

Disgrifiad Swydd

Teitl y Swydd	Cyfreithiwr – gwaith sydd ddim yn gynhennus (Eiddo)
Gwasanaeth	Cyfreithiol a Llywodraethu
Graddfa	11
Pwynt/iau Cyflog	32 - 34
Cyflog	£41,511 - £43,693
Pwrpas y Swydd	Cynorthwyo Gwasanaethau Cyfreithiol y Cyngor gan ddarparu gwasanaeth cyfreithiol cynhwysfawr i'r Prif Swyddogion, Aelodau a Gwasanaethau parthed swyddogaethau'r Cyngor, ac ymgymryd â gwaith ynghylch Eiddo a Phrosiectau Rhanbarthol fel y nodir isod.
Lleoliad	Y brif ganolfan fydd Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron/ o bell/ Hybrid. Disgwylir i ddeiliad y swydd fynychu cyfarfodydd mewn mannau eraill yng Ngheredigion yn ôl yr angen.
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Cyfreithiwr Arweiniol – gwaith sydd ddim yn gynhennus (Eiddo)
Cyfrifoldebau Goruchwyllo / Rheoli	Ddim yn berthnasol
Atebolrwydd	Yn atebol o dan y strwythur rheoli i'r Rheolwr Corfforaethol – Gwasanaethau Cyfreithiol.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	
Dyletswyddau a chyfrifoldebau	

1. Gwasanaethau Cyfreithiol

Darparu cyngor cyfreithiol amserol, o ansawdd, i Brif Swyddogion y Cyngor, meysydd gwasanaeth y Cyngor a'r Cynghorwyr Sir yng nghyd-destun Cyfansoddiad y Cyngor.

Paratoi dogfennaeth gyfreithiol yn drylwyr ac yn ddiwyd.

Mynychu a chynrychioli'r Gwasanaeth Cyfreithiol yng nghyfarfodydd mewnol ac allanol y Cyngor, yn ôl yr angen.

Ymgymryd â meysydd ychwanegol o waith cyfreithiol i'r Cyngor mewn modd hyblyg, pan fo hynny'n briodol ac yn angenrheidiol, i gwrdd ag anghenion y Gwasanaeth Cyfreithiol a'r Cyngor wrth iddynt amrywio o bryd i'w gilydd.

Mabwysiadu dull arloesol o ddatrys problemau cyfreithiol.

Gweithio fel rhan o dîm.

2. Gofynion penodol

Darparu cyngor lle bo angen mewn perthynas â materion eiddo, trawsgludo ac eiddo masnachol:

Profiad ymarferol o faterion sydd ddim yn gynhennus, gan gynnwys (heb restru popeth):

- Trafodion Eiddo Masnachol
- Prosiectau a datblygiadau
- Materion landlord a thenant
- Priffyrdd
- Prosiectau Rhanbarthol

Ymdrin ag ymholiadau mewn perthynas â phob agwedd ar waith y Cyngor, boed yn faterion sy'n codi o'r cyhoedd, Aelodau neu Wasanaethau'r Cyngor, yn ôl y gofyn.

Cynorthwyo mewn perthynas â'r amrywiaeth o faterion Cyfreithiol a gyfeirir i'r Adain, yn ôl y gofyn.

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

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

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

Bydd disgwyl i ddeiliad y swydd fabwysiadu agwedd hyblyg tuag at y dyletswyddau uchod a gall fod angen i'w hamrywio (ar ôl trafod gyda'r Rheolwr Corfforaethol - Gwasanaethau Cyfreithiol), yn ôl anghenion y Gwasanaeth a'r gofynion a roddir ar y tîm Cyfreithiol, a rhoi cefnogaeth i fodloni'r fath alwadau.

Gweithredu fel rhan o dîm Cyfreithiol.

Cyfeirnod at Ddibenion Gwerthuso Swyddi

JD 1813

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Cyfreithiwr, Bargyfreithiwr neu Weithredwr Cyfreithiol cymwys gyda thystysgrif ymarfer gyfredol, neu gymhwyster cyfwerth.	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: Lefel 3 Darllen: Lefel 3 Ysgrifennu: Lefel 3	Rhaid cwrdd â'r sgiliau ieithyddol Cymraeg a nodir ar adeg penodi.
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: Lefel 5 Darllen: Lefel 5 Ysgrifennu: Lefel 5	Rhaid cwrdd â'r sgiliau ieithyddol Saesneg a nodir ar adeg penodi.
Sgiliau Ymarferol / Personol	- Sgiliau trefnu a chyfathrebu da. - Y gallu i reoli llwyth achosion heb oruchwyliaeth a gweithio ar eich liwt eich hun. - Sgiliau TG da. - Sgiliau rhyngbersonol da gyda'r gallu i ddatblygu a chynnal perthynas gadarnhaol gydag ystod o bobl y tu mewn a'r tu allan i'r Cyngor. - Y gallu i weithio dan bwysau ac i flaenoriaethu gwaith ar yr un pryd. - Sgiliau rhagorol o ran dadansoddi a datrys problemau. - Bod yn hyblyg ac yn barod i ymgymryd â heriau a phrosiectau newydd ac ystyried meysydd gwaith eraill yn ôl y gofyn. - Y gallu i ddehongli, dadansoddi a gwerthuso gwybodaeth yn gywir. - Y gallu i gynnal ymchwil gyfreithiol, cyfweiliadau, drafftio, negodi ac arfer doethineb wrth wneud penderfyniadau. - Trwydded yrru lawn	
Profiad Hanfodol	Profiad ymarferol mewn materion sydd ddim yn gynhennus, gan gynnwys (heb gynnwys popeth): - Trafodion Eiddo - Materion Masnachol - Prosiectau a datblygiadau - Materion landlord a thenant - Priffyrdd - Materion Arfordir a Chefn Gwlad - Diogelu Data - Elusennau - Prosiectau Rhanbarthol	
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Gwneud hyfforddiant cyfreithiol sy'n briodol i'r swydd, drwy gyrsiau, yn ôl cyfarwyddyd y Rheolwr Corfforaethol – Gwasanaethau Cyfreithiol.	

Dymunol	
Cymwysterau / Hyfforddiant	
Sgiliau Ymarferol / Personol	Profiad o weithio ym maes cyfraith llywodraeth leol neu o

	weithio gyda llywodraeth leol ac â diddordeb mewn datblygu'r profiad hwnnw. • Byddai'r gallu a'r parodrwydd i weithio drwy gyfrwng y Gymraeg yn ddymunol, pan fo angen. • Byddai o leiaf tair blynedd o brofiad ar ôl cymhwyso yn ddymunol ond rhoddir ystyriaeth i ymgeiswyr addas eraill sydd â llai na thair blynedd o brofiad ar ôl cymhwyso.
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Job Description

Post Name	Lawyer – Non-Contentious (Property)
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 Property and Regional Projects 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 hours per week
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Lead Lawyer Non-Contentious (Property)
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

1. 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.

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.

2. Specific requirements

To provide advice where necessary in relation to property, conveyancing and commercial property matters, including the following areas:

Practical experience in non-contentious matters, including (but not limited to)

- Commercial Property transactions
- Projects and development
- Landlord and tenant matters
- Highways
- Regional Projects

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 Section, 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 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.

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): • Property transactons • Commercial • Projects and Development • Landlord and tenant matters • Highways • Coast and Countryside Matters • Data Protection • Charities • Regional Projects	
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.	

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.