

Disgrifiad Swydd

Teitl y Swydd	Cynorthwydd Rheoli Datblygu (Cydymffurfio)
Gwasanaeth	Economi ac Adfywio
Graddfa	Graddfa 8
Pwynt/iau Cyflog	18-22
Cyflog	£30,559 - £32,654 pro rata
Pwrpas y Swydd	<p>Pwrpas y swydd yw cynorthwyo a chefnogi'r gwaith o ddarparu gwasanaeth cynllunio proffesiynol, trwy reoli defnydd tir a datblygu yn dringar yn y Sir.</p> <p>Bydd gofyn i ddeiliad y swydd weithio ar ei liwt ei hun, yn annibynnol wrth y rheolwr llinell, ond o fewn canllawiau, polisïau, gweithdrefnau a deddfwriaeth ddiffiniedig, a bydd yn cael ei oruchwylio gan y Rheolwr Llinell.</p> <p>Cynnal archwiliadau ac ymchwiliadau i sicrhau bod y gofynion cynllunio perthnasol yn cael eu cynnal a'u cyflawni ac yr ymdrinnir ag unrhyw dor-rheolaeth gynllunio mewn modd priodol.</p> <p>Cynorthwyo swyddogion proffesiynol a staff cymorth y gwasanaeth o ran derbyn, prosesu a phenderfynu ynghylch ceisiadau am ganiatâd cynllunio.</p>
Lleoliad	<p>Neuadd y Sir, Aberaeron.</p> <p>Caiff deiliad y swydd gyfrifiadur ar ffurf gliniadur, llechen a ffôn symudol ar gyfer ymweliadau safle ac ar gyfer gweithio o bell.</p>
Oriau Gwaith	22.2 awr yr wythnos - hyblyg
Math o Gytundeb	Rhan-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Arweinydd Tîm Rheoli Datblygu - Cydymffurfiaeth
Cyfrifoldebau Goruchwylio / Rheoli	Ddim yn gymwys
Atebolrwydd	Bydd disgwyl i ddeiliad y swydd weithio ar ei fenter ef ei hun / ei menter hi ei hun, i ffwrdd o'r rheolwr llinell a gweithio'n unol â chanllawiau, polisïau, gweithdrefnau a deddfau penodol a fyddai'n cael eu goruchwylio gan y Rheolwr Llinell.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	
Dyletswyddau a chyfrifoldebau	
<ol style="list-style-type: none"> Rhoi cyngor yngylch cynllunio i'r aelodau etholedig, y swyddogion, datblygwyr, asiantiaid, trydydd partïon ac ati ar bob mater sy'n ymwneud â chynllunio. Ateb ymholiadau gan y cyhoedd yngylch ceisiadau cynllunio, cynigion i ddatblygu a hawliau datblygu a ganiateir. 	

2. Defnyddio'r gwahanol gronfeydd data a'r systemau cyfrifiadurol sydd gan y Gwasanaeth i gofnodi ceisiadau am gymorth, cyflwyno ceisiadau cynllunio, honiadau o dor-rheolaeth gynllunio / datblygiadau nas caniatawyd, ac ati.
3. Dadansoddi cofnodion / data am weithgareddau'r gwasanaeth a llunio adroddiadau monitro a pherfformiad ar ran y Gwasanaeth er mwyn i'r Rheolwr Datblygu ac aelodau'r tîm eu hystyried.
4. Cysylltu gyda chydweithwyr yn y Gwasanaethau Polisi Cynllunio ac Ymchwil a rhannu data / gwybodaeth ystadegol gyda hwy er mwyn gallu llunio adroddiadau monitro blynyddol mewn da bryd.
5. Ar y cyd â Rheoli Adeiladu, datblygu dull rhagweithiol er mwyn sicrhau bod monitro effeithiol ar bob caniatâd cynllunio a weithredwyd er mwyn sicrhau eu bod yn cydymffurfio â'r cynlluniau cymeradwy a'r amodau.
6. Ymgymryd ag ymweliadau safle ac ymchwiliadau fel bo angen i gasglu ac i gydlynu gwybodaeth yngylch achosion posibl o dor-rheolaeth gynllunio a'r gofynion, dosbarthu negeseuon / hysbysiadau, ac ati. (Bydd adegau pan fydd deiliad y swydd yn dod ar draws baw, llwch a thywydd garw).
7. Ar y cyd â'r Rheolwr Gwasanaeth, os oes tor-rheolaeth gynllunio wedi digwydd, dylid naill ai trafod atebion neu sicrhau bod camau gorfodi priodol yn cael eu cymryd er mwyn sicrhau yr ymdrinnir ag unrhyw achosion mewn modd effeithlon, effeithiol a hwylus.
8. Cadw ffeiliau cynllunio a dogfennau gwaith eraill, ar bapur ac yn electronig, mewn cyflwr trefnus a dealladwy. Cadw cofnod o'r holl drafodaethau, cyfarfodydd, cyfrifiadau ac ati perthnasol. Gwneud archwiliadau gweinyddol rheolaidd ar unrhyw waith achosion sy'n weddill er mwyn sicrhau bod pob mater sy'n aros am sylw wedi ei gyflawni.
9. Trafod gyda datblygwyr ac ymgeiswyr eraill er mwyn sicrhau eu bod yn cydymffurfio â'r polisiau cynllunio a'r safonau amgylcheddol sydd wedi eu gosod. Ateb ymholiadau gan ymgeiswyr cyn iddynt gyflwyno eu ceisiadau, ar y ffôn, yr e-bost, llythyrau a materion a godir gan y cyhoedd a'r cynghorwyr.
10. Yn ymwybodol o safonau gwasanaeth ac ansawdd y Cyngor a'i dargedau, fel y'u nodir yng Nghynllun y Gwasanaeth Rheoli Datblygu a datganiadau eraill sy' ymwneud ag ansawdd y gwasanaethau a thargedau.
11. Sicrhau eich bod yn gyfarwydd â'r ddeddfwriaeth ddiweddaraf a'r tueddiadau cyfredol ym maes cynllunio.
12. Datblygu a pharhau i ddatblygu'r sgiliau sy'n angenrheidiol i ymgymryd â'r swydd hon a nodi digwyddiadau hyfforddi a datblygu sy'n berthnasol i'r gwaith a chyfranogi ohonynt.
13. Gwneud unrhyw waith cysylltiedig o dan gais rheolwr y gwasanaeth.
14. Cynorthwyo o dro i dro gydag agweddau eraill ar Reoli Datblygu fel bo angen a llunio adroddiadu yngylch newidiadau yn y ddeddfwriaeth, y polisiau rheoli datblygu a materion eraill sy'n ymwneud â rheoli datblygu yn y Sir.

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	<p>Mae'n hanfodol fod gan yr ymgeisydd radd neu gymhwyster cyfatebol yn y maes Cynllunio Gwlad a Thref neu feysydd cysylltiedig, neu brofiad y gellir ei ddangos.</p> <p>Trwydded yrru lawn a mynediad i gar at ddibenion busnes.</p>	
Sgiliau Ieithyddol Cymraeg	<p>Gwranddo/Siarad: Lefel 3</p> <p>Darllen: Lefel 3</p> <p>Ysgrifennu: Lefel 3</p>	<p>Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad.</p>
Sgiliau Ieithyddol Saesneg	<p>Gwranddo/Siarad: Lefel 3</p> <p>Darllen: Lefel 3</p> <p>Ysgrifennu: Lefel 3</p>	<p>Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad.</p>
Sgiliau Ymarferol / Personol	<p>Gwybodaeth am brif swyddogaethau'r Cyngor a chyddestun gwleidyddol a sefydliadol Llywodraeth Leol.</p> <p>Sgiliau TGCh da e.e. medru defnyddio rhaglenni Word, Excel ac Access.</p> <p>Y gallu i gyfathrebu'n glir ac yn eglur drwy lythyr ac wyneb yn wyneb.</p> <p>Cyfathrebu'n ddi-duedd ac yn effeithiol gydag amrywiaeth o bobl ar wahanol lefelau.</p> <p>Y gallu i baratoi adroddiadau ysgrifenedig.</p> <p>Sgiliau dadansoddi da a'r gallu i nodi camau sy'n codi o ddata / monitro gwybodaeth.</p> <p>Y gallu i weithio gyda fawr ddim goruchwyliaeth a gweithio i derfynau amser tynn.</p> <p>Y gallu i roi sylw i fanylion.</p> <p>Hunan-hyder gydag ysgogiad personol a'r gallu i weithio'n hyblyg ac o dan bwysau</p> <p>Ymrwymiad cryf i ddarparu gwasanaeth o'r ansawdd uchaf i'r cyhoedd ac ymrwymiad cryf i foddhad cwsmeriaid.</p> <p>Ymrwymiad i Bolisi Cyfleoedd Cyfartal y Cyngor gan dderbyn cyfrifoldeb am ei roi ar waith yn ymarferol.</p>	
Profiad Hanfodol	<p>Dealltwriaeth da o'r system Gynllunio Gwlad a Thref a Hawliau Datblygu a Ganiateir.</p> <p>Profiad o ddelio ag amrywiaeth o geisiadau cynllunio ac achosion gorfodi yn ddymunol.</p>	

Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Yn gymwys ar gyfer y Sefydliad Cynllunio Trefol Brenhinol yng Nghymru.
Dymunol	
Cymwysterau / Hyfforddiant	
Sgiliau Ymarferol / Personol	Yn barod i weithio y tu hwnt i oriau swyddfa arferol yn ôl yr angen gan fynd ar ymweliadau safle/ymchwiliadau hanfodol.

Job Description

Post Name	Development Management Assistant (Compliance)
Service	Economy and Regeneration
Grade	Grade 8
Spinal Point/s	18-22
Salary	£30,559 - £32,654 pro rata
Job Purpose	<p>The purpose of the post is to assist and support the provision of a professional planning service, by sensitively managing land usage and development in the County.</p> <p>The post-holder will be required to work on his/her own initiative, remote from the line manager but work to defined guidelines, policies, procedures and legislation which would be supervised by the Line Manager.</p> <p>Undertake checks and investigations to ensure that relevant planning requirements are adhered to and that any breaches are dealt with in an appropriate manner.</p> <p>Assist professional officers and service support staff in the receipt, processing and determination of applications for planning permission.</p>
Location	<p>County Hall, Aberaeron.</p> <p>Post holder will be provided with a lap top computer, tablet device and mobile phone for use when making site visits and to facilitate remote working.</p>
Hours of Work	22.2 hours per week– flexible.
Type of Contract	Part-time
Contract Duration	Permanent
Line Managers Job Title	Development Management Team Leader – Compliance.
Supervisory/Managerial Responsibilities	N/A
Accountability	The post-holder will be required to work on his / her own initiative, remote from the line manager but work to defined guidelines, policies, procedures and legislation which would be supervised by the Line Manager.
Contractual Terms Associated with the Post	
Duties and Responsibilities	
<ol style="list-style-type: none"> 1. Providing planning advice to elected members, officers, developers, agents and third parties on all planning matters. Respond to queries from members of the public concerning planning applications, development proposals and permitted development rights. 2. Using the various databases and computer systems operated by the Service to record requests for assistance, submission of applications, allegations of breaches of planning control / non-permitted development, etc. 	

3. Analyse service activity records / data and produce monitoring returns and performance reports in respect of planning enforcement matters on behalf of the service for consideration by the Development Manager and members of the team.
4. Liaise with and share relevant data / statistical information with colleagues in the Planning Policy and Research Services to enable annual monitoring reports to be completed in a timely manner.
5. In connection with Building Control, develop a proactive approach to ensure the effective monitoring of implemented planning permissions to ensure compliance with approved plans and conditions.
6. Undertake site visits and investigations as necessary to gather and coordinate information in respect of potential breaches of planning control and requirements, deliver communications / notices etc. (NB Exposure to dirt, dust and inclement weather could be encountered).
7. In consultation with the Service Manager – Development Management, either negotiate solutions or utilise appropriate enforcement interventions to ensure that breaches of and non-conformance with planning requirements are dealt with in an efficient, effective and expedient manner.
8. Maintain planning files, paper and / or electronic, and other working documents in an ordered and comprehensible condition. Keep a record of all material discussions, meetings, calculations etc. Carrying out regular administrative checks on outstanding casework to ensure all outstanding matters are dealt with.
9. Negotiation with developers and other applicants to ensure conformity with the established planning policies and environmental standards. Responding to pre-application enquiries, telephone, email, letters and matters raised by the public and councillors.
10. Be aware of and work to meet the Council's service and quality standards and targets, as set out in the Development Management Service Plan and other quality of service and target statements.
11. Keeping abreast of new legislation and current planning trends.
12. Develop and continue to develop the skills necessary to undertake this post and to identify and participate in training and development events relevant to work of the post holder.
13. Carry out any such associated work as requested by the service management.
14. Assisting from time to time with other aspects of Development Management as may be necessary and prepare reports on changes in legislation, planning policies and other matters related to the control of development in the County.

Job Evaluation Post Ref

JD671-02

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	<p>It is essential that the candidate possesses a degree or equivalent in Town and Country Planning or related discipline, or equivalent demonstrable experience.</p> <p>Full driving licence with access to a car for business purposes.</p>	
Welsh Linguistic Skills	<p>Listening/Speaking: Level 3</p> <p>Reading: Level 3</p> <p>Writing Level 3</p>	<p>The Welsh linguistic skills noted must be attained within two years of appointment.</p>
English Linguistic Skills	<p>Listening/Speaking: Level 3</p> <p>Reading: Level 3</p> <p>Writing Level 3</p>	<p>The English linguistic skills noted are required on appointment.</p>
Practical and personal skills	<p>Knowledge of the Council's major functions and the political and organisational context of Local Government.</p> <p>Good IT skills e.g. use of word, excel, access formats</p> <p>Ability to communicate clearly and articulately by letter and face to face.</p> <p>To communicate impartially and effectively with a wide range of people at various levels.</p> <p>The ability to prepare written reports.</p> <p>Good analytical skills and an ability to identify actions arising from data/monitoring information.</p> <p>Ability to work with limited supervision and to work to tight deadlines.</p> <p>Ability to pay attention to detail.</p> <p>Self-confident with personal drive and the ability to work flexibly and whilst under pressure.</p> <p>A strong commitment to providing a high quality service to the public and strong commitment to customer satisfaction.</p> <p>Commitment to the Council's Equal Opportunities Policy and Acceptance of their responsibility for its practical application.</p>	
Required Experience	<p>Good understanding of Town and Country Planning system, Permitted Development rights.</p> <p>Experience of dealing with a variety of planning applications and enforcement cases is desirable.</p>	

Training/education required to be undertaken for the post/worked towards	Eligibility for RTPI
Desirable	
Qualifications / Training	
Practical / Personal Skills	Willing to work outside normal office hours and overtime as required, attending essential site visits/investigations.