

Disgrifiad Swydd

Teitl y Swydd	Swyddog Hyfforddi – Gofal Cymdeithasol
Gwasanaeth	Pobl a Threfniadaeth
Graddfa	Graddfa 10
Cyflog	£37,938 - £39,513
Pwrpas y Swydd	<p>Cynllunio, datblygu a darparu rhaglenni hyfforddi i fodloni gofynion hyfforddi statudol ac anghenion dysgu a datblygu'r gweithlu gofal/gwaith cymdeithasol mewnol ac allanol.</p> <p>Gweithio mewn partneriaeth ag awdurdodau lleol eraill a darparwyr dysgu i gynnig atebion dysgu i alluogi staff gofal/gwaith cymdeithasol i gadw at y Côt Ymarfer Proffesiynol, gofynion cofrestru Gofal Cymdeithasol Cymru a bodloni eu hamcanion eu hunain a rhai'r sefydliad.</p> <p>Cyfrannu at strategaethau a fydd yn galluogi'r gwasanaeth Pobl a Threfniadaeth i fodloni gofynion Cynllun Gweithlu'r Cyngor, Amcanion Llesiant Corfforaethol a blaenoriaethau Rhaglen Gweithlu Gofal Cymdeithasol Cymru.</p> <p>Cydlynu Cynllun Gweithiwr Cymdeithasol dan Hyfforddiant y Cyngor</p>
Lleoliad	Canolfan Rheidol
Oriau Gwaith	37 awr yr wythnos (ystyrir rhannu swydd neu weithio rhan amser)
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Uwch Swyddog Dysgu a Datblygu
Cyfrifoldebau Goruchwylio / Rheoli	Amherthnasol
Atebolrwydd	Gweithio o fewn y Tîm Dysgu a Datblygu a leolir o fewn Gwasanaeth Pobl a Threfniadaeth y Cyngor.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	<p>Mae gweithio hybrid yn fudd dewisol y mae'n rhaid gwneud cais amdano ac mae'n amodol ar anghenion y rôl. Bydd angen mynd i'r swyddfeydd o dro i dro ar gyfer cyfarfodydd.</p> <p>Er mwyn gweithio o gartref, rhaid bod gan weithwyr ryngrwyd ag o leiaf 8mbps o gyflymder a man gweithio addas sy'n galluogi i chi gyflawni eich dyletswyddau'n ddiogel ac yn gyfrinachol.</p> <p>Ar gyfer y gweithwyr hynny na allant / nad ydynt eisiau gweithio o gartref, bydd man gweithio sefydlog yn cael ei drefnu mewn swyddfa addas.</p>

Dyletswyddau a chyfrifoldebau

- cynorthwyo i nodi a dadansoddi anghenion dysgu a datblygu staff gofal/gwaith cymdeithasol ar wahanol lefelau a gweithio i sicrhau bod gofynion hyfforddi unigol a statudol yn cael eu bodloni
- gweithio yn unol â gofynion Rhaglen Datblygu'r Gweithlu Gofal Cymdeithasol Cymru a gofynion grant Rhaglen Datblygu'r Gweithlu Gofal Cymdeithasol Cymru
- cynllunio rhaglenni dysgu a datblygu a hwyluso dysgu gydag unigolion a grwpiau gan gynnwys myfyrwyr gradd gwaith cymdeithasol a gweithwyr cymdeithasol newydd gymhwys
- hyrwyddo a chynnal y Cod Ymarfer Proffesiynol ar gyfer Gweithwyr Gofal Cymdeithasol, Gweithwyr Cymdeithasol a'r holl staff perthnasol eraill
- mynd ati i adolygu cynnydd a gwerthuso cyfleoedd dysgu a roddir i sicrhau gwelliant parhaus ac elw o fuddsoddi
- ymgymryd â digwyddiadau *Train the Trainer* ar ran y Cyngor a chynllunio a darparu rhaglenni hyfforddiant dilynol
- cymryd cyfrifoldeb penodol am ddarparu/cyd-ddarparu hyfforddiant ar gyfer grwpiau penodol gan gynnwys staff gofal cymdeithasol mewnol ac allanol, aelodau etholedig, y rheini a gyflogir gan y Cyngor a'r rheini sy'n gweithio yn y trydydd sector, sefydliadau preifat, elusennol neu wirfoddol
- darparu hyfforddiant mewn modd sy'n hybu cyfranogiad, cynhwysiant a chyfle cyfartal
- defnyddio system Dysgu a Datblygu Ceri i hyrwyddo cyfleoedd hyfforddi a chynnal cofnodion hyfforddiant staff
- cefnogi gwaith y tîm dysgu a datblygu gan ddefnyddio prosesau sefydledig e.e., y Panel Cymwysterau Corfforaethol a recriwtio dysgwyr ar gyfer rhaglenni/cymwysterau penodol
- cysylltu â staff (mewnol ac allanol) a all gyfrannu at hyfforddiant a datblygu perthnasoedd gwaith cadarnhaol ag asiantaethau eraill i wella'r gwaith o ddarparu hyfforddiant
- bod yn ymwybodol o fframweithiau cymwysterau Iechyd a Gofal Cymdeithasol perthnasol, Addysg a Dysgu Proffesiynol Parhaus ar gyfer gweithwyr cymdeithasol a rhoi cymorth, lle bo'n briodol, i staff sy'n ymgymryd â gwobrau
- rhoi gwybodaeth i'r Rheolwr Dysgu a Datblygu i gynorthwyo gyda chynhyrchu adroddiadau a dogfennau eraill
- rhoi gwybodaeth a chynghor o ran atebion dysgu priodol a chynnig cymorth hyfforddi a mentora i fyfyrwyr gwaith cymdeithasol a gweithwyr cymdeithasol sydd newydd gymhwys
- datblygu adnoddau hyfforddi, gan gynnwys cyflwyniadau PowerPoint, nodiadau gan ddefnyddio gwybodaeth ac ymchwil eich hun
- hyrwyddo'r defnydd o e-ddysgu ar draws y sefydliad
- dyfeisio atebion dysgu a datblygu i gefnogi datblygiad proffesiynol parhaus y gweithlu gofal cymdeithasol a sefydliadau

- gweithio gyda cholegau lleol, prifysgolion a gweithwyr iechyd proffesiynol i nodi cyfleoedd hyfforddi
- gweithio o fewn polisïau'r Cyngor, polisïau a deddfwriaeth Llywodraeth Cymru er mwyn bodloni gofynion statudol
- rhoi gwybodaeth i staff gweinyddol ynglŷn â phresenoldeb/diffyg presenoldeb mewn digwyddiadau hyfforddi er mwyn sicrhau bod cofnodion a phroffiliau hyfforddiant staff yn cael eu cadw'n gyfredol at ddiben mecanweithiau monitro ac adrodd
- meddu ar wybodaeth am bolisïau a deddfwriaeth leol, ranbarthol a chenedlaethol sy'n effeithio ar ddarparu hyfforddiant. e.e., gweithdrefnau diogelu Plant ac Oedolion, Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru), Deddf Llesiant Cenedlaethau'r Dyfodol, Deddf Trais yn erbyn Menywod, Cam-drin Domestig a Thrais Rhywiol ac ati
- cydweithio â'r Rheolwr Dysgu a Datblygu i gynghori o ran Cynllun Gweithwyr Cymdeithasol dan Hyfforddiant y Cyngor a chefnogi'r cynllun
- gweithio gyda chydweithwyr i gynllunio dyraniad lleoliadau myfyrwyr gwaith cymdeithasol
- ymgymryd â rôl Addysgwr Ymarfer ar gyfer myfyrwyr gwaith cymdeithasol
- asesu, goruchwyllo a monitro perfformiad myfyrwyr gwaith cymdeithasol
- gwneud penderfyniadau proffesiynol a phenderfyniadau sy'n seiliedig ar dystiolaeth ynglŷn â chymhwysedd myfyrwyr gwaith cymdeithasol, mynd i'r afael â thanberfformiad a datblygu cynlluniau gwella yn ôl yr angen
- cynrychioli Cyngor Ceredigion mewn cyfarfodydd partneriaeth, rhanbarthol a chenedlaethol gyda Phrifysgolion, sefydliadau eraill a Gofal Cymdeithasol Cymru
- arwain ar gynllunio, darparu a gweithredu fframwaith hyfforddiant Diogelu
- cynllunio a darparu hyfforddiant pwrpasol mewn ymateb i gamau gweithredu gan Is-grwpiau Hyfforddiant Diogelu Canolbarth a Gorllewin Cymru, adolygiadau ymarfer plant ac oedolion ac adolygiadau ac adroddiadau cenedlaethol
- hybu a chynnal diogelwch gwybodaeth a chyfrinachedd yn unol â deddfwriaeth, polisïau a gweithdrefnau'r cyngor
- cymryd cyfrifoldeb am eich datblygiad proffesiynol parhaus eich hun a chynnal ymwybyddiaeth o flaenoriaethau gweithlu'r Cyngor
- ymgymryd ag unrhyw waith ychwanegol a ystyrir yn briodol i natur y swydd

Manyleb Person

Gofynnol		
<p>Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol</p>	<p>Cymhwyster cydnabyddedig mewn Gofal Cymdeithasol/Gwaith Cymdeithasol: CSS/CQSW/Diploma mewn Gwaith Cymdeithasol/Gradd mewn Gwaith Cymdeithasol ac o leiaf 4 blynedd o brofiad ar ôl cymhwyso</p> <p>Cymhwyster hyfforddi cydnabyddedig mewn addysg oedolion e.e., Tystysgrif Addysgu City & Guilds, PTTLs cyfwerth â Lefel 3</p> <p>Cymhwyster Athro/Addysgwr Ymarfer Gwaith Cymdeithasol</p>	
<p>Sgiliau Ieithyddol Cymraeg</p>	<p>Gwranddo/Siarad: Lefel 5</p> <p>Darllen: Lefel 5</p> <p>Ysgrifennu: Lefel 5</p>	<p>Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd ar apwyntiad.</p>
<p>Sgiliau Ieithyddol Saesneg</p>	<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 o fewn dwy flynedd i benodiad.</p>
<p>Sgiliau Ymarferol / Personol</p>	<ul style="list-style-type: none"> • sgiliau cyflwyno ardderchog • y gallu i ddatblygu perthnasoedd gwaith effeithiol gyda staff o bob lefel ac ymgysylltu â dysgwyr • y gallu i ddatblygu perthnasoedd gwaith cadarnhaol gydag asiantaethau partner • gwneud penderfyniadau • datrys problemau • y gallu i greu amgylchedd dysgu cadarnhaol • sgiliau llafar/ysgrifenedig ardderchog • sgiliau rheoli amser rhagorol • sgiliau rhyngpersonol ardderchog • sgiliau cyfathrebu rhagorol • sgiliau trefnu da • gallu defnyddio menter a chymryd y cam cyntaf • gallu ar gyfer ymchwil • rheoli eich amser eich hun yn effeithiol a blaenoriaethu eich llwyth gwaith eich hun • y gallu i weithio'n annibynnol ond hefyd i weithio o fewn tîm • sgiliau TG Ardderchog • y gallu i deithio • trwydded yrru lân a mynediad i gar 	

<p>Profiad Hanfodol</p>	<ul style="list-style-type: none"> • o leiaf 4 blynedd o brofiad o weithio mewn lleoliad gofal cymdeithasol • profiad o oruchwylio ac asesu ymarfer myfyriwr gwaith cymdeithasol • profiad o nodi a gweithio i fynd i'r afael â thanberfformiad o fewn ymarfer gwaith cymdeithasol • profiad o gynllunio a darparu pecynnau hyfforddi • profiad o weithio ar y cyd ag asiantaethau eraill • profiad o brosesau a systemau dysgu a datblygu • profiad o wobrau cymhwysu gofal/gwaith cymdeithasol • dealltwriaeth gadarn o ddeddfwriaeth allweddol sy'n effeithio ar ddarparu gwasanaethau gofal cymdeithasol a gofynion hyfforddiant • problemau cyfredol o ran darparu cyfleoedd dysgu a datblygu o fewn llywodraeth leol • y gallu i ddangos dealltwriaeth gadarn o arferion cydraddoldeb a hybu'r athroniaeth hon bob amser • y gallu i uniaethu â phobl ar bob lefel • y gallu i addasu dull o weithredu/bod yn hyblyg a gweithio'n dda dan bwysau • ymrwymiad personol i'ch dysgu a'ch datblygiad proffesiynol eich hun
<p>Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd</p>	<p>Bydd disgwyl i chi gwblhau'r holl hyfforddiant a rhaglenni e-ddysgu gorfodol sy'n berthnasol i holl staff y Cyngor. Ymgymryd â digwyddiadau Train the Trainer yn ôl yr angen. Cynnal cylchrediad o ran ymarfer hyfforddiant a'i ddarpariaeth Cynnal cymhwysedd galwedigaethol mewn gwaith cymdeithasol a chofrestriad gyda Gofal Cymdeithasol Cymru.</p>

<p>Dymunol</p>	
<p>Cymwysterau / Hyfforddiant</p>	<p>Cymhwyster cydnabyddedig mewn Gofal Cymdeithasol/Gwaith Cymdeithasol:</p> <p>CSS/CQSW/Diploma mewn Gwaith Cymdeithasol/Gradd mewn Gwaith Cymdeithasol</p> <p>NEU</p> <p>Profiad perthnasol cyfatebol amlwg</p>

	<p>Cymhwyster hyfforddi cydnabyddedig mewn Addysg Oedolion a/neu ddarparu Hyfforddiant ee, Tystysgrif Addysgu City & Guilds, PTTLS cyfwerth â Lefel 3</p>
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Gwobr Athro/Addysgwr Ymarfer Gwaith Cymdeithasol

Job Description

Post Name	Training Officer – Social Care
Service	People and Organisation
Grade	10
Salary	£37,938 - £39,513
Job Purpose	<p>To plan, develop and deliver training programmes to meet the statutory training requirements and learning and development needs of the internal and external social care/work workforce. To work in partnership with other local authorities and learning providers to offer learning solutions to enable social care/work staff to adhere to the Code of Professional Practice, Social Care Wales registration requirements and meet their own and organisational objectives.</p> <p>To contribute to strategies that will enable the People and Organisation service to meet the requirements of the Council's Workforce Plan, Corporate Wellbeing Objectives and Social Care Wales Workforce Programme (SCWWDP) priorities.</p> <p>To co-ordinate the Councils Trainee Social Worker Scheme</p>
Location	Canolfan Rheidol
Hours of Work	37 hours per week (Monday to Thursday 8.45 – 5.00pm, Fridays 8.45 – 4.30pm)
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Senior Learning and Development Officer
Supervisory/Managerial Responsibilities	NA
Accountability	To work within the Learning and Development Team located within the People and Organisation Service of the Council.
Contractual Terms Associated with the Post	<p>Current Registration as Qualified Social Worker with Social Care Wales essential.</p> <p>Hybrid working is an optional benefit which is subject to application and the needs of the role. Occasional attendance at office locations will be required for meetings.</p> <p>In order to work from home, employees need a guaranteed minimum internet speed of 8mbps and a suitable workspace which allows you to carry out your duties safely and confidentially.</p> <p>For those employees who cannot / may not wish to work from home, arrangements will be put in place to designate a fixed workspace at a suitable office location.</p>

Duties and Responsibilities

- to assist in the identification and analysis of the learning and development needs of social care/work staff of different levels and work to ensure that individual and statutory training requirements are met
- to work in line with the requirements of the Social Care Wales Workforce Development Programme (SCWWDP) and SCWWDP grant requirements
- to design learning and development programmes and facilitate learning with individuals and groups including social work degree students and newly qualified social workers
- to promote and uphold the Code of Professional Practice for Social Care Workers, Social Workers and all other relevant staff
- actively review progress and evaluate learning opportunities provided to ensure continuous improvement and return on investment
- to undertake Train the Trainer events on behalf of the Council and to plan and deliver follow up training programmes
- to take specific responsibility for delivering/co delivery of training for specific groups including internal and external social care staff, elected members, those employed by the Council and those working within the third sector, private, charitable or voluntary organisations
- to deliver training in a manner which promotes participation, inclusivity, and equal opportunities
- to use the Ceri Learning and Development system to promote training opportunities and to maintain staff training records
- support the work of the learning and development team using established processes e.g., Corporate Qualifications Panel and the recruitment of learners for specific programmes/qualifications
- to liaise with staff (internal and external) who may contribute to training and develop positive working relationships with other agencies to enhance training delivery.
- to be aware of relevant Health and Social Care qualification frameworks, Continuous Professional and Education and Learning (CPEL) for social workers and provide support, where appropriate, to staff undertaking awards
- provide information to the Learning and Development Manager to assist in the production of reports and other documents
- provide information and advice on appropriate learning solutions and offer coaching and mentoring support for social work students and newly qualified social workers
- develop training resources, including power point presentations, notes using own knowledge and research
- to promote the use of e learning across the organization
- devise learning and development solutions to support the continuous professional development (CPD) of the social care workforce and organisations
- work with local colleges, universities and health professionals to identify training opportunities

- work within Council policies, Welsh Government policies and legislation in order to meet statutory requirements
- provide information to administrative staff on attendances/non attendances at training events to ensure records and staff training profiles are kept up to date for the purpose of monitoring and reporting mechanisms
- have knowledge of local, regional and national policies and legislation which impacts on training delivery. e.g., Children and Adult safeguarding procedures, Social Services and Wellbeing (Wales) Act, Wellbeing of Future Generations Act, Violence against Women, Domestic Abuse and Sexual Violence Act etc
- work collaboratively with Learning & Development Manager to advise on and support the Councils Trainee Social Worker Scheme
- work with colleagues to plan the allocation of social work student placements
- undertake the role of Practice Educator for social work students
- to assess, supervise and monitor performance of social work students
- make professional and evidence based decisions on competency of social work students, address under performance and develop improvement plans as required
- represent Ceredigion Council at partnership, regional and national meetings with Universities, other organisations and Social Care Wales
- to lead on the planning, delivery and implementation of Safeguarding training framework
- design and deliver bespoke training in response to actions from the Mid and West Wales Safeguarding Training Sub-Groups, child and adults practice reviews and national reviews and reports
- promote and maintain security of information and confidentiality in line with legislation, council policies and procedures
- to take responsibility for one's own ongoing professional development and maintain awareness of the Council's workforce priorities
- to undertake and additional work as deemed appropriate to the nature of the post

Job Evaluation Post Ref

JD 1208-02

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	<p>Recognised qualification in Social Care/Social Work: CSS/CQSW/Diploma in Social Work/Degree in Social Work and at least 4 years post qualifying experience</p> <p>Recognised training qualification in adult education eg, City & Guilds Teaching Certificate, PTTLS equivalent to Level 3</p> <p>Social Work Practice Teacher/Educator Qualification</p>	
Welsh Linguistic Skills	<p>Listening/Speaking: Level 3</p> <p>Reading: Level 3</p> <p>Writing: Level 3</p>	The Welsh linguistic skills noted must be attained within two years of appointment.
English Linguistic Skills	<p>Listening/Speaking: Level 5</p> <p>Reading: Level 5</p> <p>Writing: Level 5</p>	The English linguistic skills noted are required on appointment
Practical and personal skills	<ul style="list-style-type: none"> • excellent presentation skills • ability to develop effective working relationships with staff of all levels and engage with learners • ability to develop positive working relationships with partner agencies • decision making • problem solving • ability to create a positive learning environment • excellent oral/written skills • excellent time management skills • excellent interpersonal skills • excellent communication skills • good organisational skills • able to use and take initiative • aptitude for research • manage own time effectively and prioritise own workload • ability to work independently but also to work within a team • excellent IT Skills • ability to travel • full driving licence and access to a car 	
Required Experience	<ul style="list-style-type: none"> • at least 4 years experience of working in a social care setting • experience of supervising and assessing social work student's practice 	

	<ul style="list-style-type: none"> • experience of identifying and working to address under performance within social work practice • experience in the design and delivery of training packages • experience of joint working with other agencies • experience of learning and development processes and systems • experience of social care/work qualifying awards • sound understanding of key legislation which impacts on delivery of social care services and training requirements • current issues in delivery of learning and development opportunities within local government • ability to demonstrate a sound understanding of equalities practice and promote this philosophy at all times • ability to relate to people at all levels • ability to adapt approach/be flexible and work well under pressure • personal commitment to one's own learning and professional development
<p>Training/education required to be undertaken for the post/worked towards</p>	<p>Will be expected to complete all mandatory training and elearning programmes applicable to all Council staff. To undertake Train the Trainer events as required. Maintain currency in training practice and delivery. Maintain occupational competency in social work and registration with Social Care Wales.</p>

Desirable	
<p>Qualifications / Training</p>	<p>Recognised training qualification in Adult Education and/or Training delivery eg, City & Guilds Teaching Certificate, PTTLS equivalent to Level 3 Social Work Practice Teacher/Practice Educator Award</p>