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Cyngor Sir
CEREDIGION
County Council

Neuadd Cyngor Ceredigion, Penmorfa,
Aberaeron, Ceredigion SA46 0PA
www.ceredigion.gov.uk

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13 June 2023

Dear Sir / Madam

I write to inform you that a SPECIAL MEETING of COUNCIL will be held **at 2.00pm on TUESDAY, 20 JUNE 2023** at the Council, Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron and remotely via video conferencing, for the transaction of the following business:

1. Apologies

2. Disclosure of personal / prejudicial interests

3. Personal matters

4. EXEMPT ITEM (Pages 3 - 10)

The report (Enclosure B) relating to the item below are not for publication as it contains exempt information as defined in paragraph 12 and 13 of Part 4 of Schedule 12A to the Local Government Act 1972 as amended by the Local Government (Access to information) (Variation) (Wales) Order 2007. If, following the application of the Public Interest Test, the Council resolves to consider this item in private, the public and press will be excluded from the meeting during such consideration, in accordance with Section 100B(2) of the Act.

Members will be requested, when dealing with the items, to consider whether to exclude the public and press from the Meeting.

5. To interview the candidate(s) as shortlisted for the post of Corporate Lead Officer - Porth Cynnal (and Statutory Director of Social Services); and to appoint one person to the post (Enclosures A; and Enclosure B - EXEMPT) (Pages 11 - 48)

Members are reminded to sign the Attendance Register.

A Translation Service will be provided at this meeting and those present are welcome to speak in Welsh or English at the meeting.

Yours faithfully

Miss Lowri Edwards
Corporate Lead Officer: Democratic Services

To: Chairman and Members of Ceredigion County Council

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GOLUD·GWLAD·RHYDDID

Cyngor Sir
CEREDIGION
County Council

Pecyn Gwybodaeth

Swyddog Arweiniol Corfforaethol : Porth Cynnal - Gwasanaethau Arbenigol | Cyfarwyddwr Statudol Gwasanaethau Cymdeithasol

Neges gan ein Harweinydd

Mae hwn yn gyfle eithriadol i ymuno â'r Cyngor fel Swyddog Arweiniol Corfforaethol a'n Cyfarwyddwr Statudol Gwasanaethau Cymdeithasol, i allu arwain, dylanwadu a siapio ein gwasanaethau, gan ychwanegu gwerth a sicrhau canlyniadau cadarnhaol i drigolion Ceredigion.

Mae gan Gyngor Sir Ceredigion hanes hir o ddarparu gwasanaethau rhagorol i'w drigolion. Er bod gennym ni, fel cyrff cyhoeddus eraill, amseroedd anodd o'n blaenau, rydym yn hyderus y gallwn, drwy gydweithio ac arloesi, barhau i ddarparu gwasanaethau o ansawdd uchel ar draws ein holl feysydd gwasanaeth eang.

Mae Tîm Ceredigion yn Gyngor blaengar gydag agwedd 'gallu gwneud' sydd â lle unigryw yn niwylliant a daearyddiaeth Cymru. Gan ymuno â thîm arwain y Cyngor, mae hwn yn gyfle gwych i wneud eich marc fel gweithiwr proffesiynol llywodraeth leol, gan y bydd eich cyfraniad yn hollbwysig wrth arwain y sefydliad drwy'r cyfnod heriol sydd i ddod.

Bryan Davies
Arweinydd
Cyngor Sir Ceredigion

Neges gan y Prif Weithredwr

Rydym yn mynd trwy drawsnewidiad uchelgeisiol. Rydym wedi nodi'r angen am newid ac rydym yn newid y ffordd yr ydym yn meddwl, y ffordd yr ydym yn gweithio a'r ffyrdd yr ydym yn darparu ein gwasanaethau i bobl Ceredigion. I ymuno â ni ar ein taith o drawsnewid rydym am benodi arweinydd deinamig a fydd yn croesawu'r heriau a ddaw yn sgil rôl arweiniol amlddimensiwn mewn llywodraeth leol fodern.

Fel Swyddog Arweiniol Corfforaethol: Porth Cynnal a'n Cyfarwyddwr Statudol Gwasanaethau Cymdeithasol dynodedig, chi fydd y cynghorydd arweiniol i'r Cyngor ar bob mater sy'n ymwneud â gwasanaethau arbenigol Porth Cynnal. Yn ogystal, byddwch yn gweithio gyda Chyfarwyddwyr Corfforaethol a Swyddogion Arweiniol Corfforaethol eraill i sicrhau bod amcanion strategol a chorfforaethol yn cael eu cydlynu, eu gweithredu a'u gwreiddio'n effeithiol ar draws pob maes gwasanaeth.

Yn ogystal â meddu ar y profiad a'r sgiliau i'n cefnogi i ddatblygu ymhellach ein gwasanaethau gofal sy'n seiliedig ar gryfderau ac sy'n canolbwyntio ar ganlyniadau, bydd gennych hefyd awydd cryf i ddefnyddio dulliau creadigol ac arloesol i wella'r modd y darperir gwasanaethau a byddwch yn cael eich cymell i harneisio potensial staff presennol i ddatblygu gwasanaeth gwydn, ystwyth a blaengar.

Mae hwn yn gyfle cyffrous i unigolyn sydd am ymuno â thîm sydd ag angerdd am wneud gwahaniaeth i bobl a chymunedau Ceredigion.

Eifion Evans
Prif Weithredwr
Cyngor Sir Ceredigion

Ynglŷn â Phorth Cynnal

Ein tîm ar gyfer cymorth mwy hirdymor gan gynnig gwasanaethau gofal dwys ac arbenigol, gydol oes, a gwasanaethau cymorth i unigolion a theuluoedd ag anghenion cymhleth y model.

Mae Porth Cynnal yn darparu gwasanaethau asesu a gofalu dwys ac arbenigol, gydol oes, i'r rhai sydd angen gofal a chymorth hirdymor neu gymhleth. Mae'n cynnwys gwiriadau sicrhau ansawdd ac ymyriadau statudol. Mae'r gwasanaeth yn cynnwys y timau canlynol:

- **Gofal wedi'i Gynllunio:** Timau Gofal a Chymorth i Oedolion a Phlant a Thîm Ymyriadau Statudol
- **Cymorth Estynedig:** Tîm Anabledd Oedolion a Phlant a Thîm Cymorth Arbenigol Galluedd Meddyliol
- **Camddefnyddio Sylweddau:** Tîm Camddefnyddio Sylweddau, Tîm Statudol Cyfiawnder Ieuenctid a Thîm y Gwasanaeth Integredig Cymorth i Deuluoedd/Ar Ffiniau Gofal
- **Lles Meddyliol:** Tîm Iechyd Meddwl a Gweithwyr Iechyd Meddwl Proffesiynol Cymeradwy, Tîm Cwnsela Ysgolion
- **Diogelu a Gwella Ansawdd:** Tîm Diogelu Oedolion a Phlant, Tîm Adolygu Annibynnol a Sicrhau Ansawdd

Model Gydol Oes a Llesiant

Yng Nghyngor Sir Ceredigion rydym yn trawsnewid y ffordd y mae unigolion, teuluoedd, cymunedau a gofalwyr yn gallu cael cymorth a chefnogaeth pan fydd ei angen arnynt.

Ein gweledigaeth yw sicrhau fod pobl yn gallu cael gafael yn hwylus ar wasanaethau cyffredinol a phenodol i ddatblygu'r sgiliau a'r gwytnwch sydd eu hangen arnynt i ddilyn bywydau llawn ac i gyflawni eu nod. Rydym yn ceisio grymuso unigolion yn yr hyn sy'n bwysig iddyn nhw a gweithio gydag asiantaethau partner i gryfhau annibyniaeth pobl, sicrhau diogelwch a hybu lles.

Mae ein strategaeth Gydol Oes a Llesiant yn disgrifio sut y byddwn yn datblygu gweithlu medrus ac arloesol a fydd yn darparu gwasanaethau gydol oes sy'n canolbwyntio ar gymorth ataliol ac ymyriadau cynnar gyda mynediad hwylus i wybodaeth, cyngor a chymorth. Hefyd, yn asesu angen a gofal yn briodol a darparu cynlluniau cymorth i'r rheiny sydd angen cymorth mwy hirdymor.

Ar ôl gwrando ar ein trigolion, gwyddom fod darparu cymorth yn gynnar yn atal yr angen am wasanaethau mwy arbenigol ac yn osgoi argyfwng. Mae pobl am gael mynediad i'r gwasanaeth iawn ar yr adeg iawn a chael dewis a rheolaeth lle bo'n bosib, boed ar gyfer eu hunain, y teulu, gofalwyr neu'r gymuned.

Mae ein model gwasanaeth gydol oes yn cynnwys pedwar maes sy'n ymwneud â lles, cymorth a gofal:

- Gwasanaethau Cyswllt Cychwynnol (Clic)
- Porth Cymorth Cynnar (Lles a Dysgu Cymunedol)
- Porth Gofal (Ymyriad wedi'i Dargedu)
- Porth Cynnal (Gwasanaethau Arbenigol)

Beth mae ein hymarferwyr yn ei ddweud...

"Gan fod Ceredigion yn gyngor cymharol fach mae yna fanteision enfawr o ran rhwydweithio a gwybod at bwy i fynd, pwy sydd â'r arbenigedd a chael ymatebion amserol. Mae lefel uchel o ymrwymiad a chydweithio i sicrhau canlyniadau cadarnhaol.

Atyniad arall ar gyfer gweithio gyda'r cyngor yw'r ardal rwy'n byw ac yn gweithio ynddi. Pan symudais i gyntaf fe gymerodd flwyddyn i mi sylweddoli nad oeddwn ar fy ngwyliau!"

John Forbes-Jones
Rheolwr Corfforaethol Lles Meddyliol

“Mae gen i nifer o hoff bethau am weithio i Gyngor Sir Ceredigion. Rwy’n hoffi’r ffaith ei fod yn awdurdod bach lle rydych chi’n adnabod y rhan fwyaf o bobl ac yn gallu cael cymorth ac atebion yn gyflym iawn.

Rwyf hefyd yn hoffi’r buddsoddiad sydd gan Geredigion ar gyfer ei staff. Trwy ddarparu cyfleoedd a hyfforddiant, mae gweithwyr yn gallu symud ymlaen yn eu gyrfaoedd."

Taniya Jarrams
Rheolwr Corfforaethol Integredig Gwasanaethau Brysbennu ac Asesu

"Rwy'n newydd iawn i Gyngor Sir Ceredigion a dim ond ym mis Hydref 2021 ymunais, ond un o fy hoff bethau yw pa mor gefnogol a chroesawgar y mae pawb wedi bod.

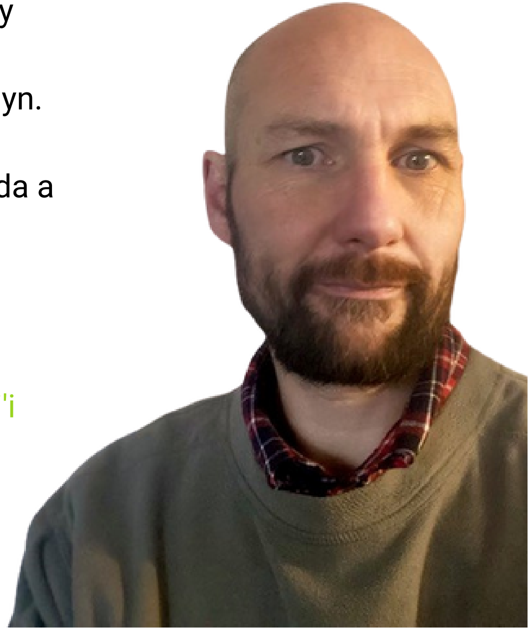
Rwy'n falch iawn o ymuno â'r tîm ar yr adeg hon gan fy mod yn teimlo ein bod i gyd yn croesawu'r heriau sydd o'n blaenau ac mewn sefyllfa wych i wneud gwahaniaeth gwirioneddol i bobl Ceredigion."

Emma Clarke
Rheolwr Corfforaethol - Cefnogaeth Estynedig

"Un o fy hoff bethau am weithio i Geredigion yw'r ymrwymiad y mae fy nghydweithwyr yn dangos. Maent bob amser yn barod i helpu ei gilydd ac mae hynny'n gryfder gwirioneddol y mae'n ymddangos bod llawer o sefydliadau wedi'i golli y dyddiau hyn.

Mae yna hefyd synnwyr digrifwch da a thynnu coes sy'n helpu yn ystod y dyddiau anodd."

John Callow
Rheolwr Corfforaethol - Gofal wedi'i Gynllunio



Lle gwych i fyw a gweithio

Proffil Rôl

Teitl y Swydd: **Swyddog Arweiniol Corfforaethol – Porth Cynnal a Chyfarwyddwr Statudol Gwasanaethau Cymdeithasol**

Gwasanaeth: **Porth Cynnal — Gwasanaethau Arbenigol**

Gradd: **Swyddog Arweiniol Corfforaethol (A2) - £81,977 i £87,115**

Yn atebol i: **Cyfarwyddwr CorfforaetholLleoliad Cytundebol: Aberaeron neu Aberystwyth**

Arddull Gwaith: **Hybrid Hyblyg**

Oriau gwaith: **37 awr ac yn ôl yr angen i gyflawni gofynion y llwyth gwaith**

Diben y Rôl

- Bod yn Swyddog Arweiniol Corfforaethol ac yn brif ymgynghorydd i'r Cyngor ar wasanaethau ym Mhorth Cynnal gan gynnwys:
  - Diogelu
  - Iechyd meddwl
  - Gwasanaeth Gofal a Chefnogaeth wedi'i Gynllunio
  - Camddefnyddio Sylweddau
  - Gwasanaethau Cymorth Estynedig (Anabledd)
  - Sicrwydd Ansawdd ac Adolygiad Annibynnol
- Hyrwyddo’r ymwybyddiaeth gorfforaethol o Borth Ceredigion a phwysigrwydd ymyrryd yn gynnar i feithrin gwytnwch yr unigolyn, y teulu a’r gymuned.
- Darparu cyswllt allweddol â’r Cyfarwyddwyr Corfforaethol a gweithio gyda Swyddogion Arweiniol Corfforaethol eraill i sicrhau bod amcanion strategol a chorfforaethol y Cyngor yn cael eu cydlynu'n effeithiol a'u gweithredu ar draws pob maes gwasanaeth.
- Er bod gan y Swyddogion Arweiniol Corfforaethol gyfrifoldeb penodol dros reoli ac arwain portffolio o feysydd gwasanaeth, mae ganddynt gyfrifoldeb corfforaethol hollbwysig hefyd i sicrhau bod gweithgaredd a gweithredoedd pob gwasanaeth yn cydymffurfio ag amcanion a safonau strategol y Cyngor ac yn eu cefnogi.
- Gweithio'n greadigol ac yn strategol er mwyn cyflawni'r safonau uchaf posibl o ran perfformiad gwasanaethau Cyngor Sir Ceredigion.

Prif Gyfrifoldebau

Strategol

- Sicrhau bod diwylliant sy'n canolbwyntio ar y dinesydd yn cael ei hyrwyddo bob amser.
- Gwneud cyfraniad positif a gweithredol i strategaethau, cynlluniau a pholisïau corfforaethol y Cyngor a throsi'r rhain yn gynlluniau busnes y gellir eu gwireddu ac sy'n gwella darpariaeth y gwasanaeth.
- Dod o hyd i - a gweithredu - datrysiadau arloesol a chreadigol ar gyfer y gwasanaethau perthnasol er mwyn diwallu angen y Cyngor i gyflwyno newid a gwelliant oddi mewn i'r gyllideb sydd ar gael.
- Bwrw ati i weithio'n adeiladol gyda'r Cyfarwyddwyr Corfforaethol a'r
- Swyddogion Arweiniol Corfforaethol a'u cefnogi i ddarparu'r weledigaeth, yr arweinyddiaeth a'r cyfeiriad strategol sy'n angenrheidiol i alluogi gwasanaethau i lunio a gweithredu polisïau perthnasol ac effeithiol.
- Cynnal a hyrwyddo perthynas waith agos gydag Aelodau Etholedig, cydweithwyr a sefydliadau allanol.
- Gweithio mewn cydweithrediad â sefydliadau eraill i sicrhau'r budd mwyaf posibl i'r Cyngor a thrigolion Ceredigion.
- Gweithredu fel swyddog arweiniol, fel sy'n ofynnol, o fewn partneriaethau'r Cyngor gydag amryw asiantaethau.

Gweithredol

- I fod y swyddog arweiniol o fewn y Cyngor gyda chyfrifoldeb am Wasanaethau Arbenigol Porth Cynnal.
- I sicrhau rheolaeth effeithiol ac effeithlon ar gyfer ystod o wasanaethau gydoloes gan gynnwys:
  - Diogelu
  - Iechyd meddwl
  - Gwasanaeth Gofal a Chefnogaeth wedi'i Gynllunio
  - Camddefnyddio Sylweddau
  - Gwasanaethau Cymorth Estynedig (Anabledd)
  - Sicrwydd Ansawdd ac Adolygiad Annibynnol
- I fod yn gynghorydd arweiniol i'r Cyngor ar gyfer pob mater sy'n ymwneud â Porth Cynnal.
- Hyrwyddo iechyd a lles trigolion Ceredigion.

Rheoli Ansawdd a Pherfformiad

- Sicrhau bod anghenion cwsmeriaid yn cael eu deall a'u darparu'n llawn wrth gyflawni a gwella gwasanaethau.
- Sicrhau bod gwasanaethau'n cael eu cynllunio a'u cyflwyno mewn modd cydlynol ac yn unol â pholisïau a safonau y cytunwyd yn eu cylch a hefyd yn unol â phrosesau llywodraethu democrataidd y Cyngor.
- Sicrhau bod polisïau a gweithdrefnau yn cael eu diweddaru yn unol â deddfwriaeth gyfredol a'r arferion gorau.
- Gwerthuso ac adrodd yn rheolaidd ar berfformiad ar sail cynlluniau gwasanaeth, cynlluniau busnes a dangosyddion perfformiad statudol ac anstatudol.
- Sicrhau bod y trefniadau cyllido ar gyfer gwasanaethau yn cael eu gweithredu'n briodol ac yn gymwys; gan gynnwys paratoi a rheoli cyllidebau refeniw a chyfalaf gwasanaethau yn unol â'r Rheolau Sefydlog a'r Rheoliadau Ariannol. Cwrdd â'r pwysau ariannol a'r heriau cynyddol ar gyllidebau'r gwasanaeth.
- Canfod a dilyn ffynonellau cyllid allanol priodol a ffyrdd eraill o ddarparu gwasanaethau, e.e. trwy weithio mewn partneriaeth i ddarparu gwasanaethau'r Cyngor.
- Bod yn ymwybodol yn barhaus o'r tirlun newidiol ar gyfer gwasanaethau cyhoeddus ac ymchwilio i arferion cenedlaethol a lleol wrth ddarparu gwasanaethau. Gwneir hyn i herio a datblygu datrysiadau arloesol ynghylch y ffordd y mae gwasanaethau yn cael eu darparu, er mwyn sicrhau perfformiad parhaus.

- Sicrhau safonau uchel o ran perfformiad holl staff y Gwasanaeth, cydnabod perfformiad da a mynd i'r afael â pherfformiad gwael mewn modd cadarnhaol ac effeithiol.
- Cynnal trosolwg o risgiau'r gwasanaeth, achosion proffil uchel a materion sy'n achosi pryder i'r cyhoedd, gan gynnwys cwynion.
- Gweithio gyda Swyddogion Arweiniol Corfforaethol eraill i ddarparu gwasanaethau effeithiol ac effeithlon i'r Cyngor.
- Bod yn barod i ymateb yn gyflym ac yn hyblyg i anghenion y Cyngor, ei gwsmeriaid a'i bartneriaid.
- Hyrwyddo cyfleoedd cyfartal o ran arferion cyflogaeth ac wrth ddarparu gwasanaethau fel bod y Cyngor yn cwrdd â'i rwymedigaethau moesol a chyfreithiol fel cyflogwr cyfleoedd cyfartal.
- Ymgymryd ag unrhyw ddyletswyddau eraill sy'n gymesur â lefel a disgwyliadau'r swydd, gan gynnwys cynllunio at argyfyngau; rheoli a chydlynu ymatebion; rheoli risgiau; a diogelu.

Cyfathrebu

- Adolygu'r dulliau presennol o gyfathrebu â'r staff er mwyn sicrhau bod y rhain yn effeithiol ac yn annog adborth dwy ffordd.
- Hyrwyddo diwylliant o gyfathrebu mewnol ac allanol cryf.
- Cynnal cyswllt effeithiol gydag Aelodau Etholedig, a lle bo'n briodol, darparu gwybodaeth a chyngor cynhwysfawr er mwyn cyfeirio materion angenrheidiol at yr Aelodau yn amserol fel eu bod yn gallu gwneud penderfyniad yn eu cylch.

Manyleb Person

Cymwysterau
Addysg hyd at lefel gradd mewn Gofal Cymdeithasol neu Iechyd (Hanfodol) Wedi cofrestru gyda Gofal Cymdeithasol Cymru (neu HCPC yn Lloegr) (Hanfodol) Tystiolaeth o Ddatblygiad Proffesiynol Parhaus (Hanfodol)
Cymhwyster uwch reoli cydnabyddedig (Dymunol)

Profiad o Lywodraeth Leol
Dealltwriaeth lawn o rôl aelodau etholedig a'r broses o wneud penderfyniadau mewn amgylchedd gwleidyddol (Hanfodol)
Profiad o weithio o fewn llywodraeth leol gan gynnwys ymwybyddiaeth o sensitifrwydd a chyd-destun gwleidyddol y rôl (Dymunol)
Gwybodaeth drylwyr o fframweithiau'r polisïau cenedlaethol y mae'r Cyngor yn gweithredu o'u mewn (Hanfodol)

Profiad o Uwch Reoli
Profiad o reoli maes gwasanaeth yn llwyddiannus mewn sefydliad aml-swyddogaethol ac yn dangos llwyddiant sy'n dylanwadu'n sylweddol ar berfformiad (Hanfodol)
O leiaf 5 mlynedd o brofiad rheoli perthnasol ym maes gofal cymdeithasol neu iechyd (Hanfodol)
Profiad rheoli helaeth a llwyddiannus ar lefel uwch, gan gynnwys tystiolaeth o ymrwymiad, menter, gweledigaeth a hyblygrwydd (Hanfodol)
Cofnod llwyddiannus o ddadansoddi materion, datblygu strategaethau ar sail aml-asiantaethol a chreu cynlluniau gwasanaeth yn seiliedig ar anghenion ac sy'n cyflawni gwelliannau o ran ansawdd a chostau (Hanfodol)

Darparu Gwasanaethau
Yn gwerthfawrogi cyfrifoldebau a gofynion rôl Cyfarwyddwr Statudol y Gwasanaethau Cymdeithasol er mwyn dirprwyo ar ran Cyfarwyddwr y Gwasanaethau Cymdeithasol (Hanfodol)
Dealltwriaeth lawn o'r ddeddfwriaeth a'r rheoliadau o ran eu hymwneud â Gofal Cymdeithasol ac ymyrraeth gynnar (Hanfodol)
Tystiolaeth o ddatblygu strategaethau a pholisïau'n llwyddiannus mewn meysydd o gyfrifoldeb penodol sy'n cyflawni canlyniadau o safon uchel (Hanfodol)
Hanes o berfformiad da o ran arwain, rheoli a gwella timau amlddisgyblaethol yn barhaus ac mewn modd llwyddiannus er mwyn cyflawni newid positif o fewn gwasanaethau cyhoeddus (Hanfodol)
Dealltwriaeth lawn o brosesau rheoli perfformiad a chynllunio busnes gyda'r gallu i gyfeirio'r wybodaeth hon at wella perfformiad sy'n canolbwyntio ar y cwsmeriaid yn barhaus (Hanfodol)

Rheoli Adnoddau
Profiad helaeth o reoli adnoddau dynol ac ariannol ar raddfa eang yn unol â’r polisïau a’r blaenoriaethau y cytunwyd yn eu cylch ac o fewn fframweithiau ffurfiol costau a safonau ansawdd (Hanfodol)

Gweithio mewn Partneriaeth
Tystiolaeth o weithio'n llwyddiannus gyda staff, Undebau Llafur, sefydliadau allanol yn y sector cyhoeddus a phreifat a sefydliadau yn y sector gwirfoddol (Hanfodol)

Effeithlonrwydd Personol / Sgiliau Allweddol
Ymrwymiad i lywodraeth leol ddemocrataidd gydag ymwybyddiaeth o fod yn sensitif i gyd-destun gwleidyddol y rôl a’r gallu i fod yn ddiduedd, i reoli perthnasoedd gwleidyddol a gweithio gyda phleidiau gwleidyddol a chynnal eu hymddiriedaeth (Hanfodol)
Sgiliau arwain cryf gyda'r gallu i feddwl yn strategol, yn greadigol ac yn arloesol a gweithredu syniadau mewn modd effeithiol gan fod yn agored i syniadau newyd (Hanfodol)
Ymrwymiad i egwyddorion ac arferion gofal cwsmeriaid, gan sicrhau rhagoriaeth wrth ddarparu gwasanaethau a chydnabod yr effaith ar ddefnyddwyr y gwasanaeth (Hanfodol) Sgiliau cyfathrebu ardderchog a'r gallu i gysylltu ag ystod eang o gynulleidfaoedd a defnyddio gwahanol gyfryngau fel sy'n briodol (Hanfodol)
Sgiliau trafod cryf gyda record o gyflawniad a llwyddiant yn y gorffennol (Hanfodol)
Y gallu i weithio dan bwysau er mwyn bodloni terfynau amser tynn (Hanfodol)
Ymrwymiad clir i gynnal egwyddorion cydraddoldeb ac amrywiaeth (Hanfodol)

Amgylchiadau Personol
Rhaid meddu ar drwydded yrru lawn (Hanfodol)
Rhaid bod yn barod i weithio oriau afreolaidd er mwyn diwallu anghenion y Gwasanaeth (Hanfodol)

Gallu Ieithyddol
Ystyrir bod y gallu i ymgymryd â thasgau'r swydd uchod trwy gyfrwng yr Iaith Gymraeg yn hanfodol.
Gall y Cyngor ystyried ymgeisydd lle y cytunir bod ymrwymiad i gyrraedd ALTE Lefel 4, (llafar), Lefel 3 (darllen) a Lefel 3 (ysgrifennu) o fewn dwy flynedd (Hanfodol)

Gwasanaeth Datgelu a Gwahardd (DBS)
Mae angen gwiriad Gweithlu Oedolion a Phlant Manylach Restr Waharddedig gan y Gwasanaeth Datgelu a Gwahardd (DBS) ar gyfer y rôl hon.

Cyfyngiad Gwleidyddol
Mae’r swydd hon yn gyfyngedig yn wleidyddo

Yn gyfnewid am eich medrau a'ch arbenigedd

- Cynllun Pensiwn Llywodraeth Leol
- O 26 hyd at 36 diwrnod o wyliau blynyddol y flwyddyn (ynghyd ag 8 o wyliau cyhoeddus)
- Trefniadau gweithio hyblyg, gan gynnwys amser i ffwrdd ar gyfer apwyntiadau Meddygol, Deintyddol ac Optegydd
- Cyfleoedd gwych ar gyfer datblygiad personol trwy ein rhaglenni dysgu a datblygu craidd
- Ystod o gynlluniau aberthu cyflog gan gynnwys y cynllun 'Beicio i'r Gwaith' a chyfraniadau pensiwn gwirfoddol ychwanegol
- Rhaglen cymorth i gyflogeion – darparu cyngor, cymorth a chwnsela cyfrinachol am ddim i weithwyr ar amrywiaeth o faterion
- Aelodaeth am bris gostyngol i'n canolfannau hamdden lleol
- Cynilion ffordd o fyw a cherdyn Vectis yn cynnig gostyngiadau mewn ystod eang o fusnesau cenedlaethol a lleol

...a llawer mwy.

Y Broses Benodi

Ceisiadau

Rhaid cyflwyno ceisiadau trwy ffurflen gais ar-lein y Cyngor. Ni dderbynnir unrhyw ddogfennaeth ategol.

Y dyddiad cau ar gyfer ceisiadau yw hanner nos, 26 Ionawr 2023

Cynhelir y cyfweliad cychwynnol ar 14 Chwefror 2023

Cynhelir y cyfweliad cam olaf ar 16 Chwefror 2023

Geirdaon cyflogaeth

Bydd yn rhaid i chi roi enwau a manylion cyswllt dau ganolwr. Os dymuna ymgeiswyr i ni eu hysbysu cyn ein bod yn cysylltu â'u canolwyr, yna dylid nodi hynny'n glir ar y ffurflen gais.

Deddf Mewnfudo, Lloches a Chenedligrwydd 2006 – Atal gweithio'n anghyfreithlon

i ymgeiswyr fod yn gymwys i weithio yn y DU. Bydd yn rhaid i'r ymgeisydd llwyddiannus ddarparu tystiolaeth wreiddiol o'i hawl i weithio yn y DU. Rhoddir cyfarwyddyd pa ddogfennau sy'n addas.

Cyflwyno gwybodaeth ffug

Dylai ymgeiswyr nodi hefyd y gall cyflwyno gwybodaeth ffug neu beidio â datgelu gwybodaeth berthnasol naill ai wrth wneud cais neu yn y cyfweliad, arwain at ddileu'r cais neu ddiswyddo heb rybudd.

Am ragor o wybodaeth...

Am ragor o wybodaeth a / neu drafodaeth anffurfiol am y swydd, cysylltwch â James Starbuck ar james.starbuck@ceredigion.gov.uk

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Information Pack

Corporate Lead Officer: Porth Cynnal - Specialist Services | Statutory Director of Social Services

A message from our Leader

This is an exceptional opportunity to join the Council as Corporate Lead Officer and our Statutory Director of Social Services, to be able to lead, influence and shape our services, adding value and ensuring positive outcomes for the residents of Ceredigion.

Ceredigion County Council has a long-standing history of providing excellent services to its residents. Whilst we, like other public bodies, have difficult times ahead of us, we are confident that through collaboration and innovation we can continue to deliver high quality services across all our wide-ranging service areas.

Team Ceredigion is a forward-looking Council with a 'can do' attitude that has a unique place in the culture and geography of Wales. Joining the Council's leadership team, this is a great chance to make your mark as a local government professional, as your contribution will be critical in leading the organisation through the challenging times ahead.

Bryan Davies
Leader
Ceredigion County Council

A message from our Chief Executive

We are undergoing an ambitious transformation. We have identified the need for change and are changing the way we think, the way we work and the ways in which we deliver our services to the people of Ceredigion. To join us in our journey of transformation we are looking to appoint a dynamic leader who will embrace the challenges a multidimensional leadership role in modern local government brings.

As Corporate Lead Officer: Porth Cynnal and our designated Director of Social Services, you will be the lead advisor to the Council on all matters relating to Porth Cynnal's specialist services. In addition, you will work with Corporate Directors and other Corporate Lead Officers in ensuring strategic and corporate objectives are effectively co-ordinated, implemented and embedded across all service areas.

As well as having the experience and skills to support us in further developing our strengths-based, outcome focussed care services, you will also have a strong desire to use creative and innovative approaches to improve service delivery and will be motivated to harness the potential of existing staff to develop a resilient, agile and forward-thinking service.

This is an exciting opportunity for an individual wanting to join a team with a passion for making a difference to the people and communities of Ceredigion.

Eifion Evans
Chief Executive
Ceredigion County Council

About Porth Cynnal

Porth Cynnal is our longer-term support gateway team, providing specialist through-age and intensive care and support services for individuals and families with complex needs. The service provides intensive and specialist through-age assessment, care planning and review for those in need of longer term or complex care and support including quality assurance checks, court and statutory interventions.

The service consists of the following teams:

- **Planned Care:** Adults and Children's Care and Support and Statutory Interventions' Teams
- **Extended Support:** Adult and Children's Disability Team & Mental Capacity Specialist Support Team
- **Mental Wellbeing:** Mental Health and AMHP Team, School Counselling Team
- **Safeguarding & Quality Improvement:** Adult and Children's Safeguarding Team, Independent Reviewing and Quality Assurance Team
- **Substance Misuse:** Substance Misuse Team, Youth Justice Statutory Team and IFSS/Edge of Care Team

A through-age wellbeing model

At Ceredigion County Council we are transforming the way individuals, families, communities and carers can receive help and support when they need it.

Our vision is to ensure positive access to both universal and targeted services, so that children and adults can develop the skills and resilience they need to lead fulfilled lives and achieve their goals. We are seeking to empower individuals in what matters to them and work with partner agencies to strengthen people's independence, ensure safety and promote well-being.

Our Through Age Well-being Strategy sets out how we will develop a skilled and innovative workforce who will provide through age services that focus on preventative support and early intervention with easy access to information, advice and assistance, proportionate assessment of need and care and support plans for those who need longer term help.

Having listened to our residents, we know that providing support at an early stage can help prevent the need for more specialist services and avert crisis. People want access to the right service at the right time and to have choice and control whenever possible whether this is self-directed, family, carer or community driven.

Our through-age wellbeing model is structured as four collaborative wellbeing, support and care areas:

- Initial Contact Services (Clic)
- Porth Cymorth Cynnar (Community Wellbeing and Learning)
- Porth Gofal (Targeted Intervention)
- Porth Cynnal (Specialist Services)

What our practitioners say...

"Being a relatively small council has massive advantages in terms of networking and knowing who to go to, who has the expertise and getting timely responses. There is always a high level of commitment and pulling together to secure positive outcomes.

Another attraction for working with the council is the area I live and work in. When I first relocated it took me a year to realise I was not on holiday!"

John Forbes-Jones
Corporate Manager Mental Wellbeing

"I have a few favourite things about working for Ceredigion County Council. I like the fact that it is a small authority where you know most people and are able to access support and answers very quickly.

I also like the investment that Ceredigion has for its staff. Through the provision of opportunities and training, employees are able to progress in their careers."

Taniya Jarrams
Corporate Manager Integrated Triage & Assessment Services

"I am very new to Ceredigion County Council and only joined in October 2021 but one of my favourite things is how supportive and welcoming everyone has been.

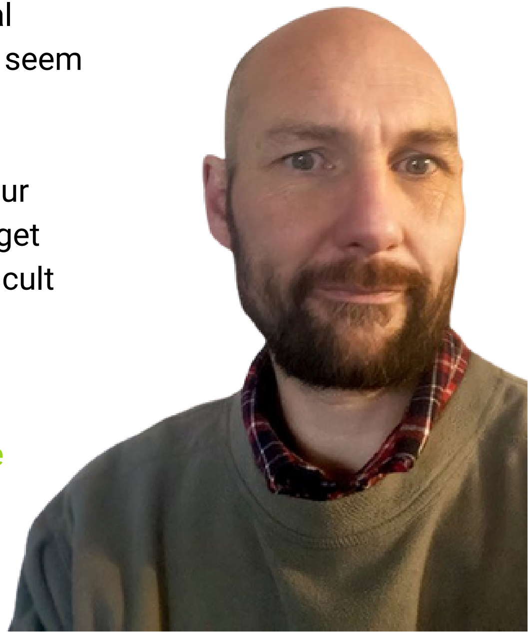
I am very pleased to join the team at this time as I feel that we are all embracing the challenges ahead and in a great position to make a real difference for the people of Ceredigion."

Emma Clarke
Corporate Manager - Extended Support

"One of my favourite things about working for Ceredigion is the commitment my colleagues have always shown. They are always willing to help each other and that is a real strength that lots of organisations seem to have lost these days.

There is also a real sense of humour and good natured banter that can get you through those sometimes difficult days."

John Callow
Corporate Manager - Planned Care



A great place to live and work

Role Profile

Post Title: **Corporate Lead Officer – Porth Cynnal & Statutory Director of Social Services**

Service: **Porth Cynnal—Specialist Services**

Grade: **Corporate Lead Officer (A2) - £81,977 to £87,115**

Accountable to: **Corporate Director**

Contractual Location: **Aberaeron or Aberystwyth**

Workstyle: **Flexible Hybrid**

Hours of work: **37 hours and as required to fulfil the demands of the workload**

Role Purpose

- To act as the Council's designated Statutory Director of Social Services, under s114 Social Services and Wellbeing Act (Wales) 2014
- To be Corporate Lead Officer and lead advisor to the Council on all matters relating to through age services within Porth Cynnal including:
  - Safeguarding
  - Mental Wellbeing
  - Planned Care and Support Service -
  - Substance Misuse - Extended Support Services (Disability)
  - Quality Assurance and Independent Review
- To provide a key link with Corporate Directors and work with other Corporate Lead Officers in ensuring that strategic and corporate objectives are effectively co-ordinated and implemented across all service areas
- Whilst Corporate Lead Officers have specific responsibility for the management and leadership of a portfolio of service areas, they have an overriding corporate responsibility to ensure that all service activities and actions comply with and support Council strategic objectives and standards
- To work creatively and strategically to achieve the highest possible standards of performance in Ceredigion County Council services

Principal Accountabilities

Strategic

- Ensure that a citizen focussed culture is promoted at all times
- To make an active and positive contribution to the Council's strategies, plans and corporate policies and translate these into deliverable business plans that improve service provision.
- To seek and implement innovative and creative solutions for the relevant services to meet the Council's needs to bring about change and improvement within budget provision.
- To actively and constructively work with and support Corporate Directors and Corporate Lead Officers in providing the necessary vision, leadership and strategic direction to enable services to formulate and implement relevant and effective policies.
- To maintain and promote close working relationships with Elected Members, colleagues and outside organisations
- To work in collaboration with other organisations to achieve maximum benefits for the Council and residents of Ceredigion.
- To act as lead officer, as required, within the Council's partnerships with various agencies.

Strategic

- To act as the Council's designated Statutory Director of Social Services, under S144 Social Services and Wellbeing Act (Wales) 2014 for the purposes of its social services functions.
- As Statutory Director of Social Services the post-holder will be a member of the Council's Leadership Group and have direct access to the Chief Executive, as Head of Paid Service and Elected Members as required.
- As Statutory Director of Social Services the post-holder will oversee the Council's child and adult safeguarding systems and will regularly report to Elected Members on their operation, monitoring and improvement.
- As Statutory Director of Social Services the post-holder will advise councillors, partners and other providers where workforce shortfalls inhibit the Council's capacity to discharge statutory responsibilities and they will set out actions necessary to rectify these issues.
- To be the lead officer within the Council with responsibility for Porth Cynnal Specialist Services.
- To ensure effective and efficient management for a range of through age services including:
  - Safeguarding
  - Mental Wellbeing
  - Planned Care and Support Service
  - Substance Misuse
  - Extended Support Services (Disability)
  - Quality Assurance and Independent Review
- To be the lead advisor to the Council for all matters relating to Porth Cynnal.
- To promote the health and wellbeing of residents of Ceredigion.

Quality and Performance Management

- To ensure that the needs of customers are fully understood and catered for in the delivery and improvement of services.
- To ensure that services are planned and delivered in a co-ordinated way and in compliance with agreed policies and standards and also in accordance with the Council's democratic governance processes.
- Ensure policies and procedures are updated to reflect current legislation and best practice.
- To regularly evaluate and report on performance against statutory and non-statutory service plans, business plans and performance indicators.
- To ensure that the funding arrangements for services are properly and competently employed; including preparation and control of services' revenue and capital budgets in accordance with Standing Orders and Financial Regulations. Meeting the increasing need for financial pressures and challenges on the Service budgets.
- To identify and pursue sources of appropriate external funding and alternative sources of service delivery e.g. through partnership working to deliver Council services.
- Maintain awareness of the changing landscape for public services, researching national and local practices in service delivery, in order to actively challenge and develop innovative solutions on the way services are delivered to ensure continuous performance
- To ensure high standards of performance of all staff within the Service, acknowledge good performance and tackle poor performance positively and effectively.
- To maintain an overview of service risks, high profile cases and matters that cause public concern, including complaints.
- To work with other Corporate Lead Officers to deliver effective and efficient Council services
- Be prepared to quickly and flexibly react to the needs of the Council, its customers and partners
- Promote equality of opportunity in the delivery of services and employment practices so that the Council meets its moral and legal obligations as an equal opportunity employer
- To undertake any other duties commensurate with the level and expectation of the post, including emergency planning; response management and coordination; risk management; and safeguarding

Communication

- To review existing methods of communication with staff to ensure that these are effective and encourage two-way feedback.
- Promote a culture of strong internal and external communication
- Maintain effective liaison with Elected Members, and where appropriate, provide comprehensive information and advice in order that necessary issues are referred to Members for decision in a timely manner

Person Specification

Qualifications
Educated to degree level in Social Care or Health (Essential)
Hold current registration with Social Care Wales (or HCPC in England) (Essential)
Evidence of Continued Professional Development (Essential)
A recognised Senior Management qualification (Desirable)

Local Government Experience
Full understanding of the role of elected members and of the decision-making process in a political environment (Essential)
Experience of working within local government including the awareness of and sensitivity to the political context of the role (Desirable)
Thorough knowledge of the national policy frameworks within which the Council operates (Essential)

Senior Management Experience
Experience of successfully managing a relevant service area within a large multi-functional organisation and demonstrate achievement in significantly influencing successful performance (Essential)
Minimum of 5 years relevant management experience in social care or health (Essential)
Extensive and successful managerial experience at a senior level including evidence of commitment, initiative, vision and flexibility (Essential)
A successful record of analysing issues, developing strategies on a multi-agency basis and of creating service plans based on needs and which achieve quality and cost improvements (Essential)

Service Delivery
An appreciation of the responsibility and requirements of the Statutory Director of Social Services role (Essential)
A complete understanding of legislation and regulation as it relates to Specialist Through Age Services (Essential)
Evidence of successful development of strategies and policies in areas of specific responsibility that deliver high quality outcomes (Essential)
Track record of successfully leading, managing and continuously improving multi-disciplinary teams to effectively achieve positive change in a public service environment (Essential)
A full understanding of performance management and business planning processes with the ability to direct this knowledge to drive continuously improving customer focussed performance (Essential)

Resource Management

Extensive experience of the management of large-scale human and financial resources in accordance with agreed policies, priorities and within the formal framework of cost and quality standards (Essential)

Partnership Working

Evidence of successful working with employees, Trade Unions, external public and private sector organisations and voluntary sector organisations (Essential)

Personal Effectiveness / Key Skills

Commitment to democratic local government with an awareness of a sensitivity to the political context of the role and be able to maintain impartiality, manage political relationships and work with political parties and maintain their trust (Essential)
Strong leadership skills with the ability to think strategically, creatively and innovatively and to put ideas into effective action whilst demonstrating openness to new ideas (Essential)
Commitment to the principles and practices of customer care, ensuring excellence in service delivery and recognition of its impact on the service users (Essential)
Excellent communication skills and an ability to relate to a wide range of audiences and to utilise different media as appropriate (Essential)
Strong negotiating skills with a past record of achievement and success (Essential)
Ability to work under pressure to tight deadlines (Essential)
Clear commitment to uphold the principles of equality and diversity (Essential)

Personal Circumstances

Must hold a full driving licence (Essential)
Must be prepared to work irregular hours to meet the needs of the Service (Essential)

Linguistic Ability

The ability to undertake tasks of the above posts through the medium of the Welsh Language will be regarded as being essential the Council may consider a candidate where the commitment to attain ALTE level 4, (spoken), level 3 (reading) and level 3 (writing) within two years is agreed. (Essential)

Disclosure and Barring Service

This post requires an Adult and Child Workforce Enhanced Barred List check by the Disclosure and Barring Service (DBS).

Political Restriction

This is a politically restricted post

In exchange for your skills and expertise

- Local Government Pension Scheme
- From 26 up to 36 days annual leave days per year (plus 8 public holidays)
- Flexible working arrangements, including time off for Medical, Dental and Optician appointments
- Excellent opportunities for personal development through our core learning and development programmes
- Range of salary sacrifice schemes including the ‘Cycle to Work’ scheme and additional voluntary pension contributions
- Employee assistance programme – providing free and confidential advice, assistance and counselling to employees on a range of issues
- Discounted memberships to our local leisure centres
- Life-style savings and Vectis card offering discounts at a wide range of national and local businesses

...and much more.

Appointment arrangements

Applications

Applications must be submitted via the Council's online application form. No supporting documentation will be accepted.

The closing date for applications is midnight, 26 January 2023

Initial interview will be held 14 February 2023

Final stage interview will be held 16 February 2023

Employment references

You will be required to provide names and contact details of two referees. If candidates wish to be advised before w

Immigration, Asylum and Nationality Act 2006 – Prevention of illegal working

Candidates must be eligible to work in the UK. The successful candidate will be required to provide original evidence of his/her eligibility to work in the UK. Guidance on suitable documentation will be provided.

Provision of false information

Candidates should also note that the provision of false information or the omission of material information in their application, or at interview may lead to the offer of employment being withdrawn or summary dismissal.

For more information...

For more information and/or an informal discussion about the post, please contact James Starbuck at james.starbuck@ceredigion.gov.uk

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