

Disgrifiad Swydd

Teitl y Swydd: Pen Swyddog Rheoli Adeiladu

Graddfa Cyflog 12: £46,142 - £48,266 y flwyddyn

Cyfeirnod at Ddibenion Gerthuso Swyddi: JD 1886-01

Lleoliad: Penmorfa, Aberaeron

Prif Bwrpas y Swydd:

Deiliad y swydd yw Prif Swyddog Rheoli Adeiladu ar gyfer y Swyddogaeth Rheoli Adeiladu. Mae ganddynt ddyletswydd statudol i reoli strwythurau peryglus, ac archwilio pob adeilad newydd i sicrhau cydymffurfiaeth â Rheoliadau Adeiladu a deddfwriaethau cysylltiedig. Cynhyrchir tua 70% o gost y gwasanaeth drwy incwm ffioedd a godir am wirio cynlluniau ac archwiliadau adeiladau. Mae'r swydd hon yn goruchwyllo tîm o Arolygwyr Adeiladu Cofrestredig yn ogystal ag ymgymryd â'u gwaith achos eu hunain.

Tasgau a Chyfrifoldebau Allweddol:

- **Rheoli Tîm** – Arwain a rheoli aelodau'r tîm i gyflawni camau gweithredu a thargedau a osodwyd yn y Cynllun Gwasanaeth blynyddol.
- **Cydymffurfiaeth Statudol** – Sicrhau bod y Cyngor yn bodloni'r holl rwymedigaethau statudol cyfredol a rhai sy'n dod i'r amlwg o fewn y maes gwasanaeth.
- **Glynu wrth Bolisi** – Goruchwyllo cydymffurfiaeth â pholisïau, mentrau a gweithdrefnau'r Cyngor wrth ddarparu gwasanaethau.
- **Cyngor ar Bolisi** – Cefnogi'r Rheolwr Gwasanaeth drwy roi cyngor a gwybodaeth i'r Cabinet a'r Cyngor ar bolisïau Rheoli Adeiladu sy'n dod i'r amlwg.
- **Dirprwy** – Gweithredu fel dirprwy i'r Rheolwr Gwasanaeth pan fo angen.
- **Dyletswyddau Swyddog Awdurdodedig** – Ymarfer awdurdod dirprwyedig mewn ymgynghoriad â'r rheolwr gwasanaeth yn gyfrifol i amddiffyn buddiannau'r Cyngor.
- **Gwella Gwasanaethau** – Nodi a gweithredu mesurau i wella darpariaeth a effeithlonrwydd gwasanaethau.
- **Rheoli Perfformiad** – Cymhwyso canllawiau perfformiad y Cyngor, cynnal gwerthusiadau, a mynd i'r afael ag anghenion hyfforddi a datblygu.
- **Trin Gwybodaeth** – Cynorthwyo gyda chasglu ac asesu ceisiadau Cwynion, Rhyddid Gwybodaeth, a RhAG sy'n gysylltiedig â'r gwasanaeth yn amserol.
- **Cyfrifoldebau Arbenigol** – Arwain ar reoleiddio datblygiadau heb awdurdod a gweithredu fel Swyddog Arweiniol ar gyfer Strwythurau Peryglus o dan Ddeddf Adeiladu 1984, gan gynnwys mynychu safleoedd y tu allan i oriau gwaith os a phan nad yw'r rheolwr gwasanaeth ar gael ond mewn ymgynghoriad â nhw.

Gwiriad Gwasanaeth Datgelu a Gwahardd*: Dim yn berthnasol

Cofrestriad/Aelodaeth Broffesiynol Hanfodol: Arall

Os dewisir arall, darparwch y Cofrestru/Aelodaeth sydd ei angen: Mae angen i ddeiliad y swydd fod yn Arolygydd Adeiladu Cofrestredig dosbarth 2(a-f) neu uwch.

Manyleb Person

Gofynion Hanfodol

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol Hanfodol:

- Addysg hyd at lefel gradd mewn pwnc perthnasol neu 4 mlynedd o brofiad cyfatebol
- Bod yn Arolygydd Adeiladu Cofrestredig dosbarth 2 (a-f) neu uwch

Profiad Hanfodol:

O leiaf 5 mlynedd o brofiad o ddarparu gwasanaethau cyhoeddus gyda rhywfaint o brofiad o reoli tîm.

Sgiliau ymarferol/personol hanfodol:

- Dealltwriaeth ragorol o rôl aelodau etholedig a'r broses gwneud penderfyniadau mewn perthynas â Rheoliadau Adeiladu a'r Ddeddf Adeiladu
- Profiad a chyflawniad cyson o ddarparu gwasanaethau sy'n cefnogi'r economi trwy reoli datblygiad yn y Sir
- Profiad o weithio o fewn llywodraeth leol gan gynnwys ymwybyddiaeth a sensitifrwydd i gyd-destun gwleidyddol y rôl.
- Gwybodaeth drylwyr o'r fframweithiau polisi cenedlaethol y mae'r Cyngor yn gweithredu ynddynt.
- Profiad sylweddol a llwyddiant amlwg wrth reoli a phenderfynu ar geisiadau Rheoliadau Adeiladu ar gyfer datblygu yn llwyddiannus.
- Dealltwriaeth a gwerthfawrogiad manwl o'r pwysau masnachol y mae'r gwasanaeth yn eu hwynebu gan gyflenwyr y sector preifat.
- Dealltwriaeth gyflawn o ddeddfwriaeth, deddfwriaeth a rheoliadau cysylltiedig fel y mae'n ymwneud â Rheoli Adeiladu.
- Ymrwymiad cryf i ddarparu gwasanaeth o ansawdd uchel i'r cyhoedd ac ymrwymiad cryf i foddhad cwsmeriaid.
- Tystiolaeth o weithio'n llwyddiannus gyda rhanddeiliaid mewnol ac allanol
- Sgiliau rhyngpersonol, cyflwyno a negodi rhagorol
- Gallu profedig i gyfathrebu a chyflwyno'n hawdd ar unrhyw lefel mewn modd priodol, cryno a chywir, ar lafar ac yn ysgrifenedig
- Hunanhyderus gyda brwdfrydedd personol a'r gallu i gynnal ymrwymiad er gwaethaf rhwystrau neu broblemau.
- Gallu i weithredu'n effeithiol o fewn y prosesau democrataidd, gyda chraffter gwleidyddol a sgiliau i ddatblygu perthnasoedd gwaith cynhyrchiol o fewn y Cyngor yn ogystal â rhanddeiliaid allanol.
- Ymrwymiad i egwyddorion ac arferion gofal cwsmeriaid, gan sicrhau rhagoriaeth wrth ddarparu gwasanaethau a chydabod ei effaith ar ddefnyddwyr gwasanaethau.
- Gallu i wneud penderfyniadau sy'n gyson, yn amserol ac yn realistig, a chynnwys eraill lle bo'n briodol wrth wneud penderfyniadau
- Gallu i weithio dan bwysau i derfynau amser tynn
- Ymrwymiad clir i gynnal egwyddorion cydraddoldeb ac amrywiaeth
- Trwydded yrru lawn y DU

Sgiliau Iaith Saesneg:

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:

Gwranddo 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 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:

Profiad Dymunol:

- Aelodaeth neu gymhwysedd ar gyfer Aelodaeth o Sefydliad Brenhinol y Syrfewyr Siartredig neu gorff proffesiynol cyfatebol
- Profiad o gymryd rhan a datblygu polisi a/neu ddarparu gwasanaethau ar lefel leol a rhanbarthol
- Profiad llwyddiannus o arwain timau datblygu amlddisgyblaethol, a rheoli canlyniadau llwyddiannus.

Sgiliau ymarferol/personol dymunol:

- Tystiolaeth o ddatblygiad llwyddiannus templedi, polisïau, gweithdrefnau a dogfennau canllaw mewn meysydd cyfrifoldeb penodol.
- Dealltwriaeth lawn o brosesau rheoli perfformiad a chynllunio busnes i yrru perfformiad sy'n gwella'n barhaus.
- Ymrwymiad i ddatblygu TG, a datblygu safonau ansawdd mewn perthynas â chynnal cofrestru ansawdd ISO 9001.
- Profiad o reoli adnoddau dynol ac ariannol, yn unol â pholisïau y cytunwyd arnynt.
- Gallu profedig i baratoi adroddiadau a'u cyflwyno i uwch swyddogion ac i Aelodau Etholedig.
- Yn meddu ar y gallu i baratoi a chyflwyno tystiolaeth i'r Llys Ynadon mewn perthynas â gorfodi gofynion statudol.

Job Description

Job Title: Principal Building Control Officer

Pay Grade: 12: £46,142 - £48,266 per annum

Job Evaluation Reference: JD 1886-01

Location: Penmorfa, Aberaeron

Main Purpose of the Job:

The post holder is the Principal Building Control Officer for the Building Control Function. They have a statutory duty to manage dangerous structures, and inspect all new buildings to ensure compliance with Building Regulations and associated legislations. Approx 70% of the service cost is generated through fee income charged for plan checking and building inspections. This post supervises a team of Registered Building Inspectors as well as undertaking their own case work.

Key Tasks & Responsibilities:

- **Team Management** – Lead and manage team members to achieve actions and targets set in the annual Service Plan.
- **Statutory Compliance** – Ensure the Council meets all current and emerging statutory obligations within the service area.
- **Policy Adherence** – Oversee compliance with Council policies, initiatives, and procedures during service delivery.
- **Policy Advice** – Support the Service Manager by providing advice and information to Cabinet and Council on emerging Building Control policies.
- **Deputising** – Act as deputy for the Service Manager when required.
- **Authorised Officer Duties** – Exercise delegated authority in consultation with the service manager responsibly to protect Council interests.
- **Service Improvement** – Identify and implement measures to enhance service delivery and efficiency.
- **Performance Management** – Apply Council performance guidelines, conduct appraisals, and address training and development needs.
- **Information Handling** – Assist with timely collation and assessment of Complaints, FOI, and EIR requests related to the service.
- **Specialist Responsibilities** – Lead on unauthorised development regularisation and act as Lead Officer for Dangerous Structures under the Building Act 1984, including out-of-hours site attendance if and when the service manager is unavailable but in consultation with them.

Disclosure & Barring Service Check*: Not Applicable

Essential Professional Registration / Membership: Other

If selected other, provide the Registration/Membership Required: Post holder needs to be

Registered Building Inspector class 2(a-f) or higher.

Person Specification

Essential Requirements

Essential Academic / Professional / Technical / Vocational Qualifications:

- Educated to degree level in a relevant subject or over 4 years equivalent experience
- To be a Registered Building Inspector class 2 (a-f) or higher

Essential experience:

A minimum 5 years' experience of public service provision with some experience of managing a team.

Essential practical/personal skills:

- Excellent understanding of the role of elected members and of the decision making process in relation to Building Regulations and the Building Act
- Experience and consistent achievement of service delivery that supports the economy through managing development in the County
- Experience of working within local government including the awareness of and sensitivity to the political context of the role.
- Thorough knowledge of the national policy frameworks within which the Council operates.
- Significant experience and demonstrable success in successfully managing and determining Building Regulation applications for development.
- A detailed understanding and appreciation of the commercial pressures faced by the service from private sector suppliers.
- A complete understanding of legislation, allied legislation and regulations as it relates to Building Control.
- A strong commitment to providing a high quality service to the public and a strong commitment to customer satisfaction.
- Evidence of successful working with internal and external stakeholders
- Excellent interpersonal, presentational and negotiating skills
- Proven ability to communicate and present easily at any level in an appropriate, concise and accurate manner, both orally and in writing
- Self-confident with personal drive and ability to maintain commitment despite setbacks or problems.
- Ability to operate effectively within the democratic processes, with political acumen and skills to develop productive working relationships within the Council as well as external stakeholders.
- Commitment to the principles and practices of customer care, ensuring excellence in service delivery and recognition of its impact on service users.
- Ability to take decisions which are consistent, timely and realistic, and to involve others where appropriate when making decisions
- Ability to work under pressure to tight deadlines
- Clear commitment to uphold the principles of equality and diversity
- Full UK Driver's Licence

English Language Skills:

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.

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 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:

Desirable experience:

- Membership or eligibility for Membership of the Royal Institution of Chartered Surveyors or equivalent professional body
- Experience of participation and development of policy and/or service delivery at a local and regional level
- Successful experience of leading multi-disciplinary development teams, and managing successful outcomes.

Desirable practical/personal skills:

- Evidence of successful development of templates, policies procedures and guidance documents in areas of specific responsibility.
- A full understanding of performance management and business planning processes to drive continuously improving performance
- Commitment to the development of IT, and the development of quality standards in relation to the maintenance of ISO 9001 quality registration.
- Experience of the management of human and financial resources, in accordance with agreed policies.
- Proven ability to prepare reports and present them to senior officers and to Elected Members
- Has ability to prepare and present evidence to the Magistrates Court in relation to enforcement of statutory requirements.