

Disgrifiad Swydd

Teitl y Swydd	Cynorthwydd Rheoli Datblygu
Gwasanaeth	Economi ac Adfywio
Graddfa	8
Pwynt/iau Cyflog	18 – 22
Cyflog	£31,537 - £33,699 per annum
Pwrpas y Swydd	<p>Pwrpas y swydd yw i gynorthwyo a chefnogi'r gwaith o ddarparu gwasanaeth cynllunio proffesiynol drwy reoli defnydd tir a datblygiad yn sensitif o fewn y Sir.</p> <p>Bydd gofyn i ddeiliad y swydd weithio ar ei liwt ei hun, yn annibynnol wrth y rheolwr llinell, ond o fewn canllawiau, polisïau, gweithdrefnau a deddfwriaeth diffiniedig, a bydd yn cael ei oruchwylio gan y Rheolwr Llinell.</p> <p>Cynorthwyo swyddogion proffesiynol a'r staff sy'n cefnogi'r gwasanaeth wrth dderbyn, prosesu a phenderfynu ar geisiadau am ganiatâd cynllunio.</p> <p>Ymgymryd â gwiriadau ac ymchwiliadau er mwyn sicrhau y cedwir ac y bodlonir yn briodol gyda'r gofynion cynllunio perthnasol.</p>
Lleoliad Gwaith Cytundebol	<p>Penmorfa, Aberaeron</p> <p>Darperir gliniadur, tabled a ffôn symudol i ddeiliad y swydd i'w defnyddio ar ymweliadau safle ac er mwyn hwyluso gweithio o bell.</p>
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	<p>Arweinydd Tîm Rheoli Datblygu (Ardal y Gogledd)</p> <p>Arweinydd Tîm Rheoli Datblygu (Ardal y De)</p>
Cyfrifoldebau Goruchwylio / Rheoli	Amherthnasol
Atebolrwydd	Disgwylir i ddeiliad y swydd weithio ar ei fenter ei hun, yn annibynnol o'r rheolwr llinell ond o fewn canllawiau, polisïau, gweithdrefnau a deddfwriaeth a chaiff eu oruchwylio gan y Rheolwr Llinell.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	
Dyletswyddau a chyfrifoldebau	

1. Darparu cyngor cynllunio i aelodau etholedig, swyddogion, datblygwyr, asiantau a thrydydd partïon ar holl faterion cynllunio. Ymateb i ymholiadau oddi wrth aelodau'r cyhoedd parthed gofynion ceisiadau cynllunio, cynigion datblygu a hawliau datblygu a ganiateir.
2. Ar y cyd â swyddogion cefnogi gweinyddol, archwilio cynigion datblygu ar gyfer cynllunio a cheisiadau eraill a gyflwynwyd i'r Awdurdod, gan asesu a ydynt yn cydymffurfio â gofynion dilysu, sicrhau bod y wybodaeth berthnasol yn cael ei chyflwyno a'i dilysu (neu wrthod) fel y bo'n angenrheidiol, cyn i'r cais gael ei gyfeirio at Swyddogion Rheoli Datblygu am benderfyniad.
3. Defnyddio cronfeydd data a systemau cyfrifiadurol amrywiol a ddefnyddir gan y gwasanaeth er mwyn cofnodi ceisiadau am gymorth, cyflwyno ceisiadau ayb.
4. Derbyn, ystyried a phrosesu llwyth o achosion elfennol neu mân geisiadau (gan gynnwys ceisiadau deiliaid tai) o dan cyfarwyddyd a goruchwyliaeth Arweinwyr y Tîmau Rheoli Datblygu a'r Rheolwr Gwasanaeth, yn cynnwys delio â apeliadau.
5. Cynnal ffeiliau cynllunio, cofnodion papur / electronig a dogfennau gwaith eraill mewn modd trefnus a chynhwysfawr. Cadw cofnod o holl drafodaethau materol, cyfarfodydd, cyfrifon ayb. Cynnal gwiriadau gweinyddol rheolaidd ar lwyth gwaith sy'n weddill er mwyn sicrhau yr ymdrinnir â holl faterion sy'n weddill.
6. Trafod gyda datblygwyr ac ymgeiswyr eraill er mwyn sicrhau y cydymffurfir â pholisïau cynllunio sefydledig a safonau amgylcheddol.
7. Ymateb i ymholiadau cyn cyflwyno cais, yn ogystal â galwadau ffôn, e-byst, llythyron a materion a godwyd gan y cyhoedd a chynghorwyr.
8. Ymgymryd ag ymweliadau safle fel y bo'n ofynnol er mwyn cynorthwyo â'r gwaith o benderfynu ar geisiadau ac ar gyfer casglu gwybodaeth ar dor rheolaeth cynllunio. (Bydd adegau pan fydd deiliad y swydd yn dod ar draws baw, llwch a thywydd garw).
9. Bod yn ymwybodol o a gweithio tuag at safonau a thargedau'r gwasanaeth, fel a nodwyd yng Nghynllun Busnes y Gwasanaeth Rheoli Datblygu.
10. Sicrhau eich bod yn ymwybodol o ddeddfwriaeth newydd a thueddiadau cynllunio cyfredol.
11. Ymchwilio tor rheolaeth cynllunio mân drwy gasglu tystiolaeth a chynnal a chadw cofnodion.
12. Cynorthwyo'r Swyddogion Rheoli Datblygu lle y bo'n ofynnol o ran achosion gorfodi cynllunio a darparu tystiolaeth mewn apeliadau gorfodi.
13. Mewn achosion lle bu tor rheolaeth cynllunio, dylid naill ai cynnal trafodaethau ar sut i ddatrys y mater neu sicrhau y cymerir camau gorfodi mewn modd effeithiol, effeithlon a hwylus
14. Datblygu a pharhau i ddatblygu'r sgiliau sy'n ofynnol i ymgymryd â'r swydd yma a chlustnodi a chymryd rhan mewn hyfforddiant a digwyddiadau datblygu sy'n berthnasol i'ch gwaith.
15. Ymgymryd â gwaith cysylltiedig fel y bo'n ofynnol gan rheolwyr y gwasanaeth.

Manyleb y Person

Gofynion Hanfodol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Gradd mewn cynllunio neu ddisgyblaeth berthnasol
Sgiliau Ieithyddol Cymraeg:	<p>Bydd angen y sgiliau ieithyddol canlynol o fewn 2 flynedd i'r penodiad.</p> <p>Gwrando 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.</p> <p>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.</p> <p>Sgiliau Ysgrifennu Lefel 3: Medru llunio negeseuon ac adroddiadau anffurfiol at ddefnydd mewnol.</p>
Sgiliau Ieithyddol Saesneg:	<p>Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd.</p> <p>Gwrando 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.</p> <p>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.</p> <p>Sgiliau Ysgrifennu Lefel 3: Medru llunio negeseuon ac adroddiadau anffurfiol at ddefnydd mewnol.</p>
Sgiliau Ymarferol / Personol	Gwybodaeth o brif swyddogaethau'r Cyngor a chyd-destun gwleidyddol a threfniadol Llywodraeth Leol.

	<p>Sgiliau TG da e.e. defnyddio Word, Excel, Access.</p> <p>Medru cyfathrebu'n glir ac yn groyw drwy lythyr ac wyneb yn wyneb.</p> <p>Medru cyfathrebu'n wrthrychol ac yn effeithiol gydag ystod o bobl ar lefelau amrywiol.</p> <p>Medru paratoi adroddiadau ysgrifenedig.</p> <p>Sgiliau dadansoddi da a'r gallu i glustnodi'r camau fydd yn codi o ganlyniad i ddata/ monitro gwybodaeth.</p> <p>Medru gweithio ag ychydig iawn o oruchwyliaeth a gweithio i amserau tynn.</p> <p>Medru rhoi sylw priodol i fanylion.</p> <p>Hunan hyderus gyda'r gallu i wella eich hun gan weithio'n hyblyg ac o dan bwysau gydag agwedd bositif ac adeiladol.</p> <p>Ymrwymiad cryf i ddarparu gwasanaeth ansawdd uchel i'r cyhoedd ac ymrwymiad cryf i foddhad cwsmer.</p> <p>Ymrwymiad i Bolisi Cyfle Cyfartal y Cyngor a derbyn cyfrifoldeb wrth weithredu'n ymarferol.</p> <p>Trwydded yrru lawn gyda defnydd o gar at bwrpas busnes.</p>
Profiad Hanfodol	<p>Profiad sydd yn ddymunol ar gyfer y swydd</p> <p>Profiad o weithio yn y system gynllunio yng Nghymru naill ai o fewn y sector cyhoeddus, preifat neu wirfoddol.</p>
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	<p>Datblygiad Proffesiynol parhaus / hyfforddiant galwedigaethol sy'n gysylltiedig â materion sy'n berthnasol i Reoli Datblygu.</p>

Gofynion Dymunol	
Cymwysterau / Hyfforddiant	Yn gymwys ar gyfer RTPI.
Sgiliau Ymarferol / Personol	<p>Yn medru cymell eich hunan.</p> <p>Medru adeiladu perthynas waith effeithiol o fewn a thu allan y meysydd gwasanaeth ar bob lefel o fewn y sefydliad.</p> <p>Yn fodlon gweithio y tu allan i oriau swyddfa arferol a thros amser fel y bo'n ofynnol gan fynychu ymchwiliadau / ymweliadau safle hanfodol</p>

Job Description

Post Name	Development Management Assistant
Service	Economy and Regeneration
Grade	8
Spinal Point/s	18 – 22
Salary	£31,537 - £33,699 per annum
Job Purpose	<p>The purpose of the post is to assist and support the provision of a professional planning service, by sensitively managing land usage and development in the County.</p> <p>The post-holder will be required to work on his/her own initiative, remote from the line manager but work to defined guidelines, policies, procedures and legislation which would be supervised by the Line Manager.</p> <p>Assist professional officers and service support staff in the receipt, processing and determination of applications for planning permission.</p> <p>Undertake checks and investigations to ensure that relevant planning requirements are appropriately observed and satisfied.</p>
Contractual Work Location/Base	<p>Penmorfa, Aberaeron</p> <p>Post holder will be provided with a laptop computer, tablet and mobile phone for use when making site visits and to facilitate remote working.</p>
Hours of Work	37 hours a week
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	<p>Development Management Team Leader (North)</p> <p>Development Management Team Leader (South)</p>
Supervisory/Managerial Responsibilities	N/A
Accountability	The post-holder will be required to work on his/her own initiative, remote from the line manager but work to defined guidelines, policies, procedures and legislation which would be supervised by the Line Manager.
Contractual Terms Associated with the Post	

Duties and Responsibilities	
<ol style="list-style-type: none"> 1. Provide planning advice to elected members, officers, developers, agents and third parties on all planning matters. Respond to queries from members of the public concerning planning application requirements, development proposals and permitted development rights. 2. In conjunction with administrative support officers, examine development proposals for planning and other applications submitted to the Authority, assessing their conformity with validation requirements, ensuring relevant information is submitted and validating (or rejecting) the application as necessary, prior to the application being referred to Development Management Officers for determination. 3. Using the various databases and computer systems operated by the Service to record requests for assistance, submission of applications, etc. 4. Receive, consider and process a case load of rudimentary, minor applications (including householder applications), under the direction and supervision of the Development Management Team Leaders and Service Manager, including dealing with appeals. 5. Maintain planning files, paper/electronic records, and other working documents in an ordered and comprehensible condition. Keep a record of all material discussions, meetings, calculations etc. Carrying out regular administrative checks on outstanding casework to ensure all outstanding matters are dealt with. 6. Negotiation with developers and other applicants to ensure conformity with the established planning policies and environmental standards. 7. Responding to pre-application enquiries, telephone, email, letters and matters raised by the public and councillors. 8. Undertake site visits as necessary to assist in the determination of applications and to gather information in respect of potential breaches of planning control. (Exposure to dirt, dust and inclement weather can be encountered). 9. Be aware of and work to meet the Service standards and targets, as set out in the Development Management Business Plan. 10. Keeping abreast of new legislation and current planning trends. 11. Investigating minor breaches of planning control by gathering evidence and maintaining records. 12. Assist the Development Management Officers where required in planning enforcement cases and in providing evidence in enforcement appeals. 13. Where planning controls have been breached, either negotiate solutions or ensure that enforcement action is undertaken in an efficient, effective and expedient manner. 14. Develop and continue to develop the skills necessary to undertake this post and to identify and participate in training and development events relevant to your work. 15. Carry out any such associated work as requested by the service management. 	
Job Evaluation Post Ref	JD 670

Person Specification

Essential Requirements	
Academic / Professional / Technical / Vocational Qualifications	Degree in planning or related discipline
Welsh Linguistic Skills:	<p>The following linguistic skills will be required within 2 years of appointment.</p> <p>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.</p> <p>Reading Skills Level 3: Can understand most reports, documents and correspondence he/she is likely to encounter during his/her work.</p> <p>Writing Skills Level 3: Can write informal messages and reports for internal use.</p>
English Linguistic Skills:	<p>You must possess the following linguistic skills when you start the position.</p> <p>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.</p> <p>Reading Skills Level 3: Can understand most reports, documents and correspondence he/she is likely to encounter during his/her work.</p> <p>Writing Skills Level 3: Can write informal messages and reports for internal use.</p>
Practical and personal skills	<p>Knowledge of the Council's major functions and the political and organisational context of Local Government.</p> <p>Good IT skills e.g. use of Word, Excel, Access formats</p> <p>Ability to communicate clearly and articulately by letter and face to face.</p>

	<p>To communicate impartially and effectively with a wide range of people at various levels.</p> <p>The ability to prepare written reports.</p> <p>Good analytical skills and an ability to identify actions arising from data/monitoring information.</p> <p>Ability to work with limited supervision and to work to tight deadlines.</p> <p>Ability to pay attention to detail.</p> <p>Self-confident with personal drive, to work flexibly and under pressure with a positive and constructive attitude.</p> <p>A strong commitment to providing a high quality service to the public and strong commitment to customer satisfaction.</p> <p>Commitment to the Council's Equal Opportunities Policy and Acceptance of their responsibility for its practical application.</p> <p>Full driving licence with access to a car for business purposes.</p>
Required Experience	<p>Experience <i>which is desirable for the post</i></p> <p>Experience of having worked within the planning system in Wales in either the public, private or voluntary sector.</p>
Training/education required to be undertaken for the post/worked towards	<p>Continuing professional development / vocational training in connection with matters relevant to Development Management.</p>

Desirable Requirements	
Qualifications / Training	<p>Eligibility for RTPI.</p>
Practical / Personal Skills	<p>Self – motivated.</p> <p>Able to build effective working relationships within and outside the service areas at all levels within the organisations.</p> <p>Willing to work outside normal office hours and overtime as required, attending essential site visits/investigations.</p>