

Disgrifiad Swydd

Teitl y Swydd	Swyddog Tai – Effeithlonrwydd Ynni ac Addasiadau
Gwasanaeth	Porth Cymorth Cynnar
Graddfa	10
Pwynt/iau Cyflog	28 - 30
Cyflog	£39,152 - £40,777 y flwyddyn
Pwrpas y Swydd	Gweithredu fel swyddog awdurdodedig i'r Cyngor, bod yn gyfrifol ac yn atebol am ddelio â phob agwedd ar ddyletswyddau'r awdurdod lleol sy'n gysylltiedig â thai'r sector preifat/ sector cyhoeddus gan gynnwys prosesu addasiadau tai a grantiau gwella / benthyciadau ar lety domestig ledled Ceredigion. Ymgymryd ag ystod o ddyletswyddau technegol ac arbenigol i sicrhau bod dyletswyddau, polisiâu ac arferion yr Adran a'r Cyngor yn cael eu cyflawni'n effeithlon ac effeithiol mewn perthynas â diogelu iechyd y cyhoedd sy'n gysylltiedig â thai. Cyfrannu at gyflawni'r cynllun gwasanaeth blynyddol ar gyfer y Gwasanaeth Tai.
Lleoliad Gwaith Cytundebol	Penmorfa, Aberaeron
Oriau Gwaith	37 awr
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Addasiadau Tai ac Effeithlonrwydd Ynni
Cyfrifoldebau Goruchwyllo / Rheoli	Dim
Atebolrwydd	Mae gofyn parhaus i ddeiliad y swydd weithio o'i ben a'i bastwn ei hun er bod modd cael cymorth ac arweiniad bob amser gan y Rheolwr Llinell ac Ymarferwyr Tai eraill yn ogystal ag o ddeddfwriaeth, canllawiau lleol a chenedlaethol neu Godau Ymarfer.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	

Dyletswyddau a chyfrifoldebau

- I ddarparu gwybodaeth, cyngor a chymorth ar weithgareddau cydymffurfio a gorfodi mewn perthynas â:
 - a. darparu cartrefi diogel, iach a hygyrch yn y Sir;
 - b. gorfodi darpariaeth statudol mewn perthynas â safonau tai yn y sector preifat;
 - c. arolygu eiddo preswyl pob sector;
 - d. arolygu ac addasu tai at ddibenion defnyddwyr anabl a chymorth tai arall; a
 - e. cyflawni prosiectau a rhaglenni i wella materion tai sy'n gysylltiedig ag iechyd.
- Bydd disgwyl i ddeiliad y swydd ymgymryd â'r canlynol i sicrhau bod y prif dasgau sy'n gysylltiedig â'r swydd yn cael eu cyflawni:
- Cynorthwyo i weithredu'r Cynllun Gwasanaeth Tai blynyddol.
- Ymgymryd ag arolygon safle a pharatoi lluniadau (Auto Cad) ac atodlenni gwaith ar gyfer tendro cystadleuol yn dilyn canllawiau caffael y Cyngor.
- Goruchwyllo ac arolygu gwaith ar y safle hyd at ei gwblhau.
- Cysylltu â chydweithwyr yn ôl yr angen, i gynnal archwiliadau, ymchwiliadau ac arolygon yn unol â pholisïau, gweithdrefnau a rhaglenni arolygu Maes y Gwasanaeth.
- Cynorthwyo gyda gweinyddu ceisiadau grant a benthyciad yn drefnus, llyfn ac effeithlon o'r ymholiad rhagarweiniol i gwblhau a thalu gwaith terfynol, gan sicrhau bod contractwyr yn cael eu penodi yn unol â chanllawiau caffael y Cyngor.
- Trafod gydag ymgeiswyr, asiantaethau, penseiri a gwasanaethau eraill yr Awdurdod yn ôl yr angen mewn perthynas â darparu ceisiadau'n llyfn ac effeithlon.
- Sicrhau bod dull sensitif yn cael ei ddefnyddio i ddelio â cheisiadau am addasiadau i'r anabl a cheisiadau am wasanaethau sy'n cynnwys aelodau bregus o'r gymuned.
- Gwiriwch symiau a chostau mewn perthynas â cheisiadau o'i gymharu â chyfradd safonol y cyngor.
- Cysylltu â chontractwyr a goruchwyllo prosiect a rhaglenni gwaith i sicrhau bod gwaith effeithlon ac o ansawdd uchel yn cael ei gyflawni sy'n ymwneud ag addasu, a/ neu wella anheddau preswyl.
- Casglu a choladu tystiolaeth yn unol â Deddf yr Heddlu a Thystiolaeth Droseddol i'w defnyddio mewn achosion llys a gwrandawladau Tribiwnlys ac ati.
- Ymateb i bob cwyn ac ymholiad mewn modd proffesiynol, gan ddod â materion i gasgliad cyflym a boddhaol. Cadw cofnodion clir, ffeithiol a pherthnasol fel y bo'n briodol.
- Sicrhau bod yr holl systemau cofnodi a gynhyrchir gan yr Ardal Wasanaeth yn cael eu cynnal yn briodol.
- Dewis a chychwyn ymyriadau gorfodi (ffurfiol ac anffurfiol) i sicrhau cydymffurfiaeth â gofynion statudol mewn perthynas â safonau tai a diogelu'r cyhoedd, yn ddarostyngedig i ac yn unol ag awdurdodiad priodol.
- Meddu ar, datblygu a chynnal gwybodaeth arbenigol am y prif feysydd gwaith a gwmpesir gan gynnwys cadw i fyny â deddfwriaeth gyfredol, arferion gorau a pholisïau cyngor a gwasanaethau mewn perthynas â'r Maes Gwasanaeth.
- Cysylltu â chydweithwyr yn ôl yr angen i baratoi rhaglenni arolygu, ymgymryd ag ymarferion monitro a chwblhau prosiectau arbenigol mewn perthynas â safleoedd preswyl a gweithgareddau yn y Sir.
- Paratoi, cynorthwyo ac ymgymryd â digwyddiadau gwaith a hyfforddiant hyrwyddo, gan gynnwys darlithoedd a chyflwyniadau ar bwnc sy'n gysylltiedig â'r swydd i staff mewnol a rhanddeiliaid allanol.
- Darparu cyngor, arweiniad ac arbenigedd ar bob lefel i ddefnyddwyr y gwasanaeth a staff eraill sy'n ymwneud â thai a phroffesiynau cysylltiedig.
- Darparu cefnogaeth a chymorth arbenigol i'r Rheolwr Corfforaethol a'r Rheolwr Tîm Paratowch adroddiadau sy'n ymwneud â'r gwasanaeth, adroddiad pwyllgor a chyflwyno unrhyw adroddiadau o'r fath lle bo'n briodol.
- Cymryd rhan ac arwain ar weithgareddau hyfforddi Maes Gwasanaeth a mynychu digwyddiadau hyfforddi i sicrhau bod datblygiad proffesiynol a phersonol parhaus yn cael ei gyflawni.

- Cyflawni dyletswyddau eraill a allai fod yn berthnasol mewn perthynas â swydd o'r fath.

Cyffredinol

- Bydd disgwyl i ddeiliad y swydd:
- Gweithio y tu allan i oriau swyddfa arferol, ar adegau gweithio yn annibynnol, er mwyn sicrhau bod cyfrifoldebau'r awdurdod yn cael eu cyflawni'n briodol ac yn effeithiol ac i ddarparu'r lefel briodol o ddarpariaeth gwasanaeth i gwsmeriaid.
- Gweithredu o leoliad swyddfa y cytunwyd arno, ond efallai y bydd gofyn i weithio o swyddfeydd eraill yn y Sir fel y mae anghenion y gwasanaeth yn pennu neu o leoliad cartref addas.
- Bod yn gyfrifol am a chadw ymwybyddiaeth lawn o ofynion iechyd a diogelwch y gwasanaeth. Bod yn gyfrifol am eich diogelwch eich hun a pheidio â pheryglu cydweithwyr, eich staff ac eraill o fewn y gweithlu neu'r cyhoedd yn gyffredinol wrth ymgymryd â dyletswyddau swyddogol.
- Gweithio mewn adrannau arbenigol eraill o fewn y Maes Gwasanaeth os yw anghenion y gwasanaeth yn pennu.
- Mae angen gweithio gyda'r nos/nosweithiau a/neu benwythnosau mewn argyfwng e.e. llifogydd. Byddai hyn fel arfer yn cael ei gymryd fel amser i ffwrdd (amser i ffwrdd yn lle tâl).

Fel awdurdod lleol, yr ydym wedi ymrwymo i sicrhau canlyniadau gwell o ran diogelwch a lles i blant, unigolion a theuluoedd ac, er mwyn cyflawni'r nod hwnnw, mae angen inni fod yn hyderus bod ein gwaith o ddatblygu'r gweithlu, o asesu ac o gynllunio gofal yn cael ei lywio gan dystiolaeth o arfer gorau ac arfer arloesol. Rydym wedi ymrwymo i darparu gwasanethau cynaliadwy o ansawdd da gan ddefnyddio dulliau cyd-gynhyrchiol a chydweithredol gyda ffocws clir ar yr hyn sy'n bwysig i ddiogelwch a lles pobl. Rydym wedi ymrwymo i weithio gyda phlant, unigolion a theuluoedd a chyda'n hasiantaethau partner ar draws pob sector er mwyn gwneud gwahaniaeth cadarnhaol i fywydau pobl. Bydd y Fframwaith Arferion Arwyddion Diogelwch yn sail i bob agwedd ar ddarparu gwasanaethau ar draws y sefydliad corfforaethol. Bydd hyn yn sicrhau bod mwy o gysondeb a thryloywder yn yr hyn y gall unigolion a theuluoedd ei ddisgwyl gennym ar draws y continwum o angen. Mae'r Fframwaith Arwyddion Diogelwch yn sicrhau bod pwyslais ar adeiladu cryfderau unigolion, teuluoedd a chymunedau ac asesiad cadarn i nodi nodau clir, a fydd yn galluogi'r sefydliad i ddarparu'r cymorth cywir ar yr adeg gywir i bobl yng Ngheredigion.

Cyfeirnod at Ddibenion Gwerthuso Swyddi

JD 658 - 03

Manyleb y Person

Gofynion Hanfodol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Gradd neu gyfwerth mewn Technoleg Adeiladu / Arolygu / Tai / Pensaernïaeth neu lechyd yr Amgylchedd, a 3 blynedd o brofiad mewn adeiladu / arolygu / tai / pensaernïaeth neu debyg
Sgiliau Ieithyddol Cymraeg:	Bydd angen y sgiliau ieithyddol canlynol o fewn 2 flynedd i'r penodiad. Gwrando a Siarad Lefel 3: Medru deall a chymryd rhan yn y rhan fwyaf o sgysiau arferol o ddydd i ddydd yn y swyddfa. Medru cynnig cyngor i'r cyhoedd ar faterion cyffredinol mewn perthynas a'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol. Medru cyfrannu i gyfarfod neu gyflwyniad ar faterion cyffredinol mewn perthynas a'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol. Sgiliau Darllen Lefel 2: Gallu deall y rhan fwyaf o adroddiadau byr a chyfarwyddiadau arferol o fewn arbenigedd y gwaith, a bod digon o amser wedi ei ganiatgu. Sgiliau Ysgrifennu Lefel 2: Medru llunio neges fer syml ar bapur neu e-bost i gydweithiwr o fewn y Cyngor neu gyswllt cyfarwydd y tu allan i'r Cyngor.
Sgiliau Ieithyddol Saesneg:	Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd. Gwrando 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 Ymarferol / Personol	Gallu meithrin perthnasoedd gwaith effeithiol o fewn a thu allan i'r adran ar bob lefel o fewn sefydliadau

	• Y gallu i gymhwyso a dadansoddi sgiliau i ystod o broblemau ymarferol • Ymrwymiad i weithredu polisïau, nodau ac amcanion y Cyngor • Ymrwymiad cryf i ddarparu gwasanaeth i'r cyhoedd • Ymrwymiad i ddatblygu sgiliau Technoleg Gwybodaeth • Ymrwymiad i ddatblygu safonau ansawdd • Ymrwymiad i fodlonrwydd cwsmeriaid Trwydded yrru lawn y DU, neu'r gallu i deithio'n annibynnol, yn hyblyg ac ar fyr rybudd i ddiwallu anghenion y gwasanaeth.
Profiad Hanfodol	• Rhaid bod gan ddeiliad y swydd o leiaf 3 blynedd o brofiad mewn adeiladu / arolygu / tai / pensaernïaeth / neu debyg. • Ymrwymiad, brwdfrydedd a diddordeb mewn gwella safonau tai ar draws y sir.
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Yn barod i weithio y tu allan i oriau swyddfa arferol a gweithio oriau ychwanegol yn ôl yr angen Hyfforddiant parhaus sy'n gysylltiedig â gwaith yn ôl yr angen

Gofynion Dymunol	
Cymwysterau / Hyfforddiant	
Sgiliau Ymarferol / Personol	• Datblygu, cynllunio prosiectau neu brofiad o reoli prosiectau • Dealltwriaeth o fodelau newydd a rhai sy'n dod i'r amlwg i hwyluso gwelliannau i dai

Job Description

Post Name	Housing Officer - Adaptations and Energy Efficiency
Service	Porth Cymorth Cynnar
Grade	10
Spinal Point/s	28 - 30
Salary	£39,152 - £40,777 per annum
Job Purpose	Acting as an authorised officer of the Council, be responsible and accountable for the dealing with all aspects of the local authority's duties related to private/ public sector housing including the processing of housing adaptations and improvement grants/loans on domestic accommodation throughout Ceredigion. To undertake a range of technical and specialist duties to ensure the efficient and effective discharge of the Department's and Council's duties, policies and practices in relation to housing and housing related public health protection. To contribute to the delivery of the annual service plan for the Housing Service.
Contractual Work Location/Base	Penmorfa, Aberaeron
Hours of Work	37 hours
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Housing Adaptations and Energy Efficiency Manager
Supervisory/Managerial Responsibilities	None
Accountability	There is a continuous requirement for the post-holder to work on his/her own initiative although support and guidance can always be obtained from the line manager and other Housing Practitioners as well as from legislation, local and national guidelines or Codes of Practice.
Contractual Terms Associated with the Post	

Duties and Responsibilities

- To provide information, advice and assistance on compliance and enforcement activities in relation to:
 - a. The provision of safe, healthy and accessible homes in the County;
 - b. The enforcement of statutory provisions in respect of private sector housing standards;
 - c. The inspection of residential properties of all sectors;
 - d. The inspection of houses for the purposes of disabled adaptations and other housing assistance; and
 - e. Delivering projects and programs to improve health related housing issues.
- The post holder will be expected to undertake the following to ensure that the main tasks associated with the post are achieved:
- Assist in the implement the annual Housing Service Plan.
- Undertake site surveys and prepare drawings (Auto Cad) and schedules of works for competitive tendering following the Council's procurement guidance.
- Carry out supervision and inspection of works through to completion on site.
- Liaise with colleagues as necessary, to undertake inspections, investigations and surveys in accordance with the Service Area policies, procedures and inspection programs.
- Assist with orderly, smooth and efficient administration of grant and loan applications from preliminary enquiry to final completion and payment of works, ensuring contractors are appointed in accordance with the Council's procurement guidelines.
- Negotiate with applicants, agents, architects and other services of the Authority as necessary in relation to the smooth and efficient delivery of applications.
- Ensure a sensitive approach is used to deal with applications for disabled adaptations and service requests that involve vulnerable members of the community.
- Check quantities and costings in respect of applications in comparison with the council's standard rate.
- Liaise with contractors and oversee work project and programs to ensure the delivery of efficient and high quality works involved in the adaptation, and/or improvement of residential dwellings.
- Collect and collate evidence in accordance with the Police and Criminal Evidence Act for use in court proceedings and Tribunal hearings etc.
- Respond to all complaints and enquiries in a professional manner, bringing matters to a speedy and satisfactory conclusion. Maintain clear, factual and relevant records as appropriate.
- Ensure that all recording systems generated by the Service Area are appropriately maintained.
- Select and initiate enforcement interventions (formal and informal) to secure compliance with statutory requirements in respects of housing and public protection standards, subject to and in accordance with appropriate authorisation.
- Possess, develop and maintain specialist knowledge of the major work areas covered by the post including keeping up to date with current legislation, best practices and council and service policies relative to the service area.
Liaise with colleagues as necessary to prepare inspection programs, undertake monitoring exercises and complete specialist projects in relation to residential premises and activities in the County.
- Prepare, assist and undertake promotional work and training events, including lectures and

presentations on subject matter related to the post to both internal staff and external stakeholders.

- Provide advice, guidance and expertise at all levels to users of the service and other staff engaged in the housing and related professions.
- Provide support and specialist assistance to the Corporate Manager and Team Manager
- Prepare service related reports, committee reports and when appropriate present any such reports.
- Participate in and lead on Service Area training activities and attend training events to ensure that continued professional and personal development is achieved.
- Carry out such other duties that may be relevant in relation to a post of this nature.

General

The post holder will be expected to:

- Work outside normal office hours, on occasion as lone working, in order to ensure the proper and effective discharge of the authority's responsibilities and to provide the appropriate level of service delivery to customers
- Operate from an agreed office location but may be required to work from other office bases within the County as the needs of the service dictate or from a suitable home location.
- Be responsible for and maintain full awareness of the health and safety requirements of the service. To be responsible for own safety and not endanger that of colleagues, your staff and others within the workforce, or the public generally, when undertaking official duties.
- Work in other specialist sections within the Service Area should the needs of the service dictate.
- There is a need to work evenings/ nights and/ or weekends in an emergency e.g. flooding. This would normally be taken as time off in lieu (TOIL).

As a Local Authority, we are committed to delivering improved safety and well-being outcomes for children, individuals and families and, in order to achieve that goal, we need to be confident that our workforce development, assessment and care planning are informed by evidence of innovative and best practice. Ceredigion will deliver sustainable and quality services using co-productive and collaborative methods with a clear focus on what matters to people's safety and well-being. We are committed to working with children, individuals and families and with our partner agencies across all sectors so as to make a positive difference to people's lives. The Signs of Safety Practice Framework will underpin all aspects of service delivery across the corporate Organisation. This will ensure that there is greater consistency and transparency in what individuals and families can expect from us across the continuum of need. The Signs of Safety Framework ensures there is emphasis on building individual, family and community strengths and robust assessment to identify clear goals, which will enable the organisation to deliver the right help at the right time to people in Ceredigion.

Job Evaluation Post Ref	JD 658 - 03
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Person Specification

Essential Requirements	
Academic / Professional / Technical / Vocational Qualifications	Degree or equivalent in Building Technology / Surveying / Housing / Architecture or Environmental Health or equivalent, and 3 years experience in building / surveying / housing / architecture or similar
Welsh Linguistic Skills:	The following linguistic skills will be required within 2 years of appointment. Listening & Speaking Level 3: Can understand and participate in most day-to-day non-technical conversations in the office. Can advise the public on general matters within own area of work, but must turn to preferred language for technical or specialist terms. Can contribute to meetings or presentations within own area of work, but must turn to preferred language for technical or specialist terms. Reading Skills Level 2: Can understand most short reports and familiar instructions within his/her own area of expertise, provided enough time is given. Writing Skills Level 2: Can write a short simple message on paper or by e-mail to a colleague within the Council or a known external contact.
English Linguistic Skills:	You must possess the following linguistic skills when you start the position. Listening & Speaking 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.
Practical and personal skills	• Able to build effective working relationships within and outside the department at all levels within organisations • Ability to apply analytical skills to a range of practical problems

	• A commitment to implementing the policies, aims and objectives of the Council • A strong commitment to providing a service to the public • Commitment to the development of IT • Commitment to developing quality standards • Commitment to customer satisfaction • Full UK Driver's Licence or the ability to travel independently, flexibly, and at short notice to meet service needs.
Required Experience	• Minimum of 3 years in building / surveying / housing / architecture / or similar – essential • Commitment, enthusiasm and interest in improving housing standards across the county
Training/education required to be undertaken for the post/worked towards	• Willing to work outside normal office hours and overtime as required • Ongoing work related training as required

Desirable Requirements	
Qualifications / Training	
Practical / Personal Skills	• Development, project planning or project management experience - desirable • Understanding of new and emerging models to facilitate housing improvements.