

## Disgrifiad Swydd

Teitl y Swydd	Rheolwr Tîm – Gwasanaethau Maethu
Gwasanaeth	Porth Gofal
Graddfa	13
Pwynt/iau Cyflog	39-41
Cyflog	£47,420 - £49,498
Pwrpas y Swydd	<ul style="list-style-type: none"> <li>• Bod yn Rheolwr Tîm ac yn Rheolwr Cofrestredig Gwasanaeth Maethu Ceredigion.</li> <li>• Rheoli gwasanaeth a reoleiddir yn unol â'r gofynion a nodir yn y Canllawiau Statudol ar gyfer Gwasanaethau Maethu a chofrestru gyda Gofal Cymdeithasol Cymru gan ddangos "addasrwydd" i reoli gwasanaeth cofrestredig sy'n Bodloni Rheoliadau Safonau Gwasanaeth drwy Arolygiaeth Gofal Cymru.</li> <li>• Rheoli Panel Maethu Annibynnol Ceredigion yn unol â Rheoliadau Paneli Maethu (Sefydlu a Swyddogaethau) (Cymru) 2018.</li> <li>• Arwain a rheoli gofynion recriwtio gofalwyr maethu yn y gwasanaeth, gan gydweithio â gofynion y Fframwaith Maethu Rhanbarthol a Chenedlaethol.</li> <li>• Bod yn gyswllt allweddol â Rheolwyr Corfforaethol a gweithio gyda Rheolwyr Tîm eraill i sicrhau bod timau'n cael eu rheoli'n gyson i gyflawni amcanion corfforaethol a rhai'r gwasanaeth a bod y rhain yn cael eu cydlynu a'u gweithredu'n effeithiol ar draws meysydd gweithredu'r Gwasanaeth.</li> <li>• Er bod gan Reolwyr Tîm gyfrifoldeb penodol i reoli tîm ac/neu swyddogaeth, mae cyfrifoldeb corfforaethol arnynt hefyd i sicrhau bod gweithgareddau a gweithredoedd eu gwasanaeth yn cael eu rheoli'n gyson i gefnogi amcanion a safonau'r Cyngor.</li> <li>• Gweithio'n greadigol ac yn gydweithredol i gyflawni'r safonau perfformiad uchaf posibl ym model Gydol Oes a Llesiant Cyngor Sir Ceredigion.</li> <li>• Dirprwyo dros Reolwyr Corfforaethol, pan fo angen, ar lefel gorfforaethol, ranbarthol a chenedlaethol.</li> </ul>
Lleoliad	Penmorfa, Aberaeron
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Corfforaethol
Cyfrifoldebau Goruchwylio / Rheoli	<ul style="list-style-type: none"> <li>• Rheoli staff yn y Gwasanaethau Maethu yn effeithiol.</li> <li>• Bod yn atebol am reoli a goruchwylio Cadeirydd y Panel Maethu Annibynnol ac aelodau'r panel ac am y</li> </ul>

	<p>llywodraethu cyffredinol arno, gan fonitro'r sicrhau ansawdd a'r cynllun hyfforddi blynyddol.</p> <ul style="list-style-type: none"> <li>• Bod yn gynghorydd i'r Panel Maethu – gan gynnig arweiniad a gwybodaeth i aelodau'r panel mewn perthynas â materion sy'n ymwneud â maethu/perthnasau.</li> <li>• Bod yn gyfrifol am asesu, cefnogi, goruchwylio ac adolygu'r 40 i 50 o ofalwyr maeth, sydd wedi'u lleoli yn y gymuned, wedi'u cofrestru ac yn gweithio yn eu cartrefi unigol eu hunain. Wedi'u gwasgaru ledled y sir.</li> <li>• Bod yn gyfrifol am asesu, cefnogi, goruchwylio ac adolygu'r Gofalwyr sy'n Berthnasau, sydd wedi'u lleoli yn y gymuned, wedi'u cofrestru ac yn gweithio yn eu cartrefi unigol eu hunain.</li> <li>• Sicrhau hyrwyddo bob amser ddiwylliant sydd yn canolbwyntio ar ddinasyddion ac ar ganlyniadau.</li> <li>• Hyrwyddo ffordd o weithio sydd bob amser yn canolbwyntio ar yr unigolyn drwy sicrhau gweithredu'r model Arwyddion Diogelwch a Llesiant.</li> <li>• Gweithio o dan gyfarwyddyd y Rheolwyr Corfforaethol i ddatblygu cynigion a gweithredu cynllun busnes ar gyfer y tîm.</li> <li>• Cynorthwyo i baratoi a monitro cyllidebau ar gyfer eu timau/gwasanaethau i sicrhau bod gwasanaethau'n cael eu darparu'n effeithiol ac yn effeithlon er mwyn sicrhau'r canlyniadau gofynnol i ddinasyddion.</li> <li>• Rhoi cyngor a chymorth proffesiynol yn fewnol ac yn allanol fel y bo'n briodol a nodi opsiynau ar gyfer gweithredu.</li> <li>• Gweithio gyda Rheolwyr Corfforaethol a'u cefnogi i roi'r cyngor a'r cymorth angenrheidiol mewn meysydd arbenigedd penodol er mwyn llunio a gweithredu polisiau sy'n berthnasol ac yn effeithiol.</li> <li>• Gweithio gyda Rheolwyr Corfforaethol a'u cefnogi i roi'r cyngor a'r cymorth angenrheidiol mewn meysydd arbenigedd penodol er mwyn llunio a gweithredu cynlluniau cymorth unigol sy'n berthnasol ac yn effeithiol.</li> <li>• Meithrin a hyrwyddo perthynas waith agos â rhanddeiliaid mewnol ac allanol, a chydweithwyr i sicrhau'r buddion pennaf posibl i'r Cyngor a thrigolion Ceredigion.</li> <li>• Cynrychioli barn y gwasanaeth ar faterion sy'n effeithio ar gyflawni'r model Gydol Oes a Llesiant i gyrff mewnol ac allanol o dan arweiniad uwch reolwyr.</li> <li>• Bod yn gynghorydd ar faes arbenigedd penodol, yn ôl y gofyn, yn fewnol a chyda gwahanol bartneriaethau ac asiantaethau allanol.</li> </ul>
Atebolrwydd	

Telerau Cytundebol sy'n Gysylltiedig â'r Swydd

Mae diogelu ac amddiffyn oedolion mewn perygl a phlant yn flaenoriaethau allweddol i ni. Ein nod yw cefnogi oedolion mewn perygl, plant a phobl ifanc er mwyn sicrhau eu bod mor ddiogel ag y gallant fod. Rydym yn cydnabod eu hawl i gael eu diogelu a byddant yn cymryd camau i ddiogelu eu lles. Disgwylir i bob aelod o staff a gwirfoddolwr rannu'r ymrwymiad hwn, a bydd arnom angen Gwiriad Manylach gan y Gwasanaeth Datgelu a Gwahardd (DBS), y Swyddfa Cofnodion Troseddol gynt cyn penodi i'r swydd hon.

Trosolwg ar y Model Gwasanaethau Integredig Gydol Oes a Llesiant

### **TROSOLWG O FODEL GWASANAETHAU INTEGREDIG GYDOL OES A LLESIANT:**

Mae Model Gwasanaethau Integredig Gydol Oes a Llesiant Ceredigion yn ffordd newydd o ddiwallu anghenion pobl drwy sicrhau bod y bobl iawn yn eu lle i wneud y penderfyniadau iawn ar yr adeg iawn.

Bydd y Model Gwasanaethau Integredig Gydol Oes a Llesiant:

- yn fan cyswllt cyntaf ar gyfer preswylwyr a phartneriaid allweddol
- yn llunio ac yn darparu pecynnau atal ac ymyrraeth gynnar pwrpasol i ddiwallu anghenion unigolion
- yn penderfynu ar y gwasanaethau mwyaf priodol i roi cymorth yn brydlon
- yn monitro ac yn gwerthuso effaith y cymorth.

### **Dyletswyddau a chyfrifoldebau**

#### **Rheoli perfformiad ac ansawdd**

- Sicrhau bod anghenion y rhai sy'n defnyddio ein gwasanaethau yn cael eu deall a'u diwallu'n llawn wrth ddatblygu, darparu, hyrwyddo a gwella gwasanaethau.
- Sicrhau bod gwasanaethau'n cael eu rheoli a'u darparu mewn ffordd gydgysylltiedig ac yn unol â pholisïau a safonau y cytunwyd arnynt.
- Cynorthwyo'r Rheolwyr Corfforaethol a'r Swyddogion Arweiniol Corfforaethol i sicrhau bod polisïau a gweithdrefnau yn cael eu diweddarau i adlewyrchu'r ddeddfwriaeth bresennol ac arferion gorau.
- Monitro, gwerthuso ac adrodd yn rheolaidd ar berfformiad tîm yn erbyn cynlluniau statudol ac anstatudol, cynlluniau busnes a dangosyddion perfformiad y gwasanaeth.
- Sicrhau bod staff yn cael eu goruchwyllo'n adfyfyrion yn rheolaidd, yn ôl y gofyn, o fewn yr amserlenni y cytunwyd arnynt.
- Helpu i nodi, caffael a defnyddio adnoddau er mwyn i'r tîm a'r gwasanaeth gyflawni eu hamcanion.
- Cynorthwyo i adnabod a mynd ar drywydd ffynonellau cyllid allanol priodol a ffynonellau/modelau amgen o ddarparu gwasanaethau e.e. drwy weithio mewn partneriaeth i ddarparu gwasanaethau'r Cyngor.
- Cynorthwyo'r Rheolwr Corfforaethol i fod yn ymwybodol o arferion cenedlaethol a lleol wrth ddarparu gwasanaethau, er mwyn datblygu atebion arloesol yn y ffordd y caiff gwasanaethau eu darparu i sicrhau gwelliant parhaus mewn perfformiad.

- Cefnogi'r Rheolwr Corfforaethol i drin ac ymchwilio i gŵynion yn unol â pholisïau a gweithdrefnau'r Cyngor.
- Sicrhau safonau uchel o ran ansawdd a pherfformiad yr holl staff yn y tîm a'r gwasanaeth, gan gydnabod perfformiad da a mynd i'r afael yn gadarnhaol ac yn effeithiol â pherfformiad gwael.
- Gweithredu a rheoli prosesau sicrhau ansawdd sy'n gadarn ac yn effeithiol.
- Rhoi trosolwg i'r Rheolwr Corfforaethol o gryfderau a risgiau'r tîm, gan gynnwys canmoliaeth, sylwadau a chwynion.
- Cydweithio â Rheolwyr Tîm eraill i ddarparu gwasanaethau Cyngor sy'n effeithiol ac effeithlon.
- Cydymffurfio â'r holl godau ymddygiad perthnasol, codau ymarfer proffesiynol a deddfwriaeth sy'n benodol i'r sector.
- Cynorthwyo'r Rheolwr Corfforaethol i ymateb yn gyflym ac yn hyblyg i anghenion y Cyngor, ei gwsmeriaid a'i bartneriaid.
- Hyrwyddo cyfle cyfartal wrth ddarparu gwasanaethau ac arferion cyflogaeth fel bod y Cyngor yn cyflawni ei rwymedigaethau moesol a chyfreithiol fel cyflogwr cyfle cyfartal.
- Ymgymryd ag unrhyw ddyletswyddau eraill sy'n gymesur â lefel a disgwyliad y swydd, gan gynnwys cynllunio at argyfwng; rheoli a chydlynu ymateb; rheoli risgiau; a diogelu.

### **Cyfathrebu**

- Adolygu sut y cyfathrebir â staff ar hyn o bryd er mwyn sicrhau bod y dulliau yn effeithiol ac yn annog adborth dwyffordd.
- Meithrin diwylliant o gyfathrebu mewnol ac allanol cryf fel bod y gwasanaethau a ddatblygwn yn cael eu darparu mewn cydweithrediad â dinasyddion, rhanddeiliaid a staff.
- Cynorthwyo'r Rheolwr Corfforaethol i gynnal cyswllt effeithiol ag Uwch Reolwyr, a lle bo'n briodol, rhoi gwybodaeth a chyngor cynhwysfawr er mwyn i'r materion angenrheidiol gael eu huwchgyfeirio at Uwch Reolwyr neu Aelodau Etholedig i benderfynu arnynt mewn da bryd.

### **Swyddogaethol**

- Bod yn Rheolwr Cofrestredig y Cyngor ar gyfer y Gwasanaeth Maethu a gweithredu Canllawiau Statudol Rhan 2-16 Rheoliadau Darparwyr Gwasanaethau Maethu ac Unigolion Cyfrifol Cymru 2019 a Chanllawiau Ymarfer ar gyfer Rheolwyr Gofal Cymdeithasol Cofrestredig gyda Gofal Cymdeithasol Cymru (2017) a Deddf Rheoleiddio ac Arolygu Gofal Cymdeithasol (Cymru) 2016 (RISCA).
- Sefydlu cylch adolygu a sicrhau ansawdd parhaus i roi sicrwydd bod y gwasanaeth yn gweithredu yn unol â gofynion cyfreithiol, datganiad ei ddiben, ac yn cefnogi unigolion i gyflawni eu canlyniadau personol. Defnyddir gwybodaeth fonitro ar gyfer datblygiad a gwelliant parhaus
- Gweithredu systemau a phrosesau i fonitro a gwerthuso ymarfer a sicrhau bod y gwasanaeth yn cydymffurfio â gofynion proffesiynol a rheoliadol ac yn cefnogi unigolion i gyflawni eu canlyniadau llesiant personol. Cydweithio â Fframweithiau Rhanbarthol a Chenedlaethol ar ymgyrch Recriwtio Gofalwyr Maeth.
- Gweithio mewn partneriaeth ag aelwydydd maethu cofrestredig i sicrhau pontio diogel i leoliadau, cydlynu â nhw ac adolygu er mwyn cael y canlyniadau gorau i'r plentyn/plant.

- Cefnogi Gofalwyr Maeth i sicrhau eu bod yn rhoi darpariaeth o safon yn unol â'r cynllun gofal y cytunwyd arno a'u cytundeb maethu unigol.
- Cyfrannu at gyfarfodydd sy'n ymwneud â pherfformiad darparwyr, a chyfarfodydd uwchgyfeirio a rheoli cymorth gyda Gofal Cymdeithasol, Diogelu, Sicrwydd Ansawdd, Iechyd ac AGC i roi gwybodaeth, a chynghori yn unol â RISCA a chefnogi'r gwaith o roi cynlluniau gweithredu gwella ar waith.
- Bod yn atebol am yr holl asesiadau risg sy'n cael eu cynnal ar gyfer lleoliadau newydd ac ailasesu lleoliadau sy'n bodoli eisoes, a'r holl staff sy'n gweithio o fewn y fframwaith rheoli risgiau.
- Bod yn atebol am reoli adnoddau a'u rhoi ar waith er mwyn gweithredu a mesur y cadw at ymarfer, egwyddorion a rheolaethau da o ran Heintiau, Atal a Rheoli, hyfforddiant a monitro, gan gynnwys Cyfarpar Diogelu Personol (PPE).
- Mynd ati'n annibynnol i reoli terfynau amser y gwasanaeth a blaenoriaethau sy'n gwrthdaro, gan fod yn hyblyg ac yn ymatebol i'r gofynion cyson, anghenion cymorth uniongyrchol a brys atgyfeiriadau a newidiadau mewn aelwydydd maethu wrth iddynt godi.
- Rheoli, datblygu a gweithredu prosiectau i sicrhau gwelliannau parhaus o ran darparu gwasanaeth ac ymarfer a newid diwylliannol, yn unol â datblygiadau arfaethedig sy'n deillio o'r Ddeddf Gwasanaethau Cymdeithasol a Llesiant, RISCA, a Model Gwasanaethau Integredig Gydol Oes a Llesiant y Cyngor,
- Sicrhau bod y Gwasanaeth Maethu yn cael ei reoli'n effeithiol ac yn effeithlon ac arwain amrywiaeth o wasanaethau sy'n darparu cymorth diogel, effeithiol, ymatebol a gofalgari i aelwydydd sy'n maethu.
- Mynd ati'n annibynnol i ddylunio, datblygu, gweithredu a dadansoddi perfformiad er mwyn llunio adroddiadau ansoddol a meintioli o'r gwasanaeth i gyflwyno Adroddiad Blynyddol ac Adroddiad Adborth Defnyddwyr Gwasanaethau i'r Unigolyn Cyfrifol ac Arolygiaeth Gofal Cymru (AGC).
- Bod y pwynt cyswllt cyntaf ar gyfer gwrthdaro posibl, pryderon, cwynion neu i fynd i'r afael ag ymddygiadau sy'n herio, o ran aelwydydd sy'n maethu, teuluoedd, staff a gweithwyr proffesiynol eraill i gyfryngu datrysiadau sy'n canolbwyntio ar atebion, lliniaru neu uwchgyfeirio fel y bo'n briodol.
- Nodi gofynion proffesiynol a rheoliadol ac arfer gorau yn y Gwasanaeth Maethu a chyfrannu at ddatblygu a gweithredu safonau cydymffurfio priodol yn Rhanbarthol a Chenedlaethol yn ôl y gofyn.
- Nodi gofynion proffesiynol a rheoliadol ac arfer gorau yn y Gwasanaeth Maethu a chyfrannu at ddatblygu a gweithredu safonau cydymffurfio priodol yn Rhanbarthol a Chenedlaethol yn ôl y gofyn.
- Cydlynu swyddogaethau'r Panel Maethu Annibynnol a chydweithio â'r Cadeirydd annibynnol a'r aelodau i sicrhau proses deg a thryloyw i bawb.
- Adolygu a chynnal y polisïau, y gweithdrefnau ac unrhyw hyfforddiant a nodwyd sy'n ofynnol gan y panel maethu yn unol â threfniadau llywodraethu a rheoliadau perthnasol.

# Manyleb Person

## Gofynnol

<p>Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol</p>	<ul style="list-style-type: none"> <li>Addysg hyd at lefel gradd mewn pwnc perthnasol e.e. gradd mewn Gwaith Cymdeithasol.</li> <li>Wedi cofrestru ar hyn o bryd gyda Gofal Cymdeithasol Cymru</li> <li>Hyfforddiant Uwch Arwyddion Diogelwch (neu ymrwymiad i wneud yr hyfforddiant o fewn y 12 mis nesaf)</li> <li>Tystiolaeth o Ddatblygiad Proffesiynol Parhaus</li> <li>Cymhwyster rheoli cydnabyddedig (neu ymrwymiad i ennill cymhwyster rheoli cydnabyddedig o fewn 2 flynedd)</li> </ul>	
<p>Sgiliau Ieithyddol Cymraeg</p>	<p>Gwranddo/Siarad: <b>Lefel 3</b> Darllen: <b>Lefel 2</b> Ysgrifennu: <b>Lefel 2</b></p>	<p>Rhaid bodloni'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodi</p>
<p>Sgiliau Ieithyddol Saesneg</p>	<p>Gwranddo/Siarad: <b>Lefel 5</b> Darllen: <b>Lefel 5</b> Ysgrifennu: <b>Lefel 5</b></p>	<p>Rhaid bodloni'r sgiliau ieithyddol Saesneg a nodwyd o fewn dwy flynedd i benodi</p>
<p>Sgiliau Ymarferol / Personol</p>	<ul style="list-style-type: none"> <li>Sgiliau trefnu rhagorol, y gallu i flaenoriaethu gwaith ac eglurder wrth wneud penderfyniadau, gan gynnwys rhesymu.</li> <li>Sgiliau rheoli ac arwain effeithiol gyda'r gallu i feddwl yn greadigol ac yn arloesol ac i roi syniadau ar waith yn effeithiol yn ogystal â dangos parodrwydd i fod yn agored i syniadau newydd.</li> <li>Ymrwymiad i egwyddorion ac arferion gofal cwsmeriaid, gan sicrhau rhagoriaeth wrth ddarparu gwasanaethau a chydabod eu heffaith ar ddefnyddwyr gwasanaethau.</li> <li>Sgiliau digidol/TG ar lefel uchel a sgiliau cyfathrebu rhagorol, yn ysgrifenedig ac ar lafar.</li> <li>Y gallu i weithio o dan bwysau i derfynau amser tynn.</li> </ul>	
<p>Profiad Hanfodol</p>	<p><b>Profiad Perthnasol</b></p> <ul style="list-style-type: none"> <li>O leiaf 5 mlynedd o brofiad ym maes gofal cymdeithasol.</li> <li>O leiaf 5 mlynedd o brofiad mewn gwasanaeth Maethu mewn gwaith cymdeithasol statudol.</li> <li>Profiad o rôl reoli mewn tîm/swyddogaeth berthnasol a gallu dangos i chi ddylanwadu ar berfformiad llwyddiannus ac/neu welliant.</li> </ul> <p><b>Darparu Gwasanaeth</b></p> <ul style="list-style-type: none"> <li>Dealltwriaeth dda o ddeddfwriaeth a rheoleiddio fel y bo'n berthnasol i Ddeddf Gwasanaethau Cymdeithasol a Llesiant a Deddf Rheoleiddio ac Arolygu Gofal Cymdeithasol.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ymrwymiad clir i gynnal egwyddorion cydraddoldeb ac amrywiaeth.</li> <li>• Dealltwriaeth dda o fframwaith ymarfer Arwyddion Diogelwch a sut y caiff ei roi ar waith yn ymarferol.</li> <li>• Tystiolaeth o ddatblygu gweithdrefnau'n llwyddiannus mewn meysydd cyfrifoldeb penodol sydd wedi arwain at ddarparu gwasanaethau o ansawdd uchel.</li> <li>• Dealltwriaeth dda o brosesau rheoli perfformiad a chynllunio busnes i sbarduno gwelliant parhaus mewn perfformiad.</li> <li>• Ymrwymiad i ffyrdd corfforaethol o weithio ar draws y model Gydol Oes a Llesiant.</li> <li>• Dealltwriaeth dda o'r holl godau ymddygiad a chodau ymarfer proffesiynol perthnasol, a chydymffurfio â hwy.</li> </ul> <p><b>Rheoli Adnoddau</b></p> <ul style="list-style-type: none"> <li>• Profiad o reoli adnoddau ariannol yn unol â pholisïau, blaenoriaethau y cytunwyd arnynt ac o fewn fframwaith ffurfiol safonau ansawdd a chostau.</li> <li>• Hanes o arwain a rheoli timau'n llwyddiannus a bod wrthi'n barhaus yn eu gwella.</li> </ul> <p><b>Gweithio mewn Partneriaeth</b></p> <ul style="list-style-type: none"> <li>• Tystiolaeth o weithio'n llwyddiannus gyda rhanddeiliaid mewnol ac allanol gan arwain at ddarparu gwasanaethau o ansawdd uchel.</li> </ul> <p><b>Amgylchiadau Personol</b></p> <ul style="list-style-type: none"> <li>• Rhaid bod â thrwydded yrru lawn.</li> <li>• Deall yr hyblygrwydd sydd ei angen yn y rôl o ganlyniad i anghenion y gwasanaeth ac, o ganlyniad, deall y gall y rôl gynnwys gweithio gyda'r nos ac ar benwythnosau.</li> </ul>
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	
<b>Dymunol</b>	
Cymwysterau / Hyfforddiant	
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> <li>• Profiad o gyflwyno proses rheoli newid lwyddiannus.</li> <li>• Profiad o weithio mewn lleoliad amlddisgyblaethol.</li> <li>• Y gallu i weithio'n effeithiol o gartref, gan gynnwys cyflymder band eang dibynadwy o ansawdd da.</li> </ul>

## Job Description

Post Name	Team Manager – Fostering Services
Service	Porth Gofal
Grade	13
Spinal Point/s	39-41
Salary	£47,420 - £49,498
Job Purpose	<ul style="list-style-type: none"> <li>• To be the Team and Registered Manager for the Ceredigion Fostering Service.</li> <li>• To manage a regulated service in line with the requirements as set out in the Statutory Guidance for Fostering Services and registration with Social Care Wales demonstrating “fitness” to manage a registered service in Meeting Service Standard Regulations through Care Inspectorate Wales.</li> <li>• To manage the Ceredigion Independent Foster Panel in accordance with the Fostering Panels (Establishment and Functions) (Wales) Regulations 2018</li> <li>• To lead and manage the fostering carer’s recruitment requirements of the service, working in collaboration with Regional and the National Fostering Framework requirements.</li> <li>• To provide a key link with Corporate Managers and work with other Team Managers in ensuring that teams are managed consistently to meet corporate and service objectives and that these are effectively co-ordinated and implemented across the Service’s areas of operation</li> <li>• Whilst Team Managers have specific responsibility to manage a team and/or function, they have a corporate responsibility to ensure that their service activities and actions are consistently managed to support Council objectives and standards</li> <li>• To work creatively and collaboratively to achieve the highest possible standards of performance in Ceredigion County Council’s Through Age and Wellbeing model</li> <li>• To deputise for Corporate Managers, when required, at corporate, regional and national level</li> </ul>
Location	Penmorfa, Aberaeron
Hours of Work	37 hours per week
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Statutory Director of Social Services
Supervisory/Managerial Responsibilities	<ul style="list-style-type: none"> <li>• To manage staff in Fostering Services effectively</li> <li>• To be accountable for providing management and supervision of the Foster Panel Independent Chair and</li> </ul>



	<p>panel members and for its overall governance, quality assurance monitoring and annual training plan.</p> <ul style="list-style-type: none"> <li>• To act as Foster Panel Advisor – offering guidance and information to panel members in relation to Fostering/kinship related issues.</li> <li>• To be responsible for the assessment, support, supervision and reviewing of the 40-50 foster carers, based within the community, registered and working in their individual own homes. To dispersed throughout the county.</li> <li>• To be responsible for the assessment, support, supervision and reviewing of the Kinship Carers, based within the community, registered and working in their individual own homes.</li> <li>• Ensure that a citizen and outcomes focussed culture is promoted at all times</li> <li>• Promote a person-centred approach at all times by ensuring the implementation of the Signs of Safety and Wellbeing model in practice</li> <li>• To work under the direction of the Corporate Managers to develop proposals and implement the business plan for the team</li> <li>• To assist in the preparation and monitoring of budgets for their teams/services to ensure effective and efficient service delivery that provides the required outcomes for citizens</li> <li>• Provide professional advice and support internally and externally as appropriate and identify options for action</li> <li>• To work with and support Corporate Managers in providing the necessary advice and support in specific areas of expertise to formulate and implement relevant and effective policies.</li> <li>• To work with and support Corporate Managers in providing the necessary advice and support in specific areas of expertise to formulate and implement relevant and effective individual support plans.</li> <li>• To maintain and promote close working relationships with internal and external stakeholders, and colleagues to achieve maximum benefits for the Council and residents of Ceredigion.</li> <li>• To represent the view of the service on issues affecting the delivery of the Through Age and Wellbeing model to internal and external bodies under senior management guidance</li> <li>• To act as adviser on specific area of expertise, as required, internally and with various partnerships and external agencies</li> </ul>
Accountability	

<p>Contractual Terms Associated with the Post</p>	<p>Safeguarding and protecting adults at risk and children are key priorities for us. We aim to support adults at risk, children and young people to ensure they are as safe as they can possibly be. We acknowledge their right to protection and will take action to safeguard their welfare. Each member of staff and volunteer is expected to share this commitment, and we will require an Enhanced Check by the Disclosure and Barring Service (DBS), formerly CRB before appointing to this post.</p>
<p>Overview of the Through Age and Wellbeing Integrated Services Model</p>	<p><b>OVERVIEW OF THROUGH AGE WELLBEING INTEGRATED SERVICES MODEL:</b></p> <p>Through Age Wellbeing Integrated Services Model is a new way of meeting people’s needs by ensuring that the right people are in place to make the right decisions at the right time.</p> <p>Through Age Wellbeing Integrated Services Model will:</p> <ul style="list-style-type: none"> <li>• be the first point of contact for residents and key partners</li> <li>• design and deliver early prevention and intervention packages bespoke to individuals’ needs</li> <li>• decide upon the most appropriate services to deliver support in a time-related manner monitor and evaluate the impact of support</li> </ul>
<p><b>Duties and Responsibilities</b></p>	
<p><b>Quality and performance management</b></p> <ul style="list-style-type: none"> <li>• To ensure that the needs of those accessing our services are fully understood and accommodated in the development, delivery, promotion and improvement of services.</li> <li>• To ensure that services are managed and delivered in a co-ordinated way and in compliance with agreed policies and standards.</li> <li>• To assist the Corporate Managers and Corporate Lead Officers in ensuring that policies and procedures are updated to reflect current legislation and best practice.</li> <li>• To regularly monitor, evaluate and report on team performance against statutory and non-statutory service plans, business plans and performance indicators.</li> <li>• To ensure that regular reflective supervision of staff takes place, as required, within agreed timescales</li> <li>• Assist in identifying, procuring and deploying resources for the team and service to meet its objectives</li> <li>• To assist in identifying and pursuing sources of appropriate external funding and alternative sources/models of service delivery e.g. through partnership working to deliver Council services.</li> <li>• Assist the Corporate Manager in maintaining an awareness of national and local practices in service delivery, in order to develop innovative solutions in the way services are delivered to ensure continuous performance improvement</li> <li>• To support Corporate Manager in investigating and managing complaints in line with the Council’s policies and procedures</li> </ul>	

- To ensure high standards of quality and performance of all staff within the team and service, acknowledge good performance and tackle poor performance positively and effectively.
- To implement and manage a robust and effective quality assurance processes
- To provide the Corporate Manager with an overview of team strengths and risks, including compliments, comments and complaints.
- To work with other Team Managers to deliver effective and efficient Council services
- To comply with all relevant codes of conduct, codes of professional practice and sector specific legislation
- To assist the Corporate Manager 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.
- To promote a culture of strong internal and external communication so that the services we develop are delivered in collaboration with citizens, stakeholders and staff
- To assist the Corporate Manager in maintaining effective liaison with Senior Managers, and where appropriate, provide comprehensive information and advice in order that necessary issues are referred to Senior Managers or Elected Members for decision in a timely manner

### **Functional**

- To be the Registered Manager within the Council for the Fostering Service and the implementation of Statutory Guidance for Statutory Guidance Part 2-16 Fostering Services Service Providers and Responsible Individuals Wales Regulations 2019 and Practice Guidance for Social Care Managers Registered with Social Care Wales (2017) and Regulation and Inspection of Social Care (Wales) Act 2016 (RISCA).
- Establishing ongoing quality assurance and review cycle to provide assurance that the service operates to legal requirements, its statement of purpose, and supports individuals to achieve their personal outcomes. Monitoring information is used for continued development and improvement
- Implementing systems and processes to monitor and evaluate practice and ensuring the service complies with professional and regulatory requirements and supports individuals to achieve their personal well-being outcomes.
- To work collaboratively with Regional and National Frameworks on Foster Carer Recruitment Campaign.
- To work in partnership with registered foster households to ensure a safe transition to placements, liaison and review to affect the best outcomes for child/ren.

- To support Foster Carers in ensuring that they provide a quality provision in line with the agreed care plan and their individual fostering agreement.
- To contribute to provider performance concern meetings, and escalation and management support meetings with Social care, Safeguarding, QA, Health and CIW to provide information, and advise in line with RISCA and support implementation of improvement action plans
- To be accountable for all risk assessments being carried out for new placements and re-assessment of existing placements, and all staff work within the risk management framework
- To be accountable for the implementation and management of resources to implement and measure adherence to good Infection, Prevention and Control (IP&C) practice, principles and controls, training and monitoring, inclusive of Personal Protective Equipment (PPE)
- To independently manage service deadlines and conflicting priorities, being flexible and responsive to the constant demands, the immediate and emergency support needs of referrals and changes in fostering households as these arise
- To direct, develop and implement projects to deliver continuous improvements in delivery and practice and cultural change, in line with planned developments arising from the Social Services and Wellbeing Act, RISCA, and the Council's Through Age and Wellbeing Integrated Services Model
- To ensure the effective and efficient management of the Fostering Service and lead a range of services that provide safe, effective, responsive, caring support for the foster households.
- To independently design, develop, implement and analyse performance to provide qualitative and quantitative reports of the service to submit an Annual Report and Service User Feedback Report to the Responsible Individual and Care Inspectorate Wales (CIW)
- To act as the first point of contact for potential conflict, concerns, complaints or address behaviours that challenge, in regards of foster households, families, staff and other professionals to mediate solution focused resolution, mitigation or escalation as appropriate
- To identify professional and regulatory requirements and best practice in Foster Service and contribute to the development and implementation of appropriate compliance standards on a Regional and National basis as required.
- To coordinate the functions of the Independent Foster Panel and work collaboratively with the Independent Chair and members in ensuring a fair and transparent process for all.
- To review and maintain the policies, procedures and any identified training required by the foster panel in accordance with relevant governance and regulations.

Job Evaluation Post Ref

JD1404 -02

# Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	<ul style="list-style-type: none"> <li>• Educated to degree level in a relevant subject, e.g. degree in Social Work</li> <li>• Current registration with Social Care Wales</li> <li>• Signs of Safety Advance training (or a commitment to undertake the training within the next 12 months)</li> <li>• Evidence of Continued Professional Development</li> <li>• A recognised management qualification (or a commitment to achieve a recognised management qualification within 2 years)</li> </ul>	
Welsh Linguistic Skills	Listening/Speaking: <b>Level 3</b> Reading: <b>Level 2</b> Writing <b>Level 2</b>	The Welsh linguistic skills noted must be attained within two years of appointment.
English Linguistic Skills	Listening/Speaking: <b>Level 5</b> Reading: <b>Level 5</b> Writing <b>Level 5</b>	The English linguistic skills noted must be attained within two years of appointment.
Practical and personal skills	<ul style="list-style-type: none"> <li>• Excellent organisational skills, the ability to prioritise work and clarity of decision making, including reasoning</li> <li>• Effective management and leadership skills with the ability to think, creatively and innovatively and to put ideas into effective action whilst demonstrating openness to new ideas</li> <li>• Commitment to the principles and practices of customer care, ensuring excellence in service delivery and recognition of its impact on the those accessing the service</li> <li>• High level of digital/IT skills and excellent communication skills, both written and verbal</li> <li>• Ability to work under pressure to tight deadlines</li> </ul>	
Required Experience	<p><b>Relevant Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum of 5 years' experience in the social care sector.</li> <li>• Minimum of 5 years' experience in statutory social work specifically in fostering.</li> <li>• Experience of a management role in a relevant team/function and be able to demonstrate achievement in influencing successful performance and/or improvement</li> </ul> <p><b>Service Delivery</b></p>	

	<ul style="list-style-type: none"> <li>• A good understanding of legislation and regulation as it relates to the Social Services and Wellbeing Wales Act and the Regulation and Inspection of Social Care Wales Act.</li> <li>• Clear commitment to uphold the principles of equality and diversity</li> <li>• A good understanding of the Signs of Safety practice framework and how it is applied in practice</li> <li>• Evidence of successful development of procedures in areas of specific responsibility that result in high quality service delivery</li> <li>• A good understanding of performance management and business planning processes to drive continuous performance improvement</li> <li>• A commitment to corporate ways of working across the Through Age and Wellbeing model</li> <li>• A good understanding of, and compliance with, all relevant codes of conduct and codes of professional practice</li> </ul> <p><b>Resource Management</b></p> <ul style="list-style-type: none"> <li>• Experience of managing financial resources in accordance with agreed policies, priorities and within the formal framework of cost and quality standards</li> <li>• Track record of successfully leading, managing and continuously improving teams</li> </ul> <p><b>Partnership Working</b></p> <ul style="list-style-type: none"> <li>• Evidence of successful working with internal and external stakeholders resulting in high quality service delivery</li> </ul> <p><b>Personal Circumstances</b></p> <ul style="list-style-type: none"> <li>• Must hold a full driving licence</li> <li>• Understand the flexibility required in the role as a result of the needs of the service and that, as a result, the role may include evening and weekend working</li> </ul>
Training/education required to be undertaken for the post/worked towards	
<b>Desirable</b>	
Qualifications / Training	
Practical / Personal Skills	<ul style="list-style-type: none"> <li>• Experience of delivering a successful managing change process</li> <li>• Experience of working in a multi-disciplinary setting</li> <li>• The ability to work effectively from home, including good quality reliable broadband speed</li> </ul>