

## *Come and join the team!*

### **ROLE ADVERT**

**ROLE TITLE:** Service Manager –  
**Safeguarding and Quality Assurance**

**POST ID:** SCS048

#### **ADVERT TEXT:**

Safeguarding is at the heart of everything we do in Children's Services and as a Council. Within this the role of Safeguarding Service Manager is a key leadership role as we drive change within our service to ensure our practice and performance within Child Protection continues to evolve and meet the needs of children and young people in need or crisis'. Its purpose is to provide strategic, operational and professional leadership. Your areas of responsibility include, Early Help Duty & Assessment Team, Safeguarding and Quality Assurance Unit for Children and the oversight and development of Adult Safeguarding.

This is a great opportunity to join a well established leadership team who have recently launched their "Keeping Children Safe" risk management framework as well as a Quality Assurance framework. We are looking for someone with statutory safeguarding experience and drive these initiatives and to help Monmouthshire manage their safeguarding responsibilities to our communities.

**GRADE:** BAND M SCP 47– SCP 51 £55,747 - £60,340

**HOURS:** 37 Hours Per Week

**LOCATION:** Usk – and the Monmouthshire locality.

**TEMPORARY:** No

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

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to the following DBS check  
(a) Enhanced Children's and adults

**Additional Information**

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

For more Information or an informal discussion please contact Head of Service  
DianeCorrister on 07970108675 or  
[DianeCorrister@monmouthshire.gov.uk](mailto:DianeCorrister@monmouthshire.gov.uk)

**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:** Service Manager

**Safeguarding and Quality Assurance**

**POST ID:** SCS048

**GRADE:** BAND M SCP 47– SCP 51 £55,747 - £60,340

**HOURS:** 37 Hours Per Week

**WORK PATTERN:** Monday to Thursday 9am to 5pm, Friday 9am to 4.30pm

**LOCATION:** County Hall, Usk and the Monmouthshire locality

**CLOSING DATE:** 5 PM 2/5/24

**INTERVIEWS TO BE HELD IN COUNTY HALL ON 22/5/24**

**RESPONSIBLE TO:** Head of Children's Services

### **PURPOSE OF POST:**

You will be the Professional lead for safeguarding within Children Services which includes safeguarding services to both Children and Adult Services. The role also offers high level support and advice to the Whole Authority Safeguarding group. Your role is responsible for maximizing integrated working opportunities with statutory partners, 3<sup>rd</sup> sector, as well as keeping strong links with the Gwent Safeguarding Board.

This is a key leadership role within Children's Services. Its purpose is to provide strategic, operational and professional leadership for our Safeguarding Hub and a particular focus on prevention services. Your areas of responsibility include the Safeguarding and Quality Assurance Unit, Adults Safeguarding Team and the Early Help Duty and Assessment Team.

As the Safeguarding Service Manager You will act as a driver for the full implementation of Monmouthshire's "Keeping Children Safe" safeguarding framework as well as the Quality Assurance framework in order to continue to build better outcomes for children and young people

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

You will ensure there is clear professional leadership for all safeguarding and quality assurance for adults and children in Monmouthshire. This includes ensuring there is effective

governance and systems to ensure effective local and regional safeguarding arrangements. The quality assure role includes assuring professional standards, including quality improvement, supervision, peer review, learning and review and adherence to frameworks for continuing professional development.

You will strategically and operationally lead developments within your area of responsibility, clarifying and coordinating roles and responsibilities of staff, ensuring appropriate lines of communication and forums are in place to provide effective collective decision making.

You will actively contribute to local and regional Safeguarding partnership working, exploring opportunities for further development, and building of relationship with all relevant partners. This will also include the dissemination of learning and policy change to the whole service.

You will play a role in ensuring the Council's responsibilities for Safeguarding are understood and working regionally and with Workforce Development team lead on the delivery of the Safeguarding training and development strategy.

You will lead on developments and delivery for the Safeguarding Hub and the Early Help and Assessment Team, ensuring information advice and assistance, delivers a range of outcome focused service offers to Children and Families. To achieve this you will have responsibility for working with other service areas in Monmouthshire including adult and children's teams and will need to work in an integrated way with police, health and education partners.

#### **Your responsibilities are to:-**

- Line Management of the Safeguarding Hub, the Early Help and Assessment Team, Adult Safeguarding Services ensuring compliance with SSWA and National Safeguarding Procedures and the development of services to meet changes in demand;
- Responsible for overseeing Child and Adult Protection investigations including taking emergency action when required to manage risk.
- For maximising integrated working opportunities with police, health services, education, housing, employers, non-statutory partners, other social work teams and primary care in delivering approaches to safeguarding and wellbeing.
- Responsible for Line Management of the Safeguarding Team Unit which includes the Independent Reviewing Officer, Officer for Safeguarding in Education, Quality Assurance Officer and Child Protection Chair;

- Expertly analyse and assess conflicting information, make decisions based on professional judgement and critical thinking to deliver appropriate outcomes.
- Develop and maintain an effective interface within children's services leaders within Monmouthshire and across Gwent, playing a leading role in securing the best outcomes for Monmouthshire residents.
- Is a key member of the of Children Services Leadership Team contributing to Business Development Plans and the leadership across the whole service.
- an 'independent' investigating officer in relation to complaints and personnel procedures for other services at the request of the Chief Officer.

### **Leadership of the Workforce;**

- Develop and empower the individuals within the workforce to ensure a culture of continuous improvement and excellence is achieved through high standards and innovation. Ensure the frontline workforce is empowered and has the tools to do their jobs well.
- Develop and promote an effective, motivated and competent workforce to achieve the delivery of high quality wellbeing, care and support. Ensure appropriate steps are taken to address deficits within individuals and at team level.
- Develop innovative, high standards and evidence-based practice, delivered within a culture of continuous improvement.

### **Service Specific Responsibilities.**

- Responsible for ensuring that outcome focused assessments and care planning are developed and accessible for parents, carers, children and young people.
- Support the statutory director in leading the Whole Authority Safeguarding Group, to ensure effective corporate leadership of safeguarding across the Council. Ensuring that Monmouthshire safeguarding practices meet the requirements and expectations of external regulators including CIW, Estyn and WAO. This will include taking a lead role in preparing the authority for inspections and implementing any recommendations and reviewing and evaluation of action plans.
- Play a leading role in regional children's and adult and safeguarding partnership arrangements for the Greater Gwent area and contribute positively to local partnership arrangements.
- 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.
- Take a lead role, as necessary working across the council, to ensure systems for adult and child safeguarding are operating effectively within all service areas,

across the Council and in commissioned services. Ensuring that there is effective governance in place within the Council, Politically and at a senior Officer level.

- Deal with initial service user and professional complaints sensitively avoiding escalation where possible in line with stage 1 of the complaints process, investigating the complaint and implementing any changes for improvement indicated by the findings in collaboration with the relevant Professional Head.
- Act as a professional advisor within Social Care and Health and to the Council on safeguarding and quality assurance. Contributing to improving services, practice development and policy development in all matters relating to safeguarding across Social Care and Health through a culture of high challenge / high support.
- To work in partnership with the whole authority training team to ensure that the 'safeguarding annual training programme' reflects the full breadth of training for all staff across the council including members.
- Remodel services to deliver positive outcomes and meet needs, including extending and integrating the roles across adult and children's services and maximising opportunities for integrated working with health, education and other partners. Develop plans for service developments and service improvements, developing robust costed business cases as necessary.

### **Systems to Improve Performance, Quality and Outcomes**

- Ensure that there is a clear purpose and vision for the service area, supported by an operating model, policies and procedures, priorities, and measurable objectives articulated in the service business plan.
- To Take a Lead Role for the implementation for the Keeping Children Safe Risk Management Framework.
- To take a lead role in implementing the Quality Assurance Framework.
- Ensure compliance with all statutory regulations, legislation and guidance in the delivery of services including the formulation, implementation and continuous review of local codes of practice and policies.
- You will be responsible for ensuring that innovation and good practice is disseminated to maximise efficiencies, maximising spread and sustainability, avoiding duplication.
- Accountable for ensuring high levels of performance in line with national and local performance measures and frameworks. Responsible for robust action plans to address any areas where performance is not as good as it should be.
- Ensure systems are in place for reviewing, reporting and analysing significant events, ensuring that staff are confident to report incidents and near misses. Manage incident and accident reporting by ensuring all incidents and accidents are reported promptly and that appropriate action plans are devised
- Ensure compliance with all statutory regulations, legislation, codes of practice and guidance.

### **Financial Accountabilities**

- Accountable for ensuring there is a clear financial strategy for the service which means that it is managed within budget.

### **Information Resources**

- The post holder will be required to regularly produce complex reports and presentations based on a range of information from a variety of sources. Write and present reports to a wide range of groups including Senior Leadership Team, Children Young People and Adult Select Committee, local and regional partnership boards as required.

## **HEALTH & SAFETY**

All employees have a statutory duty of care for their professional safety and that of others. You will be required to act responsibly in respect of your own and colleagues health, safety and welfare following safe working practices and complying with the Council's health and safety policies; this includes attending mandatory health and safety training. Ensure appropriate health & safety plans are in place for your service area.

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

- Being part of a supportive and ambitious leadership team.
- An environment of trust and mutual respect.
- A culture where we respect individual personal development
- Starting at 24 days holiday (pro rata) and extra days holiday at Christmas and Easter
- A flexi scheme and agile working policy in order to encourage a good work – life balance
- Excellent pension scheme and a range of other benefits
- Opportunity to develop welsh language skills in line with the ' more than words' strategy
- Excellent pension shceme and a range of other benefits

### **What else you need to know..... Monmouthshire Values are:**

**Openness:** We aspire to be open and honest to develop trusting relationships.

**Fairness:** We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

**Flexibility:** We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

**Teamwork:** We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

**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.

### **Welsh Language assessment:**

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

### **Safeguarding:**

Safeguarding and Child and Adult Protection are key priorities for the Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. All



Council employees and volunteers are responsible for playing their part in the well-being, safety and protection of children and adults at risk. All employees and volunteers will be trained to the appropriate level of safeguarding and have a duty to fulfil their personal responsibilities for safeguarding.

**In addition:**

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

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

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

## Person Specification

**How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-**

<b>Leadership &amp; Personal Qualities</b>	<b>Essential / Desirable</b>	<b>Method of Assessment</b>
<p>Value driven leader with strong public service ethos</p> <p>Person centred and able to actively demonstrate their commitment to people living their own lives</p> <p>Ability to lead, inspire confidence in colleagues, staff and partners. Ability to be an effective Chairperson.</p> <p>Ability to translate and communicate strategic direction into operational delivery</p> <p>Ability to work in a systematic way and promote a culture of continuous improvement</p> <p>Emotionally intelligent and able to empathise in and achieve positive outcomes in the most complex situations</p> <p>Self-motivated and dynamic</p> <p>Decisive and able to balance and mitigate risk</p> <p>Ability to work under pressure, manage time, meet deadlines whilst doing what matters</p> <p>Innovative and creative</p> <p>Able to demonstrate both humility and assertive determination in addressing the many issues facing public services</p> <p>Positive, can do attitude</p> <p>Analytical approach to using evidence to promote change</p> <p>Able to work in partnership and manage complex inter-organisational relationships at senior levels</p> <p>High degree of resilience</p> <p>Sense of humour</p>	All essential	All will be tested at all stages of the assessment process
<b>Education and Special Training</b>	<b>Essential / Desirable</b>	<b>Method of Assessment</b>
Professional social work qualification and post qualification experience in a relevant professional field	Essential	All will be tested at all stages of



monmouthshire  
sir fynwy

Relevant managerial qualification	Desirable	the assessment process
Evidence of continuing professional and personal development	Essential	
Evidence of professional development in a selection of the following areas: practice lead improvement, collaborative communication, successfully managing change, public service leadership, organisational development, workforce planning and development, leading children's and adult social care services, continuous improvement methodologies.	Essential	
<b>Experience</b>	<b>Essential / Desirable</b>	<b>Method of Assessment</b>
<p>Evidence of managing, leading and evaluating children's and adults social care services and teams</p> <p>Evidence of managing and leading successful multi-disciplinary and partnership working.</p> <p>Evidence of Child and Adult Protection work experience.</p> <p>Evidence of managing and leading multidisciplinary, multi professional teams successfully bring together staff across adults and children's services</p> <p>Evidence of liaison and coordination of relevant multi agency service providers to improve service outcomes</p> <p>Evidence of leading change and projects with successful outcomes</p> <p>Experience of managing sizeable and complex budgets and evidence achievement of challenging financial savings</p> <p>Evidence of actively engaging with people and carers in service delivery and planning</p> <p>Experience of operating within and managing performance frameworks</p> <p>Experience of delivering organisational development and cultural change programmes</p> <p>Experience of dealing with high complex and contested individual cases</p> <p>Experience of delivering professional analysis within a Court setting.</p> <p>Experience of child protection, child and adult safeguarding and managing associated legal processes</p>	All Essential	All will be at all stages of the process

Experience of designing and implementing systems of continuous quality improvement		
<b>Knowledge</b>	<b>Essential / Desirable</b>	<b>Method of Assessment</b>
<p>Up to date expert knowledge of legislation, guidance and policy initiatives which impact on health and social care services and public services in Wales</p> <p>Knowledge, understanding and commitment to delivering 'excellence' in people's experiences</p> <p>Knowledge and understanding of child and adult protection, safeguarding, health and safety legislation</p> <p>Expert knowledge of Family Law and the Public Law Outline</p> <p>Expert knowledge of Welsh regulations for fostering and adoption services</p> <p>Knowledge and understanding of performance monitoring systems, quality measures and professional governance arrangements</p> <p>Knowledge, experience and skills in relation to the professional governance and social care quality assurance processes</p> <p>Understanding of professional and corporate governance systems, performance and management processes In depth knowledge of social care, community and primary care settings</p> <p>Detailed understanding of information governance</p> <p>Knowledge and understanding of all aspects of the Social Services &amp; Well-being (Wales) Act, Children's Act, Regulation and Inspection Act, Mental Health Act, Mental Capacity Act, Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act.</p> <p>Good working knowledge of equal opportunities and promoting anti-discriminatory practice</p> <p>Knowledge and understanding of the registration requirements and processes within CSSIW and Social Care Wales</p> <p>Detailed understanding of the complexities of managing children's and adults social care services</p>	All essential	All will be tested at all stages of the assessment process
<b>Other</b>	<b>Essential / Desirable</b>	<b>Method of Assessment</b>
Able to be independently mobile within a geographical area	Essential	Application Form



For further information please contact Diane Corrister  
([dianecorriser@monmouthshire.gov.uk](mailto:dianecorriser@monmouthshire.gov.uk))

CLOSING DATE: 5 PM 2/5/242024....

INTERVIEWS TO BE HELD IN COUNTY HALL ON 22/5/24

## *Dewch i ymuno â'r tîm!*

### **HYSBYSEB SWYDD**

**TEITL SWYDD:** Rheolwr Gwasanaeth – Diogelwch a Sicrwydd Ansawdd

**CYFEIRNOD:** SCS048

#### **GEIRIAD HYSBYSEB:**

Mae Diogelu yn greiddiol i bopeth a wnawn yn Gwasanaethau Plant ac fel Cyngor. O fewn y swydd Rheolwr Gwasanaeth Diogelu mae rôl arweinyddiaeth allweddol yn gyrru newid o fewn ein gwasanaeth i sicrhau fod ein hymarfer a pherfformiad o fewn Amddiffyn Plant yn parhau i esblygu a diwallu anghenion plant a phobl ifanc mewn angen neu mewn argyfwng. Ei ddiben yw darparu arweinyddiaeth strategol, weithredol a phroffesiynol. Mae eich meysydd cyfrifoldeb yn cynnwys: Tîm a Dyletswydd Cymorth Cynnar, yr Uned Ddiogelu ac Sicrwydd Ansawdd ar gyfer Plant a throsolwg a datblygu Diogelu Oedolion.

Mae hwn yn gyfle gwyh i ymuno â thîm arweinyddiaeth sydd wedi sefydlu'n dda sydd yn ddiweddar wedi lansio fframwaith rheoli risg "Cadw Plant yn Ddiogel" yn ogystal a fframwaith Sicrwydd Ansawdd. Edrychwn am rywun gyda phrofiad o ddiogelu statudol ac o yrru'r cynlluniau hyn ac i helpu Sir Fynwy i reoli eu cyfrifoldebau diogelu yn ein cymunedau.

**GRADD:** BAND M SCP 47– SCP 51 £55,747 - £60,340

**ORIAU:** 37 awr yr wythnos

**LLEOLIAD:** Brynbuga – ac ardal Sir Fynwy.

**DROS DRO:** Na

#### **GWIRIAD GWASANAETH DATGELU A GWAHARDD:**

**DATGELU A GWAHARDD:** Mae angen gwiriad (Gwiriad Manwl o'r Rhestr Gwahardd Gweithio gyda Phlant gan y Gwasanaeth Datgelu a Gwahardd)

## Gwybodaeth ychwanegol

### Dylid nodi na allwn dderbyn CVs

I gael mwy o wybodaeth neu i gael trafodaeth anffurfiol cysylltwch â Diane Corrister Pennaeth Gwasanaeth ar 07970108675 neu [DianeCorrister@monmouthshire.gov.uk](mailto:DianeCorrister@monmouthshire.gov.uk)

**Er mwyn gwneud cais am y swydd 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 ymrwymo i fod yn hyderus o ran anabledd.
- cyflogwr sydd yn gyfeillgar i'r Lluoedd Arfog.
- ymwybodol o Awtistiaeth ac wedi ymrwymo i ddileu rhwystrau at gyflogaeth.
- ymrwymo i gefnogi pobl ifanc sydd yn gadael ein gofal i gael cyfleoedd newydd a phrofiad.



## PROFFIL SWYDD

**TEITL SWYDD:** Rheolwr Gwasanaeth – Diogelu a Sicrwydd Ansawdd

**CYFEIRNOD:** SCS048

**GRADD:** BAND M SCP 47– SCP 51 £55,747 - £60,340

**ORIAU:** 37 awr yr wythnos

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

**LLEOLIAD:** Neuadd y Sir Brynbuga ac ardal Sir Fynwy

**DYDDIAD CAU:** 5pm .2/5/24..

### CYFWELIADAU I'W CYNNAL YN NEUADD Y SIR AR 22/5/24

**ATEBOL I:** Pennaeth Gwasanaethau Plant

### DIBEN Y SWYDD:

Chi fydd yr arweinydd proffesiynol am ddiogelu o fewn Gwasanaethau Plant sy'n cynnwys gwasanaethau diogelu ar gyfer Gwasanaethau Plant a hefyd Gwasanaethau Oedolion. Mae'r swydd yn cynnig cymorth a chynghor lefel uchel i'r Grŵp Diogelu Awdurdod Cyfan. Mae eich swydd yn gyfrifol am uchafu cyfleoedd gweithio integredig gyda phartneriaid statudol, y trydydd sector, yn ogystal â chadw cysylltiadau cryf gyda Bwrdd Diogelu Gwent.

Mae hon yn swydd arweinyddiaeth allweddol o fewn Gwasanaethau Plant. Ei diben yw darparu arweinyddiaeth strategol, gweithredol a phroffesiynol ar gyfer ein Hyb Diogelu a ffocws neilltuol ar wasanaethau atal. Mae eich meysydd cyfrifoldeb yn cynnwys yr Uned Diogelu a Sicrwydd Ansawdd, Tîm Diogelu Oedolion a'r Tîm Dyletswydd ac Asesu Cymorth Cynnar.

Fel Rheolwr y Gwasanaeth Diogelu byddwch yn gweithredu fel gyrrwr ar gyfer gweithredu fframwaith diogelu "Cadw Plant yn Ddiogel" Sir Fynwy yn llawn yn ogystal â'r fframwaith sicrwydd ansawdd er mwyn parhau i adeiladu deilliannau gwell ar gyfer plant a phobl ifanc.

### Disgwyliad a Deilliannau'r Swydd:

Byddwch yn sicrhau fod arweinyddiaeth broffesiynol glir ar gyfer holl ddiogelu a sicrwydd ansawdd ar gyfer oedolion a phlant yn Sir Fynwy. Mae hyn yn cynnwys sicrhau bod llywodraethiant a systemau effeithlon i sicrhau trefniadau diogelu lleol a rhanbarthol effeithol. Mae'r rôl sicrwydd ansawdd yn cynnwys sicrhau safonau proffesiynol, yn cynnwys gwella ansawdd, goruchwyliaeth, adolygiad cymheiriaid, dysgu ac adolygu a chydymffurfiaeth gyda fframweithiau ar gyfer datblygiad proffesiynol parhaus.

Byddwch yn arwain datblygiadau yn strategol ac yn weithredol o fewn eich maes cyfrifoldeb, gan egluro a chydlynu rolau a chyfrifoldebau staff, gan sicrhau fod llinellau priodol o gyfathrebu a fforymau yn eu lle i ddarparu gwneud penderfyniadau effeithiol ar y cyd.

Byddwch yn cyfrannu'n rhagweithiol ar weithio partneriaeth Diogelu lleol a rhanbarthol, gan ymchwilio cyfleoedd ar gyfer datblygu pellach ac adeiladu perthynas gyda'r holl bartneriaid perthnasol. Bydd hyn hefyd yn cynnwys lledaenu dysgu a newid polisi i'r gwasanaeth cyfan.

Bydd gennych rôl mewn sicrhau y caiff cyfrifoldebau y Cyngor ar gyfrer Diogelu eu deall a gan weithio'n rhanbarthol a gyda'r tîm Datblygu Gweithle, arwain ar gyflenwi'r strategaeth hyfforddiant a datblygu Diogelu.

Byddwch yn arwain ar ddatblygiadau a chyflenwi ar gyfer yr Hyb Diogelu a'r Tîm Cymorth Cynnar ac Asesu, gan sicrhau gwybodaeth, cyngor a chymorth, yn cyflenwi ystod o wasanaethau gyda ffocws ar y canlyniadau i blant a theuluoedd. I gyflawni hyn bydd gennych gyfrifoldeb am weithio gyda meysydd gwasanaeth eraill yn Sir Fynwy yn cynnwys timau oedolion a phlant a bydd angen i chi weithio mewn ffordd integredig gyda'r heddlu a phartneriaid iechedd ac addysg.

#### **Eich cyfrifoldebau yw:**

- Rheol Llinell yr Hyb Diogelu, y Tîm Cymorth Cynnar ac Asesu, Gwasanaethau Diogelu Oedolion gan sicrhau cydymffurfiaeth gyda Deddf Gwasanaethau Cymdeithasol Cymru a'r Gweithdrefnau Cenedlaethol ar Ddiogelu a datblygu gwasanaethau i ateb newidiadau mewn galw.
- Cyfrifol am oruchwylio ymchwiliadau Amddiffyn Plant ac Oedolion yn cynnwys cymryd camau gweithredu argyfwng pan fo angen i reoli risg.
- Uchafu cyfleoedd gweithio integredig gyda'r heddlu, gwasanaethau iechedd, addysg, tai, cyflogwyr, partneriaid anstatudol, timau gwaith cymdeithasol eraill a gofal sylfaenol wrth gyflawni dulliau gweithredu diogelu a llesiant.
- Cyfrifol am reoli llinell yr Uned Tîm Diogelu sy'n cynnwys y Swyddog Adolygu Annibynnol, y Swyddog dros Ddiogelu mewn Addysg, y Swyddog Sicrwydd Ansawdd a'r Cadeirydd Amddiffyn Plant.
- Dadansoddi'n arbenigol ac asesu gwybodaeth sy'n gwrthdaro, gwneud penderfyniadau yn seiliedig ar farn broffesiynol a meddwl beirniadol i sicrhau deilliannau priodol.
- Datblygu a chadw rhyngwyneb effeithlon o fewn arweinwyr Gwasanaethau Plant o fewn Sir Fynwy ac ar draws Gwent, gan fod â rôl arweiniol mewn sicrhau'r deilliannau gorau ar gyfer preswylwyr Sir Fynwy.
- Aelod allweddol o'r Tîm Arweinyddiaeth Gwasanaethau Plant gan gyfrannu at Gynlluniau Datblygu Busnes a'r arweinyddiaeth ar draws yr holl wasanaeth.
- Swyddog ymchwilio 'annibynnol' yng nghyswllt cwynion a gweithdrefnau personél ar gyfer gwasanaethau eraill ar gais y Prif Swyddog.

#### **Arwain y gweithlu:**

- Datblygu a grymuso unigolion o fewn y gweithlu i sicrhau cyflawni diwylliant o wella parhaus a rhagoriaeth drwy safonau uchel ac arloesedd. Sicrhau y caiff y gweithlu rheng flaen ei rymuso a bod ganddo'r offer a'r dulliau i wneud eu swyddi yn dda.

- Datblygu a hyrwyddo gweithlu effeithiol, gyda chymhelliant a chymwys i sicrhau cyflawni llesiant, gofal a chymorth ansawdd uchel. Sicrhau y cymerir camau priodol i fynd i'r afael â diffygion o fewn unigolion ac ar lefel tîm.
- Datblygu safonau arloesol safon uchel ac ymarfer seiliedig ar dystiolaeth, a gyflwynir o fewn diwylliant o welliant parhaus.

### **Cyfrifoldebau gwasanaeth penodol:**

- Cyfrifol am sicrhau y caiff asesiadau seiliedig ar ddeilliannau a chynllunio gofal eu datblygu a'u bod ar gael i rieni, gofalwyr, plant a phobl ifanc.
- Cefnogi'r cyfarwyddwr statudol wrth arwain y Grŵp Diogelu Awdurdod Cyfan i sicrhau arweinyddiaeth gorfforaethol effeithlon ar ddiogelu ar draws y Cyngor. Sicrhau fod arferion diogelu Sir Fynwy yn ateb gofynion a disgwyliadau rheoleiddwyr allanol yn cynnwys Arolygiaeth Gofal Cymru, Estyn a Swyddfa Archwilio Cymru. Bydd hyn yn cynnwys cymryd rôl arweiniol wrth baratoi'r awdurdod ar gyfer arolygiadau a gweithredu unrhyw argymhellion ac adolygu a gwerthuso cynlluniau gweithredu.
- Bod â rôl arweiniol mewn trefniadau partneriaeth rhanbarthol ar gyfer diogelu plant ac oedolion ar gyfer ardal Gwent a chyfrannu mewn modd cadarnhaol at drefniadau partneriaeth lleol.
- Cadeirio a mynychu cyfarfodydd priodol yng nghyswllt elfennau gweithredol a strategol y gwasanaeth i sicrhau ansawdd, sicrhau newid a llywio ar gynnydd/rhwystrau ac yn y blaen.
- Cymryd rôl arweiniol, gan weithio ar draws y cyngor fel sydd angen, i sicrhau bod systemau ar gyfer diogelu oedolion a phlant yn gweithredu'n effeithlon o fewn pob maes gwasanaeth ar draws y Cyngor ac mewn gwasanaethau a gomisiynwyd. Sicrhau fod llywodraethiant effeithlon yn ei le o fewn y Cyngor, yn wleidyddol ac ar lefel uwch swyddogion.
- Trin cwynion dechreuol defnyddwyr gwasanaeth a phroffesiynol mewn modd sensitif gan osgoi esgyn lle'n bosibl yn unol â cham 1 y broses gwynion, ymchwilio'r gŵyn a gweithredu unrhyw newidiadau ar gyfer gwella a nodwyd gan y canfyddiadau mewn cysylltiad gyda'r pennaeth proffesiynol perthnasol.
- Gweithredu fel cynghorydd proffesiynol o fewn Gofal Cymdeithasol ac lechyd ac i'r Cyngor ar ddiogelu a sicrwydd ansawdd. Cyfrannu at wella gwasanaethau, datblygu ymarfer a datblygu polisi ym mhob mater yn ymwneud â diogelu ar draws Gofal Cymdeithasol ac lechyd drwy ddiwylliant o her uchel/cefnogaeth uchel.
- Gweithio mewn partneriaeth gyda thîm hyfforddi'r awdurdod cyfan i sicrhau fod y rhaglen hyfforddiant flynyddol ar ddiogelu yn adlewyrchu holl led yr hyfforddiant ar gyfer yr holl staff ar draws y cyngor yn cynnwys aelodau.
- Ailfodelu gwasanaethau i gyflwyno deilliannau cadarnhaol a diwallu anghenion, yn cynnwys ymestyn ac integreiddio'r rolau ar draws gwasanaethau oedolion a phlant ac uchafu cyfleoedd ar gyfer gweithio integredig gydag iechyd, addysg a phartneriaid eraill. Datblygu cynlluniau ar gyfer datblygiadau gwasanaeth a gwelliannau gwasanaeth, gan ddatblygu achosion busnes wedi eu costio'n gadarn fel sydd angen.

### **Systemau i wella perfformiad, ansawdd a deilliannau**

- Sicrhau fod diben a gweledigaeth glir ar gyfer y maes gwasanaeth, a gefnogir gan fodel gweithredu, polisiâu a gweithdrefnau, blaenoriaethau ac amcanion mesuradwy a fanylir yng nghynllun busnes y gwasanaeth.
- Arwain wrth weithredu Fframwaith Rheoli Risg Cadw Plant yn Ddiogel.
- Arwain wrth weithredu'r Fframwaith Sicrwydd Ansawdd.

- Sicrhau cydymffurfiaeth gyda'r holl reoliadau statudol, deddfwriaeth a chanllawiau wrth gyflenwi gwasanaethau yn cynnwys ffurfio, gweithredu ac adolygiad parhaus ar godau lleol o ymarfer a pholisïau.
- Byddwch yn gyfrifol am sicrhau y caiff arloesedd ac arfer da ei ledaenu i uchafu effeithiolrwydd, uchafu lledaeniad a chynaliadwyedd, gan osgoi dyblygu.
- Atebol am sicrhau lefelau uchel o berfformiad yn unol gyda mesurau a fframweithiau perfformiad cenedlaethol a lleol. Cyfrifol am gynlluniau gweithredu cadarn i drin unrhyw feysydd lle nad yw perfformiad cystal ag y dylai fod.
- Sicrhau fod systemau yn eu lle ar gyfer adolygu, adrodd a dadansoddi digwyddiadau pwysig, gan sicrhau fod staff yn hyderus i roi adroddiad am ddigwyddiadau a damweiniau agos. Rheoli adroddiadau digwyddiadau a damweiniau drwy sicrhau y rhoddir adroddiad prydlon ar bob digwyddiad a damwain ac y caiff cynlluniau gweithredu priodol eu llunio.
- Sicrhau cydymffurfiaeth gyda'r holl reoliadau statudol, deddfwriaeth, codau ymarfer a chanllawiau.

### **Cyfrifoldebau Ariannol**

- Atebol am sicrhau bod strategaeth ariannol glir ar gyfer y gwasanaeth sy'n golygu y caiff ei reoli o fewn y gyllideb.

### **Adnoddau Gwybodaeth**

- Bydd angen i ddeiliad y swydd gynhyrchu adroddiadau a chyflwyniadau cymhleth yn rheolaidd yn seiliedig ar ystod o wybodaeth o amrywiaeth o ffynonellau. Ysgrifennu a chyflwyno adroddiadau i ystod eang o grwpiau yn cynnwys yr Uwch Dîm Arweinyddiaeth, Pwyllgor Dethol Plant, Pobl Ifanc ac Oedolion a byrddau partneriaeth lleol a rhanbarthol fel sydd angen.

### **IECHYD A DIOGELWCH**

Mae gan yr holl gyflogeion ddyletswydd gofal statudol am eu diogelwch proffesiynol eu hunain ac eraill. Bydd angen i chi weithredu'n gyfrifol yng nghyswllt eich iechyd, diogelwch a lles eich hunan a'ch cydweithwyr gan ddilyn arferion gweithio diogel a chydymffurfio gyda pholisïau iechyd a diogelwch y Cyngor; mae hyn yn cynnwys mynychu hyfforddiant gorfodol ar iechyd a diogelwch. Dylech sicrhau fod cynlluniau iechyd a diogelwch priodol yn eu lle ar gyfer eich maes gwasanaeth.

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

- Bod yn rhan o dîm arweinyddiaeth cefnogol ac uchelgeisiol
- Amgylchedd o ymddiriedaeth a pharch un at y llall
- Diwylliant lle parchwn ddatblygiad personol unigol
- Dechrau ar 24 diwrnod o wyliau (pro rata) a diwrnodau ychwanegol o wyliau adeg y Nadolig a'r Pasg
- Cynllun gweithio hyblyg ac ystwyth er mwyn annog cydbwysedd da rhwng gwaith a bywyd
- Cynllun pensiwn rhagorol ac ystod o fuddion eraill
- Cyfle i ddatblygu sgiliau yn y Gymraeg yn unol â'r strategaeth 'Mwy na Geiriau'
- Cynllun pensiwn rhagorol ac amrywiaeth o fuddion eraill

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

- Agored:** Anelwn fod yn agored ac onest i ddatblygu perthynas o ymddiriedaeth.
- Tegwch:** Anelwn ddarparu dewis teg, cyfleoedd a phrofiadau a dod yn sefydliad a adeiladwyd ar barch un at y llall.
- Hyblygrwydd:** Anelwn fod yn hyblyg yn ein syniadaeth a'n gweithredoedd i ddod yn sefydliad effeithlon ac effeithiol.
- Gwaith Tîm:** Anelwn i gydweithio i rannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.
- Caredigrwydd:** Byddwn yn dangos caredigrwydd i bawb y gweithiwn gyda nhw, gan roi pwysigrwydd y berthynas a'r cysylltiad sydd gennym gyda'n gilydd wrth galon pob rhyngweithio.

## **Asesiad Sgiliau yn y Gymraeg**

Byddai sgiliau yn y Gymraeg yn ddymunol. Gall fod angen i chi ddysgu neu wella eich sgiliau presennol drwy fynychu hyfforddiant yn y Gymraeg y bydd y cyngor yn talu amdano ar gyfer staff. Caiff hyn ei weithredu os oes angen yn codi am sgiliau yn y Gymraeg yn y swydd.

## **Diogelu:**

Mae Diogelu ac Amddiffyn Plant ac Oedolion yn flaenoriaethau allweddol i'r Cyngor. Anelwn gefnogi plant ac oedolion mewn risg i fod mor ddiogel ag y gallant fod ac i gyflawni eu potensial. Mae holl gyflogeion a gwirfoddolwyr y Cyngor yn gyfrifol am chwarae eu rhan yn llesiant, diogelwch ac amddiffyn plant ac oedolion mewn risg. Caiff yr holl gyflogeion a gwirfoddolwyr eu hyfforddi i'r lefel briodol o ddiogelu a bydd ganddynt ddyletswydd i gyflawni eu cyfrifoldebau personol am ddiogelu.

## **Yn ychwanegol:**

Cafodd penodiad i'r swydd ei eithrio o Ddeddf Adsefydlu Troseddwyr a chynhelir Gwiriad Datgelu safonol a dau dystlythyr ysgrifenedig addas cyn penodi.

Mae'r awdurdod yn ymroddedig i ddiogelu a hyrwyddo lles plant a phobl ifanc ac oedolion mewn risg o niwed ac mae'n disgwyl i'r holl gyflogeion a gwirfoddolwyr i rannu'r ymrwymiad hwn.

Mae'r holl gyflogeion yn gyfrifol am sicrhau eu bod yn gweithredu bob amser mewn ffordd sy'n gydnavs gyda pholisi Cyfle Cyfartal Sir Fynwy yn eu maes cyfrifoldeb a'u hymddygiad cyffredinol eu hunain.

Mae'r awdurdod yn gweithredu polisi dim ysmegu yn y gweithle ac mae'n rhaid i'r holl gyflogeion gydymffurfio â hynny.

### 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:**

<b>Nodweddion Arweinyddiaeth a Pheronol</b>	<b>Hanfodol/ Dymunol</b>	<b>Dull Asesu</b>
<p>Arweinydd a yrrir gan werthoedd gydag ethos gwasanaeth cyhoeddus cryf</p> <p>Canoli ar y person a medru arddangos ymrwymiad i bobl yn byw eu bywydau eu hunain</p> <p>Gallu i arwain, ysbrydoli hyder mewn cydweithwyr, staff a phartneriaid.</p> <p>Gallu i fod yn gadeirydd effeithiol..</p> <p>Gallu i drosi a chyfathrebu cyfeiriad strategol yn ddarpariaeth weithredol</p> <p>Gallu i weithio mewn ffordd systematig a hyrwyddo diwylliant o welliant parhaus</p> <p>Emosiynol ddeallus a medru cydymdeimlo a sicrhau deilliannau cadarnhaol yn y sefyllfaoedd mwyaf cymhleth</p> <p>Hunangymhelliant a deinamig</p> <p>Penderfynol a medru cydbwyso a lliniaru risg</p> <p>Gallu i weithio dan bwysau, rheoli amser, cwrdd ag amserlenni tra'n gwneud yr hyn sy'n bwysig</p> <p>Blaengar a chreadigol</p> <p>Gallu i ddangos gostyngeiddrwydd a hefyd benderfyniad pendant wrth drin y llu o broblemau sy'n wynebu gwasanaethau cyhoeddus</p> <p>Agwedd gadarnhaol, gallu gwneud</p> <p>Dull dadansoddol o ddefnyddio tystiolaeth i hyrwyddo newid</p> <p>Gallu i weithio mewn partneriaeth a thrin cysylltiadau cymhleth rhyng-sefydliad ar lefelau uwch</p> <p>Cydnherthedd mawr</p> <p>Synnwyr digrifwch</p>	<p>I gyd yn hanfodol</p>	<p>Cânt i gyd eu profi ar bob cam o'r broses asesu</p>



<b>Addysg a Hyfforddiant Arbennig</b>	<b>Hanfodol/ Dymunol</b>	<b>Dull Asesu</b>
<p>Cymhwyster proffesiynol mewn gwaith cymdeithasol a phrofiad ôl-gymhwyso mewn maes proffesiynol perthnasol</p> <p>Cymhwyster rheoli perthnasol</p> <p>Tystiolaeth o ddatblygiad proffesiynol a phersonol parhaus</p> <p>Tystiolaeth o ddatblygiad proffesiynol mewn detholiad o'r meysydd dilynol: gwelliant arweinydd ymarfer, cyfathrebu cydweithredol, rheoli newid yn llwyddiannus, arweinyddiaeth gwasanaeth cyhoeddus, datblygu sefydliadol, cynllunio a datblygu gweithlu, arwain gwasanaethau gofal cymdeithasol plant ac oedolion, dulliau gwelliant parhaus.</p>	<p>Hanfodol</p> <p>Dymunol</p> <p>Hanfodol</p> <p>Hanfodol</p>	<p>Cânt i gyd eu profi ar bob cam o'r broses asesu</p>

<b>Profiad</b>	<b>Hanfodol/ Dymunol</b>	<b>Dull Asesu</b>
<p>Tystiolaeth o reoli, arwain a gwerthuso gwasanaethau a thimau gwasanaethau cymdeithasol plant ac oedolion</p> <p>Profiad o reoli ac arwain gweithio aml-ddisgyblaeth a phartneriaeth llwyddiannus.</p> <p>Tystiolaeth o brofiad gwaith Amddiffyn Plant ac Oedolion.</p> <p>Tystiolaeth o reoli ac arwain timau aml-ddisgyblaeth, aml-broffesiwn gan ddod â staff ynghyd yn llwyddiannus ar draws gwasanaethau oedolion a phlant</p> <p>Tystiolaeth o gyswllt a chydlynu darparwyr gwasanaeth aml-asiantaeth perthnasol i wella deilliannau gwasanaeth</p> <p>Tystiolaeth o arwain newid a phrosiectau yn llwyddiannus</p> <p>Profiad o reoli cyllidebau sylweddol a chymhleth a thystiolaeth o gyflawni arbedion ariannol heriol</p> <p>Tystiolaeth o ymgysylltu gyda phobl a gofalwyr mewn cyflenwi a chynllunio gwasanaeth</p> <p>Profiad o weithredu o fewn a rheoli fframweithiau perfformiad</p> <p>Profiad o gyflenwi rhaglenni datblygu sefydliadol a newid diwylliant</p> <p>Profiad o ddelio gydag achosion unigol cymhleth iawn a chynhennus</p>	<p>I gyd yn hanfodol</p>	<p>Cânt i gyd eu profi ar bob cam o'r broses</p>

<p>Profiad o gyflenwi dadansoddiad proffesiynol mewn llys barn.</p> <p>Profiad o amddiffyn plant, diogelu plant ac oedolion a thrin prosesau cyfreithiol cysylltiedig</p> <p>Profiad o ddylunio a gweithredu systemau o welliant ansawdd parhaus</p>		
<p><b>Gwybodaeth</b></p>		
<p>Gwybodaeth arbenigol gyfredol o ddeddfwriaeth, canllawiau a chynlluniau polisi sy'n effeithio ar wasanaethau iechyd a gofal cymdeithasol a gwasanaethau cyhoeddus yng Nghymru</p> <p>Gwybodaeth, dealltwriaeth ac ymrwymiad i ddarparu 'rhagoriaeth' ym mhrofiadau pobl</p> <p>Gwybodaeth a dealltwriaeth o ddeddfwriaeth amddiffyn, diogelu, iechyd a diogelwch plant ac oedolion</p> <p>Gwybodaeth arbenigol o Gyfraith Teulu ac Amlinelliad Cyfraith Gyhoeddus</p> <p>Gwybodaeth arbenigol o reoliadau Cymru ar gyfer gwasanaethau maethu a mabwysiadu</p> <p>Gwybodaeth a dealltwriaeth o systemau monitro perfformiad, mesurau ansawdd a threfniadau llywodraethiant proffesiynol</p> <p>Gwybodaeth, profiad a sgiliau prosesau llywodraethiant proffesiynol a sicrwydd ansawdd gofal cymdeithasol</p> <p>Dealltwriaeth o systemau llywodraethiant proffesiynol a chorfforaethol, prosesau perfformiad a rheoli, gwybodaeth dda o leoliadau gofal cymdeithasol, cymunedol a gofal sylfaenol</p> <p>Dealltwriaeth fanwl o lywodraethiant gwybodaeth</p> <p>Gwybodaeth a dealltwriaeth o bob agwedd o Ddeddf Gwasanaethau Cymdeithasol a Llesiant (Cymru), y Ddeddf Plant, y Ddeddf Rheoleiddio ac Arolygu, y Ddeddf Iechyd Meddwl, y Ddeddf Galluedd Meddyliol, y Ddeddf Trais yn erbyn Menywod, Cam-drin Domestig a Thrais Rhywiol (Cymru).</p> <p>Gwybodaeth waith dda o gyfle cyfartal a hyrwyddo ymarfer gwrthwahanïaethol</p> <p>Gwybodaeth a dealltwriaeth o ofynion a phrosesau cofrestru o fewn Arolygiaeth Gofal a Gwasanaethau Cymdeithasol Cymru a Gofal Cymdeithasol Cymru</p> <p>Dealltwriaeth fanwl o gymhlethdodau rheoli gwasanaethau gofal cymdeithasol plant ac oedolion</p>	<p>I gyd yn hanfodol</p>	<p>Cânt i gyd eu profi ar bob cam o'r broses asesu</p>



<b>Arall</b>	<b>Hanfodol/ Dymunol</b>	<b>Dull Asesu</b>
Gallu i symud yn annibynnol o fewn ardal ddaearyddol	Hanfodol	Ffurflen Gais

I gael mwy o wybodaeth cysylltwch â Diane Corrister ([diannecorrister@monmouthshire.gov.uk](mailto:diannecorrister@monmouthshire.gov.uk))

DYDDIAD CAU: 5pm .2/5/24..

**CYFWELIADAU I'W CYNNAL YN NEUADD Y SIR AR 22/5/24**

