

Disgrifiad Swydd

Teitl y Swydd	Swyddog Trwyddedu
Gwasanaeth	Polisi, Perfformiad a Diogelu'r Cyhoedd
Graddfa	10
Pwynt/iau Cyflog	28-30
Cyflog	£37,938 – £39,513
Pwrpas y Swydd	<p>Bod yn gyfrifol ac yn atebol am orfodi gofynion trwyddedu ledled Ceredigion, gan weithredu yn un o swyddogion awdurdodedig y Cyngor.</p> <p>Ymgymryd â holl ddyletswyddau proffesiynol ac arbenigol swyddog gorfodi trwyddedu awdurdod lleol a sicrhau y cyflawnir dyletswyddau, polisïau a gweithredoedd y Cyngor a'r maes gwasanaeth yn effeithlon. Bydd deiliad y swydd yn sicrhau bod pob eiddo, person, gweithgaredd, cerbyd ac ati sydd angen ei drwyddedu neu ei gofrestru â'r cyngor yn cydymffurfio â'r darpariaethau statudol perthnasol ac unrhyw amodau gweithredu cysylltiedig.</p>
Lleoliad Gwaith Cytundebol	Penmorfa, Aberaeron
Oriau Gwaith	37awr yr wythnos
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Uwch Swyddog Trwyddedu
Cyfrifoldebau Goruchwylio / Rheoli	Dim
Atebolrwydd	<ul style="list-style-type: none"> • Mae gofyniad parhaus i ddeiliad y swydd weithio ar ei fenter/ei menter ei hun er y gellir cael cymorth ac arweiniad bob amser gan naill ai'r Uwch Swyddog Trwyddedu neu'r Rheolwr Safonau Masnach a Thrwyddedu yn ogystal â chanllawiau lleol neu genedlaethol neu Godau Ymarfer. • Bod yn atebol am liniadur, ffôn clyfar ac iPad.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	<ol style="list-style-type: none"> 1. Rhaid bod gan ddeiliad y swydd drwydded yrru gyfredol a char at ddibenion gwaith. 2. Rhaid i ddeiliad y swydd fod ag o leiaf 8mbs o gyflymder band eang gartref. 3. Mae deiliad y swydd yn cadarnhau nad oes unrhyw faterion disgyblu, perfformiad na gallu ar hyn o bryd ar adeg y penodiad.

SYLWER: Mae'r disgrifiad swydd yn cyfeirio at brif ddyletswyddau a chyfrifoldebau'r Swydd. Nid yw o reidrwydd yn rhestru'n fanwl yr holl dasgau sydd eu hangen i gyflawni'r dyletswyddau a'r chyfrifoldebau hyn.

1. Ymgymryd ag archwiliadau, ymchwiliadau, ac arolygon yn unol â pholisïau, gweithdrefnau a rhaglenni archwilio'r maes gwasanaeth.
2. Derbyn a phrosesu ceisiadau ar gyfer trwydded neu gofrestru â'r gwahanol gynlluniau a weinyddir gan y gwasanaeth.
3. Dehongli a gorfodi'r darpariaethau statudol perthnasol sy'n gysylltiedig â thrwyddedu neu gofrestru eiddo, pobl, gweithgareddau a cherbydau sy'n gweithredu yn y sir, gan ystyried cyfraith achosion, canllawiau priodol, codau ymarfer, canllawiau diwydiant, arferion gorau ac ati.
4. Cymryd camau gorfodi priodol er mwyn sicrhau cydymffurfiaeth â'r gofynion statudol perthnasol mewn sefyllfaoedd a gweithgareddau lle mai Cyngor Sir Ceredigion yw'r awdurdod gorfodi.
5. Ymateb i bob cwyn, ymholiad a chais am wasanaeth mewn modd proffesiynol er mwyn datrys problemau'n gyflym ac mewn modd boddhaol. Cynnal cofnodion clir, ffeithiol a pherthnasol pan fo hynny'n briodol.
6. Sicrhau bod pob gweithgarwch sy'n ymwneud â thrwyddedu neu gofrestru yn cael ei fewnbynnu a'i gynnal ar system gofnodi'r Maes Gwasanaeth yn effeithiol ac yn effeithlon
7. Cynorthwyo'r Uwch Swyddog Trwyddedu a Rheolwr y Gwasanaeth wrth baratoi gweithdrefnau, cyfarwyddiadau gweithredu, systemau gwaith a pholisïau mewn perthynas â materion trwyddedu a chofrestru, ac yn benodol, datblygu ac adolygu datganiadau polisi ar gyfer yr Awdurdod pan fo angen gan gynnwys Deddf Trwyddedu 2003 a Deddf Gamblo 2005.
8. Cyfrannu at gynllun gwasanaeth blynyddol y swyddogaeth drwyddedu drwy ymgynghori â'r Uwch Swyddog Trwyddedu a Rheolwr y Gwasanaeth.
9. Cynhyrchu gwybodaeth ystadegol, datganiadau ac adroddiadau yn ôl gofyn yr Uwch Swyddog Trwyddedu neu'r Rheolwr Safonau Masnach a Thrwyddedu gan gynnwys defnyddio systemau cofnodi'r gwasanaeth, er mwyn profi effeithiolrwydd ac effeithlonrwydd y gwasanaeth.
10. Meddu ar wybodaeth arbenigol ynghylch y prif feysydd gwaith a gwmpesir gan y swydd, a datblygu a chynnal y wybodaeth honno. Darparu cyngor, cymorth a gwybodaeth arbenigol ar bob lefel i ddefnyddwyr y gwasanaeth, staff eraill ym maes Diogelu'r Cyhoedd a staff o feysydd gwasanaeth eraill yr Awdurdod.

Cysylltu â chydweithwyr a phartneriaid yn ôl yr angen er mwyn rhoi mesurau gorfodi a chydymffurfio ar waith, ymgymryd ag ymarferion monitro a chwblhau prosiectau arbenigol mewn perthynas â materion trwyddedu yn y sir.

12. Paratoi adroddiadau am achosion o dorri'r gyfraith ar gyfer gweithrediadau cyfreithiol gan gynnwys mynychu a chyflwyno tystiolaeth yn y llys, mewn pwyllgorau ac isbwyllgorau trwyddedu, apeliadau, adolygiadau ac ati.
13. Paratoi, cynorthwyo ac ymgymryd â gwaith hyrwyddo a digwyddiadau hyfforddi, gan gynnwys darlithoedd a chyflwyniadau ar faterion sy'n gysylltiedig â'r swydd.
14. Paratoi adroddiadau, adroddiadau pwyllgorau, a datganiadau blynyddol a statudol, a chyflwyno adroddiadau o'r fath pan fo hynny'n briodol.
15. Cymryd rhan mewn gweithgareddau hyfforddi, mynychu hyfforddiant a digwyddiadau sefydliadol a sicrhau y cyflawnir datblygiad proffesiynol a phersonol parhaus.
16. Rhoi gwybod am unrhyw bryderon diogelu i'r swyddog diogelu priodol heb unrhyw oedi.
17. Cyflawni dyletswyddau eraill a allai fod yn berthnasol i swydd o'r natur hon.

Cyffredinol

1. Gweithio y tu hwnt i oriau swyddfa arferol er mwyn sicrhau y cyflawnir cyfrifoldebau'r Awdurdod yn effeithiol ac er mwyn darparu'r lefel gwasanaeth priodol i gwsmeriaid.
2. Gweithio mewn lleoliad swyddfa y cytunir arno, ond efallai y bydd angen gweithio o swyddfeydd eraill o fewn y sir.
3. Bod yn gyfrifol am ofynion iechyd a diogelwch y gwasanaeth a bod yn ymwybodol ohonynt. Bod yn gyfrifol am eich diogelwch eich hunain a pheidio â pheryglu diogelwch cydweithwyr, eich staff ac eraill o fewn y gweithlu, na'r cyhoedd wrth ymgymryd â dyletswyddau swyddogol.
4. Gweithio mewn adeiniau eraill o fewn y gwasanaeth os bydd angen gwneud hynny i fodloni anghenion y gwasanaeth.

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Gradd mewn disgyblaeth berthnasol neu Dystysgrif Addysg Uwch mewn Cyfraith Trwyddedu, neu Gymhwyster Ymarferydd Trwyddedu Proffesiynol neu brofiad cyfwerth.	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: Lefel 4 Darllen: Lefel 3 Ysgrifennu: Lefel 3	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg o fewn dwy flynedd i benodiad.
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: Lefel 5 Darllen: Lefel 5 Ysgrifennu: Lefel 5	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad.
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> • Gallu meithrin perthnasoedd gwaith effeithiol o fewn a thu hwnt i'r maes gwasanaeth • Gallu cymhwyso sgiliau dadansoddi at ystod o broblemau ymarferol • Ymrwymiad i weithredu polisïau, nodau ac amcanion y Cyngor • Ymrwymiad cryf i ddarparu gwasanaeth i'r cyhoedd • Ymrwymiad i ddatblygiad systemau TG • Ymrwymiad i foddhad cwsmeriaid • Gallu gweithio ar eich pen eich hun ac yn rhan o dîm • Gallu cynnal gwybodaeth gyfrinachol • Gallu gorfodi safonau cyfreithiol mewn modd pendant ond tringar 	
Profiad Hanfodol	<ul style="list-style-type: none"> • Profiad o weithio mewn amgylchedd rheoleiddio, o fewn cyd-destun trwyddedu yn ddefnyddol • Dealltwriaeth fanwl o agweddau ymarferol a damcaniaethol deddfwriaethau trwyddedu • Profiad o lunio adroddiadau gan roi sylw manwl i fanylion 	
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	<ul style="list-style-type: none"> • Byddai hyfforddiant addas mewn technegau ymchwilio a chyfweld pobl dan amheuaeth yn unol â Deddf yr Heddlu a Thystiolaeth Droseddol 1984 ynghyd â phrofiad o baratoi adroddiadau am achosion o dorri'r gyfraith/erlyniadau yn fanteisiol. • Unrhyw hyfforddiant perthnasol arall a ddarperir yn rhan o Ddatblygiad Proffesiynol Parhaus. 	

Dymunol	
Cymwysterau / Hyfforddiant	
Sgiliau Ymarferol / Personol	

Job Description

Post Name	Licensing Officer
Service	Policy, Performance and Public Protection
Grade	10
Spinal Point/s	28-30
Salary	£37,938 - £39,513
Job Purpose	<p>To be responsible and accountable for the enforcement of licensing requirements throughout Ceredigion, acting as an authorised officer of the Council.</p> <p>To undertake the full range of professional and specialist duties of a local authority licensing enforcement officer and to ensure the efficient and effective discharge of the Service's and Council's duties, policies and practices. The post holder will ensure that all premises, persons, activities, vehicles, etc. which require a licence issued by, or need registration with, the Council, comply with the relevant statutory provisions and any associated operating conditions.</p> <p>To contribute to the team's work to ensure that statutory required policies are in place as and when required e.g. Policy Statements on Gambling Act 2005 and Licensing Act 2003.</p>
Contractual Work Location/Base	Penmorfa, Aberaeron
Hours of Work	37 hours per week
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Senior Licensing Officer
Supervisory/Managerial Responsibilities	None
Accountability	<ul style="list-style-type: none"> • There is a continuous requirement for the post holder to work on his/her own initiative although support and guidance can always be obtained from the Trading Standards and Licensing Manager as well as from local and national guidelines or Codes of Practice. • To be accountable for a laptop, Smartphone and iPad.
Contractual Terms Associated with the Post	<ol style="list-style-type: none"> 1. The postholder must possess a current driving licence and have access to a car for business purposes. 2. The postholder must have a minimum of 8mbs broadband speed at home.

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| | 3. The postholder confirms that there are no current disciplinary, performance or capability issues at the time of appointment. |
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Duties and Responsibilities

NOTE: The job description refers to the principal duties and responsibilities of the Post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.

1. To undertake inspections, investigations and surveys in accordance with service policies, procedures and inspection programmes.
2. To receive and process applications for licences and registrations for the various schemes administered by the Licensing Team.
3. To interpret and enforce the relevant statutory provisions relating to the licensing or registration of premises, persons, activities and vehicles operating in the County, having regard to case law, appropriate guidance, codes of practice, industry guides, best practice, etc.
4. Initiate appropriate enforcement action to secure compliance with the relevant statutory requirements in situations when and for activities which Ceredigion County Council is the enforcing authority.
5. Respond to all complaints, enquiries and requests for service in a professional manner, bringing matters to a speedy and satisfactory conclusion. Maintain clear, factual and relevant records as appropriate.
6. Ensure that all licensing and registration activity is inputted and maintained effectively and efficiently on the service's information recording system.
7. To assist the Senior Licensing Officer and the Service Manager in the preparation of documented policies, procedures, operating instructions and systems of work in relation to licensing and registration matters and specifically, to develop and review as necessary, policy statements for the Authority to include the Licensing Act 2003 and the Gambling Act 2005.
8. In consultation with the Senior Licensing Officer and the Service Manager, to input into the annual service plan for the licensing function.
9. Produce statistical information, returns and reports, as requested by the Senior Licensing Officer or the Trading Standards and Licensing Manager, including the utilisation of the service's recording systems, to demonstrate the efficiency and effectiveness of the service.
10. Possess, develop and maintain specialist knowledge of the major work areas covered by the post. Provide advice, guidance and expertise at all levels to users of the service and other staff in the Public Protection arena as well as to staff from other service areas of the Authority.

11. Liaise with colleagues and partners as necessary to initiate enforcement and compliance measures, undertake monitoring exercises and complete specialist projects in relation to licensing matters in the County.
12. Prepare infringement reports for legal proceedings including attendance and giving evidence at court, Licensing Committees and Sub-Committees, appeals, reviews, etc.
13. To prepare, assist and undertake promotional work and training events, including lectures and presentations on subject matter related to the post.
14. Prepare reports, Committee reports, annual and statutory returns and when appropriate present any such reports.
15. To participate in training activities, attend training events and to ensure that continued professional and personal development is achieved.
16. To report without delay any safeguarding concerns to the appropriate safeguarding officer.
17. To carry out such other duties that may be relevant in relation to a post of this nature.

General

1. To work outside normal office hours in order to ensure the proper and effective discharge of the Authority's responsibilities and to provide the appropriate level of service delivery to customers.
2. Be based in an agreed office location but may be required to work at other offices within the County.
3. Be responsible for and maintain full awareness of the health and safety requirements of the service. To be responsible for own safety and not endanger that of colleagues, your staff and others within the workforce, or the public generally, when undertaking official duties.
4. Work in other sections of the Service should the needs of the service dictate.

Job Evaluation Post Ref

JD 1190-02

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	Educated to degree level in a relevant discipline or holds the Certificate of Higher Education in Licensing Law or the Professional Licensing Practitioners Qualification or equivalent experience.	
Welsh Linguistic Skills	Listening/Speaking: Level 4 Reading: Level 3 Writing Level 3	The Welsh linguistic skills noted must be attained within two years of appointment.
English Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 5 Writing Level 5	The English linguistic skills noted are required on appointment.
Practical and personal skills	<ul style="list-style-type: none"> Able to build effective working relationships within and outside the work service area Ability to apply analytical skills to a range of practical problems A commitment to implementing the policies, aims and objectives of the Council A strong commitment to providing a service to the public A commitment to the development of IT systems A commitment to customer satisfaction An ability to work on your own and as part of a team An ability to hold confidential information An ability to enforce legal standards in an assertive but tactful manner 	
Required Experience	<ul style="list-style-type: none"> Experience of working in a regulatory environment, preferably within a licensing context An in-depth understanding of the practical and theoretical aspects of licensing legislation. Experience in conducting criminal investigations under Police and Criminal Evidence Act 1984 (PACE) conditions Experience of report writing with a meticulous attention to detail 	
Training/education required to be undertaken for the post/worked towards	<ul style="list-style-type: none"> Suitable training in investigative techniques and interviewing of suspects in accordance with the Police and Criminal Evidence Act 1984 (PACE) together with experience of preparing Infringements/Prosecution reports. Any other relevant training provided as part of Continuous Professional Development. 	

Desirable	
Qualifications / Training	
Practical / Personal Skills	