful service development including management of complex change processes	Essential	Interview
Experience of leading a large workforce. With extensive HR knowledge including performance management, workforce planning, conflict management, talent planning.	Essential	Interview
Aptitude and Skills		
Experience and knowledge of working within a regulated service.	Essential	Application form
Demonstrate the ability to deliver high quality person centered service as a leader.	Essential	Interview
Current license and access to own car	Essential	Interview
Ability to deal with complex situations within a Social Care context (in an environment of risk and challenge). Provide confident, leadership, decision making and safe risk taking.	Essential	Interview

Should you require any further information regarding this post, please contact: Jenny Jenkins JennyJenkins1@monmouthshire.gov.uk

Closing Date: 5pm on 04/12/2023

Interview Date : 08/12/2023

Dewch i ymuno gyda'r tîm!

HYSBYSEB

Rheolwr Gwasanaeth – Gwasanaethau Gofal Uniongyrchol

Ydych chi yn arweinydd deinamig, tosturiol a blaengar sydd â ffocws ar yr ansawdd uchaf o wasanaeth i gefnogi pobl i fyw eu bywydau eu hunain. Mae gennym swydd newydd gyffrous ac yn edrych am y person cywir i ymuno â'n tîm deinamig o Reolwyr Gwasanaeth mewn Gwasanaethau Oedolion.

Bydd gennych brif gyfrifoldeb gweithredol a phroffesiynol dros ystod o wasanaethau yn cynnwys ein gwasanaethau mewnol Gofal yn y Cartref, Gwasanaethau Preswyl, Prydau Sir Fynwy, Gwasanaethau Dydd a Gwasanaethau Cymorth Unigol. Byddwch yn dal swydd 'Unigolyn Cyfrifol' dan Ddeddf Rheoleiddio ac Archwilio Gofal Cymdeithasol [Cymru] ar gyfer ein gwasanaethau a reoleiddir gan sicrhau ein bod yn diwallu ein hymrwymadau o'n 'Datganiad Diben' a'n goblygiadau statudol tra'n dal i fod â ffocws ar ein hymrwymiad i welliant parhaus.

Mae rhai newidiadau cyffrous i ddod gydag agor cartref preswyl newydd yn ne Sir Fynwy. Drwy gydweithio a thrwy weithio i gael y gorau allan o eraill, byddwch yn datblygu ymdeimlad o rannu cyfeiriad a gweledigaeth strategol glir ar gyfer gwasanaethau gofal uniongyrchol. Byddwch yn rhoi'r egni ac arweinyddiaeth mewn gweithredu a chyflawni ar ein cynlluniau datblygu ac yn parhau â gwaith rhagorol y deiliad swydd blaenorol.

Os ydych eisiau'r cam nesaf yn eich gyrfa i weithio i sefydliad lle gallwch wneud gwahaniaeth go iawn, yna gallai hyn fod y cyfle yr ydych yn edrych amdano.

CYFEIRNOD SWYDD: SAS553
LLEOLIAD: Neuadd y Sir, Brynbuga neu Weithio Hyblyg
GRADD: BAND M SCP £55,747 - SCP £60,340
ORIAU: 37 yr wythnos
CONTRACT: Parhaol
GWIRIAD DBS: Oes
DYDDIAD CAU: **5pm 04/12/2023**
DYDDIAD CYFWELIAD: **08/12/2023**

Gwybodaeth Ychwanegol

Gofynnir i chi nodi na allwn dderbyn CVs.

I wneud cais am y swydd hon llenwch y ffurflen gais ar-lein sydd ar gael ar y dudalen ddiliynol: <https://www.monmouthshire.gov.uk/jobs-employment/>

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

Mae pob swydd yn agored i'w rhannu os na nodir fel arall. Mae Cyngor Sir Fynwy yn:

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

PROFFIL SWYDD

TEITL SWYDD:	Rheolwr Gwasanaeth – Gwasanaethau Gofal Uniongyrchol
CYFEIRNOD SWYDD:	SAS553
GRADD:	BAND M SCP £55,747 - SCP £60,340
ORIAU:	37 yr wythnos
PATRWM GWAITH:	Yn unol â pholisi gweithio hyblyg ac anghenion y gwasanaeth
LLEOLIAD:	Prif weithle?
ATEBOL I:	Pennaeth Gwasanaethau Oedolion

Gofal Cymdeithasol ac Iechyd Sir Fynwy ... Pwy ydym ni?

Rydym yn Wasanaethau Oedolion aml-ddisgyblaeth sy'n gweithio'n agos gyda Bwrdd Iechyd Aneurin Bevan i ddarparu gofal ansawdd uchel i bobl ar draws Sir Fynwy.

Ein Diben:

Rydym yn grŵp ymroddedig iawn o gydweithwyr ar draws gwasanaethau oedolion sy'n awyddus i wneud gwahaniaeth a chefnogi pobl. Rydym yn gyfrifol am greu'r amodau cywir ar gyfer rhagoriaeth ymarfer a chyflenwi cymorth i gyflawni ein nod gyda'r bobl a gefnogwn.

Gan symud ymlaen o ddull gweithredu seiliedig ar ddiffyg i ddull sy'n llwyr seiliedig ar gryfderau, rydym yn sicrhau y caiff ein holl ymwneud ei gyfarwyddo gan y bobl a gefnogwn gyda ffocws ar gyflawni'r deilliannau personol a fynegir ganddynt. Mae'r pellter a deithiwyd hyd yma yn dda a rydym yn parhau i symud i'r dull gweithredu hwn ym mhobman.

Mae gennym ddatganiad diben a rhai egwyddorion gweithredu sy'n llywio sut y gweithredwn:

Ein diben yw: **'Helpu pobl i fyw eu bywydau eu hunain'**

Y blaenoriaethau allweddol a'r egwyddorion gweithredu ar gyfer gofal uniongyrchol sy'n helpu i lywio sut y datblygwn ac y gweithredwn ein darpariaeth yw:

BLAENORIAETHAU

- Cadw pobl yn ddiogel ac iach – rydym eisiau i'r bobl a gefnogir i deimlo'n ddiogel, iach a bod rhywun yn gwrando arnynt. Mae ein dull gweithredu gofal seiliedig ar berthynas yn ystyried ymwybyddiaeth o'r gymuned ac ymgysylltu gyda ffrindiau, teuluoedd a chymunedau lleol i hyrwyddo llesiant corfforol, meddyliol ac emosiynol y rhai a gefnogant.
- Darparu gofal a chymorth seiliedig ar berthynas – rydym eisiau adeiladu perthynas gyda'r person a gefnogwn ac ymateb i'r hyn sy'n bwysig i'r person a gefnogir
- Adeiladu gweithlu cryfach – rydym eisiau i'n staff deimlo eu bod yn cael eu gwerthfawrogi, cymhelliant a'u bod yn cael eu cefnogi. I wybod lle maent yn ffitio yn y sefydliad, gwybod rôl eu swydd ac yn teimlo'n hyderus yn rôl eu swydd, a theimlo fod ganddynt lais wrth ddatblygu'r gwasanaeth.
- Cydweithio – rydym eisiau i bawb sy'n ymwneud â gofal person i gydweithio fel tîm ac i weithio'n agosach gyda darparwyr gofal annibynnol/trydydd sector.
- Defnydd mwy craff o adnoddau – rydym eisiau dileu tasgau a wneir â llaw, ac awtomeiddio mwy arnynt. Rydym eisiau i'r tîm deimlo'n hyderus mewn defnyddio technolegau digidol ac i'r tîm awgrymu syniadau ar gyfer gwella.

EGWYDDORION

- Y dylai gwasanaethau gael eu gyrru gan bobl, ac nid system
- Bod llesiant staff yn ganolog i dimau effeithiol
- Cydnabod ein llwyddiannau a dathlu'r mawr a'r bach. Dysgu pan y gallem fod wedi gwneud pethau yn well.
- Gwelliannau a ddylai gael eu gyrru gan fuddion.
- Pobl yn cael mwy o amser i'w dreulio yn gofalu am ac ar 'yr hyn sy'n bwysig'
- Mae ffocws popeth a wnawn ar y canlyniadau ar gyfer y bobl a gefnogwn a'r deilliant gwasanaeth yn ei gyfanrwydd.

Diben y Swydd:

Diben y swydd yw arwain a datblygu ymhellach yr ystod o wasanaethau gofal cymunedol ansawdd uchel a ddarperir yn uniongyrchol i bobl Sir Fynwy. Arwain a datblygu gweithlu medrus iawn a chyd-gynhyrchu canlyniadau gydag unigolion i sicrhau y gallwn helpu pobl i arwain bywydau da.

Bydd angen i chi ddod â gweledigaeth a sgiliau cyfathrebu rhagorol i'r rôl eang ac aml-agweddol hon. Byddwch yn arweinydd credadwy gyda gwerthoedd rhagorol sy'n lleoli'r person wrth ganol popeth a wnewch.

Byddwch yn gweithio gyda phob partner i sicrhau ac arddangos y caiff gofal a chymorth ansawdd uchel ei ddarparu, y caiff deiliannau eu diwallu ac arddangos dysgu parhaus a datblygiad ar draws pob gwasanaeth.

Rydym angen rhywun sydd â hanes amlwg o lwyddiant mewn sicrhau newid. Bydd angen i chi fedru meddwl yn greadigol a bod yn gyfathrebydd effeithiol; mae'n bwysig y caiff eich gwerthoedd eu gyrru gan sicrhau y gall pobl fyw eu bywydau ein hunain.

Bydd gennych angerdd am ddatblygu ymarfer a byddwch yn gweld hyn fel y prif ffocws ac elfen hanfodol mewn cyflawni 'yr hyn sy'n bwysig'. Bydd angen i chi fod yn unigolyn brwdfrydig ac egniol a all barhau i symud ymlaen gyda thrawsnewid ymarfer mewn Gwasanaethau Cymdeithasol Oedolion. Credwn fod y dull gweithredu yr ydym wedi ei ddatblygu ar ei ffordd i wneud gwahaniaeth mawr i bobl, ond mae ymhellach i deithio.

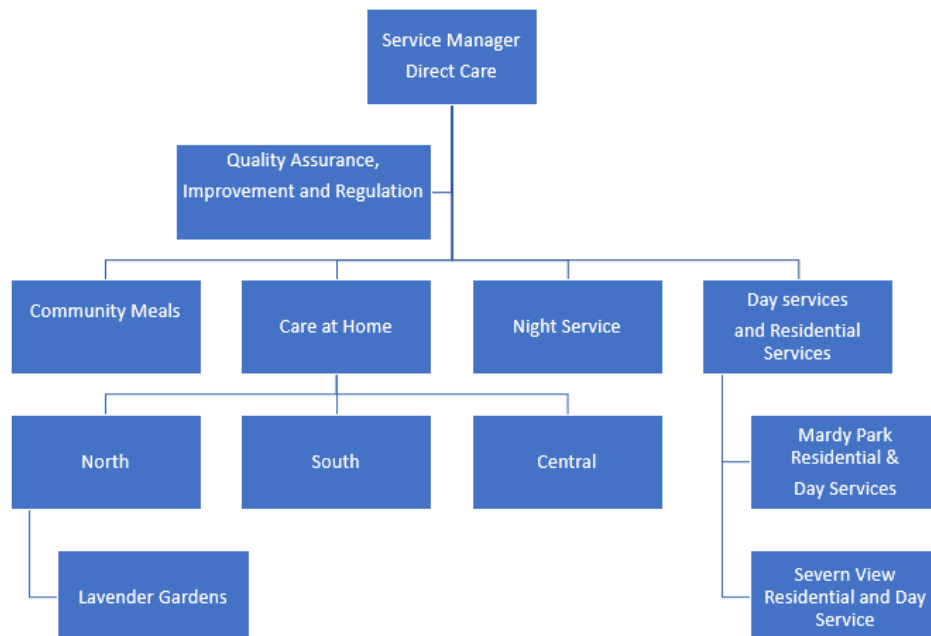
Mae angen i chi fod yn dda am rwydweithio a chydweithio. Gallwch ddylanwadu ar y cyfeiriad teithio ac yn medru ysbrydoli pobl gyda'ch gweledigaeth o ymarfer ar gyfer y dyfodol. Yn ychwanegol byddwch yn rhan o dîm deinamig sy'n herio'r status quo ac ymdrechgu i wneud y pethau cywir. Mae hyn yn golygu y byddwch yn gweithio mewn amgylchedd deinamig gyda phobl o'r un anian.

Eich cyfrifoldebau yw:

Arweinyddiaeth

- Mewn cysylltiad ag eraill byddwch yn nodi gweledigaeth strategol glir ar gyfer gwasanaethau gofal uniongyrchol ar draws Sir Fynwy.
- Rhoi eglurdeb diben a ffocws ar yr hyn sy'n bwysig gan sicrhau fod y person yn parhau bob amser i fod â rhan, arwain ac yn y canol.
- Meithrin hyder a gwneud penderfyniadau gan y rhai sydd yn y safle gorau i arwain. Byddwch yn rhoi gwybodaeth glir a chyson i gefnogi eich timau i wneud eu penderfyniadau eu hunain.
- Bod yn rhywun a all gyfleu eich angerdd i'ch timau dros ddarparu cymorth o'r ansawdd uchaf. Byddwch yn arwain drwy esiampl.
- Byddwch yn rhoi eglurdeb am ein goblygiadau statudol ond byddwn yn sicrhau ein bod yn parhau i fod â ffocws ar ein meincnodau ein hunain ar gyfer ansawdd ac arloesedd.

- Datblygu a grymuso unigolion o fewn pob gwasanaeth i sicrhau diwylliant o welliant parhaus ac arweinyddiaeth ar bob lefel.
- Sicrhau fod y gwasanaethau a ddarparwch yn effeithiol o ran cost ac bob amser yn annog adolygu rolau, cymysgedd sgiliau staff a modelau darpariaeth newydd i ddarparu'r gwasanaeth gorau posibl o fewn yr adnoddau sydd ar gael.
- Cydlynu'n agos gyda'r ISPB, NCN ac OCG a gweithredu fel cyfathrebydd gweithredol a strategol hanfodol rhwng y staff o wasanaethau yr awdurdod lleol, gwasanaethau ieuchyd a'r sector gwirfoddol.
- Sicrhau strwythur rheoli llinell waith o fewn eich maes gwasanaeth sy'n hyrwyddo a hwyluso cyfathrebu effeithiol a chydlynu ar draws yr holl fframwaith cyflenwi gwasanaeth.
- Datblygu, ysgrifennu ac adrodd ar feysydd prosiect a datblygu allweddol, gan arwain wrth reoli prosesau newid fel sy'n briodol. Bydd hyn yn cynnwys paratoi a chyflwyno papurau gwybodaeth ac adroddiadau i ddefnyddwyr gwasanaeth, staff, rhanddeiliaid ac aelodau etholedig.
- Byddwch yn hyrwyddo partneriaethau 'seiliedig ar le' a sicrhau cymryd rhan weithgar mewn cyfathrebu a datblygu perthynas gyda grwpiau seiliedig ar gymuned sy'n ymwneud â darparu gwasanaethau yn Sir Fynwy
- Gweithredu amcanion craidd o wahanol agweddau o'r sefydliadau partneriaeth a dehongli i gynlluniau gweithredu ymarferol sy'n cwmpasu'r agenda integreiddio ehangach, yn cynnwys: fframwaith adroddiadau blynyddol Cyngor Sir Fynwy, cynlluniau gweithredu llesgedd, Rhwydweithiau Gofal Cymdogaeth, Cynllun Integredig Sengl Sir Fynwy ac IMTP.
- Dadansoddi ac asesu gwybodaeth sy'n gwrthdaro, gan wneud penderfyniadau yn seiliedig ar ffurfio barn a meddwl beirniadol i sicrhau canlyniadau priodol.
- Datblygu partneriaethau a pherthynas adeiladol gyda rhanddeiliaid mewnol ac allanol, gan ddylanwadu ar yr agenda hyrwyddo newid.
- Cymryd cyfrifoldeb cyffredinol ar gyfer cynllunio ar gyfer tywydd gwael a threfniadau ar gyfer gwasanaethau gofal cymdeithasol ac ieuchyd oedolion.



Gofal a Chymorth i Bobl

- Adnabod, arwain a datblygu cyfleoedd i wella profiad gwasanaethau Gofal

Cymdeithasol ar gyfer preswylwyr Sir Fynwy.

- Ailfodelu gwasanaethau fel yr amlinellir gan angen ac ysgogwyr lleol a chenedlaethol.
- Datblygu a gweithredu dull o fewn gwasanaethau gofal cymunedol ar gyfer rhannu ymarfer arloesol, safon uchel a seiliedig ar dystiolaeth.

Adnoddau Ariannol a Ffisegol

- Sicrhau darpariaeth Cynlluniau Busnes a Mandadau sy'n sicrhau strategaethau moderneiddio gwasanaeth a'r agenda gwella gwasanaeth/gostwng cost.
- Byddwch yn gyfrifol am sicrhau balans ariannol yn unol â phroses gyllideb y Cyngor. Cyflenwi defnydd effeithiol, monitro a rheoli cyllidebau gweithredol o fewn meysydd cyfrifoldeb.
- Sicrhau fod systemau cadarn o lywodraethiant (clinigol, ariannol, staff, archwilio a gwybodaeth) a rheoli risg yn eu lle.
- Byddwch yn cefnogi'r Arweinwyr ar draws gwasanaethau gofal uniongyrchol gyda'r cyfrifoldebau rheoli cyllideb gan sicrhau atebolrwydd ar bob lefel o'r sefydliad.

Risg, Llywodraethiant a Sicrwydd Ansawdd

- Monitro a chynnal safonau uchel o ofal a darpariaeth gwasanaeth a darparu datrysiadau blaengar i wella ansawdd gwasanaeth.
- Sicrhau fod ffocws y gwasanaeth a ddarperir gan yr holl staff ar ei ddarpariaeth, gan wneud y defnydd gorau o'u sgiliau a'u gwybodaeth arbenigol yn unol gyda safonau ar gyfer cofrestru unigol.
- Arwain a chymhell y timau proffesiynol ac unigolion o fewn y gwasanaeth i ddarparu gwasanaeth ansawdd uchel sy'n effeithiol, effeithlon ac wedi ei seilio ar fframwaith llywodraethiant a pherfformiad cadarn.
- Cefnogi ymgysylltiad y bobl y ddarparwn ofal a chymorth iddynt a gofalmwyr wrth fonitro darpariaeth gwasanaeth a sicrhau fod gwasanaethau yn ymateb i'w hanghenion.
- Cynnal archwiliadau ac adrodd ar ganfyddiadau i lywio cynllunio, gwella darpariaeth gwasanaeth ac effeithlonrwydd cost clinigol.
- Delio mewn modd sensitif gyda phob math o gŵyn gan osgoi esgyn lle'n bosibl, ymchwilio'r gŵyn a gweithredu unrhyw newidiadau ar gyfer gwella a ddangosir gan y canfyddiad mewn cysylltiad gyda'r pennaeth proffesiynol perthnasol.
- Sicrhau fod cynlluniau iechyd a diogelwch priodol yn eu lle mewn cysylltiad gyda'r PFI e.e. gwagu adeilad, digwyddiad mawr, nwy meddygol ac yn y blaen.
- Cymryd cyfrifoldeb am sicrhau fod Cofrestri Risg yn cael eu cynnal, eu rheoli ac yr adroddir arnynt ar sail flynyddol neu fel sydd angen.
- Cefnogi eich tîm arweinyddiaeth i ddatblygu systemau i fonitro ansawdd ymarfer drwy archwilio a mesur risg, cwynion, meincnodi a sicrhau y cyflwynir newidiadau i ymarfer a'u monitro lle'n briodol.
- Sicrhau y defnyddir systemau effeithiol i ddilysu fod staff cofrestredig wedi cofrestru'n briodol i ymgymryd â'u swydd.
- Cynghori ar a delio gyda materion o ddisgyblaeth, cymhwysedd ac ymddygiad proffesiynol ar gyfer staff o fewn eich meysydd gwasanaeth yn unol gyda pholisi perthnasol y sefydliad ac arweiniad proffesiynol.
- Sicrhau fod systemau yn eu lle ar gyfer adolygu digwyddiadau clinigol a heb fod yn glinigol, gan sicrhau fod staff yn hyderus i adrodd digwyddiadau anffodus.
- Hyrwyddo partneriaethau gwaith effeithlon gyda chyrff statudol ac anstatudol, cleifion a'r cyhoedd.

Rheoli Perfformiad

- Sicrhau bod amcanion gwasanaeth clir yn unol â chynllun busnes y gwasanaeth.
- Sicrhau y caiff ffurflenni ystadegol priodol eu dychwelyd drwy systemau cronfa ddata a ddynodwyd i ddiwallu anghenion gwasanaethau, proffesiynau a rheolwyr sy'n

gweithredu o fewn pob tîm.

- Arwain ar fonitro, adolygu a rheoli perfformiad y gwasanaeth yn rheolaidd, gan ddefnyddio data perfformiad i ddechrau datblygiadau gwasanaeth i sicrhau gwelliannau yn yr ardal a dynodi modelau priodol ar gyfer darpariaeth yn y dyfodol.
- Darparu cyfathrebu ysgrifenedig ansawdd uchel arall ar ffurf adroddiadau, cynlluniau busnes a chanllawiau adrannol a chynlluniau busnes strategol fel sydd angen.
- Cadeirio a mynychu cyfarfodydd priodol yng nghyswllt elfennau gweithredol a strategol y gwasanaeth i sicrhau ansawdd, sicrhau newid a hysbysu am gynnydd/rhwysterau ac yn y blaen.

Unigolyn Cyfrifol

Byddwch yn dal rôl yr *Unigolyn Cyfrifol* fel y manylir yn Neddff Cofrestru ac Arolygu Gofal Cymdeithasol [Cymru] 2016.

Mae'r cyfrifoldebau yn cynnwys:

- Sicrhau fod trosolwg effeithlon o'r gwasanaeth [Rheoliad 60] sydd yn:
 - canolbwyntio ar lesiant a chanlyniadau personol unigolion;
 - gwrandao ar unigolion;
 - ymateb yn gadarnhaol i unrhyw bryderon neu gwynion;
 - dim yn rhoi unigolion mewn risg diangen;
 - sicrhau'r canlyniadau gorau posibl ar gyfer unigolion;
 - cyflawni datganiad diben;
 - sicrhau nifer digonol o staff sydd wedi eu hyfforddi, yn gymwys ac yn fedrus i gyflawni eu rôl.
- Byddwch yn cynnal ymweliadau i bob un o'r gwasanaethau a reoleiddir o leiaf bob tri mis [rheoliad 73] i sicrhau fod gwasanaethau yn gweithredu yn ôl eu 'Datganiad Diben' ac i sicrhau trosolwg ansoddol effeithlon. Mae hyn yn cynnwys cwrdd gyda phobl sy'n defnyddio ein gwasanaethau ac aelodau ein timau. Byddir yn paratoui adroddiad ar gyfer pob ymweliad.
- Cyfrifoldeb am sicrhau adnoddau digonol ar gyfer pob gwasanaeth a reoleiddir, yn ariannol a hefyd gysylltiedig â staff. [Rheoliad 74]
- Bod trefniadau addas yn eu lle i asesu, monitro a gwella ansawdd a diogelwch y gwasanaeth. Mae hyn yn cynnwys adroddiad ddwywaith y flwyddyn ar ansawdd y gwasanaeth ac argymhellion ar gyfer gwella [Rheoliad 80].
- Byddwch yn cwblhau datganiad cydymffurfiaeth a'r ffurflenni blyneddol ar gyfer y gwasanaeth [Rheoliad 81]

Adnoddau Dynol, Hyfforddiant ac Addysg

- Rheoli llinell a bod yn gyfrifol am sicrhau system effeithiol o reoli perfformiad, yn cynnwys gwerthuso a datblygiad personol, ar gyfer pob adroddiad uniongyrchol a'u staff, yn cynnwys cynllunio olyniaeth a gweithlu.
- Sicrhau fod eich tîm arweinyddiaeth yn gwybod am eu cyfrifoldebau rheoli ar gyfer materion adnoddau dynol o fewn eu meysydd cyfrifoldeb.
- Gweithio gyda'r tîm Gweithlu a Datblygu Sefydliadol i sicrhau fod polisiâu a phrosesau Adnoddau Dynol cadarn yn eu lle ar gyfer pob maes o gyfrifoldeb gweithredol.
- Sicrhau rheolaeth adnoddau dynol effeithiol ar gyfer pob aelod o'r tîm gan sicrhau y dilynr polisiâu proffesiynol a rheoli llinell perthnasol ar bob amser yn unol â pholisiâu a gweithdrefnau'r awdurdod.
- Mewn cysylltiad gyda'r tîm arweinyddiaeth, arwain wrth recriwtio, dethol, cynefino staff, hyfforddi, datblygu, blaenoriaethu llwyth gwaith, goruchwyliaeth broffesiynol, gwerthuso ac adolygu perfformiad staff cofrestredig yn effeithiol yn unol gyda phrotocolau a gytunwyd gan sicrhau y rhoddir ystyriaeth briodol i safonau proffesiynol, canllawiau a gofynion.
- Cydlynw a chynhyrchu trefniadau cynllun hyfforddi yng nghyswllt datblygu proffesiynol

parhaus i sicrhau fod gan yr holl staff o fewn eich timau gyfleoedd digonol ar gyfer gwerthuso, hyfforddi a datblygu sy'n diogelu gofynion hyfforddi statudol, gorfodol a chofrestredig.

- Gweithio'n agos gyda'ch tîm arweinyddiaeth i sicrhau y gellir monitro a thrin cymwyseddau ac anghenion datblygu, materion gallu ac ymddygiad yn unol â strwythurau/safonau proffesiynol presennol.
- Sicrhau eich bod yn cynnal eich datblygiad proffesiynol eich hun, gan gymryd rhan weithgar yn eich gwerthusiad blynyddol a goruchwyliaeth reolaidd.
- Byddwch yn sicrhau y caiff anghenion hyfforddiant ac addysg eu cyflawni yng nghyswllt deddfwriaeth newydd sy'n effeithio'n uniongyrchol ar ddarpariaeth gwasanaeth.

Cyfathrebu

- Darparu arweinyddiaeth a chyfeiriad mewn sefyllfaoedd lle mae angen cyfleu a gweithredu syniadau neu gysyniadau cymhleth iawn ar draws y sefydliad mewn iaith rwydd ei deall.
- Datblygu perthynas waith agos gyda'r undebau llafur a chryf proffesiynol i hwyluso cysylltiadau da gyda chyflogeion i alluogi'r Cyngor Sir i gyflawni ei dargedau ariannol ac amcanion busnes.
- Cyfathrebu'n effeithiol ac yn huawdl mewn sefyllfaoedd heriol a chynhennus. Rhoi cyflwyniadau ac adroddiadau cymhleth mewn amrywiaeth o fforymau – proffesiynol, gweithredol a strategol – gan gyflwyno gwybodaeth sy'n llywio ar wahanol agweddau o'r gwasanaeth, dadansoddiad data ac effaith y newid/gwella gwasanaeth.
- Hyrwyddo ymchwil, annog a chynnwys staff wrth ddatblygu syniadau a dulliau newydd ar gyfer gwella'r gwasanaeth.

Rhyddid i Weithredu

- Bydd deiliad y swydd yn gyfrifol am reolaeth weithredol gwasanaethau cymunedol i oedolion ar draws Sir Fynwy gan gydbwyso'r angen am ddatblygiad gwasanaeth rhagweithiol ac arweinyddiaeth gyda galw ymatebol cyfrifoldebau gweithredol a rhanddeiliaid.
- Bydd angen i ddeiliad y swydd ddeall a chrynhof dogfennau cymhleth, cymharu ffeithiau a dadansoddi data am sefyllfaoedd o amrywiaeth o ffynonellau, datblygu opsiynau ac asesu risgiau a chyfleoedd i'r sefydliad a hwyluso adeiladu consensws a gwneud penderfyniadau.

Ymdrech Gorfforol ac Ymdrech Fyddliol

- Mae gofyniad rheolaidd i deithio rhwng adeiladau'r awdurdod lleol ar draws y sir a safleoedd eraill yn aml gydag amser cyfyngedig rhwng cyfarfodydd.
- Bydd angen canolbwyntio dwys ar amrywiaeth eang o faterion cymhleth drwy gydol y dydd.
- Yn aml bydd angen i ddeiliad y swydd addasu i newid mewn blaenoriaethau ac ailffocysu eich gwaith eich hunan ac eraill ar feysydd blaenoriaeth newydd a all fod angen gweithredu brys.
- Bydd deiliad y swydd yn cymryd rhan yn ac yn hwyluso cyfarfodydd sydd angen lefel uchel o ganolbwyntio ar ystod eang o bynciau, gydag amrywiaeth o gynulleidfaoedd a chymysgedd o fynychwyr.

Ymdrech Emosiynol

- Bydd y swydd yn golygu fod angen negodi dyddiol gydag uwch gynrychiolwyr ar draws iechyd a gofal cymdeithasol, cyfarwyddwyr a rheolwyr mewn economi iechyd a gofal cymdeithasol dan gyfyngiadau ariannol yn cwrpasu materion sy'n cael effaith sylweddol ar ansawdd a nifer gwasanaethau, herio ymarfer a phrosesau rheolaeth sefydledig.
- Bydd angen i ddeiliad y swydd hefyd ddelio mewn modd cadarnhaol a phrydlon gyda

phryderon staff a phroblemau personol, herio staff ar unrhyw ymddygiad amhriodol neu berfformiad gwael ac ymchwilio a delio gyda chwynion a digwyddiadau difrifol fel sydd angen.

Iechyd a Diogelwch

- Mae gan bawb a gyflogir ddyletswydd gofal statudol dros eu diogelwch proffesiynol eu hunain ac eraill. Mae angen iddynt gydweithredu rheolwyr i alluogi'r Bwrdd Iechyd a'r Cyngor Sir i gyflawni eu dyletswyddau cyfreithiol.
- Gweithredu'n gyfrifol yng nghyswllt eu hiechyd, diogelwch a llesiant eu hunain a chydweithwyr gan ddilyn arferion gwaith diogel a chydymffurfio gyda pholisi iechyd a diogelwch yr awdurdod lleol; mae hyn yn cynnwys mynychu hyfforddiant iechyd a diogelwch gorfodol.

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

- Cyfle i ddysgu a datblygu o fewn eich rôl bresennol i ddatblygu eich gyrfa.
- Bod yn rhan o dîm arweinyddiaeth cefnogol ac uchelgeisiol iawn.
- Y gallu i weithio'n ystwyth, yn amodol ar fod anghenion y gwasanaeth yn cael eu diwallu.
- Y cyfle i ddatblygu ymhellach eich sgiliau yn y Gymraeg.
- Pecyn cyflog cystadleuol.
- Cynllun pensiwn llywodraeth leol.
- Polisi gweithio ystwyth.
- Ystod o fuddion a gostyngiadau ar gyfer gwasanaethau lleol.
- Ymdeimlad o falchder a boddhad swydd yn gweithio gydag ystod amrywiol o wasanaethau a partneriaid y Cyngor.
- Bod yn was cyhoeddus.

Beth arall sydd angen i chi wybod..... Ein Gwerthoedd:

Caiff ein diben ei seilio ar ymdeimlad glir o bwy ydym fel sefydliad. Disgwylwn i'r bobl sy'n gweithio gyda ni i rannu set gref o werthoedd a disgwylwn y bydd y rhain yn amlwg yn y ffyrdd y gweithiwn ac yr ymgysylltw'n gyda'n cymunedau.

Gwaith tîm:	Byddwn yn gweithio gyda chi a'ch partneriaid i gefnogi ac ysbrydoli pawb i gymryd rhan. Byddwn yn gwneud y gorau glas o'r syniadau a'r adnoddau sydd ar gael i sicrhau ein bod yn gwneud y pethau sy'n cael yr effaith fwyaf cadarnhaol ar ein pobl a'n lleoedd.
Tryloywder:	Rydym yn agored ac yn onest. Mae pobl yn cael cyfle i gymryd rhan a dweud wrthym beth sy'n bwysig.
Hyblygrwydd:	Rydym yn hyblyg, gan alluogi darparu'r gwasanaethau mwyaf effeithlon ac effeithiol. Mae hyn yn golygu ymrwymiad gwirioneddol i weithio gyda phawb i groesawu ffyrdd newydd o weithio.
Tegwch:	Rydym yn rhoi cyfleoedd i bobl a chymunedau i ffynnu. Byddwn bob amser yn ceisio trin pawb yn deg ac yn gyson.
Caredigrwydd:	Byddwn yn dangos caredigrwydd i bawb y gweithiwn gyda nhw, gan roi pwysigrwydd perthynas a'r cysylltiadau sydd gennym gyda'n gilydd wrth galon pob rhyngweithio.

ASESIAD SGILIAU YN Y GYMRAEG:

Byddai sgiliau yn y Gymraeg yn ddymunol.

GWIRIAD GWASANAETH DATGELU A WAHARDD (DBS): Oes DIOGELU:

Mae Diogelu ac Amddiffyn Plant ac Oedolion yn flaenoriaethau allweddol i'r Cyngor. Ein nod yw cefnogi plant ac oedolion sydd mewn risg 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:

Mae'r holl weithwyr yn gyfrifol am sicrhau eu bod yn gweithredu bob amser mewn ffordd sy'n gydnaws â Pholisi Cyfle Cyfartal Sir Fynwy yn eu meysydd o gyfrifoldeb ac fel rhan o'u hymddygiad cyffredinol.

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

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:-

Gofyniad	Hanfodol neu Dymunol	Sut y profir (S) defnyddir i lunio'r rhestr fer
Addysg/Cymwysterau/Gwybodaeth		
Addysg i lefel gradd gyda chymwysterau ôl-raddedig mewn Arweinyddiaeth neu gymwysterau galwedigaethol cyfwerth	Dymunol	Cais
Gwybodaeth a phrofiad o Ddeddf Rheoleiddio ac Arolygu Gofal Cymdeithasol (Cymru) 2016 ar gyfer darparwyr cofrestredig, unigolion cyfrifol ac arolygwyr Arolygiaeth Gofal Cymru.	Hanfodol	Cais Cyfweliad
Gwybodaeth helaeth o'r agenda polisi yn ymwneud â gofal cymdeithasol ac iechyd oedolion.	Hanfodol	Cais Cyfweliad
Profiad rheoli sylweddol a throsolwg o wasanaethau gweithredol .	Hanfodol	Cais Cyfweliad
Profiad		
Profiad sylweddol ar lefel rheolwr tîm neu gyfwerth o ddarparu gwasanaethau iechyd a gofal cymdeithasol (yn cynnwys cyllidebau, sicrwydd ansawdd, datblygu polisi).	Hanfodol	Cyfweliad/ Cais
Profiad o arwain ar ddatblygu gwasanaeth llwyddiannus yn cynnwys rheoli prosesau newid cymhleth.	Hanfodol	Cyfweliad
Profiad o arwain gweithlu mawr. Gyda gwybodaeth helaeth o Adnoddau Dynol yn cynnwys rheoli perfformiad, cynllunio gweithlu, rheoli gwrthdaro, cynllunio talent.	Hanfodol	Cyfweliad
Doniau a Sgiliau		
Profiad a gwybodaeth o weithio o fewn gwasanaeth a reoleiddir.	Hanfodol	Ffurflen gais
Dangos y gallu i ddarparu gwasanaeth ansawdd uchel sy'n canoli ar y person fel arweinydd.	Hanfodol	Cyfweliad
Trwydded gyfredol a mynediad i'ch car eich hun.	Hanfodol	Cyfweliad
Gallu i ddelio gyda sefyllfaoedd cymhleth o fewn cyd-destun Gofal Cymdeithasol (mewn amgylchedd o risg a her). Hyderus wrth arwain a gwneud penderfyniadau a chymryd risg diogel.	Hanfodol	Cyfweliad

Os ydych angen unrhyw wybodaeth bellach am y swydd hon, cysylltwch â Jenny Jenkins os gwelwch yn dda neu JennyJenkins1@monmouthshire.gov.uk

Dyddiad Cau: 5pm 04/12/2023

DYDDIAD CYFWELIAD: 08/12/2023