

Disgrifiad Swydd

Teitl y Swydd	Rheolwr Safonau Masnach a Thrwyddedu
Gwasanaeth	Polisi, Perfformiad a Diogelu'r Cyhoedd
Graddfa	Graddfa 13
Pwynt/iau Cyflog	39-41
Cyflog	£50,269 - £52,413
Pwrpas y Swydd	Arwain y tîm o swyddogion sy'n cyflawni swyddogaethau gweithredol o ran masnachu a thrwyddedu a gan ddarparu gwybodaeth broffesiynol a thechnegol fanwl. Cyfrannu at y broses o ddatblygu polisi o fewn meysydd cyfrifoldeb deilydd y swydd.
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 Diogelu'r Cyhoedd
Cyfrifoldebau Goruchwylio / Rheoli	Swyddogion sy'n ymwneud â chyflwyno'r gwasanaeth Safonau Masnach a Thrwyddedu.
Atebolrwydd	Bydd y Rheolwr Safonau Masnach a Thrwyddedu yn gyfrifol am arwain a rheoli'r swyddogion yn y timau a fydd ynghlwm yn y broses o gyflwyno'r gwasanaethau hynny o fewn cwrpas y swydd. Bydd gofyn i ddeiliad y swydd weithio'n barhaus ar ei liwt ei hun, er mwyn nodi a diffinio'r ffiniau y bydd aelodau'r tîm yn cyflawni dyletswyddau o'u mewn ac yn sicrhau bod swyddogion yn parchu'r safonau ymddygiad a chyflawniad hyn.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	

Dyletswyddau a chyfrifoldebau

1. Rheoli gweithgareddau gorfodi, cydymffurfio a chynghori'r gwasanaethau Safonau Masnach a Thrwyddedu, er mwyn sicrhau y cyflawnir nodau ac amcanion Corfforaethol yr Awdurdod.
2. Cynorthwyo'r Rheolwr Corfforaethol i baratoi Cynlluniau Gwasanaeth Lefel 2 ar gyfer y gwasanaethau y mae e/hi yn gyfrifol amdanynt.
3. Gweithredu fel Prif Arolygwr Pwysau a Mesuriadau'r Awdurdod.
4. Gweithredu fel Swyddog Arweiniol at ddibenion Rheolaeth Swyddogol ar Fwyd Anifeiliaid yr Awdurdod.
5. Gweithredu fel Swyddog Arweiniol at ddibenion Rheolaeth Swyddogol ar Safonau Bwyd yr Awdurdod.
6. Rheoli aelodau'r tîm er mwyn galluogi'r camau gweithredu a'r targedau a nodwyd yn y cynllun gwasanaeth blynyddol i gael eu gwireddu.
7. Sicrhau bod holl bolisiâu, gweithdrefnau a phrosesau perthnasol y Cyngor yn cael eu dilyn ac y glynir wrthynt wrth gyflwyno'r gwasanaethau.
8. Cynnal gwerthusiadau blynyddol staff yn ogystal â chyfweliadau Dychwelyd i'r Gwaith a dyletswyddau cyffelyb.
9. Meddu ar, datblygu a chadw gwybodaeth arbenigol a manwl am y prif feysydd gwaith mae'r swydd yn eu cwmpasu. Cynnig cyngor, arweiniad ac arbenigedd ar bob lefel i ddefnyddwyr y gwasanaeth, gan gynnwys paratoi adroddiadau blynyddol statudol, adroddiadau i'r Pwyllgor Trwyddedu ac ar gyfer Pwyllgorau Craffu, y Cabinet a'r Cyngor a chyflwyno'r adroddiadau hyn pan fo hynny'n berthnasol.
10. Paratoi a chytuno ar raglenni gwaith, prosiectau arbennig ayb. y mae'r gwasanaeth i ymgymryd â hwy.
11. Dirprwyo ar ran y Rheolwr Corfforaethol yng nghyfarfodydd Penaethiaid Safonau Masnach Cymru, y Panel Arbenigwyr Trwyddedu a'r Panel Cŵn a Phlâu.
12. Cysylltu gyda chydweithwyr o fewn yr Awdurdod ac asiantaethau eraill sy'n gweithredu'r gyfraith, adrannau'r llywodraeth a busnesau preifat i nodi ffyrdd y gellir gwella ar y gwasanaeth a ddarperir a sut y gellir parhau i'w wella.
13. Gweithredu fel swyddog awdurdodedig y Cyngor a gweithredu unrhyw awdurdod a ddirprwywyd mewn modd lle na pheryglir buddion y cyngor.
14. Rheoli gwaith ymchwilio tîm y gwasanaeth ac adrodd i'r Rheolwr Corfforaethol am y materion hynny y mae angen mwy o ymyrraeth ffurfiol arnynt.
15. Dylanwadu ar a pherswadio busnesau i gydymffurfio gyda rhwymedigaethau cyfreithiol, yn ogystal â dylanwadu ar a pherswadio sefydliadau partner a budd-ddeiliaid eraill i gytuno ar gamau gweithredu.
16. Casglu gwybodaeth o ran ceisiadau Rhyddid Gwybodaeth a Rheoliadau Gwybodaeth Amgylcheddol (EIR) o ran y gwasanaethau, a gwneud hynny mewn dull amserol.

17. Meddu ar wybodaeth gadarn o bolisiâu a gweithdrefnau'r Cyngor a gallu esbonio'r rhain yn drefnus i staff.
18. Bod yn gyfrifol am a chynnal ymwybyddiaeth lwyr o anghenion iechyd a diogelwch y Gwasanaeth.
19. Bod yn gyfrifol am ei iechyd ei hun a pheidio â pheryglu iechyd cydweithwyr ac eraill o fewn y gweithlu na'r cyhoedd yn gyffredinol, wrth ymgymryd â dyletswyddau swyddogol.

Cyffredinol

1. Disgwylir i weithio y tu allan i oriau swyddfa arferol o bryd i'w gilydd er mwyn sicrhau y cyflawnir cyfrifoldebau'r Awdurdod yn effeithiol ac er mwyn darparu'r lefel gwasanaeth priodol i gwsmeriaid.
2. Bydd deiliad y swydd wedi ei leoli mewn swyddfa mewn man y cytunwyd arno, ond efallai y bydd angen iddo/iddi weithio mewn swyddfeydd eraill o fewn y sir.

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Addysg hyd at lefel gradd neu gyfwerth AC rhaid meddu ar naill ai: <ul style="list-style-type: none"> Diploma mewn Safonau Masnach (DTS) neu ei ragflaenwyr, neu Diploma mewn Materion Defnyddwyr a Safonau Masnach (o leiaf 60 pwynt a rhaid iddo gynnwys modiwlau Bwyd, Bwyd Anifeiliaid a Metroleg), neu Uwch Ymarferydd Safonau Masnach (gydag unedau Safonau Bwyd a Bwyd Anifeiliaid) 	
Sgiliau ieithyddol Cymraeg	Gwrando/Siarad: Lefel 1 Darllen: Lefel 1 Ysgrifennu: Lefel 1	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad
Sgiliau ieithyddol Saesneg	Gwrando/Siarad: Lefel 5 Darllen: Lefel 5 Ysgrifennu: Lefel 5	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd o fewn dwy flynedd i benodiad
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> Yn gallu adeiladu perthnasau gwaith effeithiol y tu mewn a thu allan i'r maes gwasanaeth y mae'n gweithio o'i fewn. Yn gallu i gymhwyso medrau dadansoddol i ystod o broblemau ymarferol. Ymrwymiad i weithredu polisïau, nodau ac amcanion y Cyngor. Ymrwymiad cadarn i gynnig gwasanaeth i'r cyhoedd. Medrau TG da, gan gynnwys Word, Excel a PhwerBwynt ynghyd â'r gallu i ddysgu pecynnau newydd yn gyflym, fel bo angen. Ymrwymiad i ddatblygu safonau ansawdd. Ymrwymiad i fodlonrwydd y cwsmer. Yn gallu i weithio ar eich pen eich hun ac fel aelod o dîm. Yn gallu i gadw gwybodaeth gyfrinachol. Yn gallu i orfodi safonau cyfreithiol mewn ffordd gadarn ond doeth. Yn gallu gyrru gyda mynediad at gar at ddibenion busnes. 	
Profiad Hanfodol	<ul style="list-style-type: none"> Y profiad o weithio mewn amgylchedd reoliadol . Y profiad o gynnal ymchwiliadau troseddol. 	
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	<ul style="list-style-type: none"> Mae'r swydd yn gofyn am gymhwyster statudol (gweler y cymwysterau academaidd/ proffesiynol/ technegol/ galwedigaethol) fel y nodir uchod. Cynnal medrau cymhwysedd proffesiynol fel rhan o raglen Datblygiad Proffesiynol Parhaus. Cymhwyster Ymarferwyr Trwyddedu Proffesiynol. 	

Dymunol	
Cymwysterau / Hyfforddiant	Cymwysterau a phrofiad rheoli.
Sgiliau Ymarferol / Personol	

Job Description

Post Name	Trading Standards and Licensing Manager
Service	Policy, Performance and Public Protection
Grade	Grade 13
Spinal Point/s	39 - 41
Salary	£50,269 - £52,413
Job Purpose	To lead the team of Officers delivering operational Trading Standards and Licensing functions whilst providing in depth professional and technical knowledge. To assist in developing policy within the post-holders areas of responsibility.
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 Public Protection
Supervisory/Managerial Responsibilities	Officers involved in delivering the Trading Standards and Licensing services.
Accountability	The Trading Standards and Licensing Manager will be responsible for leading and managing the officers in the teams involved in delivering the services that fall within the scope of the post. This will require the postholder to continuously work on their own initiative, to identify and define the parameters to which the team members will conduct their duties and ensure that officers observe these standards of behaviour and performance.
Contractual Terms Associated with the Post	

Duties and Responsibilities

1. To manage the enforcement, compliance and advisory activities of the Trading Standards and Licensing services to ensure that the Authority's Corporate aims and objectives are achieved.
2. To assist the Corporate Manager in preparing the Level 2 Service Plans for the services for which he/she has responsibility for.
3. To act as Chief Inspector of Weights and Measures for the Authority.
4. To act as Lead officer for the purposes of Animal Feed Official Controls for the Authority.
5. To act as Lead Officer for the purposes of Food Standards Official Controls for the Authority.
6. To manage the team members to enable the actions and targets set in the annual service plan to be achieved.
7. To ensure that all relevant Council policies, procedures and processes are followed and adhered to during the delivery of services.
8. To undertake annual appraisals of staff as well as Return to Work interviews and duties of a similar nature.
9. Possess, develop and maintain specialist and in-depth knowledge of the major work areas covered by the post. Provide advice, guidance and expertise at all levels to users of the service, including the preparation of statutory annual reports, reports to Licensing Committee as well as for Scrutiny Committees, Cabinet and Council and present these reports where relevant.
10. Prepare and agree work programmes, special projects, etc. to be undertaken by the service.
11. To deputise for the Corporate Manager at the Trading Standards Wales meetings, Licensing Expert Panel and Dog and Pest Panel.
12. Liaise with colleagues within the Authority and with other law enforcement agencies, government departments and private enterprises to identify ways in which service provided can be enhanced and continually improved.
13. To act as an authorised officer of the Council and exercise any delegated authority in such a manner that the interests of the council are not compromised.
14. To manage the service team's investigative work and report to the Corporate Manager those matters that require further formal intervention.
15. To influence and persuade businesses to conform with legal obligations as well as influencing and persuading partner organisations and other stakeholders to agree to a course of action.
16. To gather information in relation to FOI & EIR requests in relation to the services in a timely manner.

17. To have a sound knowledge of the Council's policies and procedures and be able to explain these in a coherent manner to staff.
18. To be responsible for and maintain full awareness of the health and safety requirements of the Service.
19. To be responsible for own safety and not endanger that of colleagues and others within the workforce, or the public generally, when undertaking official duties.

General

1. The post holder will be expected to work outside normal office hours in order to ensure the proper and effective discharge of the Authority's responsibilities and to provide the appropriate level of service delivery to customers.
2. The post-holder will be based in an agreed office location but may be required to work at other offices within the County.

Job Evaluation Post Ref

JD 1073-03

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	Educated to degree level or equivalent AND must possess either: <ul style="list-style-type: none"> • the Diploma in Trading Standards (DTS) or its antecedents, or • the Diploma in Consumer Affairs and Trading Standards (minimum 60 points and must include Food, Feed and Metrology modules), or • the Trading Standards Advanced Practitioner (with Food Standards and Feed units) 	
Welsh Linguistic Skills	Listening/Speaking: Level 1 Reading: Level 1 Writing Level 1	The Welsh linguistic skills noted must be attained within two years of appointment.
English Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 5 Writing Level 5	The English linguistic skills noted must be attained within two years of appointment.
Practical and personal skills	<ul style="list-style-type: none"> • Able to build effective working relationships within and outside the work service area. • Ability to apply analytical skills to a range of practical problems. • A commitment to implementing the policies, aims and objectives of the Council. • A strong commitment to providing a service to the public. • Good IT skills, including Word, Excel and PowerPoint with the ability to quickly learn new packages as required. • Commitment to developing quality standards. • Commitment to customer satisfaction. • Ability to work on your own and as part of a team. • Ability to hold confidential information. • Able to enforce legal standards in an assertive but tactful manner. • Able to drive with access to car for business purposes. 	
Required Experience	<ul style="list-style-type: none"> • Experience of working in a regulatory environment. • Experience in conducting criminal investigations. 	
Training/education required to be undertaken for the post/worked towards	<ul style="list-style-type: none"> • The post requires a statutory qualification (see Academic/Professional /Technical/Vocational qualifications) as above. • Maintain professional competence skills as part of a Continuing Professional Development programme. • Professional Licensing Practitioners Qualification. 	

Desirable	
Qualifications / Training	Management qualifications and experience.
Practical / Personal Skills	