

Disgrifiad Swydd

Teitl y Swydd: Cydlynnydd Mewnwelediad a Gweithredu

Gradd Cyflog: 9 £35,412 - £37,280 y flwyddyn

Cyfeirnod at Ddibenion Gwerthuso Swyddi: JD 1857-01

Canolfan Rheidol, Aberystwyth

Prif Bwrpas y Swydd:

Arwain y gwaith i sefydlu systemau cipio data a monitro perfformiad ar gyfer y Gwasanaeth Rhianta a Theuluoedd.

Creu mecanweithiau addas i fonitro a gwerthuso perfformiad y rhaglenni ar draws yr holl ddarpariaeth er mwyn sicrhau bod y rhaglenni'n diwallu'r anghenion ac yn gwella'r canlyniadau ar gyfer rhieni, plant a phobl ifanc yng Ngheredigion.

Sicrhau bod offer monitro a systemau gwybodaeth addas yn cael eu datblygu a'u defnyddio i fonitro cynnydd a llywio'r gwaith o gynllunio a datblygu'r Tîm Rhianta a Chefnogaeth i Deuluoedd yn y dyfodol.

Cynorthwyo'r Rheolwr Rhianta a Chefnogaeth i Deuluoedd i gyflawni'r holl dasgau sy'n ymwneud â pherfformiad, monitro a gwerthuso er mwyn adrodd ar yr amcanion a bennwyd gan Lywodraeth Cymru. Gweithio mewn amgylchedd amlddisgyblaethol ac amlasiantaethol cymhleth gyda staff yr Awdurdod Lleol, y Gwasanaeth Iechyd Gwladol, y sector preifat a'r sector gwirfoddol, gan sicrhau bod y data meintiol ac ansoddol sy'n cael ei goladu'n cael ei gofnodi ar gyfer y rhaglen ehangach.

Tasgau a Chyfrifoldebau Allweddol:

- sefydlu a rheoli systemau monitro perfformiad, datblygu polisi a gweithdrefnau ar gyfer monitro'r gwasanaeth a chasglu data, ynghyd â chyfrannu at ddatblygu mecanweithiau Sicrhau Ansawdd
- rheoli'r gwaith o gofnodi a monitro'r rhaglenni grant amrywiol. Creu amrywiaeth o adroddiadau bob wythnos, bob mis a bob tymor ar gais Rheolwr y Tîm / Llywodraeth Cymru. Cynorthwyo'r Rheolwr Rhianta a Chefnogaeth i Deuluoedd i ddarparu dangosfyrddau Power BI ynghyd ag adroddiadau, graffiau, tablau i feincnodi, tueddiadau'r dystiolaeth a chanlyniadau. Rhoi gwybod i uwch-reolwyr am berfformiad y gwasanaeth gan gynnwys ystod o bartneriaid a rhanddeiliaid
- cynorthwyo'r Rheolwr Tîm Rhianta a Chefnogaeth i Deuluoedd i ddarparu adroddiadau, graffiau, tablau i feincnodi, dangos tystiolaeth o dueddiadau a chanlyniadau. Rhoi gwybodaeth i uwch rheolwyr am fewnwelediadau gwasanaeth gan gynnwys amrywiaeth o bartneriaid a rhanddeiliaid
- datblygu systemau sy'n cefnogi'r Tîm Rhianta a Chefnogaeth i Deuluoedd i ddatblygu arfer yn seiliedig ar ddata cyfoes, yn ansoddol ac yn feintol

Gwiriad Gwasanaeth Datgelu a Gwahardd*: DBS Enhanced Child

Cofrestriad/Aelodaeth Broffesiynol Hanfodol: Not Applicable

Manyleb Person

Gofynion Hanfodol

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol Hanfodol:

- cymhwyster proffesiynol / lefel gradd neu wybodaeth a phrofiad cyfatebol ym maes Rheoli Busnes, Plant a Theuluoedd neu debyg

Profiad Hanfodol:

- profiad o ddadansoddi data a chyflwyno mewn fformat hygrych
- gallu llunio cofnodion ac adroddiadau cywir a deall pwysigrwydd cadw mewn cysylltiad a'r rheolwr llinell bob amser
- profiad o weithio mewn amgylchedd aml-asiantaeth
- deall anghenion teuluoedd a phlant bregus
- profiad o weithio ym maes prosiectau a ariennir gan grantiau lle mae glynu wrth ganllawiau a phrotocolau yn hanfodol
- profiad a dealltwriaeth am ofynion monitoro ac archwilio gweithgaredd prosiectau cronfa grantiau
- profiad gyda systemau TGCh
- profiad o weithio'n annibynnol a chyda goruchwyliaeth gyfyngedig

Sgiliau ymarferol/personol hanfodol:

- sgiliau negodi a chyfathrebu rhagorol i ymgysylltu'n effeithiol ag aelodau'r tîm ac asiantaethau sy'n bartneriaid
- gallu a chymhwysedd wrth weithio o fewn amrywiol leoliadau
- gallu profedig i gasglu, dehongli a chyflwyno data a gwybodaeth gymhleth ar gyfer amrywiaeth o gynulleidfaoedd
- profiad o gynnal systemau TG, diweddarau systemau a lanlwytho data i wefannau
- profiad o ddatblygu dulliau arloesol o gasglu a chyflwyno setiau data cymhleth
- ymwybyddiaeth o bolisïau/gweithdrefnau/prosesau perthnasol sy'n gysylltiedig â'r swydd
- gallu i feithrin a chynnal perthnasoedd proffesiynol
- gallu i oruchwyllo staff a gwirfoddolwyr
- gallu i gynllunio, monitro a gwerthuso'r ddarpariaeth o wasanaethau i ddiwallu anghenion a nodwyd
- gallu i gyfathrebu'n glir ac yn effeithiol gyda phlant ac oedolion, gan ddangos tystiolaeth o sgiliau ysgrifenedig a llafar cryf, yn ddelfrydol yn y Gymraeg a'r Saesneg
- ymgymryd â hyfforddiant priodol i gyfrannu at ddatblygiad a sgiliau proffesiynol
- dealltwriaeth o rolau a chyfrifoldebau o fewn gwahanol amgylcheddau a disgyblaethau proffesiynol
- gweithio'n adeiladol fel rhan o dîm ac ar eich liwt eich hun
- gallu rheoli sefyllfaoedd anodd
- gweithio mewn ffordd gynhwysol i hyrwyddo cydraddoldeb a chefnogi unigolyn i gyflawni ei botensial
- gwerthfawrogiad a'r gallu i weithio mewn ffordd sy'n canolbwyntio ar y person.
- ymwybyddiaeth o faterion diwylliannol ac ieithyddol
- sgiliau TGCh ar draws ystod o systemau ac offer, e.e. cronfeydd data cleientiaid, e-bost, rhaglenni dysgu ar y rhyngwrdd a chymwysiadau Microsoft
- bod yn effeithiol mewn cyfathrebu ysgrifenedig a llafar; wyneb yn wyneb a thrwy ddefnyddio technoleg o bell
- gallu rheoli eich amser eich hun a blaenoriaethu llwythi gwaith a gweithio fel aelod o dîm
- gallu gweithio'n hyblyg pan fyddwch dan bwysau
- trwydded yrru lawn

Sgiliau Iaith Saesneg:

Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd ar apwyntiad

Gwranddo a Siarad:

- **Lefel 5:** Medru cyfrannu'n rhugl a hyderus yng nghyswllt pob agwedd ar y gwaith beunyddiol, gan gynnwys trafod a chynghori ar faterion technegol, arbenigol neu sensitif.

Sgiliau Darllen

- **Lefel 5:** Gallu deall adroddiadau, dogfennau ac erthyglau y mae'n debygol o ddod ar eu traws yn ystod y gwaith, gan gynnwys cysyniadau cymhleth wedi'u mynegi yn nhermau astrus..

Sgiliau Ysgrifennu

- **Lefel 5:** Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd i safon dderbyniol gyda chymorth cymhorthion iaith. Medru llunio nodiadau manwl tra'n cymryd rhan lawn mewn cyfarfod.

Sgiliau Iaith Gymraeg:

Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn 2 flynedd i'r penodiad

Gwranddo a Siarad:

- **Lefel 4:** Medru cyfrannu'n effeithiol mewn cyfarfodydd mewnol ac allanol yng nghyd-destun y pwnc gwaith. Medru deall gwahaniaethau cywair a thafodiaith. Medru dadlau o blaid ac yn erbyn achos penodol. Medru cadeirio cyfarfodydd ac ateb cwestiynau o'r Gadair yn hyderus. Medru rhoi cyflwyniadau yn rhugl ac yn hyderus yng nghyd-destun y pwnc gwaith.

Sgiliau Darllen

- **Lefel 3:** Gallu deall y rhan fwyaf o adroddiadau, dogfennau a gohebiaeth y mae'n debygol o ddod ar eu traws yn ystod y gwaith.

Sgiliau Ysgrifennu

- **Lefel 3:** Medru llunio negeseuon ac adroddiadau anffurfiol at ddefnydd mewnol.

Gofynion Dymunol

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol Dymunol:

Parodrwydd i ymgymryd â rhaglen berthnasol o Ddatblygiad Proffesiynol Parhaus yn ôl yr angen

Profiad Dymunol:**Sgiliau ymarferol/personol dymunol:**

- hyderus o ran gallu gweithio gydag unigolion ac mewn grŵp
- dealltwriaeth o Ddeddf Hawliau Dynol a Chonfensiwn y Cenhedloedd Unedig ar Hawliau Plentyn (CCUHP), Deddf Llesiant Gwasanaethau Cymdeithasol 2014 a deddfwriaeth GDPR.
- dealltwriaeth o ddadansoddi a myfyrio yn eich gwaith

Job Description

Job Title: Co-ordinator Insight and Implementation

Pay Grade: 9 £35,412 - £37,280 per annum

Job Evaluation Post Ref: JD 1857-01

Canolfan Rheidol, Aberystwyth

Main Purpose of the Job:

To lead in the establishing of data capture, insight and improvement systems for the Parenting and Family Support Service.

Create appropriate mechanisms to monitor and evaluate programme delivery across all provision in order to ensure that the programmes meet the needs and improve the outcomes for parents, children and young people in Ceredigion.

Ensure that appropriate monitoring tools and information systems are developed and used to monitor progress and inform future planning and development for the Parenting and Family Support Team.

To support the Parenting and Family Support Manager in undertaking all performance monitoring and evaluation related tasks in order to report on objectives set by Welsh Government. Working within a complex multi disciplinary and multi agency environment of Local Authority staff, NHS, private and voluntary sector, ensuring quantitative and qualitative data is recorded, understood and presented for the wider programme.

Key Tasks and Responsibilities:

- establish and manage performance monitoring and insight systems, develop policy and procedures for implementation of service monitoring and data collection along with contributing to the development of Quality Assurance mechanisms
- to manage the recording and monitoring of the various grant programmes. Produce a variety of reports on a weekly, monthly and termly basis as required by the Team Manager/WG
- to assist the parenting and Family Support Manager in providing reports, graphs, tables to benchmark, evidence trends and outcomes. To inform senior managers of service insights including a range of partners and stakeholders
- to develop systems that support the Parenting and Family Support Service to develop practice based on up to date data, both qualitative and quantitative

Disclosure and Barring Service Check*: DBS Enhanced Child

Essential Professional Registration / Membership: Not Applicable

Person Specification

Essential Requirements

Essential Academic / Professional / Technical / Vocational Qualifications:

- professional/degree level qualification or equivalent demonstrable relevant knowledge and experience in the field of Business Management, Children and Families or similar

Essential experience:

- experience of data analysis and presentation of data in an accessible format
- able to compile accurate records and reports and understand the importance of keeping in touch with the line manager at all times
- experience of working in a multi-agency environment
- understand the needs of vulnerable families and children
- experience of working in the field of grant funded projects where adherence with guidelines and protocols is essential
- experience and knowledge of the monitoring and audit requirements of grant fund project activity
- experience with ICT systems
- experience of working independently and with limited supervision

Essential practical/personal skills:

- excellent negotiation and communication skills to effectively engage with team members and partner agencies
- ability and competency in working within various settings
- proven ability to gather, interpret and present data and complex information for a range of audiences
- to have experience of maintaining IT systems, updating systems and uploading data to websites
- to have experience of developing innovative means of capturing and presenting complex data sets
- awareness of relevant policies/ procedures/ processes related to the post
- ability to build and maintain professional relationships
- ability to supervise staff and volunteers
- ability to plan, monitor and evaluate service delivery to meet identified needs.
- ability to communicate clearly and effectively with both children and adults, evidencing strong written and oral skills preferably in Welsh and English.
- undertake appropriate training to contribute to professional development and skills.
- understanding of roles and responsibilities within different environments and professional disciplines
- work constructively as part of a team and on own initiative
- able to manage difficult situations
- work in an inclusive way to promote equality and support an individual to meet their potential.
- an appreciation of and ability to work in a person centered way
- have an awareness of cultural and language issues

- ICT skills across a range of systems and tools, e.g. client databases, e-mail, internet based learning programs and Microsoft applications
- be effective in written and verbal communications; both face to face and using remote technology
- be able to manage your own time and prioritise workloads and work as a member of a team
- be able to work flexibly when under pressure
- full Driving licence

English Language Skills:

Listening & Speaking

The English linguistic skills noted are required on appointment

- **Level 5:** Can contribute fluently and confidently in relation to all aspects of day-to-day work, including discussing and advising upon technical, specialist or sensitive matters.

Reading Skills

- **Level 5:** Can understand reports, documents and articles he/she is likely to read during his/her work, including complicated concepts expressed in abstruse terms.

Writing Skills

- **Level 5:** Can write business correspondence, short reports, e-mail messages and information literature to an acceptable standard with the assistance of language tools. Can write detailed notes in a meeting whilst contributing fully.

Welsh Language Skills:

The Welsh linguistic skills noted will be required within 2 years of appointment

Listening & Speaking

- **Level 4:** Can contribute effectively to internal and external meetings in the context of the job area. Can understand differences in language and dialect. Can argue for or against a specific case. Can chair meetings and answer questions confidently from the Chair. Can give presentations fluently and confidently in the context of the job area.

Reading Skills

- **Level 3:** Can understand most reports, documents and correspondence he/she is likely to encounter during his/her work.

Writing Skills

- **Level 3:** Can write informal messages and reports for internal use.

Desirable Requirements

Desirable Academic / Professional / Technical / Vocational Qualifications:

A willingness to undertake a relevant programme of Continued Professional Development as required.

Desirable experience:

Desirable practical/personal skills:

- confident in being able to work with individuals and in a group setting
- an understanding of the Human Rights Act and United Nations Convention on the Rights of a child (UNCRC) , Social Service Well-being Act 2014 and GDPR legislation
- understanding of analysis and reflection in your work