

Disgrifiad Swydd

Teitl y Swydd	Rheolwr Tîm – Gadael Gofal
Gwasanaeth	Porth Cynnal
Graddfa	13
Pwynt/iau Cyflog	39-41
Cyflog	£50,269 - £52,413
Pwrpas y Swydd	<p>Mae'r tîm Gadael Gofal yn rhoi cymorth i bobl ifanc sydd â phrofiad o fod mewn gofal ac mae'n eu helpu nhw i ddatblygu sgiliau ac adnoddau fel y gallant fyw'n annibynnol fel oedolion.</p> <p>Rhaid i Reolwr y Tîm weithio'n greadigol ac yn gydweithredol i sicrhau'r safonau uchaf posibl o fewn model Llesiant Gydol Oes Cyngor Sir Ceredigion. Bydd deiliad y rôl hon yn atebol i'r Rheolwyr Corfforaethol a bydd yn gweithio gyda'r Rheolwyr Tîm eraill i sicrhau bod y modd y rheolir y timau yn gyson fel y gallwn gyflawni'r amcanion corfforaethol ac amcanion y gwasanaethau, gan sicrhau bod yr holl wasanaethau a ddarperir yn cael eu cydlynu a'u rhoi ar waith yn effeithiol.</p> <p>Er bod gan Reolwyr Tîm gyfrifoldeb penodol dros reoli eu timau a'u gwahanol feysydd, mae ganddynt hefyd gyfrifoldeb corfforaethol i sicrhau bod yr hyn a wneir o fewn eu gwasanaethau yn cael ei reoli'n gyson i gyd-fynd ag amcanion a safonau'r Cyngor. Hefyd, pan fo angen, mae'n bosibl y bydd angen i ddeiliad y rôl hon ddirprwyo dros y Rheolwyr Corfforaethol ar lefel gorfforaethol, ranbarthol a chenedlaethol.</p>
Lleoliad Gwaith Cytundebol	Penmorfa, Aberaeron
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Corfforaethol
Cyfrifoldebau Goruchwylio / Rheoli	Oes
Atebolrwydd	
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	<p>Mae diogelu ac amddiffyn oedolion mewn perygl a phlant yn flaenoriaethau allweddol i ni. Ein nod yw cefnogi oedolion mewn perygl, plant a phobl ifanc er mwyn sicrhau eu bod mor ddiogel ag y gallant fod. Rydym yn cydnabod eu hawl i gael eu diogelu a byddant yn cymryd camau i ddiogelu eu lles.</p> <p>Disgwylir i bob aelod o staff a gwirfoddolwr rannu'r ymrwymiad hwn, a bydd arnom angen Gwiriad Manylach gan y Gwasanaeth Datgelu a Gwahardd (DBS), y Swyddfa Cofnodion Troseddol gynt cyn penodi i'r swydd hon.</p>
Dyletswyddau a chyfrifoldebau	

- Sicrhau bod diwylliant sy'n canolbwyntio ar y dinasyddion ac ar ganlyniadau yn cael ei hyrwyddo bob amser.
- Sicrhau bod gan blant sy'n gadael gofal y Cynlluniau Llwybr mwyaf diweddar a'u bod yn cael eu cefnogi wrth iddynt ddod yn oedolion.
- Hyrwyddo dull sy'n canolbwyntio ar yr unigolyn ar bob adeg gan sicrhau bod y model Arwyddion Diogelwch a Llesiant yn cael ei weithredu'n ymarferol
- Cynorthwyo â'r gwaith o baratoi a monitro cyllidebau'r timau/gwasanaethau gan sicrhau darpariaeth effeithiol ac effeithlon sy'n cyflawni'r canlyniadau perthnasol i ddinasyddion
- Monitro a gwerthuso perfformiad y tîm gan ddarparu adroddiadau rheolaidd. Wrth wneud hyn, byddwch yn ystyried cynlluniau statudol ac anstatudol y gwasanaeth, y cynlluniau busnes a'r dangosyddion perfformiad.
- Sicrhau bod y staff yn cael eu goruchwyllo'n rheolaidd o fewn yr amserlenni a gytunwyd iddynt. Bydd hwn yn gyfle i'r staff rannu eu barn a'u teimladau.
- Hyrwyddo cyfleoedd cyfartal mewn arferion cyflogaeth ac wrth ddarparu gwasanaethau fel bod y Cyngor yn cwrdd â'i rwymedigaethau moesol a chyfreithiol fel cyflogwr cyfleoedd cyfartal.
- Rhoi prosesau sicrwydd ansawdd cadarn ac effeithiol ar waith a rheoli'r prosesau hyn.
- Cyflawni unrhyw ddyletswyddau eraill sy'n cyd-fynd â lefel a disgwyliadau'r swydd, gan gynnwys cynllunio at argyfyngau; rheoli a chydlynu ymatebion; rheoli risgiau; a diogelu

Manyleb y Person

Gofynion Hanfodol	
<p>Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol</p>	<p>Addysg hyd at lefel gradd mewn pwnc perthnasol e.e. gradd mewn Gwaith Cymdeithasol.</p> <p>Cofrestriad proffesiynol cyfredol e.e. eich bod wedi cofrestru â Gofal Cymdeithasol Cymru</p> <p>Hyfforddiant Uwch - Arwyddion Diogelwch (neu wedi ymrwymo i wneud yr hyfforddiant o fewn y 12 mis nesaf)</p> <p>Cymhwyster rheoli cydnabyddedig (neu wedi ymrwymo i sicrhau cymhwyster rheoli cydnabyddedig o fewn 2 flynedd)</p>
<p>Sgiliau leithyddol Cymraeg:</p>	<p>Bydd angen y sgiliau ieithyddol canlynol o fewn 2 flynedd i'r penodiad.</p> <p>Gwranddo a Siarad Lefel 3: Medru deall a chymryd rhan yn y rhan fwyaf o sgysiaau arferol o ddydd i ddydd yn y swyddfa. Medru cynnig cyngor i'r cyhoedd ar faterion cyffredinol mewn perthynas â'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol. Medru cyfrannu at gyfarfod neu gyflwyniad ar faterion cyffredinol mewn perthynas â'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol.</p> <p>Sgiliau Darllen Lefel 2: Gallu deall y rhan fwyaf o adroddiadau byr a chyfarwyddiadau arferol o fewn arbenigedd y gwaith, cyn belled â bod digon o amser wedi ei ganiatáu.</p> <p>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.</p>
<p>Sgiliau leithyddol Saesneg:</p>	<p>Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd.</p> <p>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.</p> <p>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.</p> <p>Sgiliau Ysgrifennu Lefel 5: Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd i safon</p>

	<p>dderbyniol gyda chymorth cymhorthion iaith. Medru llunio nodiadau manwl tra'n cymryd rhan lawn mewn cyfarfod.</p>
<p>Sgiliau Ymarferol / Personol</p>	<p>Wedi ymrwymo i ffyrdd corfforaethol o weithio ar draws y model Llesiant Gydol Oes</p> <p>Profiad o reoli cyllidebau.</p> <p>Tystiolaeth o gydweithio'n llwyddiannus â rhanddeiliaid mewnol ac allanol i ddarparu gwasanaeth o ansawdd uchel.</p> <p>Sgiliau digidol / TGCh o'r ansawdd uchaf a sgiliau cyfathrebu rhagorol, yn ysgrifenedig ac ar lafar.</p> <p>Y gallu i deithio er mwyn cyflawni dyletswyddau'r swydd.</p> <p>Deall yr hyblygrwydd sydd ei angen yn y swydd o ganlyniad i anghenion y gwasanaeth, a deall y gall fod angen gweithio gyda'r hwyr ac ar benwythnosau o'r herwydd</p>
<p>Profiad Hanfodol</p>	<p>O leiaf 5 mlynedd o brofiad o weithio mewn maes perthnasol e.e. gofal cymdeithasol</p> <p>Tystiolaeth o Ddatblygiad Proffesiynol Parhaus</p> <p>Profiad o rôl reoli mewn tîm/maes perthnasol ac yn medru dangos eich bod wedi llwyddo i ddylanwadu ar berfformiad rhagorol a/neu welliannau.</p> <p>Profiad o weithio mewn lleoliad amlddisgyblaethol</p> <p>5 mlynedd o brofiad o weithio gyda phlant a theuluoedd mewn lleoliad gofal cymdeithasol statudol a phrofiad o wneud penderfyniadau ar waith achos.</p> <p>Dealltwriaeth o'r canlynol: deddfwriaeth, fframweithiau rheoleiddio, cynlluniau cenedlaethol a lleol, a pholisïau a chanllawiau ym maes Plant, Teuluoedd a Phobl Ifanc, gan gynnwys y rheiny y mae angen eu diogelu a gofalu amdanynt.</p>
<p>Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd</p>	

Gofynion Dymunol	
<p>Cymwysterau / Hyfforddiant</p>	<p>Asesydd Ymarfer - Gwaith Cymdeithasol</p>
<p>Sgiliau Ymarferol / Personol</p>	<p>Profiad o weithio mewn lleoliad aml-ddisgyblaeth</p> <p>Y gallu i roi proses rheoli newid ar waith yn llwyddiannus.</p>

Job Description

Post Name	Team Manager Leaving Care
Service	Porth Cynnal
Grade	13
Spinal Point/s	39-41
Salary	£50,269 - £52,413
Job Purpose	<p>The Leaving care team provides support to young people transitioning who are care experienced, helping them to develop the skills and resources needed for independent living and adulthood.</p> <p>The Team Manager must work creatively and collaboratively to achieve the highest possible standards of performance in Ceredigion County Council's Through Age and Wellbeing model of service delivery. This role reports to our Corporate Managers and works with other Team Managers in ensuring that teams are managed consistently to meet corporate and service objectives and that these are effectively co-ordinated and implemented across the Service's areas of operation</p> <p>Whilst Team Managers have specific responsibility to manage a team and/or function, they have a corporate responsibility to ensure that their service activities and actions are consistently managed to support Council objectives and standards. This role may be required to deputise for Corporate Managers, when required, at corporate, regional and national level.</p>
Contractual Work Location/Base	Penmorfa, Aberaeron
Hours of Work	37 hours per week
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Corporate Manager
Supervisory/Managerial Responsibilities	Yes
Accountability	
Contractual Terms Associated with the Post	<p>Safeguarding and protecting adults at risk and children are key priorities for us. We aim to support adults at risk, children and young people to ensure they are as safe as they can possibly be. We acknowledge their right to protection and will take action to safeguard their welfare. Each member of staff and volunteer is expected to share this commitment, and we will require an Enhanced Check by the Disclosure and Barring Service (DBS), formerly CRB before appointing to this post.</p>

Duties and Responsibilities

- Ensure that a citizen and outcomes focussed culture is promoted at all times.
- Ensure children defined as Care Leavers have up to date Pathway Plans and are supported into adulthood.
- Promote a person centred approach at all times by ensuring the implementation of the Signs of Safety and Wellbeing model in practice.
- To assist in the preparation and monitoring of budgets for their teams/services to ensure effective and efficient service delivery that provides the required outcomes for citizens
- To regularly monitor, evaluate and report on team performance against statutory and non-statutory service plans, business plans and performance indicators.
- To ensure that regular reflective supervision of staff takes place, as required, within agreed timescales.
- 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 implement and manage a robust and effective quality assurance processes.
- 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.

Job Evaluation Post Ref

JD 1862

Person Specification

Essential Requirements	
Academic / Professional / Technical / Vocational Qualifications	<p>Educated to degree level in a relevant subject e.g. degree in Social Work.</p> <p>Current professional registration e.g. registration with Social Care Wales</p> <p>Signs of Safety Advance training (or a commitment to undertake the training within the next 12 months)</p> <p>A recognised management qualification (or a commitment to achieve a recognised management qualification within 2 years)</p>
Welsh Linguistic Skills:	<p>The following linguistic skills will be required within 2 years of appointment.</p> <p>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.</p> <p>Reading Skills Level 2: Can understand most short reports and familiar instructions within his/her own area of expertise, provided enough time is given.</p> <p>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.</p>
English Linguistic Skills:	<p>You must possess the following linguistic skills when you start the position.</p> <p>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.</p> <p>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.</p> <p>Writing Skills Level 5: Can write business correspondence, short reports, e-mail messages and information literature to an acceptable</p>

	standard with the assistance of language tools. Can write detailed notes in a meeting whilst contributing fully.
Practical and personal skills	<p>A commitment to corporate ways of working across the Through Age and Wellbeing model</p> <p>Proven experience of managing budgets.</p> <p>Evidence of successful working with internal and external stakeholders resulting in high quality service delivery.</p> <p>High level of digital/IT skills and excellent communication skills, both written and verbal.</p> <p>The ability to undertake business travel.</p> <p>Understand the flexibility required in the role as a result of the needs of the service and that, as a result, the role may include evening and weekend working</p>
Required Experience	<p>Minimum of 5 years' experience in a relevant field e.g. social care</p> <p>Evidence of Continued Professional Development</p> <p>Experience of a management role in a relevant team/function and be able to demonstrate achievement in influencing successful performance and/or improvement</p> <p>Experience of working in a multi-disciplinary setting</p> <p>Five years experience in working with children and families in a statutory social care setting and demonstrable experience of decision making on case work.</p> <p>Relevant legislation, regulatory frameworks, national and local initiatives, policy and guidance in relation to Children and Families and Young People, including those in need of safeguarding and looked after.</p>
Training/education required to be undertaken for the post/worked towards	

Desirable Requirements	
Qualifications / Training	Social Work Practice Assessor
Practical / Personal Skills	<p>Experience of working in a multi-disciplinary setting</p> <p>Proven ability to deliver a successful managing change process</p>