

Disgrifiad Swydd

TEITL Y SWYDD:	Rheolwr Corfforaethol – Cynaliadwyedd a Thrafnidiaeth (JD 1761)
GWASANAETH:	Priffyrdd a Gwasanaethau Amgylcheddol
GRADDFA:	Graddfa 15
ATEBOL I'R:	Swyddog Arweiniol Corfforaethol
LLEOLIAD:	Depo Penrhos, Llandysul neu Depo Glanyrafon, Aberystwyth
ORIAU GWAITH:	37 awr
PRIF BWRPAS Y SWYDD:	- Bod yn Rheolwr Corfforaethol ac yn ymgynghorydd arweiniol i'r Cyngor ar faterion Cynaliadwyedd a Thrafnidiaeth. Mae Cynaliadwyedd a Thrafnidiaeth yn cynnwys: - Teithio Diogel a Chynaliadwy - Datblygu a'r Strydlun - Trafnidiaeth a Depos - Darparu cyswllt allweddol gyda'r Swyddogion Arweiniol Corfforaethol a gweithio gyda rheolwyr corfforaethol eraill i sicrhau bod timau'n cael eu rheoli'n gyson i gyflawni amcanion strategol a chorfforaethol a bod y rhain yn cael eu cydlynu'n effeithiol a'u gweithredu ar draws pob maes gwasanaeth. - Er bod gan Reolwyr Corfforaethol gyfrifoldeb penodol dros reoli tîm a/neu swyddogaeth, mae ganddynt gyfrifoldeb corfforaethol i sicrhau bod gweithgarwch a gweithredoedd pob gwasanaeth yn cael eu rheoli i gefnogi amcanion a safonau strategol y Cyngor. - Gweithio'n greadigol a chefnogi'r nod strategol o gyflawni'r safonau uchaf posibl o ran perfformiad yng ngwasanaethau a thimau Cyngor Sir Ceredigion.
Rheoli	- Bod â cyfrifoldeb rheoli cyffredinol ar gyfer yr holl staff o fewn y gwasanaeth Cynaliadwyedd a Thrafnidiaeth sy'n cynnwys grwpiau amlddisgyblaethol o staff sy'n ymwneud â darparu ystod amrywiol o wasanaethau rheng flaen i'r cyhoedd ledled Ceredigion. Gall maint y gwasanaeth amrywio oherwydd natur ac ystod y prosiectau sy'n cael eu cynnal a gallai fod yn fwy na 70 o staff. - Goruchwyliaeth uniongyrchol ar gyfer 3 Rheolwr Gwasanaeth. - Rheoli, cydlynu a chyfarwyddo'r holl adnoddau dynol, ffisegol a mecanyddol sydd ar gael yn yr adran Priffyrdd a Gwasanaethau Amgylcheddol yn ystod digwyddiadau ymateb i argyfwng fel llifogydd, sychder, cynnal a chadw dros y gaeaf, stormydd arfordirol, ac i gydlynu â'r holl feysydd gwasanaeth eraill. - Sicrhau bod diwylliant sy'n canolbwyntio ar y dinesydd a darparu sy'n canolbwyntio ar y cwsmer yn cael ei hybu trwy'r amser.

- Cynorthwyo Swyddogion Arweiniol Corfforaethol i ddatblygu cynigion a chynlluniau busnes ar gyfer meysydd gwasanaeth penodol, ac arwain ar weithredu cynlluniau o fewn maes eu gwasanaeth eu hunain.
- Cyfrannu at bennu, monitro a rheoli cyllidebau gwasanaethau a chefnogi a chynghori rheolwyr ar baratoi a monitro cyllidebau ar gyfer timau/gwasanaethau.
- Rhoi cyngor a chymorth proffesiynol yn fewnol ac yn allanol fel y bo'n briodol a nodi opsiynau ar gyfer gweithredu.
- Gweithio gyda swyddogion arweiniol corfforaethol a'u cefnogi i roi'r cyngor a'r cymorth angenrheidiol mewn meysydd arbenigedd penodol i lunio a gweithredu polisïau perthnasol ac effeithiol.
- Cynnal a hybu perthnasoedd gwaith agos gyda rhanddeiliaid mewnol ac allanol, aelodau etholedig, cydweithwyr a sefydliadau allanol.
- Gweithio ar y cyd â sefydliadau eraill i sicrhau'r budd mwyaf posibl i'r Cyngor a thrigolion Ceredigion.
- Hyrwyddo barn y gwasanaeth ar faterion i gyrff mewnol ac allanol dan arweiniad uwch reolwyr.
- Gweithredu fel ymgynghorydd yn ôl yr angen, o fewn partneriaethau'r Cyngor ag asiantaethau amrywiol.
- Gweithredu fel Swyddog Arweiniol o fewn Gwasanaethau Cynaliadwyedd a Thrafnidiaeth i sicrhau bod y gwasanaeth yn bodloni'r gofynion corfforaethol yn llawn mewn perthynas ag amcanion/blaenoriaethau corfforaethol; mesurau perfformiad; rheoli perfformiad; cwynion; rhyddid gwybodaeth; a rhoi atebion priodol ac amserol i geisiadau am wasanaethau gan randdeiliaid.

Rheoli ansawdd a pherfformiad

- Sicrhau bod anghenion cwsmeriaid yn cael eu deall a'u darparu'n llawn wrth ddarparu, hyrwyddo a gwella gwasanaethau.
- Sicrhau bod gwasanaethau'n cael eu rheoli a'u darparu mewn modd cydlynol ac yn unol â pholisïau a safonau y cytunwyd arnynt a hefyd yn unol â phrosesau llywodraethu democrataidd y Cyngor.
- Cynorthwyo'r swyddog arweiniol corfforaethol i sicrhau bod polisïau a gweithdrefnau yn cael eu diweddarau i adlewyrchu deddfwriaeth gyfredol ac arferion gorau.
- Gwerthuso ac adrodd perfformiad tîm yn rheolaidd yn erbyn cynlluniau gwasanaeth, cynlluniau busnes a dangosyddion perfformiad statudol ac anstatudol.
- Cynorthwyo i nodi, caffael a defnyddio adnoddau i'r tîm a'r gwasanaeth gyflawni ei amcanion.
- Cefnogi'r gwaith o nodi a mynd ar drywydd ffynonellau ariannu allanol priodol a mathau eraill o ddarparu gwasanaethau e.e. drwy weithio mewn partneriaeth i ddarparu gwasanaethau'r cyngor.
- Cefnogi'r swyddog arweiniol corfforaethol i gynnal ymwybyddiaeth o'r dirwedd newidiol ar gyfer gwasanaethau cyhoeddus ac archwilio arferion cenedlaethol a lleol wrth ddarparu gwasanaethau i herio a datblygu atebion arloesol i'r ffordd y darperir gwasanaethau, er mwyn sicrhau perfformiad parhaus

- Sicrhau safonau uchel o berfformiad yr holl staff yn y tîm a'r gwasanaeth, i gydnabod perfformiad da ac i fynd i'r afael â pherfformiad gwael mewn ffordd gadarnhaol ac effeithiol.
- Cynnal trosolwg o risgiau'r gwasanaeth, gan gynnwys cwynion.
- Gweithio gyda Rheolwyr Corfforaethol eraill i ddarparu gwasanaethau effeithiol ac effeithlon i'r Cyngor.
- Bod yn barod i ymateb yn gyflym ac yn hyblyg i anghenion y Cyngor, ei gwsmeriaid a'i bartneriaid.
- Hyrwyddo cyfle cyfartal mewn arferion cyflogaeth ac wrth ddarparu gwasanaethau fel bod y Cyngor yn cyflawni ei rwymedigaethau moesol a chyfreithiol fel cyflogwr cyfle cyfartal.
- Ymgymryd ag unrhyw ddyletswyddau eraill sy'n gymesur â lefel a disgwyliadau'r swydd, gan gynnwys cynllunio at argyfyngau; rheoli a chydlyn ymatebion; rheoli risgiau; a diogelu.

Cyfathrebu

- Adolygu dulliau cyfathrebu presennol gyda staff i sicrhau bod y rhain yn effeithiol ac annog adborth dwyffordd.
- Hybu diwylliant o gyfathrebu mewnol ac allanol cryf, a sicrhau bod y diwylliant yn cael ei adlewyrchu trwy gydol strwythur y gwasanaeth.
- Cynorthwyo'r swyddog arweiniol corfforaethol i gynnal cyswllt effeithiol ag aelodau etholedig, a lle bo'n briodol, rhoi gwybodaeth a chynghor cynhwysfawr i fynd i'r afael â materion sy'n angenrheidiol mewn modd amserol i aelodau fel y gallant wneud penderfyniad amdanynt.

Swyddogaethol

- Bod yn gyfrifol am ddarparu Gwasanaethau Cynaliadwyedd a Thrafnidiaeth gan gynnwys yr holl swyddogaethau sy'n ymwneud â Theithio Diogel a Chynaliadwy; Datblygu a'r Strydlun; Trafnidiaeth a Depos.
- Bod yn rheolwr arweiniol o fewn y Cyngor ar gyfer Gwasanaethau Cynaliadwyedd a Thrafnidiaeth.
- Sicrhau bod adroddiadau o ansawdd uchel yn cael eu paratoi a'u hadrodd i'r Cabinet, y Cyngor a'r Pwyllgor Craffu mewn modd amserol.
- Sicrhau bod pwerau dirprwyedig yn cael eu cymhwyso'n gyson i geisiadau lle bo hynny'n briodol.
- Nodi gofynion proffesiynol a rheoleiddiol ac arferion gorau mewn Gwasanaethau Cynaliadwyedd a Thrafnidiaeth a chyfrannu at ddatblygu a gweithredu safonau cydymffurfio priodol
- Bod yn rheolwr arweiniol o fewn y Cyngor ar gyfer y Gwasanaethau Cynaliadwyedd a Thrafnidiaeth.
- Sicrhau rheolaeth effeithiol ac effeithlon o'r Gwasanaethau Cynaliadwyedd a Thrafnidiaeth.
- Nodi gofynion proffesiynol a rheoleiddiol ac arferion gorau mewn Gwasanaethau Cynaliadwyedd a Thrafnidiaeth a chyfrannu at ddatblygu a gweithredu safonau cydymffurfio priodol.
- Cyfrifoldeb rheoli cyffredinol am weithredu a darparu Gwasanaethau Cynaliadwyedd a Thrafnidiaeth yn effeithlon yn unol â strategaethau a pholisïau a gymeradwywyd.

- Cynnal cyfathrebu effeithiol â staff yn strwythur y grŵp a rhanddeiliaid mewnol ac allanol eraill.
- Paratoi a goruchwyllo'r gwaith o baratoi a chyflwyno adroddiadau strategol ar faterion Gwasanaethau Cynaliadwyedd a Thrafnidiaeth.
- Bod yn gyfrifol am reoli cyllidebau refeniw a chyfalaf sylweddol y Gwasanaethau Cynaliadwyedd a Thrafnidiaeth, y disgwylir iddynt fod yn fwy na £8m y flwyddyn.
- Cynghori'r Cyngor, y Cabinet a'r Pwyllgorau ar faterion Gwasanaethau Cynaliadwyedd a Thrafnidiaeth.
- Negodi a chynrychioli'r Cyngor mewn cyfarfodydd â chyrff a phartneriaethau allanol mewn perthynas â materion Gwasanaethau Cynaliadwyedd a Thrafnidiaeth.
- Sefydlu a dosbarthu arferion rheoli, datblygu a chymhelliant perfformiad effeithiol ledled y grŵp fel bod staff yn perfformio i'r lefel ofynnol ac yn cael eu datblygu i'w llawn botensial.
- Rheoli perfformiad y meysydd gwasanaeth unigol o fewn y grŵp i sicrhau y darperir gwasanaethau effeithiol, mewn perthynas ag ansawdd, effeithlonrwydd ac o fewn cyfyngiadau cyllidebol.
- Datblygu polisiau a pharatoi adroddiadau strategol ar faterion Gwasanaethau Cynaliadwyedd a Thrafnidiaeth.
- Trefnu a chyflawni'r holl weithgarwch gweithredol sy'n gysylltiedig â Gwasanaethau Cynaliadwyedd a Thrafnidiaeth.
- Arwain ar ddatblygu a gweithredu atebion arloesol a ffyrdd newydd o weithio sy'n gwneud y gorau o adnoddau mewn ymdrech i fodloni disgwyliadau realistig rhanddeiliaid.

Manyleb y Person

	Hanfodol neu Ddymunol
Cymwysterau	
Addysg hyd at lefel gradd mewn pwnc perthnasol neu brofiad cyfatebol	Hanfodol
Aelod Siartredig o gorff proffesiynol perthnasol	Dymunol
Tystiolaeth o Ddatblygiad Proffesiynol Parhaus	Hanfodol
Cymhwyster Uwch Reoli cydnabyddedig	Dymunol
Profiad Llywodraeth Leol	
Dealltwriaeth ardderchog o rôl aelodau etholedig ac o'r broses o wneud penderfyniadau mewn amgylchedd gwleidyddol	Hanfodol
Profiad o gyfranogi a datblygu polisi a/neu ddarparu gwasanaethau ar lefel leol a rhanbarthol (profiad o weithio ar y cyd)	Hanfodol
Profiad o weithio o fewn llywodraeth leol gan gynnwys ymwybyddiaeth o gyd-destun gwleidyddol y rôl a sensitifrwydd iddo mewn cyd-destun lleol a rhanbarthol	Hanfodol
Gwybodaeth drylwyr o fframweithiau'r polisi cenedlaethol y mae'r Cyngor yn gweithredu ynddynt.	Hanfodol
Profiad Rheoli	
5 mlynedd o brofiad o reoli tîm/swyddogaeth berthnasol yn llwyddiannus a dangos cyflawniad wrth ddylanwadu ar berfformiad llwyddiannus a/neu welliant.	Hanfodol
Profiad sylweddol a llwyddiant amlwg wrth arwain newid sefydliadol a diwylliannol mawr, gyda thystiolaeth o feddwl arloesol a thrawsnewidiol	Hanfodol
Profiad rheoli helaeth a llwyddiannus gan gynnwys tystiolaeth o arweinyddiaeth, ymrwymiad, menter, gweledigaeth a hyblygrwydd.	Hanfodol
Hanes llwyddiannus o ddadansoddi materion, datblygu strategaethau ar sail amlasiantaethol ac o greu cynlluniau gwasanaeth yn seiliedig ar anghenion ac sy'n cyflawni gwelliannau o ran ansawdd a chost	Hanfodol

Darparu Gwasanaethau	
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Dealltwriaeth gyflawn o ddeddfwriaeth a rheoleiddio fel y mae'n ymwneud â'r gwasanaethau amrywiol niferus o fewn Cynaliadwyedd a Thrafnidiaeth	Hanfodol
Tystiolaeth o ddatblygu polisïau a gweithdrefnau yn llwyddiannus mewn meysydd cyfrifoldeb penodol sy'n cyflawni canlyniadau o ansawdd uchel	Hanfodol
Hanes blaenorol o arwain, rheoli a gwella timau yn barhaus yn llwyddiannus i gyflawni gwelliant parhaus yn effeithiol	Hanfodol
Dealltwriaeth lawn o brosesau rheoli perfformiad a chynllunio busnes i yrru perfformiad sy'n gwella'n barhaus	Hanfodol
Rheoli Adnoddau	
Profiad o reoli adnoddau dynol ac ariannol yn unol â pholisïau, blaenoriaethau a gytunwyd ac o fewn fframwaith ffurfiol y safonau cost ac ansawdd	Hanfodol
Profiad o reoli newid o fewn gwasanaeth i adlewyrchu newidiadau i gyllideb a/neu ofynion gwasanaeth neu newidiadau i ganllawiau	Hanfodol
Llwyddiant blaenorol o sicrhau cymorth ariannol o ffynonellau mewnol ac allanol	Hanfodol
Gweithio mewn Partneriaeth	
Tystiolaeth o weithio'n llwyddiannus gyda rhanddeiliaid mewnol ac allanol	Hanfodol
Effeithiolrwydd Personol / Sgiliau Allweddol	
Gwybodaeth helaeth a chefnidir gweithio yn agweddau strategol a gweithredol o leiaf un neu ragor o'r meysydd gwasanaeth a nodwyd fel yr amlinellir yn y Disgrifiad o'r Swydd.	Hanfodol
Cefndir mewn gweithio a gweithredu rheoli perfformiad.	Hanfodol
Tystiolaeth o gyfranogiad / datblygu polisi ar lefelau llywodraeth leol / rhanbarthol.	Hanfodol
Gallu a brofwyd i reoli ystod eang o dimau amlddisgyblaethol yn effeithiol o fewn amgylchedd cynllunio a rheolaeth adeiladu.	Hanfodol
Yn meddu ar allu a brofwyd i baratoi a chyflwyno adroddiadau o ansawdd uchel i'w hystyried gan y Cabinet, y Cyngor a'r Pwyllgor Craffu.	Hanfodol

Profiad o reoli adnoddau ariannol a dynol.	Hanfodol
Y gallu i weithredu'n effeithiol o fewn y prosesau democrataidd, gyda chraffter gwleidyddol a sgiliau i ddatblygu perthnasoedd gwaith cynhyrchol o fewn y Cyngor ac ar draws yr rhanbarth	Hanfodol
Profiad o wasanaeth / cynllunio busnes.	Hanfodol
Yn meddu ar ymwybyddiaeth ariannol a masnachol, gyda sgiliau dadansoddol cryf a dawn ar gyfer datblygu atebion arloesol i broblemau cymhleth.	Hanfodol
Tystiolaeth o reoli a gweithio'n effeithiol gyda thimau amlddisgyblaethol.	Hanfodol
Sgiliau rheoli ac arwain cryf gyda'r gallu i feddwl, yn greadigol ac yn arloesol ac i roi syniadau ar waith yn effeithiol tra'n dangos bod yn agored i syniadau newydd	Hanfodol
Ymrwymiad i egwyddorion ac arferion gofal cwsmeriaid, gan sicrhau rhagoriaeth o ran darparu gwasanaethau a chydabod ei effaith ar ddefnyddwyr y gwasanaeth	Hanfodol
Sgiliau cyfathrebu a chyflwyno rhagorol	Hanfodol
Y gallu i weithio o dan bwysau i derfynau amser tynn	Hanfodol
Ymrwymiad clir i gynnal egwyddorion cydraddoldeb ac amrywiaeth	Hanfodol
Amgylchiadau Personol	
Rhaid bod â thrwydded yrru lawn	Hanfodol
Gallu leithyddol	
Ystyrir bod y gallu i ymgymryd â thasgau'r swyddi uchod drwy gyfrwng y Gymraeg yn hanfodol. Gall y Cyngor ystyried ymgeisydd lle y cytunir ar ymrwymiad i gyrraedd ALTE lefel 4, (llafar), lefel 3 (darllen) a lefel 3 (ysgrifennu) o fewn dwy flynedd.	Hanfodol
Cyfyngiad Gwleidyddol	
Mae hon yn swydd sydd â chyfyngiad gwleidyddol	

Job Description

POST TITLE:	Corporate Manager – Sustainability & Transport (JD 1761)
SERVICE:	Highways and Environmental Services
GRADE:	Grade 15
ACCOUNTABLE TO:	Corporate Lead Officer
LOCATION:	Penrhos Depot, Llandysul or Glanyrafon Depot, Aberystwyth
HOURS OR WORK:	37 hours
MAIN PURPOSE OF JOB: - To be the Corporate Manager and lead advisor to the Council on Sustainability & Transport matters. Sustainability & Transport consists of: - Safe & Sustainable Travel - Development & Streetscape - Transport & Depots - To provide a key link with Corporate Lead Officers and work with other Corporate Managers in ensuring that teams are managed consistently to meet strategic and corporate objectives and that these are effectively co-ordinated and implemented across all service areas. - Whilst Corporate Managers have specific responsibility to manage a team and/or function, they have and corporate responsibility to ensure that all service activities and actions are managed to support Council strategic objectives and standards. - To work creatively and support the strategic goal to achieve the highest possible standards of performance in Ceredigion County Council services and teams.	
Managerial - To have overall management responsibility for all staff within the Sustainability & Transport Services consisting of multi-disciplinary groups of staff involved in the delivery of a diverse range of public facing front line services across Ceredigion. The size of the service may vary due to the nature and range of projects being undertaken and could be in excess of 70 staff. - Direct Supervision for 3 Service Managers. - To manage, co-ordinate and direct the entire human, physical and mechanical resources available within the Highways and Environmental Services during emergency response events such as flood, drought, winter maintenance, coastal storms, and to co-ordinate with all other Service areas. - To ensure that a citizen focussed culture and customer focused delivery is promoted at all times. - To assist Corporate Lead Officers in the development of proposals and business plans for specific service areas, and lead on the implementation of plans within their own service area.	

- To contribute to the setting monitoring and control of service budgets and support and advise managers on the preparation and monitoring of budgets for teams/services.
- To provide professional advice and support internally and externally as appropriate and identify options for action.
- To work with and support Corporate Lead Officers in providing the necessary advice and support in specific areas of expertise to formulate and implement relevant and effective policies.
- To maintain and promote close working relationships with internal and external stakeholders, Elected Members, colleagues and outside organisations.
- To work in collaboration with other organisations to achieve maximum benefits for the Council and residents of Ceredigion.
- To advocate the view of the service on issues to internal and external bodies under senior management guidance.
- To act as adviser as required, within the Council's partnerships with various agencies.
- To act as the Lead Officer within Sustainability & Transport Services to ensure that the service fully meets the corporate requirements in relation to corporate objectives/priorities; performance measures; performance management; complaints; FOI; and providing appropriate and timely responses to service requests from stakeholders.

Quality and performance management

- To ensure that the needs of customers are fully understood and catered for in the delivery promotion and improvement of services.
- To ensure that services are managed and delivered in a co-ordinated way and in compliance with agreed policies and standards and also in accordance with the Council's democratic governance processes.
- To assist the Corporate Lead Officer in ensuring that policies and procedures are updated to reflect current legislation and best practice.
- To regularly evaluate and report on team performance against statutory and non-statutory service plans, business plans and performance indicators.
- To assist in identifying, procuring and deploying resources for the team and service to meet its objectives.
- To assist in identifying and pursuing sources of appropriate external funding and alternative sources of service delivery e.g. through partnership working to deliver Council services.
- To assist the Corporate Lead Officer in maintaining awareness of the changing landscape for public services, researching national and local practices in service delivery, in order to actively challenge and develop innovative solutions on the way services are delivered to ensure continuous performance
- To ensure high standards of performance of all staff within the team and service, acknowledge good performance and tackle poor performance positively and effectively.
- To maintain an overview of service risks, including complaints.

- To work with other Corporate Managers to deliver effective and efficient Council services.
- Be prepared to quickly and flexibly react to the needs of the Council, its customers and partners.
- Promote equality of opportunity in the delivery of services and employment practices so that the Council meets its moral and legal obligations as an equal opportunity employer.
- To undertake any other duties commensurate with the level and expectation of the post, including emergency planning; response management and coordination; risk management; and safeguarding.

Communication

- To review existing methods of communication with staff to ensure that these are effective and encourage two-way feedback.
- To promote a culture of strong internal and external communication, and ensure that the culture is mirrored throughout the structure of the service.
- To assist the Corporate Lead Officer in maintaining effective liaison with Elected Members, and where appropriate, provide comprehensive information and advice in order that necessary issues are referred to Members for decision in a timely manner.

Functional

- To be responsible for the delivery of Sustainability & Transport Services including all functions relating to Safe & Sustainable Travel; Development & Streetscape; Transport & Depots
- To be the lead manager within the Council for Sustainability & Transport Services
- To ensure that high quality reports are prepared and reported to the Cabinet, Council and Scrutiny in a timely manner.
- To ensure the consistent application of delegated powers to applications where appropriate.
- To identify professional and regulatory requirements and best practice in Sustainability & Transport Services and contribute to the development and implementation of appropriate compliance standards
- To be the lead manager within the Council for the Sustainability & Transport Services.
- To ensure the effective and efficient management of the Sustainability & Transport Services.
- To identify professional and regulatory requirements and best practice in Sustainability & Transport Services and contribute to the development and implementation of appropriate compliance standards.
- Overall managerial responsibility for the efficient operation and delivery of Sustainability & Transport Services in accordance with approved strategies and policies.
- Maintaining effective communications with staff in the group structure and other internal and external stakeholders.
- Preparing and overseeing the preparation and presentation of strategic reports on Sustainability & Transport Services matters.

- Be responsible for management of the significant Sustainability & Transport Services revenue and capital budgets, which are expected to exceed £8m per annum.
- Advising the Council, Cabinet and Committees on Sustainability & Compliance Services matters.
- Negotiating and representing the Council at meetings with outside bodies and partnerships in respect of Sustainability & Transport Services matters.
- Establishing and dispensing effective performance management, development and motivation practices throughout the group so that staff perform to the required level and are developed to their full potential.
- Managing the performance of the individual service areas within the group to ensure the provision of effective services, in relation to quality, efficiency and within budgetary constraints.
- Developing policies and preparing strategic reports on Sustainability & Transport Services matters.
- Organising and carrying out all operational activity associated with Sustainability & Transport Services.
- Leading on the development and implementation of innovative solutions and new ways of working that optimise resources in an effort to meet stakeholder's realistic expectations.

Person Specification

	Essential or Desirable
Qualifications	
Educated to degree level in a relevant subject or equivalent experience	Essential
Chartered Member of a relevant professional body	Desirable
Evidence of Continued Professional Development	Essential
A recognised Senior Management qualification	Desirable
Local Government Experience	
Excellent Understanding of the role of elected members and of the decision-making process in a political environment	Essential
Experience of participation and development of policy and/or service delivery at a local and regional level (experience of collaborative working)	Essential
Experience of working within local government including the awareness of and sensitivity to the political context of the role in a local and regional context	Essential
Thorough knowledge of the national policy frameworks within which the Council operates.	Essential
Management Experience	
5 years' experience of successfully managing a relevant team/function and demonstrate achievement in influencing successful performance and or improvement.	Essential
Significant experience and demonstrable success in leading major organisational and cultural change, with evidence of innovative and transformational thinking	Essential
Extensive and successful managerial experience including evidence of leadership, commitment, initiative, vision and flexibility.	Essential
A successful record of analysing issues, developing strategies on a multi-agency basis and of creating service plans based on needs and which achieve quality and cost improvements	Essential

Service Delivery	
A complete understanding of legislation and regulation as it relates to the numerous diverse services within Local Environment & Fleet	Essential
Evidence of successful development of policies and procedures in areas of specific responsibility that deliver high quality outcomes	Essential
Track record of successfully leading, managing and continuously improving teams to effectively achieve continual improvement	Essential
A full understanding of performance management and business planning processes to drive continuously improving performance	Essential
Resource Management	
Experience of the management of human and financial resources. in accordance with agreed policies, priorities and within the formal framework of cost and quality standards	Essential
Experience of managing change within a service to reflect changes to budget and/or service demands or changes to guidance	Essential
A proven track record of securing financial support from both internal and external sources	Essential
Partnership Working	
Evidence of successful working with internal and external stakeholders	Essential
Personal Effectiveness / Key Skills	
Extensive knowledge and working background in the strategic and operational aspects of at least one or more of the identified services areas as outlined in the Job Description.	Essential
A background in working and implementing performance management.	Essential
Evidence of participation / development of policy at Local government / regional levels.	Essential
Proven ability to effectively manage a wide range multi-disciplinary teams with a planning and building control environment.	Essential

Has proven ability to prepare and present high quality reports for consideration by the Cabinet, Council and Scrutiny.	Essential
Experience in managing financial and human resources.	Essential
Ability to operate effectively within the democratic processes, with political acumen and skills to develop productive working relationships within the Council and across the region.	Essential
Experience of service / business planning.	Essential
Has financial and commercial awareness, with strong analytical skills and an aptitude for developing innovative solutions to complex problems.	Essential
Evidence of managing and effectively working with multi-disciplinary teams.	Essential
Strong management and leadership skills with the ability to think, creatively and innovatively and to put ideas into effective action whilst demonstrating openness to new ideas	Essential
Commitment to the principles and practices of customer care, ensuring excellence in service delivery and recognition of its impact on the service users	Essential
Excellent communication and presentational skills	Essential
Ability to work under pressure to tight deadlines	Essential
Clear commitment to uphold the principles of equality and diversity	Essential
Personal Circumstances	
Must hold a full driving licence	Essential
Linguistic Ability	
Proficiency in the Welsh language is essential for undertaking the duties of the post. The required levels are: ALTE Level 4 (speaking), Level 3 (reading), and Level 3 (writing). Candidates who do not currently meet these standards will receive support to achieve them within two years of appointment.	Essential
Political Restriction	
This is a politically restricted post	