

Disgrifiad Swydd

Teitl y Swydd	Cyfreithiwr – Dadleuol (Gorfodaeth Cynllunio)
Gwasanaeth	Cyfreithiol a Llywodraethu
Graddfa	11
Pwynt/iau ar y Golofn Gyflog	32 - 34
Cyflog	£42,839 - £45,091 y flwyddyn
Pwrpas y Swydd	Cynorthwyo Gwasanaethau Cyfreithiol y Cyngor i ddarparu Gwasanaeth Cyfreithiol cynhwysfawr ac effeithiol i Brif Swyddogion, Aelodau a meysydd gwasanaeth cleientiaid y Cyngor mewn perthynas â'i swyddogaethau ac i ymgymryd â gwaith sy'n canolbwyntio ar Orfodaeth Cynllunio ac Ymholiadau Cynllunio.
Lleoliad Gwaith Contractiol	Wedi'i leoli yn Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron Bydd gofyn i ddeiliad y swydd hefyd fynychu cyfarfodydd mewn lleoliadau eraill yng Ngheredigion yn ôl yr angen.
Oriau Gwaith	37
Math o Contract	Llawn-amser
Hyd y Contract	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Corfforaethol – Gwasanaethau Cyfreithiol
Cyfrifoldebau Goruchwyllo / Rheoli	Ddim yn berthnasol
Atebolrwydd	I'r Prif Gyfreithiwr Dadleuol
Telerau Contractiol sy'n Gysylltiedig â'r Swydd	Atebol o dan y strwythur rheoli i'r Rheolwr Corfforaethol – Gwasanaethau Cyfreithiol.

Dyletswyddau a chyfrifoldebau

1. Gwasanaethau Cyfreithiol

Rhoi cyngor cyfreithiol amserol o ansawdd uchel i Swyddogion Cynllunio'r Cyngor i ddelio â materion gorfodi ac i ddelio ag ymholiadau cynllunio wrth iddynt godi.

Paratoi dogfennau cyfreithiol 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 ffordd hyblyg, pan fo'n briodol ac yn angenrheidiol i ddiwallu anghenion y Gwasanaethau Cyfreithiol a'r Cyngor wrth iddynt 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

Rhoi cyngor lle bo angen mewn perthynas ag unrhyw faterion gorfodi cynllunio ac ymholiadau cynllunio fel a ganlyn:

Cynghori a chynrychioli (lle bo hynny'n briodol) y Cyngor mewn perthynas â materion cynllunio, gan gynnwys rhoi cyngor arbenigol o ran materion gorfodi ac ymholiadau cynllunio cyffredinol. Rhoi cyngor o ran gwrandawiadau apeliadau ac ymchwiliadau cyhoeddus a / neu eu mynychu a rhoi cymorth ar bob mater arall sy'n berthnasol i faterion cynllunio.

Ymdrin ag ymholiadau mewn perthynas â phob agwedd ar waith Cynllunio'r Cyngor pan fo gofyn gwneud 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 fo gofyn gwneud hynny.

Gofalu am ffeiliau a'u trin mewn perthynas â maes 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.

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.

Manyleb y Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Cyfreithiwr, Bargyfreithiwr neu Weithredwr Cyfreithiol cymwysedig gyda thystysgrif gyfredol cyfreithiwr neu gyfwerth	
Sgiliau Ieithyddol Cymraeg	Gwrando/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	Gwrando/Siarad: Lefel 5 Darllen: Lefel 5 Ysgrifennu: Lefel 5	Rhaid cwrdd â'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, cyfweliadau, drafftio, trafodaethau ac arfer barn gadarn wrth wneud penderfyniadau - Trwydded Yrru Lawn	
Profiad Hanfodol	- Profiad ymarferol mewn materion gorfodaeth cynllunio, gan gynnwys (ond heb fod yn gyfyngedig i) - Drafftio Hysbysiadau; - Gwaharddebau; - Gweithredu Uniongyrchol; - Deddf Enillion Troseddau - Apeliadau cynllunio a gorfodi	
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.

Job Description

Post Name	Lawyer – Contentious (Planning Enforcement)
Service	Legal and Governance
Grade	11
Spinal Point/s	32 - 34
Salary	£42,839 - £45,091 per annum
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 Planning Enforcements and Planning Enquiries.
Contractual Work Location/Base	Based at Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron 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	To the Contentious Lead Lawyer
Contractual Terms Associated with the Post	Accountable under the management structure to the Corporate Manager – Legal Services.
Duties and Responsibilities	
1. Legal Services To provide high quality and timely legal advice to the Council's Planning Officers to deal with enforcement matters and to deal with planning enquiries as they arise. To prepare legal documentation thoroughly and diligently. To attend and represent 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.	

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

1. Specific requirements

To provide advice where necessary in relation to any issues of planning enforcement and enquiries as follows:

To advise and represent (where appropriate) the Council in relation to planning issues including providing specialist advice on enforcement matters and general planning enquiries. Providing advice on and / or attendance at appeal hearings and public inquiries and providing support on all other matters relevant to planning issues.

Dealing with queries in relation to all aspects of the Council's Planning 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 area 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.

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.

Job Evaluation Post Ref

JD 1845

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 planning enforcement matters, including (but not limited to) • Drafting Notices; • Injunctions; • Direct Action; • Proceeds of Crime Act • Planning and enforcement appeals	
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.