

Disgrifiad Swydd

Teitl y Swydd: Cyd-Lynydd – Gofal wedi'i Targeddi a Galluogi

Gradd Cyflog: Gradd 10

Cyfeirnod Arfarnu Swyddi: JD 1873

Prif Bwrpas y Swydd:

Bydd Cyd-Lynydd – Gofal wedi'i Dargeddi a Galluogi yn gweithio o fewn Tîm Gwasanaethau wedi'u Targeddi a Thymor Byr Gwasanaeth Porth Gofal i wella sut rydym yn gweithio gyda darparwyr lleol a'r farchnad gofal ehangach, o ymgysylltu â'r farchnad a'i datblygu i ymgynghori a chynorthwyo cyd-gynhyrchu gwasanaethau gydag arbenigwyr sector a defnyddwyr gwasanaeth.

Bydd deiliad y swydd yn gyfrifol am:

- Arwain ar ymgysylltu â marchnad darparwyr gofal cymdeithasol i sicrhau bod darparwyr yn cael eu cynnwys yn gynnar yng nghyfnodau dadansoddi a chynllunio'r cylch comisiynu.
- Deall gwybodaeth darparwyr am y farchnad a thueddiadau, deal y strwythur a'r capasiti sydd ar gael yn y farchnad leol i fodloni gofynion.
- Hwyluso sicrhau ansawdd darparwyr trwy gyfrannu at fforymau darparwyr ac ymrymryd ag ymgysylltu penodol â darparwyr i sicrhau gwasanaethau o ansawdd uchel, sy'n canolbwyntio ar y person sy'n darparu gwerth cymdeithasol.
- Arwain ar weithgareddau llunio a rheoli'r farchnad i sicrhau y gellir diwallu'r galw a'r angen yn briodol gan ddarparwyr lleol sy'n meithrin capasiti yn y farchnad ac yn cefnogi busnesau bach a chanolig mewn cydweithrediad â phartneriaid corfforaethol.
- Ymgysylltu ac ymgynghori â rhanddeiliad a defnyddwyr gwasanaethau.

Tasgau a Chyfrifoldebau Allweddol:

- Cefnogi'r Rheolwr Cofrestredig i ddarparu gwasanaeth gofal a galluogi wedi'i dargeddi a reoleiddir, gan gyfrannu at arolygiadau AGCm goruchwyllo arolygwyr cofrestredig a dirprwyo ar ran y Rheolwr Cofrestredig lle bo angen.
- Llunio a rheoli marchnad darparwyr gofal cymdeithasol lleol yn effeithiol er mwyn diwallu'r angen presennol a'r angen yn y dyfodol i ddarparu canlyniadau cost-effeithiol ac o ansawdd uchel i ddefnyddwyr gwasanaeth agored i niwed.
- Datblygu cynlluniau effeithiol gyda rhanddeiliad gan gynnwys cyfranogiad defnyddwyr gwasanaeth wrth nodi angen, datlybu gwasanaethau a monitor canlyniadau gwasanaethau. Cymryd rhan mewn cyfathrebu effeithiol ar ran y Cyngor i sicrhau bod negeseuon yn cael eu cyfleu mewn modd amserol, tryloyw a chydlynol, er mwyn datblygu dulliau y gellir clywed barn y gymuned leol drwyddynt.
- Goruchwyllo'r Arweinwyr Tîm a neilltuwyd i weithredu a mewnosod y model sy'n seiliedig ar glytiau ar gyfer Gwasanaethau Cartref er mwyn i'r farchnad Gofal Cartref allu ymateb yn briodol i angen a galw.
- Arwain ar y trafodaethau effeithiol a'r maint cywir o becynnau gofal yn unol â'r matrices risg y cytunwyd arno ac mewn cydweithrediad â gweithwyr proffesiynol eraill yn y Cyngor a sefydliadau partner trwy ymgysylltu â thimau amlddisgyblaethol.

- Gweithio mewn partneriaeth â chydweithwyr Cyllid a Chaffael, i gysylltu â darparwyr i sicrhau bod pecynnau'n cael eu defnyddio, gan weithredu o fewn rheolau caffael i sicrhau gwerth am arian. Rheoli amodau'r farchnad a chymryd unrhyw gamau angenrheidiol i greu a dylunio ffyrdd o ysgogi a gwella'r farchnad gydag amrywiaeth o ddarparwyr.
- Sicrhau cydymffurfiaeth â'r Ddeddf Diogelu Data a pholisïau cyfrinachedd. Dadansoddi, dehongli data a llunio dangosyddion perfformiad. Cynnal systemau rheoli perfformiad priodol ar gyfer gwasanaethau a gomisiynir. Bydd hyn yn cynnwys argaeledd gwybodaeth ar gyfer cyrff adrodd a rheoleiddio mewnol ac allanol.
- Cynrychioli'r Cyngor mewn rhwydweithiau rhanbarthol a chenedlaethol, sy'n ymwneud â Gofal Cymdeithasol a materion cysylltiedig.
- Paratoi adroddiadau, mynychu a chadeirio cyfarfodydd a chyfrannu at adroddiadau a ffurflenni Llywodraeth Cymru yn ôl yr angen.
- Cynorthwyo'r Rheolwr Cofrestr i reoli cyllidebau comisiynu o fewn yr adnoddau sydd ar gael ac yn unol â blaenoriaethau Comisiynu a thargedau arbedion y Cyngor yn unol â pholisïau, rheoliadau ariannol a rheolau sefydlog.
- Ymgrymryd â hyfforddiant a chymryd rhan adeiladol mewn cyfarfodydd, gwerthusiadau, goruchwyliaeth, seminarau a digwyddiadau eraill a gynlluniwyd i wella cyfathrebu a chynorthwyo gyda datblydiad effeithiol y tîm Gofal Targedig a Galluogi.
- Rheoli cwynion gan gynnwys ymchwilio ac ymateb mewn cydweithrediad â'r Rheolwr Cofrestredig, y tîm cwynion corfforaethol a'r tîm diogelu.

Gwiriad Gwasanaeth Datgelu a Gwahardd*: DBS Enhanced Barred Adult

Cofrestriad/Aelodaeth Broffesiynol Hanfodol: Social Care Wales

Manyleb Person

Gofynion Hanfodol

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol Hanfodol:

Cymhwyster Rheoli: Lefel 4 ILM neu barodrwydd i'w gael o fewn 18 mis, neu lefel gyfwerth o briod rheoli.

Profiad Hanfodol:

- O leiaf 2 flynedd o brofiad o weithio mewn lleoliad gofal cymdeithasol.
- Profiad o gaffael a chomisiymu a pholisïau a gweithdrefnau cysylltiedig mewn cydestun sector cyhoeddus.
- Gwybodaeth a dealltwriaeth o ddeddfwriaeth a rheoliadau allweddol, ee. Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015; Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014; Deddf Galluedd Meddyliol, Diogelu Amddifadu o Ryddid / Amddiffyn Rhyddid, Gweithdrefnau Diogelu Cymru.

Sgiliau ymarferol/personol hanfodol:

- Sgiliau cyfathrebu rhagorol gyda'r gallu i ddelio â materion sensitive mewn sefyllfaoedd anodd.
- Trwydded yrru llawn a mynediad at gerbyd.
- Y gallu i ddarparu gwasanaeth dros dro gyda'r nos, penwythnosau a gwyliau banc ar sail rota.

Sgiliau Iaith Saesneg:

Gwrando a Siarad:

- **Lefel 4:** Medru cyfrannu'n effeithiol mewn cyfarfodydd mewnol ac allanol yng nghydestun 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 nghydestun y pwnc gwaith.

Sgiliau Darllen

- **Lefel 4:** Gallu deall gohebiaeth ac adroddiadau wedi'u mynegi mewn iaith safonol.

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:

Gwrando a Siarad:

- **Lefel 3:** Medru deall a chymryd rhan yn y rhan fwyaf o sgrysiâu 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 ganiatáu.

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.
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Gofynion Dymunol

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol Dymunol:

- NVQ4 / QCF5 mewn Rheoli Gofal.
- Pasbort Cymru Gyfan ar gyfer Trin â Llaw.
- Asesydd Dibynadwy Lefel 3
- Cofrestru Gofal Cymdeithasol Cymru,

Profiad Dymunol:

- Gwybodaeth am gomisiynu yng nghyd-destun gofal cartref.
- Profiad o hyfforddi / mentora mewn amgylchedd tîm.

Sgiliau ymarferol/personol dymunol:

- Profiad o weithio mewn tîm amlddisgyblaethol a rheoli trwy newid

Job Description

Job Title: Co-ordinator – Targeted Care & Enablement

Pay Grade: 10

Job Evaluation Reference: JD 1873

Main Purpose of the Job:

The Co-ordinator – Targeted Care & Enablement will work within the Targeted & Short Term Services Team of the Porth Gofal service to enhance how we work with local providers and the wider care market. Ranging from market engagement and development to consultation and aiding the co-production of services with sector experts and service users.

The post holder will be responsible for:

- Leading on the market engagement of social care providers to ensure that providers are engaged early in the analysis and planning stages of the commissioning cycle.
- Understanding provider knowledge of the market and trends, understanding the structure and capacity available in the local market to meet requirements.
- Facilitate provider quality assurance by contributing to provider forums and undertaking specific provider engagement to ensure high quality, person-centred services that provide social value.
- Lead on market shaping and management activities to ensure that demand and need can be appropriately met by local providers building capacity in the market and supporting SMEs in collaboration with corporate partners.
- Undertake stakeholder and service user engagement and consultation.

Key Tasks & Responsibilities:

- To support the registered manager in delivering a regulated Targeted Care & Enablement Service, contributing to CIW inspections, registered inspector oversight and deputising for the registered manager where required.
- To effectively shape and manage the local social care provider market in order to meet current and future need to deliver cost effective and high quality outcomes for vulnerable service users.
- Develop effective plans with stakeholders including the participation of service users in the identification of need, development of services and in the monitoring of service outcomes. Engage in effective communications on behalf of the Council to ensure that messages are conveyed in a timely, transparent and coherent manner, to develop methods by which the local community's views can be heard.
- Supervise the Team Leaders assigned to implement and embed the patch-based model for Domiciliary Services in order that the Domiciliary Care market can appropriately respond to need and demand.
- Lead of the effective negotiations and the right sizing of care packages in accordance with the agreed risk matrix and in collaboration with other professionals in the Council and partner organisations through engagement with multi-disciplinary teams.

- Working in partnership with Finance and Procurement colleagues, to liaise with providers to secure uptake of packages, whilst operating within procurement rules to achieve value for money. Manage market conditions and take any necessary steps to create and design ways to stimulate and improve the market with a range of providers.
- Ensure compliance with the Data Protection Act and confidentiality policies. Analyse, interpret data and compile performance indicators. Maintain appropriate performance management systems for commissioned services. This will include the availability of information for internal and external reporting and regulatory bodies.
- Represent the Council at regional and national networks, which relate to Social Care and related issues.
- Prepare reports, attending and chair meetings and contribute to Welsh Government reports and returns as required.
- Assist the Registered Managers in the management of commissioning budgets within the resources available and in line with the Council's Commissioning priorities and savings targets in compliance with policies, financial regulations and standing orders.
- To undertake training and constructively participate in meetings, appraisals, supervision, seminars and other events designed to improve communication and assist with the effective development of the Targeted Care & Enablement Team.
- To manage complaints including investigation and response in collaboration with the Registered Manager, the Corporate Complaints team and the Safeguarding Team.

Disclosure & Barring Service Check*: DBS Enhanced Barred Adult

Essential Professional Registration / Membership: Social Care Wales

Person Specification

Essential Requirements

Essential Academic / Professional / Technical / Vocational Qualifications:

Management Qualification ILM Level 4 or willing to obtain within 18 months, or equivalent level of management experience.

Essential experience:

- A minimum of 2 years' experience of working in a Social Care setting.
- Experience of procurement and commissioning and related policies and procedures in a public sector context.
- Knowledge and understanding of key legislation and regulations eg, Well-being of Future Generation (Wales) Act 2015; Social Services and Wellbeing (Wales) Act 2014; Mental Capacity Act, Deprivation of Liberty / Liberty Protection Safeguards and Wales Safeguarding Procedures.

Essential practical/personal skills:

- Excellent communication skills with an ability to deal with sensitive issues in difficult situations.
- A full driving licence and access to a vehicle.
- Ability to provide cover during evenings, weekends and bank holidays on a rota basis.

English Language Skills:

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 4:** Can understand correspondence and reports expressed in standard language.

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:

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.

Desirable Requirements

Desirable Academic / Professional / Technical / Vocational Qualifications:

- NVQ4 / QCF5 in Care Management
- Manual Handling All Wales Passport
- Trusted Assessor Level 3
- Registration with Social Care Wales

Desirable experience:

- Knowledge of commissioning in the context of a domiciliary care.
- Experience in coaching / mentoring in a team environment.

Desirable practical/personal skills:

- Experience of multi-disciplinary team working and managing through change.