

Disgrifiad Swydd

Teitl y Swydd	Cyfreithiwr – Annadleuol (Contract)
Gwasanaeth	Cyfreithiol a Llywodraethu
Graddfa	11
Pwynt/iau ar y Golofn Gyflog	32 - 34
Cyflog	£41,511 - £43,693
Pwrrpas y Swydd	Cynorthwyo Gwasanaethau Cyfreithiol y Cyngor i ddarparu Gwasanaeth Cyfreithiol cynhwysfawr ac effeithiol i Swyddogion Arweiniol, Aelodau a meysydd gwasanaeth cleientiaid y Cyngor mewn perthynas â'i swyddogaethau ac ymgymryd â gwaith sy'n canolbwyntio ar faterion Contractau, materion a ariennir gan Grant, materion Caffael a phrosiectau gweithio rhanbarthol a materion datblygu fel y nodir isod.
Lleoliad Gwaith Contractiol	Wedi'i leoli yn Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron/O bell/Hybrid. Bydd gofyn i ddeiliad y swydd hefyd fynychu cyfarfodydd mewn lleoliadau eraill yng Ngheredigion yn ôl yr angen.
Oriau Gwaith	37
Math o Contract	Llawm-amser
Hyd y Contract	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Corfforaethol – Gwasanaethau Cyfreithiol
Cyfrifoldebau Goruchwyllo / Rheoli	Ddim yn berthnasol
Atebolrwydd	Atebol o dan y strwythur rheoli i'r Rheolwr Corfforaethol – Gwasanaethau Cyfreithiol.
Telerau Contractiol sy'n Gysylltiedig â'r Swydd	

Dyletswyddau a chyfrifoldebau

1. Gwasanaethau Cyfreithiol

Rhoi cyngor cyfreithiol amserol o ansawdd uchel i Swyddogion Arweiniol y Cyngor, meysydd gwasanaeth y Cyngor a Chynghorwyr Sir yng nghyd-destun Cyfansoddiad y Cyngor.

Paratoi dogfennau cyfreithiol yn drylwyr ac yn ddiwyd.

Mynychu ar ran y Gwasanaeth Cyfreithiol yng nghyfarfodydd mewnol ac allanol y Cyngor yn ôl yr angen ac i fynychu Pwyllgorau/tribiwnlysoedd yn ôl yr angen.

Ymgymryd â meysydd ychwanegol o waith cyfreithiol i'r Cyngor mewn ffordd hyblyg, pan fo'n briodol ac yn angenrheidiol i ddiwallu anghenion y Gwasanaethau Cyfreithiol a'r Cyngor gan eu bod yn amrywio o bryd i'w gilydd.

Mabwysiadu dull o weithredu sy'n datrys problemau ac sy'n arloesol o ran ymdrin â phroblemau cyfreithiol.

Gweithio fel rhan o dîm.

Rhoi cyngor cyfreithiol arbenigol i swyddogion/aelodau etholedig (pan fo angen) ac i uwch reolwyr a thrwy hynny sicrhau bod buddiannau'r cyngor yn cael eu diogelu.

1. Gofynion penodol

Contract a Chaffael

Cynorthwyo'n fwy cyffredinol, lle bo angen mewn perthynas â materion contract a chaffael, gan gynnwys y meysydd canlynol:

- Contractau a Chytundebau
- Prosiectau a Datblygiadau a Ariennir gan Grant
- Adolygiad Barnwrol
- Materion Caffael
- Gweithio rhanbarthol
- Cynllunio

Cynorthwyo'n fwy cyffredinol, lle bo angen mewn perthynas â materion rhanbarthol a materion partneriaeth, gan gynnwys y meysydd canlynol:

- Cytundebau Rhyng-Awdurdod
- Prosiectau Tyfu Canolbarth Cymru
- Cyd-bwyllgorau Corfforedig

Cynghori o ran Adolygiad Barnwrol lle bo angen

Ymdrin ag ymholiadau mewn perthynas â phob agwedd ar waith y Cyngor pan ofynnir iddynt wneud hynny, boed hynny'n deillio o aelodau o'r cyhoedd, Aelodau'r Cyngor neu Wasanaethau'r Cyngor.

Cynorthwyo mewn perthynas â'r ystod o faterion cyfreithiol sy'n cael eu cyfeirio at y Gwasanaeth, pan ofynnir iddynt wneud hynny.

Gofalu am ffeiliau a'u trin mewn perthynas â meysydd uchod y gyfraith ac ymgymryd â materion ar ran eraill a allai fod wedi trin ffeil.

Ymgymryd â'r holl waith i safonau proffesiynol gofynnol Cyfreithiwr, Bargyfreithiwr neu Weithredwr Cyfreithiol ac yn unol â chod ymddygiad y Swyddogion a Chyfansoddiad y Cyngor.

Cefnogi, mentora a monitro staff iau, yn ôl yr angen

Bydd disgwyl i ddeiliad y swydd fabwysiadu agwedd hyblyg at y dyletswyddau uchod y gallai fod yn rhaid eu hamrywio (ar ôl trafod â'r Rheolwr Corfforaethol-Gwasanaethau Cyfreithiol), yn amodol ar anghenion y Gwasanaeth a'r gofynion a roddir ar y tîm Cyfreithiol a rhoi cymorth i'r galw hwnnw.

Gweithredu fel rhan o dîm Cyfreithiol.

Mynychu ac eirioli ar ran y Cyngor mewn unrhyw grwpiau cydweithio partneriaethau allanol yn ôl yr angen.

Cyfeirnod at Ddibenion Gwerthuso Swyddi

Nid yw'r swydd wedi'i gwerthuso eto

Manyleb y Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Cyfreithiwr, Bargyfreithiwr neu Weithredwr Cyfreithiol cymwysedig gyda thystysgrif cyfredol cyfreithiwr neu gyfwerth	
Sgiliau Ieithyddol Cymraeg	Gwranddo/Siarad: Lefel 3 Darllen: Lefel 3 Ysgrifennu: Lefel 3	Rhaid cwrdd â'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i'r penodiad.
Sgiliau Ieithyddol Saesneg	Gwranddo/Siarad: Lefel 5 Darllen: Lefel 5 Ysgrifennu: Lefel 5	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar adeg y penodiad.
Sgiliau Ymarferol / Personol	- Sgiliau trefnu a chyfathrebu rhagorol. - Y gallu i reoli llwyth achosion heb oruchwyliaeth ac i weithio ar eich menter eich hun. - Sgiliau TG da. - Sgiliau rhyngbersonol da gyda'r gallu i ddatblygu a chynnal cysylltiadau cadarnhaol ag amrywiaeth o bobl o fewn a thu allan i'r Cyngor. - Y gallu i weithio o dan bwysau ac i flaenoriaethu gwaith yn y cyd-destun hwn. - Sgiliau rhagorol o ran dadansoddi a datrys problemau. - Hyblygrwydd a pharodrwydd i ymgymryd â heriau a phrosiectau newydd ac ystyried meysydd gwaith eraill yn ôl yr angen. - Y gallu i ddehongli, dadansoddi a gwerthuso gwybodaeth yn gywir. - Y gallu i gynnal ymchwil gyfreithiol, cyfweiliadau, drafftio, trafodaethau ac arfer barn gadarn wrth wneud penderfyniadau - Trwydded Yrru Lawn	
Profiad Hanfodol	- Profiad ymarferol mewn materion annadlleuol, gan gynnwys (ond heb fod yn gyfyngedig i) - Contractau a Chytundebau - Prosiectau a Gwaith Datblygu a Ariennir gan Grant - Adolygiad Barnwrol - Materion Caffael - Rheoli Cymorthdaliadau - Cynllunio	
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Ymgymryd â hyfforddiant cyfreithiol ar gyrsiau sy'n briodol ar gyfer y swydd fel y cyfarwyddir gan y Rheolwr Corfforaethol – Gwasanaethau Cyfreithiol.	

Dymunol	
Cymwysterau / Hyfforddiant	
Sgiliau Ymarferol / Personol	• Profiad o fewn Cyfraith Llywodraeth Leol neu weithio gyda Llywodraeth Leol a diddordeb mewn datblygu'r profiad hwnnw. • Byddai gallu a pharodrwydd i wneud gwaith drwy gyfrwng y Gymraeg pan fo'n briodol, yn ddymunol. • Mae o leiaf tair blynedd o brofiad ar ôl cymhwyso yn ddymunol, ond rhoddir ystyriaeth i ymgeiswyr priodol eraill sydd â llai na 3 blynedd o brofiad ar ôl cymhwyso. • Mynychu Pwyllgorau/Tribiwnlysoedd/Paneli

Job Description

Post Name	Lawyer – Non-Contentious (Contract)
Service	Legal and Governance
Grade	11
Spinal Point/s	32 - 34
Salary	£41,511 - £43,693
Job Purpose	To assist the Council's Legal Services in providing a comprehensive and effective Legal Service to Chief Officers, Members and client service areas of the Council in relation to its functions and to undertake work focused on Contract, Grant funded and Procurement and regional-working project & development matters as detailed below.
Contractual Work Location/Base	Based at Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron/Remote/Hybrid. The post holder will also be required to attend meetings at other locations within Ceredigion as necessary.
Hours of Work	37
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Corporate Manager – Legal Services
Supervisory/Managerial Responsibilities	n/a
Accountability	Accountable under the management structure to the Corporate Manager – Legal Services.
Contractual Terms Associated with the Post	

Duties and Responsibilities

2. Legal Services

To provide high quality and timely legal advice to the Council's Chief Officers, the Council's service areas and County Councillors within the context of the Council's Constitution.

To prepare legal documentation thoroughly and diligently.

To attend on behalf of the Legal Service at the Council's internal and external meetings as required and to attend Committees/tribunals as required.

To undertake additional areas of legal work for the Council in a flexible way, when appropriate and necessary to meet the needs of Legal Services and the Council as they vary from time to time.

To adopt a problem-solving and innovative approach to legal problems.

To work as part of a team.

To provide expert legal advice to officers/elected members (when necessary) and to senior managers thus ensuring the council's interests are protected.

2. Specific requirements

Contract & Procurement

To assist more generally, where necessary in relation to contract and procurement matters, including the following areas:

- Contracts and Agreements
- Grant Funded Projects & Developments
- Judicial Review
- Procurement Matters
- Regional working
- Planning

To assist more generally, where necessary in relation to regional and partnership matters, including the following areas:

- Inter Authority Agreements
- Growing Mid Wales Projects
- Corporate Joint Committees

Advising on Judicial Review where necessary

Dealing with queries in relation to all aspects of the Council's work when called upon to do so whether arising from members of the public, Council Members or Services.

Assisting in relation to the range of Legal matters which are referred to the Service, when called upon to do so.

To have the care and conduct of files in relation to the above areas of law and to undertake matters on behalf of others who may have had the conduct of a file.

To undertake all work to the required professional standards of a Solicitor, Barrister or Legal Executive and in accordance with the Officers code of conduct and Constitution of the Council.

To support, mentor and monitor junior staff, as required

The post holder will be expected to adopt a flexible attitude to the above duties which may have to be varied (after discussion with the Corporate Manager-Legal Services), subject to the needs of the Service and the demands placed upon the Legal team and providing support to such demand.

To operate as part of a Legal team.

To attend and advocate on behalf of the Council at any external partnerships collaboration groups as necessary.

Job Evaluation Post Ref

Not yet Job Evaluated

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	A qualified Solicitor, Barrister or Legal Executive with a current practicing certificate or equivalent	
Welsh Linguistic Skills	Listening/Speaking: Level 3 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	• Excellent organisational and communication skills. • The ability to manage a caseload without supervision and to work on your own initiative. • Good IT skills. • Good interpersonal skills with the ability to develop and maintain positive relations with a variety of people both within and outside the Council. • The ability to work under pressure and to prioritise work in this context. • Excellent analytical and problem-solving skills. • Flexibility and a willingness to undertake new challenges and projects and consider other areas of work as and when required. • The ability to interpret, analyse and evaluate information accurately. • The ability to conduct legal research, interviews, drafting, negotiations and the exercise of sound judgement in decision-making. • Full Driving Licence	
Required Experience	• Practical experience in non-contentious matters, including (but not limited to) • Contracts & Agreements • Grant Funded Project & Development Work • Judicial Review • Procurement Matters • Subsidy Control • Planning	

Training/education required to be undertaken for the post/worked towards	To undertake legal training on courses appropriate for the post as directed by the Corporate Manager – Legal Services.
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Desirable	
Qualifications / Training	
Practical / Personal Skills	• Experience within Local Government Law or working with Local Government and interested in developing that experience. • Ability and willingness to conduct work through the medium of Welsh when appropriate, would be desirable. • A minimum of three years post qualification experience is desirable, but consideration will be given to other appropriate applicants with less than 3 years post qualification experience. • Attending Committees/Tribunals/Panels