

Disgrifiad Swydd

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| Enw'r Swydd | Rheolwr Gwasanaeth – Trafnidiaeth a Depos |
| Cyfeirnod at Ddibenion Gwerthuso Swyddi | JD 1768-01 |
| Adran/Adain | Priffyrdd a Gwasanaethau Amgylcheddol Cynaliadwyedd a Thrafnidiaeth |
| Graddfa SCP a chyflog | Graddfa 13 £50,269 – 52,413 |
| Pwrpas y Swydd | <p>O dan gyfarwyddyd cyffredinol y Rheolwr Corfforaethol – Cynaliadwyedd a Thrafnidiaeth, disgwylir i ddeiliad y swydd fod yn gyfrifol am reoli a darparu'r gwasanaethau sy'n rhan o'r maes gwasanaeth Trafnidiaeth a Depos sy'n cynnwys:</p> <ul style="list-style-type: none"> • Yr Uned Cludiant Teithwyr Corfforaethol. • Contractau Bysiau / Tacsis ar gyfer Dysgwyr. • Datblygu a Rheoli Seilwaith y Depos. • Yr Harbyrau. • Gwasanaethau Parcio. <p>Cynorthwyo i reoli gwaith y maes gwasanaeth Trafnidiaeth a Depos yn strategol ac yn weithredol er mwyn sicrhau y darperir gwasanaethau sy'n diwallu anghenion y defnyddwyr gwasanaeth, y gymuned a'r bobl yng Ngheredigion. Yn ôl yr angen, bydd gofyn gweithio ar draws gwasanaethau i gyflawni nodau'r Cyngor.</p> <p>Rheoli perfformiad y meysydd gwasanaeth unigol i sicrhau y darperir gwasanaethau effeithiol, o ran ansawdd ac effeithlonrwydd a hynny o fewn y cyfyngiadau cyllidebol.</p> <p>Cofleidio diwylliant o newid trwy fod yn agored, yn hyblyg ac yn barod i addasu wrth ymateb i amgylchedd sy'n newid yn barhaus.</p> <p>Cynorthwyo i ddatblygu polisïau a pharatoi adroddiadau strategol ar faterion yn ymwneud â'r gwasanaeth i'w cymeradwyo gan y Rheolwr Corfforaethol ac i gynghori'r Swyddog Arweiniol Corfforaethol yn ôl yr angen.</p> <p>Negodi ar ran y Cyngor a'i gynrychioli mewn cyfarfodydd mewnol a chyda chyrrff a phartneriaethau allanol mewn cysylltiad â materion proffesiynol sy'n ymwneud â'r gwasanaeth.</p> |

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| | <p>Arwain a chymryd rhan yn y gwaith o gyflawni prosiectau o fewn y meysydd arbenigol a'r gwasanaeth ehangach.</p> <p>Bod yn gyswllt allweddol â'r Rheolwyr Corfforaethol a gweithio gyda Rheolwyr Gwasanaeth eraill i sicrhau bod timau'n cael eu rheoli mewn ffordd gyson i gyflawni'r amcanion corfforaethol ac amcanion y gwasanaeth a bod y rhain yn cael eu cydlynu a'u gweithredu'n effeithiol ar draws meysydd y gwasanaeth.</p> <p>Er bod gan Reolwyr Gwasanaeth gyfrifoldeb penodol dros reoli tîm a / neu swyddogaeth, mae ganddynt gyfrifoldeb corfforaethol i sicrhau bod gweithgarwch a gweithredoedd eu gwasanaeth yn cael eu rheoli mewn ffordd gyson i gefnogi amcanion a safonau'r Cyngor.</p> <p>Gweithio'n greadigol ac ar y cyd i gyrraedd y safonau uchaf posib o ran perfformiad.</p> <p>Dirprwyo ar ran y Rheolwyr Corfforaethol, pan fo angen, ar lefel gorfforaethol, rhanbarthol a chenedlaethol.</p> <p>Nid yw'r uchod yn gynhwysfawr a gallai newid.</p> |
| Lleoliad | <p>Depo Glanyrafon, Aberystwyth (ond mae gweithio hybrid ar gael).</p> <p>Bydd angen gweithio'n hyblyg mewn lleoliadau eraill yn y Sir.</p> <p>Bydd angen bod yn bresennol ar safleoedd a bydd yn rhaid i ddeiliad y swydd gadw at y gofynion iechyd a diogelwch sy'n berthnasol ar gyfer gweithio ar safle.</p> |
| Oriau Gwaith | 37 awr yr wythnos |
| Math o Contract | Llawn amser |
| Hyd y Contract | Parhaol |
| Teitl swydd y Rheolwr Llinell Uniongyrchol | Rheolwr Corfforaethol – Cynaliadwyedd a Thrafnidiaeth |
| Cyfrifoldebau goruchwylio / rheoli – os yw'n berthnasol | <p>Cyfrifoldeb llawn a pharhaus am oruchwylio a rheoli grwpiau amlddisgyblaethol o staff sy'n darparu ystod amrywiol o wasanaethau ac sydd ar wasgar ledled Ceredigion.</p> <p>Cyfrifoldeb uniongyrchol dros 4 aelod o staff.</p> <p>Gall maint y maes gwasanaeth amrywio yn ôl natur ei wasanaethau, ond disgwylir i ddeiliad y swydd fod â chyfrifoldeb cyffredinol am dros 30 o weithwyr.</p> <p>Cyfrifoldeb rheoli dros gyllideb refeniw a chyfalaf flynyddol sydd gwerth dros £6m.</p> <p>Rheoli contractwyr ac is-contractwyr.</p> |

Dyletswyddau a chyfrifoldebau

Mae dyletswyddau a thasgau cyffredinol y swydd yn cynnwys y canlynol:

- Cyfrifoldeb rheoli dros weithredu a darparu'r gwasanaethau'n effeithiol yn unol â'r strategaethau a'r polisiau a gymeradwywyd.
- Cynnal cyfathrebu effeithiol â staff yn y gwasanaeth.
- Rheoli disgwyliadau'r holl randdeiliaid trwy gyfathrebu effeithiol.
- Paratoi adroddiadau strategol ac Aseidiadau Effaith Integredig ar faterion sy'n ymwneud â'r gwasanaeth i'w cymeradwyo gan y Rheolwr Corfforaethol ac i gynghori'r Swyddog Arweiniol Corfforaethol yn ôl yr angen, gan gynnig argymhellion a rheoli'r gwaith o weithredu newidiadau sylfaenol i bolisiau a'r ffordd y caiff y gwasanaethau eu darparu, a chyflwyno'r adroddiadau i gyfarfodydd y Cabinet, y Cyngor a'r Pwyllgorau Craffu yn ôl yr angen.
- Rhoi cyngor arbenigol ar y meysydd gwasanaeth cymhleth, pwysig a gwerthfawr a nodwyd mewn perthynas â'r ffordd y caiff y gwasanaethau eu darparu.
- Rheoli'r cyllidebau refeniw a chyfalaf sylweddol ar gyfer y gwasanaethau o fewn y rheoliadau ariannol cyfredol ac mewn cysylltiad agos â'r Rheolwr Corfforaethol a'r Gwasanaethau Cyllid.
- Bod yn gyfrifol am nodi a denu cyfleoedd perthnasol am gyllid grant i ategu a gwella gwaith y gwasanaeth a galluogi'r Awdurdod i gyflawni ei amcanion a'i flaenoriaethau.
- Negodi ar ran y Cyngor a'i gynrychioli mewn cyfarfodydd â chyrff a phartneriaethau allanol.
- Delio â chontractwyr allanol o'r cam cyntaf hyd nes y caiff gwasanaethau a phrosiectau eu cwblhau'n foddhaol.
- Rhannu arferion effeithiol o ran rheoli perfformiad, datblygu a chymell ar draws y maes gwasanaeth fel bod staff yn perfformio i'r lefel ofynnol ac yn datblygu i'w llawn potensial.
- Datrys gwrthdaro a allai godi o fewn y gwasanaeth ymhlith y rhanddeiliaid gan gynnwys gweithwyr, darparwyr gwasanaethau a defnyddwyr, a hynny mewn ffordd broffesiynol.
- Cyfrifoldeb dros drin data yn gywir ac uniondeb y systemau a ddefnyddir ar gyfer y gwasanaeth a defnyddio'r adroddiadau i reoli perfformiad y gwasanaeth.
- Delio yn effeithiol â blaenoriaethau a gofynion sy'n gwrthdaro. Rhagwelir y bydd newidiadau o'r fath yn digwydd yn rheolaidd a bydd yn ofynnol i ddeiliad y

swydd weithio'n effeithiol i fodloni blaenoriaethau a gofynion y gwasanaeth sy'n newid yn barhaus.

- Mynd ati'n rhagweithiol i nodi a gweithredu dulliau newydd / arloesol o ddarparu gwasanaethau, gan gynnwys ffyrdd o ariannu'r rhain.
- Sicrhau bod holl ofynion lechyd a Diogelwch y gwasanaeth yn cael eu nodi, yr eir i'r afael â nhw a'u bod yn cael eu cofnodi fel sy'n ofynnol gan y ddeddfwriaeth berthnasol.
- Sicrhau bod staff y gwasanaeth wedi'u hyfforddi'n ddigonol i ddarparu gwasanaethau sy'n cydymffurfio â'r ddeddfwriaeth, y gofynion contractiol a'r gofynion o ran sicrhau ansawdd.
- Rheoli gweithwyr ar gyfer prosiectau penodol a / neu bartneriaethau ar ran y gwasanaeth.
- Darparu ac ymgorffori diwylliant o ofal cwsmeriaid sy'n rhan annatod o'r ffordd y mae'r gwasanaeth yn darparu ei wasanaethau.
- Cyflawni unrhyw ddyletswyddau eraill sy'n gymesur â graddfa'r swydd, ac ar gais y Rheolwr Corfforaethol. Nid yw'r uchod yn gynhwysfawr a gallai newid.
- Cynorthwyo'r Rheolwyr Corfforaethol a'r Swyddogion Arweiniol Corfforaethol i sicrhau bod y polisiau a'r gweithdrefnau'n cael eu diweddarau i adlewyrchu'r ddeddfwriaeth gyfredol a'r arferion gorau.
- Monitro, gwerthuso ac adrodd am berfformiad y tîm yn rheolaidd yn erbyn y cynlluniau gwasanaeth, y cynlluniau busnes a'r dangosyddion perfformiad statudol ac anstatudol, a bod yn gyfrifol am sicrhau bod mesurau perfformiad penodol ar gyfer y gwasanaethau'n cael eu cyflawni.
- Cefnogi'r gwaith o nodi a mynd ar drywydd ffynonellau ariannu allanol priodol a ffyrdd eraill o ddarparu gwasanaethau e.e. drwy weithio mewn partneriaeth i ddarparu gwasanaethau'r Cyngor.
- Ymchwilio i gwynion, ceisiadau rhyddid gwybodaeth a cheisiadau rheoliadau gwybodaeth amgylcheddol a'u rheoli, yn unol â pholisiau a gweithdrefnau'r Cyngor, a sicrhau yr ymatebir iddynt mewn modd amserol.
- Sicrhau bod yr holl staff yn y tîm a'r gwasanaeth yn perfformio i safon uchel, cydnabod perfformiad da a mynd i'r afael â pherfformiad gwael mewn ffordd gadarnhaol ac effeithiol.
- Ymgymryd ag unrhyw ddyletswyddau eraill sy'n gymesur â lefel a disgwyliadau'r swydd, gan gynnwys cynllunio at argyfyngau; rheoli a chydlynu ymatebion; rheoli risgiau; a diogelu.
- Adolygu'r dulliau presennol ar gyfer cyfathrebu gyda staff i sicrhau bod y rhain yn effeithiol ac yn annog adborth dwyffordd, a bod yn gyfrifol am sicrhau bod yr

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| | <p>yholiadau Clic sy'n berthnasol i'r gwasanaeth yn cael eu monitro, eu rheoli ac yr ymatebir iddynt mewn modd amserol.</p> <ul style="list-style-type: none"> • Hybu diwylliant o gyfathrebu mewnol ac allanol cryf fel bod y gwasanaethau a ddatblygir yn cael eu darparu mewn cydweithrediad â dinasyddion, rhanddeiliaid a staff. • Cynorthwyo'r Rheolwr Corfforaethol i gynnal cyswllt effeithiol ag Uwch Reolwyr, a lle bo'n briodol, rhoi gwybodaeth a chynghor cynhwysfawr er mwyn cyfeirio materion angenrheidiol at yr Uwch Reolwyr neu'r Aelodau Etholedig er penderfyniad a hynny mewn modd amserol. • Coladu ac asesu gwybodaeth ynghylch cwynion, ceisiadau rhyddid gwybodaeth a cheisiadau rheoliadau gwybodaeth amgylcheddol mewn perthynas â'r gwasanaeth mewn modd amserol ac yn unol â pholisïau'r Cyngor. |
| <p>Atebolrwydd</p> | <p>Rhoddir arweiniad ond bydd yn ofynnol i ddeiliad y swydd weithio ar ei fenter ei hun i sicrhau rheolaeth effeithiol o'r gwasanaethau tra'n cydbwysu blaenoriaethau sy'n gwrthdaro, bod yn ymwybodol o'r wybodaeth ddiweddaraf o ran gofynion gweithredol y ddeddfwriaeth a'r rheoliadau cenedlaethol, a chynghori swyddogion pan fo'n briodol.</p> <p>Bydd gliniadur a ffôn symudol yn cael eu darparu i alluogi deiliad y swydd i ymgymryd â dyletswyddau'r swydd. Bydd gofyn i ddeiliad y swydd hefyd sicrhau bod mân adnoddau eraill yn cael eu cadw yn ddiogel e.e. offer tirlfesur.</p> |

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| <p>Y cymwysterau academaidd / proffesiynol / technegol / galwedigaethol (gan gynnwys lefel y cymhwyster) sydd eu hangen ar gyfer y swydd</p> | <p>Addysg hyd at lefel gradd mewn pwnc perthnasol neu brofiad cyfatebol y gellir ei arddangos – Hanfodol.</p> <p>Aelod o gorff proffesiynol perthnasol – Dymunol.</p> <p>Cymhwyster Uwch Reoli cydnabyddedig neu brofiad rheoli cyfatebol neu ymrwymiad i gyflawni cymhwyster rheoli cydnabyddedig o fewn 2 flynedd – Hanfodol.</p> |
| <p>Lefel sgiliau ieithyddol sydd ei hangen ar gyfer y swydd</p> <p>(Gweler y canllawiau iaith)</p> | <p>Meistrolaeth ragorol ar Saesneg ysgrifenedig a llafar. Hanfodol</p> <p>Y gallu i ymgymryd â thasgau drwy gyfrwng y Gymraeg i lefel ALTE</p> <p>Siarad / Gwranddo: 3</p> <p>Darllen: 2</p> <p>Ysgrifennu: 2</p> <p>(Gwranddo / siarad / darllen ac ysgrifennu) neu barodrwydd i gyrraedd y lefel hon o fewn 2 flynedd. Hanfodol</p> |
| <p>Sgiliau ymarferol/personol sydd eu hangen ar gyfer y swydd</p> | <p>Gwybodaeth a phrofiad arbenigol o agweddau strategol a gweithredol o leiaf un o'r meysydd gwasanaeth a nodwyd yn y Disgrifiad o'r Swydd.</p> <p>Ymwybyddiaeth o dechnegau rheoli perfformiad a phrofiad o'u defnyddio.</p> <p>Gwybodaeth fanwl am ethos y sector cyhoeddus, yn ddelfrydol yng nghyd-destun Llywodraeth Leol, gan gynnwys gofynion caffael cyhoeddus.</p> <p>Sgiliau rhyngpersonol, cyflwyno, trefnu, dylanwadu a negodi rhagorol.</p> <p>Hanes blaenorol o arwain, rheoli a gwella timau yn barhaus, yn llwyddiannus ac yn effeithiol.</p> <p>Ymrwymiad i egwyddorion ac arferion gofal cwsmeriaid, gan sicrhau rhagoriaeth wrth ddarparu gwasanaethau a chydabod yr effaith ar ddefnyddwyr y gwasanaeth.</p> |

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| | <p>Deall yr hyblygrwydd sydd ei angen yn y rôl o ganlyniad i anghenion y gwasanaeth ac y gall y rôl gynnwys gweithio gyda'r nos ac ar benwythnosau.</p> |
| <p>Profiad sydd ei angen ar gyfer y swydd</p> | <p>O leiaf tair blynedd o brofiad rheoli mewn o leiaf un o'r meysydd arbenigol.</p> <p>Profiad ymarferol diweddar mewn rheoli adnoddau ariannol, adnoddau caffael ac adnoddau dynol.</p> <p>Profiad ymarferol o reoli a gweithio'n effeithiol gyda thimau canolig eu maint.</p> <p>Profiad o rôl reoli mewn tîm / swyddogaeth berthnasol ac yn gallu profi cyflawniad o ran dylanwadu ar berfformiad yn llwyddiannus a/neu sicrhau gwelliant trwy oruchwyliaeth.</p> <p>Dealltwriaeth lawn o brosesau rheoli perfformiad a chynllunio busnes i yrru perfformiad sy'n gwella'n barhaus.</p> |
| <p>Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd</p> | <p>Dangos Datblygiad Proffesiynol Parhaus cyfredol a bod yn barod i gymryd rhan mewn hyfforddiant rheoli priodol.</p> <p>Bydd gofyn i ddeiliad y swydd gyrraedd y lefelau ieithyddol o fewn dwy flynedd i'r penodiad a bydd hyfforddiant yn cael ei roi yn ôl yr angen.</p> |
| <p>Sgiliau/Cymwysterau Dymunol</p> | <p>Profiad ymarferol o ddefnyddio dull partneriaeth i ddarparu gwasanaethau.</p> |



Job Description

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| Post Name | Service Manager Transport & Depots |
| Job Evaluation Post No | JD 1768-01 |
| Department/ Section | Highways and Environmental Services Sustainability & Transport |
| Grade SCP and salary | Grade 13 £50,269 – 52,413 |
| Job Purpose | <p>Under the general direction of the Corporate Manager Sustainability & Transport to be responsible for the management and delivery of the services forming Transport & Depots which includes:</p> <ul style="list-style-type: none">• Corporate Passenger Transport Unit.• Learner Bus/Taxi Contracts.• Depot Infrastructure Management & Development.• Harbours.• Parking Services. <p>To assist with the strategic and operational management of Transport & Depots to ensure that it provides services that meet the needs of the services users, the community and people of Ceredigion.</p> <p>Where necessary, cross-service working practices will be adopted to meet the aims of the Council.</p> <p>To manage the performance of the individual service areas ensuring the provision of effective services, in relation to quality, efficiency and within budgetary constraints.</p> <p>To embrace a culture of change by being open, flexible and adaptable in responding to a continually changing environment.</p> <p>To assist in the development of policies and prepare strategic reports on service matters for the approval of the Corporate Manager and advise as required the Corporate Lead Officer.</p> <p>To negotiate and represent the Council at meetings, both internal, external and with outside bodies and</p> |

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| | <p>partnerships in connection with professional matters relating to the Service.</p> <p>To lead and participate in the delivery of projects both within the specialised areas and the wider Service.</p> <p>To provide a key link with Corporate Managers and work with other Service 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.</p> <p>Whilst Service 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.</p> <p>To work creatively and collaboratively to achieve the highest possible standards of performance.</p> <p>To deputise for Corporate Managers, when required, at corporate, regional and national level.</p> <p>The above is not exhaustive and is subject change.</p> |
| Location | <p>Based at Glanyrafon Depot, Aberystwyth (but hybrid working available)</p> <p>Flexible working at other locations in the County is required.</p> <p>Attendance at sites will be required and the postholder must adhere to health & safety requirements of site working.</p> |
| Hours of Work | 37 hours per week |
| Type of Contract | Full time |
| Length of Contract | Permanent |
| Immediate Line Managers job title | Corporate Manager – Sustainability & Transport |
| Supervisory/Managerial responsibilities – if applicable | <p>Full and ongoing responsibility for supervision and management of multi-disciplinary groups of staff involved in the delivery of a diverse range of services and dispersed across Ceredigion.</p> <p>Direct responsibility for 4 staff.</p> |

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| | <p>The size of service area may well vary by the nature of its services but the postholder is expected to have overall responsibility for in excess of 30 employees.</p> <p>Management responsibility for annual revenue and capital budget in excess of £6m.</p> <p>Management of contractors and sub-contractors.</p> |
| <p>Duties and responsibilities</p> | <p><i>General duties and tasks of the post to include:</i></p> <ul style="list-style-type: none"> • Management responsibility for the efficient operation and delivery of the services provided by the Service in accordance with approved strategies and policies. • Maintaining effective communications with staff in the Service. • Managing expectations of all stakeholders through effective communication. • Preparing strategic reports and IIA's on service matters for the approval of the Corporate Manager and advice as required the Corporate Lead Officer, recommending and managing the implementation of fundamental changes to policy and service delivery, and to present the reports required to Cabinet, Council and Scrutiny meetings. • Providing specialist advice on the complex, important and valued service areas identified relating to the direction and delivery of the service. • Managing the significant revenue and capital budgets for the services within current financial regulations and in close liaison with the Corporate Manager and Financial Services. • Be responsible for identifying and attracting relevant grant funding opportunities to supplement and enhance the work of the Service and enable the Authority to deliver on its objectives and priorities • Negotiating and representing the Council at meetings with outside bodies and partnerships. • Dealing with external contractors from the initial engagement to the satisfactory delivery of services and projects. • Dispensing effective performance management, development and motivation practices throughout the service area so that staff perform to the required level and are developed to their full potential. • Resolving conflict that may arise within the service involving stakeholders including |

employees, service providers and users in a professional manner.

- Responsibility for the accurate data handling and integrity of systems used for the service and utilising the reports to manage the performance of the Service.
- Dealing with conflicting priorities and demands effectively. It is anticipated that such changes will occur on a regular basis and the post holder will be required to work effectively to meet the ever-changing priorities and service demands.
- Proactively identifying and implementing new / innovative means of delivering services which includes ways of funding these.
- Ensuring that all the Service's Health & Safety requirements are identified, addressed and recorded as required by relevant legislation.
- Ensuring the Service's staff are adequately trained to discharge services that are compliant with legislation, contractual and quality assurance requirements.
- Managing employees for specific projects and / or partnerships on behalf of the Service.
- Providing and embedding a culture of customer care that is integral to the Service's approach to discharging its services.
- Carrying out any other duties commensurate with the grade of the post, and as requested by the Corporate Manager. The above is not exhaustive and is subject change.
- To assist the Corporate Managers and Corporate Lead Officers in ensuring that policies and procedures are updated to reflect current legislation and best practice.
- To regularly monitor, evaluate and report on team performance against statutory and non-statutory service plans, business plans and performance indicators, and to be responsible for ensuring that service specific performance measures are achieved.
- 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 investigate and manage complaints, FOIs' and EIR's in line with the Council's policies and procedures and ensure that they are responded to in a timely manner.

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| | <ul style="list-style-type: none"> • 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 undertake any other duties commensurate with the level and expectation of the post, including emergency planning; response management and coordination; risk management; and safeguarding • To review existing methods of communication with staff to ensure that these are effective and encourage two-way feedback, and to be responsible for ensuring that clic enquiries relevant to the Service are monitored, managed and responded to in a timely manner. • To promote a culture of strong internal and external communication so that the services we develop are delivered in collaboration with citizens, stakeholders and staff • To assist the Corporate Manager in maintaining effective liaison with Senior Managers, and where appropriate, provide comprehensive information and advice in order that necessary issues are referred to Senior Managers or Elected Members for decision in a timely manner. • To collate and assess information in relation to Complaints, FOI's and EIR requests in relation to the service in a timely manner and in accordance with Council policies. |
| <p>Accountability</p> | <p>Guidance will be given but the post holder will be required to work under their own initiative to ensure the effective management of the services whilst balancing competing priorities and keeping up-to-date with operational requirements of national legislation and regulations and advise officers when appropriate.</p> <p>A laptop and mobile phone will be provided to enable the post holder to undertake the duties of the post. The post holder will also be required to ensure safekeeping of other minor resources e.g. surveying equipment</p> |

Person Specification

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| <p>The Academic/professional/ Technical/vocational qualifications (including qualification Level) <i>required</i> for the post</p> | <p>Educated to degree level in a relevant subject or demonstrable equivalent experience – Essential.</p> <p>Member of relevant professional body – Desirable.</p> <p>A recognised Senior Management qualification or demonstrable equivalent managerial experience or a commitment to achieve a recognised management qualification within 2 years) – Essential.</p> |
| <p>Linguistic skills level <i>required</i> for the post</p> <p>(Please refer to language guidance)</p> | <p>Excellent command of written and spoken English. Essential</p> <p>Ability to undertake tasks through the medium of Welsh to ALTE level</p> <p>Speaking/Listening: 3</p> <p>Reading: 2</p> <p>Writing: 2</p> <p>(Listening / speaking / reading and writing) or attain this level within 2 years. Essential</p> |
| <p>Practical/personal skills <i>required</i> for the post</p> | <p>Specialist knowledge and experience of the strategic and operational aspects of at least one of the identified service areas as outlined in the Job Description.</p> <p>Experience of performance management techniques and their application.</p> <p>In depth knowledge of public sector ethos preferably within the context of Local Government including public procurement requirements.</p> <p>Excellent interpersonal, presentational, organisational, influencing and negotiating skills.</p> <p>Track record of successfully leading, managing and continuously improving teams to effectively achieve continual improvement.</p> <p>Commitment to the principles and practices of customer care, ensuring excellence in service delivery and recognition of its impact on the those accessing the service.</p> |

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| | <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> |
| <p>Experience <i>required</i> for the post</p> | <p>At least three years' management experience in at least one of the specialised areas.</p> <p>Recent practical experience in managing financial, procurement and human resources.</p> <p>Practical experience of managing and effectively working with medium sized teams.</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 through supervision.</p> <p>A full understanding of performance management and business planning processes to drive continuously improving performance.</p> |
| <p>Training/education <i>required</i> to be undertaken for the post/worked towards</p> | <p>Demonstrate up to date and current Continual Professional Development and be willing to participate in appropriate management training.</p> <p>The post holder will be required to meet the linguistic levels within two years of the appointment and training will be provided as necessary.</p> |
| <p>Desirable Skills/Qualifications</p> | <p>Practical experience of partnership approach to service delivery.</p> |