Disgrifiad Swydd

Teitl y Swydd	Uwch Swyddog Diogelu'r Cyhoedd
Gwasanaeth	Polisi, Perfformiad a Diogelu'r Cyhoedd
Graddfa	11
Pwynt/iau Cyflog	SCP 32 – 34
Cyflog	£42,839 - £45,091
Pwrpas y Swydd	Gweithredu fel swyddog awdurdodedig y Cyngor. Bod yn gyfrifol am ystod lawn o ddyletswyddau proffesiynol ac arbenigol i sicrhau y cyflawnir dyletswyddau, polisïau, gweithdrefnau ac arferion y Gwasanaeth a'r Cyngor mewn perthynas ag Iechyd yr Amgylchedd a Diogelu'r Cyhoedd, a hynny mewn modd effeithiol ac effeithlon. Cyfrannu at gyflawni cynllun blynyddol Gwasanaeth Diogelu'r Cyhoedd.
Lleoliad Gwaith Cytundebol	Penmorfa, Aberaeron
Oriau Gwaith	37 (hyblyg)
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Iechyd yr Amgylchedd
Cyfrifoldebau Goruchwylio / Rheoli	Dim
Atebolrwydd	Mae gofyniad parhaus ar i ddeiliad y swydd weithio o'i ben a'i bastwn ei hun, ond gellir cael cymorth ac arweiniad bob amser oddi wrth y rheolwr llinell ac ymarferwyr eraill ym maes Iechyd yr Amgylchedd, ac oddi wrth y ddeddfwriaeth, y canllawiau lleol a chenedlaethol a'r Codau Ymarfer.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	
Dyletswyddau a chyfrifoldebau	

1. Helpu i weithredu cynllun blynyddol Gwasanaeth Diogelu'r Cyhoedd.
2. Gweithredu fel swyddog awdurdodedig y Cyngor ac arfer unrhyw awdurdod dirprwyedig mewn modd sy'n sicrhau nad yw buddiannau'r Cyngor yn cael eu tanseilio.
3. Cynnal archwiliadau, ymchwiliadau ac arolygon yn unol â pholisïau, gweithdrefnau a rhaglenni arolygu'r Gwasanaeth.
4. Dehongli a gorfodi'r darpariaethau statudol perthnasol o ran y gwaith a wneir ar safleoedd yn y Sir, gan roi sylw i gyfraith achosion, canllawiau priodol, codau ymarfer, arweiniad byd diwydiant ac ati.
5. Cychwyn camau gorfodi priodol i sicrhau y cydymffurfir â'r gofynion statudol perthnasol, gan gynnwys y gwaith o gasglu tystiolaeth yn unol â Deddf yr Heddlu a Thystiolaeth Droseddol i'w defnyddio mewn achosion llys a gwrandawiadau Tribiwnlys ac ati. Cael gwarantau a'u gweithredu yn ôl yr angen o dan oruchwyliaeth y Rheolwr Iechyd Amgylchedd.
6. Ymchwilio i achosion cymhleth o fynd yn groes i'r ddeddfwriaeth a pharatoi tystiolaeth er mwyn cychwyn achosion cyfreithiol, gan gynnwys cyflwyno hysbysiadau statudol, a rhoi tystiolaeth mewn gwrandawiadau llys, ymchwiliadau cyhoeddus a thribiwnlysoedd fel y bo'n briodol.
7. Cymryd cyfrifoldeb technegol a chyfreithiol dros gyflwyno hysbysiadau statudol mewn perthynas â deddfwriaeth Iechyd yr Amgylchedd a Diogelu'r Cyhoedd.
8. Ymateb i bob cwyn ac ymholiad mewn modd proffesiynol gan ddod â materion i fwcwl yn fuan ac yn foddhaol. Cynnal a chadw cofnodion clir, ffeithiol a pherthnasol, fel y bo'n briodol. Sicrhau bod pob system gofnodi a grëir gan y Gwasanaeth yn cael eu cynnal a'u cadw'n briodol.
9. Ymgymryd â gwaith cynghori, cydymffurfio a gorfodi o ran:
    a) Lleihau niwsans statudol sy'n deillio o safleoedd domestig a masnachol, neu sy'n gysylltiedig â nhw.
    b) Gweithredu darpariaethau statudol sy'n ymwneud â rheoli'r amgylchedd a monitro camau o ran dŵr, tir ac aer.
10. Meddu ar wybodaeth arbenigol a manwl o brif feysydd y gwaith, a datblygu a chynnal y wybodaeth; hefyd, dilyn y ddeddfwriaeth ddiweddaraf, yr arferion gorau sydd ohoni a pholisïau diweddaraf y Cyngor a'r Gwasanaeth. Rhoi cyngor, arweiniad ac arbenigedd ar bob lefel i ddefnyddwyr y gwasanaeth.
11. Paratoi adroddiadau i Bwyllgorau a'r Cyngor ynglŷn â'r Gwasanaeth, a pharatoi adroddiadau Strategol, a chyflwyno adroddiadau o'r fath pan fo'n briodol.
12. Tynnu a dadansoddi data o gronfeydd data amrywiol i'w cynnwys mewn adroddiadau statudol blynyddol, dangosyddion perfformiad ac ati, i'w dosbarthu'n fewnol ac yn allanol.
13. Casglu ac asesu gwybodaeth o ran Deddf Rhyddid Gwybodaeth 2000, Rheoliadau Gwybodaeth Amgylcheddol 2004 a Rheoliadau Diogelu Data 2018 mewn da bryd i fodloni dyddiadau cau statudol.

14. Arwain a chyfrannu at weithgareddau hyfforddiant y Gwasanaeth a mynychu digwyddiadau hyfforddiant i sicrhau bod datblygiad proffesiynol a phersonol parhaus yn digwydd.

15. Paratoi, cynorthwyo ac ymgymryd â gwaith hyrwyddo a digwyddiadau hyfforddiant, gan gynnwys darlithoedd a chyflwyniadau ar faterion sy'n ymwneud â'r swydd, a hynny i staff mewnol ac i randdeiliaid allanol.

16. Rhoi gwybod yn ddiymdroi i'r swyddog diogelu priodol am unrhyw bryderon diogelu.

17. Ymgymryd ag unrhyw ddyletswyddau eraill a allai fod yn berthnasol i swydd o'r math hwn.

Cyffredinol

Bydd disgwyl i ddeiliad y swydd:

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. Gweithio o swyddfa sefydlog y cytunir arni â'r rheolwyr, ond efallai y bydd yn rhaid iddo/iddi weithio mewn swyddfeydd eraill yn y Sir.

3. Bod yn gyfrifol am ofynion y swydd o ran iechyd a diogelwch, a bod yn gwbl effro iddynt. Bod yn gyfrifol am ei ddiogelwch ei hun a pheidio â pheryglu diogelwch cydweithwyr, staff ac eraill yn y gweithlu, na'r cyhoedd yn gyffredinol, wrth gyflawni dyletswyddau swyddogol.

4. Gweithio mewn rhannau eraill o'r Gwasanaeth os yw anghenion y gwasanaeth yn gofyn am hynny.

Cyfeirnod at Ddibenion Gwerthuso Swyddi	JD 1205-03

Manyleb Personol

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Gradd neu gymhwyster cyfatebol mewn Iechyd yr Amgylchedd / Gwyddor yr Amgylchedd / Gwyddor Bwyd / Arlwyo / Gwyddor Anifeiliaid / Safonau Masnach A / NEU Pedair blynedd o brofiad gweithio mewn awdurdod cyhoeddus mewn rôl orfodi ar gyfer Iechyd Amgylcheddol / Iechyd Anifeiliaid / Safonau Masnach neu debyg.	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: **Lefel 4** Darllen: **Lefel 3** Ysgrifennu: **Lefel 3**	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 ar apwyntiad
Sgiliau Ymarferol / Personol	Gallu meithrin perthynas waith lwyddiannus y tu mewn a thu fas i faes y gwaith. Gallu defnyddio sgiliau dadansoddi i ymdrin ag amrywiaeth o broblemau ymarferol. Ymrwymo i weithredu polisïau ac amcanion y Cyngor. Ymrwymo’n gadarn i roi gwasanaeth i’r cyhoedd. Sgiliau TG da, gan gynnwys Word, Excel a PowerPoint a’r gallu i ddysgu pecynnau newydd yn gyflym, yn ôl yr angen. Ymrwymo i ddatblygu safonau ansawdd. Ymrwymo i fodloni’r cwsmer. Gallu gweithio ar eich pen eich hun ac fel rhan o dîm. Gallu cadw gwybodaeth gyfrinachol. Gallu gweithredu safonau cyfreithiol mewn ffordd gadarn ond ystyriol. Bydd angen i ddeiliad y swydd allu teithio i wahanol leoliadau ledled y sir ar fyr rybudd, gan ddefnyddio cludiant personol, i ymateb yn brydlon i anghenion y gwasanaeth.	
Profiad Hanfodol	O leiaf pedair blynedd ym maes Iechyd yr Amgylchedd / Gwyddor Anifeiliaid neu debyg	
Hyfforddiant/addysg y mae’n ofynnol eu cyflawni/mynd ati i’w cyflawni ar gyfer y swydd	Mae'r cyrsiau canlynol yn enghreifftiau o gyrsiau sydd ar gael i gyflawni cymhwysedd a sgiliau mewn meysydd gwaith allweddol. Mae'r cyrsiau hyn yn cael eu darparu gan wahanol ddarparwyr (e.e. EMAQ, RH Environmental) gyda chyrsiau hirach yn cael eu darparu gan ddarparwyr addysg eraill. Bydd mynychu cyrsiau yn dibynnu ar anghenion gwasanaeth, galw a gwytnwch. Bydd y disgwyliadau ynghylch mynychu a chwblhau yn dibynnu ar hyd a chymhlethdod y cwrs, a bydd yn amodol ar gytundeb gyda'r Rheolwr Iechyd Amgylcheddol (EHM) (gyda chyfeiriad at ystyriaethau cymwysterau corfforaethol). • Cael Tystysgrif Cymhwysedd mewn Rheoli Sŵn Amgylcheddol neu Ddiploma mewn Acwsteg.	

	• Cael Tystysgrif Cymhwysedd yn gymhwysiad y Rheoliadau Cyflenwad Dŵr Preifat presennol i ddod yn samplwr achrededig. • Cyrsiau Rheoli Ansawdd Aer - cyrsiau cysylltiedig i gyflawni cymhwysedd dymunol. • Diogelu'r Amgylchedd - cyrsiau perthnasol mewn sŵn, niwsans statudol, tir halogedig. • Iechyd anifeiliaid a lles – • Cymhwyster proffesiynol Iechyd a Lles Anifeiliaid CTSI. 4 diwrnod o gwrs dwys gyda arholiad dewis lluosog a chyfweliad. • Cymhwyster Rheoliadau Lles Anifeiliaid (Trwyddedu Gweithgareddau sy'n ymwneud ag Anifeiliaid) (Cymru) 2021. 2 ddiwrnod o gwrs gyda asesiad ysgrifenedig. Cael un neu fwy o ‘gymhwyster addas’ ar gyfer Hylendid Bwyd fel y nodir yng Nghod Ymarfer Cyfraith Bwyd. Cael un neu fwy o ‘gymhwyster addas’ ar gyfer Safonau Bwyd fel y nodir yng Nghod Ymarfer Cyfraith Bwyd. Cyfwr Arweinydd (ISO 9001:2015 Cyfwr Arweinydd). Tystysgrif Cyffredinol NEBOSH mewn Iechyd Galwedigaethol a Diogelwch, a/neu Ddiploma NEBOSH mewn Rheoli Iechyd a Diogelwch Galwedigaethol. Iechyd cyhoeddus - Byddai'n disgwyl mynychu unrhyw gyrsiau perthnasol e.e. draenio, niwsans statudol, gorfodaeth diogelu cymunedol, a phrofedigaethau iechyd cyhoeddus. Cynnal sgiliau cymhwysedd proffesiynol fel rhan o raglen Datblygu Proffesiynol Parhaus. Yn barod i weithio y tu allan i oriau swyddfa arferol a gweithio goramser, yn ôl yr angen. Hyfforddiant parhaus sy’n ymwneud â’r gwaith, yn ôl yr angen.

Dymunol	
Cymwysterau / Hyfforddiant	Bydd yn ofynnol i ddeiliad y swydd wneud y cymwysterau canlynol, fel y cytunir â Rheolwr Iechyd yr Amgylchedd: • cael y Dystysgrif Arferol neu Uwch mewn **Arolygu safleoedd bwyd.**

	• cael un neu fwy o'r cymwysterau sylfaenol swyddogol mewn perthynas â **Safonau Bwyd**, fel y nodir yng nghôd ymarfer Cyfraith Bwyd.
	• cael un neu fwy o'r cymwysterau sylfaenol swyddogol mewn perthynas â **Bwydydd Anifeiliaid**, fel y nodir yng nghôd ymarfer Cyfraith Bwyd.
	• cael Tystysgrif Cymhwysedd mewn **Rheoli Sŵn Amgylcheddol** neu Ddiploma mewn Acwsteg.
	• cael Tystysgrif Cymhwysedd mewn gweithredu'r **Rheoliadau cyfredol o ran Cyflenwadau Dŵr Preifat.**
	• **Rheoli Ansawdd yr Aer.**
	• **Iechyd a Lles Anifeiliaid** – Arolygu, trwyddedu a gorfodi (cwrs 5 diwrnod) neu gymhwyster cyfatebol.
	• Cyflwyniad i'r **Rheoliadau Trwyddedu Amgylcheddol** (3 diwrnod) a hefyd dau gwrs undydd o'r rhestr isod neu gymwysterau tebyg/cyfatebol fel y cytunir â Rheolwr Iechyd yr Amgylchedd:
	  ➢ Rheoliadau Trwyddedu Amgylcheddol (Uwch), gan gynnwys A2, y Gyfarwyddeb Llosgi Gwastraff a'r Gyfarwyddeb Allyriadau Toddyddion.
	  ➢ Monitro ar gyfer y Gyfarwyddeb Allyriadau Toddyddion
	  ➢ Ysgrifennu Trwyddedau Gwell
	  ➢ Technegau Arolygu
	  ➢ Arolygu gweithfeydd sychlanhau
	  ➢ Gwirio data yn sgil gwaith Monitro Allyriadau Simneiau yn Barhaus ac o Dro i Dro.

Sgiliau Ymarferol / Personol	

Job Description

Post Name	Senior Public Protection Officer
Service	Policy, Performance and Public Protection
Grade	11
Spinal Point/s	32 – 34
Salary	£42,839 - £45,091
Job Purpose	Acting as an authorized officer of the Council. To be responsible for a full range of professional and specialist duties to ensure the efficient and effective discharge of the Service's and Council's duties, policies, procedures and practices in relation to Environmental Health and Public Protection. To contribute to the delivery of the annual service plan for the Public Protection Service.
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	Environmental Health Manager
Supervisory/Managerial Responsibilities	None
Accountability	There is a continuous requirement for the post-holder to work on his/her own initiative although support and guidance can always be obtained from the line manager and other Environmental Health practitioners as well as from legislation, local and national guidelines or Codes of Practice.
Contractual Terms Associated with the Post	

Duties and Responsibilities

1. To assist in the implementation of the the annual Service Plan for the Public Protection Service.
2. 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.
3. Undertake inspections, investigations and surveys in accordance with the Service area policies, procedures and inspection programmes.

4. To interpret and enforce the relevant statutory provisions relating to the activities being carried out at premises in the County, having regard to case law, appropriate guidance, codes of practice, industry guides, etc.

5. Initiate appropriate enforcement action to secure compliance with the relevant statutory requirements. To include the collection and collation of evidence in accordance with the Police and Criminal Evidence Act for use in Court proceedings and Tribunal hearings etc. Obtain and execute warrants as required under supervision of the Environmental Health Manager.

6. To investigate complex breaches of legislation and to prepare evidence other material for the instigation of legal proceedings, including the service of statutory notices, and to give evidence in court, public enquiries and tribunals as appropriate.

7. Take both technical and legal responsibility for the service of Statutory Notices in respect of Environmental Health and Public Protection legislation.

8. Respond to all complaints and enquiries in a professional manner, bringing matters to a speedy and satisfactory conclusion. Maintain clear, factual and relevant records as appropriate. Ensure that all recording systems generated by the Service are appropriately maintained.

9. To undertake advisory, compliance and enforcement activities in relation to:
   a) The abatement of statutory nuisances arising from, or associated with domestic and commercial premises.
   b) Implementing environmental control enforcement of statutory provisions and monitoring measures in relation to water, land and air.

10. Possess, develop and maintain specialist and in-depth knowledge of the major work areas covered by the post; including keeping up to date with current legislation, best practices and Council and Service policies. Provide advice, guidance and expertise at all levels to users of the service.

11. Prepare Service related, Committee, Council and Strategy reports and when appropriate present any such reports.

12. To extract and analyse data from various databases for inclusion in annual statutory returns, performance indicators etc. for internal and external distribution.

13. To collate and assess information in relation to Freedom of Information Act 2000, Environmental Information Regulations 2004 and General Data Protection Regulations 2018 in sufficient time to meet statutory deadlines.

14. Participate in and lead on Service training activities and attend training events to ensure that continued professional and personal development is achieved.

15. Prepare, assist and undertake promotional work and training events, including lectures and presentations on subject matter related to the post to both internal staff and external stakeholders.

16. To report without delay any safeguarding concerns to the appropriate safeguarding officer.

17. To carry out such other duties which may be relevant in relation to a post of this nature.

General

The post holder will be expected :

1. Expected to occasionally 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. Be based in an agreed office location but may be required to work at other offices within the County.
3. Be responsible for and maintain full awareness of the health and safety requirements of the service. To be responsible for own safety and not endanger that of colleagues, your staff and others within the workforce, or the public generally, when undertaking official duties.
4. Work in other sections of the Service should the needs of the service dictate.

Job Evaluation Post Ref	JD 1205-03

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	Degree or equivalent in Environmental Health/ Environmental Science / Food Science / Catering / Animal Science / Trading Standards AND/OR Equivalent 4 years experience in working in a public authority in an enforcement role for Environmental Health / Animal Health / Trading Standards or similar	
Welsh Linguistic Skills	Listening/Speaking: **Level 4** Reading: **Level 3** Writing **Level 3**	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 are required on appointment
Practical and personal skills	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. Using their own travel arrangements, the postholder must be able to attend locations across the county at very short notice, in order to respond promptly to operational and service demands.	
Required Experience	Minimum of 4 years in Environmental Health / Animal Health or similar	
Training/education required to be undertaken for the post/worked towards	The following courses are examples of courses available to achieve competency and skills in key work areas. These courses are provided by different providers (e.g. EMAQ, RH Environmental) with longer courses provided by other education providers. The attendance on courses will be dependent on service needs, demands and resilience. The expectations around attendance & completion will be dependent on the length and complexity of the course, and will be subject to agreement with the Environmental Health Manager (EHM) (with reference to corporate qualifications considerations). • Obtain a Certificate of Competency in Environmental Noise Control or Diploma in Acoustics .	

	• obtain a Certificate of Competency in the application of the current **Private Water Supply Regulations** to become and accredited sampler.
	• **Air Quality Management -** related courses to achieve desired competency.
	• **Environmental Protection -** relevant courses in noise, statutory nuisance, contaminated land,
	• **Animal Health & Welfare** –
	    ▪ CTSI Animal Health and Welfare Professional qualification. 4 days intense course with a multiple choice exam and interview
	    ▪ The Animal Welfare (Licensing of Activities involving Animals) (Wales) Regulations 2021 Qualification. 2 days course with written assessment.
	• Obtain one or more 'suitable qualification' for **Food Hygiene** as specified in the Food Law Code of Practice.
	• Obtain one or more 'suitable qualification' for **Food Standards** as specified in the Food Law Code of Practice
	• Lead Auditor course (ISO 9001:2015 Lead Auditor)
	• NEBOSH General Certificate in Occupational Health and Safety, and/or NEBOSH Diploma in Occupational Health and Safety Management.
	• Public Health - would be expected to attend any relevant courses e.g. drainage, statutory nuisance, Community protection enforcement, and public health funerals.
	
	To maintain professional competency skills as part of a Continuous Professional Development programme.
	
	Willing to work outside normal office hours and overtime as required
	
	Ongoing work related training as required

Desirable	
Qualifications / Training	The following courses are examples of courses available to achieve competency and skills in key work areas. These courses are provided by different providers (e.g. EMAQ, RH Environmental) with longer courses provided by other education providers. The attendance on courses will be dependent on service needs, demands and resilience. The expectations around attendance & completion will be dependent on the length and complexity of the course, and will be subject to agreement with the

	Environmental Health Manager (EHM) (with reference to corporate qualifications considerations).
	
	• Obtain a Certificate of Competency in Environmental Noise Control or Diploma in Acoustics .
	• obtain a Certificate of Competency in the application of the current **Private Water Supply Regulations** to become and accredited sampler.
	• **Air Quality Management -** related courses to achieve desired competency.
	• **Environmental Protection -** relevant courses in noise, statutory nuisance, contaminated land,
	• **Animal Health & Welfare** –
	    ▪ CTSI Animal Health and Welfare Professional qualification. 4 days intense course with a multiple choice exam and interview
	    ▪ The Animal Welfare (Licensing of Activities involving Animals) (Wales) Regulations 2021 Qualification. 2 days course with written assessment.
	• Obtain one or more ‘suitable qualification’ for **Food Hygiene** as specified in the Food Law Code of Practice.
	• Obtain one or more ‘suitable qualification’ for **Food Standards** as specified in the Food Law Code of Practice
	• Lead Auditor course (ISO 9001:2015 Lead Auditor)
	• NEBOSH General Certificate in Occupational Health and Safety, and/or NEBOSH Diploma in Occupational Health and Safety Management.
	• Public Health - would be expected to attend any relevant courses e.g. drainage, statutory nuisance, Community protection enforcement, and public health funerals.

Practical / Personal Skills	