

Disgrifiad Swydd

Teitl y swydd	Rheolwr yr Uned Gorfforaethol Cludiant Teithwyr
Cyfeirnod at ddibenion Gwerthuso Swyddi	JD 789-02
Maes gwasanaeth	Priffyrdd a Gwasanaethau Amgylcheddol, Gwasanaethau Cludiant, yr Uned Gorfforaethol Cludiant Teithwyr
Graddfa SCP a chyflog	11: £42,839 - £45,091 y flwyddyn
Diben y swydd	O dan gyfarwyddyd cyffredinol y Rheolwr Gwasanaeth – Gwasanaethau Cludiant, bod yn gyfrifol am reoli a darparu'r gwasanaethau sy'n rhan o'r Uned Gorfforaethol Cludiant Teithwyr (yr Uned). Mae hyn yn cynnwys: • Gwasanaethau bws lleol • Cludiant i ddysgwyr • Cludiant i gleientiaid y Gwasanaethau Cymdeithasol • Cludiant cymunedol • Sicrhau bod yr Uned yn darparu gwasanaethau sy'n ateb gofynion defnyddwyr gwasanaethau, y gymuned a thrigolion Ceredigion. Lle bo angen, bydd angen gweithio ar draws gwasanaethau i gyflawni nodau'r Cyngor. • Rheoli perfformiad meysydd gwasanaeth unigol, gan sicrhau bod gwasanaethau effeithiol yn cael eu darparu, gyda golwg ar ansawdd, effeithlonrwydd a chyfyngiadau'r gyllideb. • Croesawu diwylliant o newid drwy fod yn agored, yn hyblyg ac yn ystwyth wrth ymateb i amgylchedd sy'n newid o hyd. • Cynorthwyo â'r gwaith o baratoi polisïau ac adroddiadau gweithredol am faterion sy'n ymwneud â'r gwasanaeth i'w cymeradwyo gan Reolwr y Gwasanaeth, a rhoi cyngor yn ôl y gofyn i'r Rheolwr Corfforaethol. • Negodi ar ran yr Awdurdod a'i gynrychioli mewn cyfarfodydd mewnol ac allanol â chyrff a phartneriaethau allanol, a hynny o ran materion proffesiynol sy'n gysylltiedig â gwasanaethau'r Grŵp.

	• Arwain prosiectau a chymryd rhan yn y broses o'u rhoi ar waith. • Nid yw'r rhestr uchod yn gyflawn ac fe all newid o fewn cwrdd a gradd y swydd.
Lleoliad	Depo Glanyrafon yn Aberystwyth. Bydd gofyn gweithio'n hyblyg mewn lleoliadau eraill yn y sir. Bydd gofyn i ddeiliad y swydd ymweld â safleoedd o bryd i'w gilydd ac ymlynu wrth y gofynion iechyd a diogelwch pan fydd yn gweithio ar y safleoedd hynny.
Oriau gwaith	37 awr
Math o contract	Amser llawn
Hyd y contract	Parhaol
Teitl swydd y Rheolwr Llinell uniongyrchol	Rheolwr Gwasanaeth – Gwasanaethau Cludiant
Cyfrifoldebau goruchwylio/rheoli – os ydyw'n berthnasol	Cyfrifoldeb llwyr a pharhaus dros oruchwylio pump o aelodau staff yr Uned, gan gynnwys bod yn rheolwr llinell uniongyrchol i ddau aelod staff. Gall maint yr Uned amrywio yn ôl natur ei gwasanaethau, ond bydd disgwyl i ddeiliad y swydd ysgwyddo cyfrifoldeb cyffredinol dros tua 25 gweithiwr cyfwerth ag amser llawn.
Dyletswyddau a chyfrifoldebau	• Ysgwyddo cyfrifoldeb rheolwr dros roi'r gwasanaethau a ddarperir gan yr Uned ar waith yn effeithlon yn unol â'r strategaethau a'r polisiau cymeradwy. Bydd hyn yn cynnwys caffael gwasanaethau a rheoli contractau. • Rheoli'r cyllidebau refeniw a chyfalaf a ddyrennir i'r gwasanaethau o fewn y rheoliadau ariannol cyfredol a chan gyd-drafod yn agos â'r Rheolwr Gwasanaeth a Thîm y Gwasanaethau Cyllid. • Rheoli'r ddarpariaeth o wasanaethau bws lleol sy'n gwneud y gorau o'r adnoddau sydd ar gael ac yn darparu'r rhwydwaith mwyaf effeithiol posibl o siwrneiau. Bydd hyn yn cynnwys cydweithio ag awdurdodau lleol eraill, Llywodraeth Cymru, y Trydydd Sector, a gweithredwyr gwasanaethau bws.

	• Rheoli'r ddarpariaeth o wasanaethau teithio i ddysgwyr sy'n ateb gofynion cleientiaid yr Uned. • Rheoli'r ddarpariaeth o wasanaethau teithio ar gyfer y Gwasanaethau Cymdeithasol sy'n ateb gofynion cleientiaid yr Uned. • Cefnogi gwaith y sector cludiant cymunedol. • Rheoli'r ddarpariaeth o wasanaethau o ansawdd uchel sy'n effeithiol, yn ddibynadwy, yn ddiogel, ac yn rhoi gwerth am arian, gan ystyried cyfyngiadau'r adnoddau. • Datblygu, rhaglennu a gweithredu prosesau caffael effeithiol ar gyfer yr holl wasanaethau cludiant teithwyr. • Llunio trefniadau sy'n sicrhau bod modd i'r Uned drefnu cludiant ar fyr rybudd i'w chleientiaid. • Herio'r ffordd y mae'r Awdurdod yn darparu gwasanaethau cludiant, a llunio syniadau a systemau i ddarparu'r gwasanaethau mewn ffordd fwy cynaliadwy. • Arwain prosiectau sy'n ymwneud â chludiant, cymryd rhan ynddynt a'u cefnogi. • Rhoi cyngor arbenigol ar bob mater sy'n ymwneud â chludiant teithwyr i osod sail ar gyfer penderfyniadau ar draws y meysydd y mae'r Uned yn gyfrifol amdanynt. • Paratoi ymatebion i ymgynghoriadau sy'n ymwneud â chludiant teithwyr, a chyfrannu atynt. • Paratoi adroddiadau am faterion sy'n ymwneud â'r gwasanaeth i'w cymeradwyo gan y Rheolwr Gwasanaeth a rhoi cyngor yn ôl y gofyn i'r Rheolwr Corfforaethol. • Sicrhau bod adroddiadau rheolaidd ar gael i gleientiaid yr Uned i sicrhau bod eu gofynion yn cael eu hateb. • Cynrychioli'r Awdurdod mewn unrhyw grwpiau lleol, rhanbarthol neu genedlaethol sy'n berthnasol i gyfrifoldebau'r swydd.
--	---

- Negodi â chyrff a phartneriaethau allanol, a chynrychioli'r Cyngor mewn cyfarfodydd â nhw (e.e. Bwcabus, Cardi Bach, Llywodraeth Cymru, Cymdeithas y Swyddogion Cydgysylltu Trafnidiaeth).
- Ymdrin â chontractwyr allanol o'r cam ymgysylltu cyntaf hyd nes i wasanaethau a phrosiectau gael eu rhoi ar waith yn foddhaol.
- Ysgwyddo cyfrifoldeb dros drin data'n gywir a thros uniondeb y systemau a ddefnyddir gan yr Uned, a defnyddio'r adroddiadau i reoli perfformiad y Gwasanaeth.
- Cydgysylltu cyfarfodydd Bwrdd yr Uned.
- Rheoli disgwyliadau'r holl randdeiliaid drwy gyfathrebu'n effeithiol.
- Rhoi arferion rheoli perfformiad, datblygu ac ysgogi effeithiol ar waith ym mhob rhan o'r maes gwasanaeth i sicrhau bod modd i staff gyflawni eu gwaith ar y lefel ofynnol ac i'w datblygu i wireddu eu potensial yn llwyr.
- Cyfathrebu'n effeithiol â staff y Gwasanaeth o hyd.
- Mynd ati mewn ffordd broffesiynol i ddatrys unrhyw anghydfod a allai godi yn y gwasanaeth mewn perthynas â rhanddeiliaid, gan gynnwys cyflogeion, darparwyr gwasanaethau, a defnyddwyr.
- Ymdrin yn effeithiol â blaenoriaethau a galwadau sy'n gwrthdaro. Disgwylir y bydd newidiadau o'r fath yn digwydd yn rheolaidd, a bydd gofyn i ddeiliad y swydd weithio'n effeithiol i fodloni blaenoriaethau a galwadau'r gwasanaeth sy'n newid o hyd.
- Sicrhau bod holl ofynion iechyd a diogelwch yr Uned yn cael eu pennu, yn cael sylw, ac yn cael eu cofnodi yn unol â gofynion y ddeddfwriaeth berthnasol.

	• Sicrhau bod staff yr Uned yn cael hyfforddiant digonol er mwyn iddynt ddarparu gwasanaethau sy'n cydymffurfio â gofynion deddfwriaeth, contractau a sicrwydd ansawdd. • Darparu a gwreiddio diwylliant o ofalu am gwsmeriaid sy'n rhan annatod o'r ffordd y mae'r Uned yn darparu ei gwasanaethau. • Cyflawni unrhyw ddyletswyddau eraill sy'n gymesur â gradd y swydd, ac ar gais y Rheolwr Gwasanaeth a/neu'r Rheolwr Corfforaethol. Nid yw'r rhestr uchod yn gyflawn ac fe all newid.
Atebolrwydd	Rhoddir canllawiau, ond bydd gofyn i ddeiliad y swydd weithio o'i ben/phen a'i bastwn/phastwn ei hun i sicrhau bod y gwasanaethau'n cael eu rheoli'n effeithiol, gan gadw'r ddysgl yn wastad rhwng blaenoriaethau sy'n gwrthdaro, cadw llygad ar y gofynion gweithredol diweddaraf sy'n deillio o ddeddfwriaeth a rheoliadau cenedlaethol, a rhoi cyngor i swyddogion fel y bo'n briodol. Darperir gliniadur a ffôn symudol i sicrhau bod modd i ddeiliad y swydd ymgymryd â dyletswyddau'r swydd. Bydd hefyd yn ofynnol iddo/iddi gadw mân adnoddau eraill yn ddiogel e.e. cyfarpar tirfesur. Mae'r swydd hon yn amodol ar wiriad DBS Safonol.

Manyleb Person

Y cymwysterau academiaidd/proffesiynol/technegol/galwedigaethol (gan gynnwys lefel y cymhwyster) sy'n ofynnol ar gyfer y swydd	Addysg uwchradd dda, gyda phum TGAU gradd C neu uwch neu gymwysterau cyfatebol, neu dystiolaeth y gellir ei dangos o brofiad, gwybodaeth a sgiliau tebyg. 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.			
Lefel y sgiliau ieithyddol sy'n ofynnol ar gyfer y swydd (Gweler y canllawiau iaith ar Cerinet)	Gweler y tabl isod. <i>*Sylwch: Bydd yn ofynnol i'r ymgeisydd llwyddiannus ddysgu'r iaith cyn pen dwy flynedd ar ôl ei benodi/phenodi os nad yw eisoes yn siarad Cymraeg.</i>			
	Gwrandod/Siarad	Darllen	Ysgrifennu	
Saesneg (Lefelau Fframwaith ALTE)	5	5	5	Hanfodol
Cymraeg (Lefelau Fframwaith ALTE)	4	3	3	Hanfodol*
Sgiliau ymarferol/personol sy'n ofynnol ar gyfer y swydd	- Gwybodaeth am agweddau strategol a/neu weithredol ar y meysydd gwasanaeth a amlinellir yn y Disgrifiad Swydd, a phrofiad ohonynt. - Profiad o dechnegau rheoli perfformiad a phrofiad o'u rhoi ar waith. - Gwybodaeth fanwl am ethos y sector cyhoeddus, gan gynnwys gofynion caffael cyhoeddus, a hynny o ddewis yng nghydestun llywodraeth leol. - Sgiliau rhyngpersonol, cyflwyno, trefnu, dylanwadu a negodi rhagorol. - Y gallu i feithrin partneriaethau a thimau effeithiol i gyflawni perfformiad a chanlyniadau. - Brwdfrydedd dros gyflawni'r canlyniadau gorau posibl, a phenderfyniad i wneud hynny. - Y gallu i roi cyngor ar faterion gweithredol a strategol sy'n ymwneud â chcludiant. - Y gallu i ysgogi staff, eu datblygu a gwireddu eu potensial. - Y gallu i ganolbwyntio ar wella pethau drwy greu amgylchedd â gwerth ychwanegol sy'n gwella'n barhaus. - Y gallu i ddylanwadu, i ddarbwylllo ac i hyrwyddo gyda golwg ar feithrin partneriaethau a rhwydweithiau.			

Profiad sy'n ofynnol ar gyfer y swydd	• Hyd at bedair blynedd o brofiad rheoli perthnasol yn y maes arbenigol hwn. • Profiad ymarferol diweddar o reoli arian ac adnoddau dynol. • Profiad ymarferol diweddar o ymgymryd â phrosesau caffael. • Profiad ymarferol o reoli timau bach a chanolig ac o gydweithio'n effeithiol â nhw. • Profiad o reoli newid. • Profiad ymarferol o ddarparu gwasanaethau drwy bartneriaeth a thrwy gydweithio.
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Dangos ei fod/bod yn achub ar gyfleoedd Datblygiad Proffesiynol Parhaus cyfredol a'i fod/bod yn barod i gymryd rhan mewn hyfforddiant rheoli priodol. Ymgymryd ag unrhyw hyfforddiant arall a bennir ac y cytunir arno â'r rheolwr llinell, gan gynnwys hyfforddiant cleient-benodol lle bo'n briodol. Bydd gofyn i ddeiliad y swydd fodloni'r gofynion ieithyddol cyn pen dwy flynedd ar ôl ei benodi/phenodi i'r swydd. Darperir hyfforddiant yn ôl y gofyn.
Sgiliau/cymwysterau dymunol	• Cymhwyster perthnasol ym maes busnes neu gludiant. • Aelodaeth o gorff sy'n gysylltiedig â'r diwydiant.

Job Description

Post Name	Corporate Passenger Transport Unit Manager
Job Evaluation Post No	JD 789-02
Service Area	Highways and Environmental Services, Transport Services, Corporate Passenger Transport Unit
Grade SCP and salary	11: £42,839 - £45,091 per annum
Job Purpose	Under the general direction of the Service Manager Transport Services, to be responsible for the management and delivery of services forming the Corporate Passenger Transport Unit. This to include: • Local Bus Services • Learner Transport • Social Services Transport • Community Transport • To ensure that the CPTU provides services that meet the needs of the services users, the community and people of Ceredigion. Where necessary, cross-service working practices will be adopted to meet the aims of the Council. • To manage the performance of the individual service areas ensuring the provision of effective services, in relation to quality, efficiency and within budgetary constraints. • To embrace a culture of change by being open, flexible and adaptable in responding to a continually changing environment. • To assist in the development of policies and prepare operational reports on service matters for the approval of the Service Manager and advise as required the Corporate Manager. • To negotiate and represent the Authority at meetings, both internal, external and with outside bodies and partnerships in connection with professional matters relating to the Group's service matters. • To lead and participate in the delivery of projects.

	The above is not exhaustive and is subject to change within the scope and grade of the post.
Location	Based at Glanyrafon Depot, Aberystwyth. Flexible working at other locations in the County is required. Occasional attendance at sites will be required and the post holder adhere to health & safety requirements of site working.
Hours of Work	37 hours
Type of Contract	Full time
Length of Contract	Permanent
Immediate Line Managers job title	Service Manager Transport Services
Supervisory/Managerial responsibilities – if applicable	Full and ongoing responsibility for supervision of 5 staff within the CPTU Service including direct line management of 2 staff. The size of Unit area may well vary by the nature of its services but the post holder is expected to have overall responsibility for approximately 25 FTE employees.
Duties and responsibilities	• Management responsibility for the efficient operation and delivery of the services provided by the Unit in accordance with approved strategies and policies. This to include service procurement and contract management. • Managing the allocated revenue and capital budgets for the services within current financial regulations and in close liaison with the Service Manager and the Financial Services Team. • Managing the provision of local bus services that optimise the available resources and provide for the most effective overall network of journey opportunities possible. This to include working in partnership with other Local Authorities, Welsh Government, the Third Sector as well as operators. • Managing the provision of learner travel services that meet the requirements of the Unit's clients. • Managing the provision of Social Service transport services that meet the requirements of the Unit's clients.

- | | |
|--|---|
| | <ul style="list-style-type: none">• Supporting the work of the Community Transport sector.• Managing the provision of high quality services that are effective, reliable, safe and provide value for money taking into account the resource constraints.• Developing, programming and delivering effective procurement processes for all passenger transport services.• Developing arrangements that allow the Unit to arrange transport at short notice for its clients.• Challenging the way that transport services are provided by the Authority and developing ideas and systems that provide services in a more sustainable way.• Leading, participating and supporting transport related projects.• Providing expert advice on all passenger transport related matters to inform and advise decision making across the Unit's sphere of responsibility.• Preparing responses and provide input to passenger transport related consultations.• Preparing reports on service matters for the approval of the Service Manager and advise as required the Corporate Manager.• Ensuring that regular reports are available for the Unit's clients to ensure that requirements are being met.• Representing the Authority on any local, regional and national groups that are relevant to the responsibilities of the post.• Negotiating and representing the Council at meetings with outside bodies and partnerships (eg. Bwcabus, Cardi Bach, Welsh Government, Association of Transport Coordinating Officers). |
|--|---|

- | | |
|--|---|
| | <ul style="list-style-type: none">• Dealing with external contractors from the initial engagement to the satisfactory delivery of services and projects.• Responsibility for the accurate data handling and integrity of systems used by the Unit and utilising the reports to manage the performance of the Service.• Co-ordinating meetings of the Corporate Passenger Transport Unit Board.• Managing expectations of all stakeholders through effective communication.• 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.• Maintaining effective communications with staff in the Service.• Resolving conflict that may arise within the service involving stakeholders including employees, service providers and users in a professional manner.• 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.• Ensuring that all the Unit's Health & Safety requirements are identified, addressed and recorded as required by relevant legislation.• Ensuring the Unit's staff are adequately trained to discharge services that are compliant with legislation, contractual and quality assurance requirements.• Providing and embedding a culture of customer care that is integral to the Unit's approach to discharging its services. |
|--|---|

	Carrying out any other duties commensurate with the grade of the post, and as requested by the Service and / or Corporate Manager. The above is not exhaustive and is subject change.
Accountability	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. 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. This post is subject to a Standard DBS check.

Person Specification

The Academic / professional / Technical / vocational qualifications (including qualification Level) required for the post	A good secondary education with 5 GCSE level Grade C or above) or equivalent is required, or demonstrable evidence of similar experience, knowledge and skills. 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.			
Linguistic skills level required for the post (Please refer to guidance on ceri net)	See table below. <i>*Note: The successful candidate <u>will be required</u> to learn the language within 2 years of being appointed if he/she is not currently a Welsh speaker.</i>			
	Listening/ Speaking	Reading	Writing	
English (ALTE Framework Levels)	5	5	5	Essential
Welsh (ALTE Framework Levels)	4	3	3	Essential*
Practical/personal skills required for the post	• Knowledge and experience of strategic and/or operational aspects of the identified services areas as outlined in the Job Description. • Experience of performance management techniques and their application. • In depth knowledge of public sector ethos preferably within the context of Local Government including public procurement requirements. • Excellent interpersonal, presentational, organisational, influencing and negotiating skills. • The ability to develop partnerships and effective teams to achieve performance and results. • To be enthusiastic and determined to achieve the best possible results. • The ability to advise on operational and strategic transport related matters. • The ability to motivate, develop and realise the potential of staff. • The ability to focus on making things better by creating an added value environment of continual improvement. • The ability to influence, persuade and promote a view by building partnerships and networks.			
Experience required for the post	• Up to four years' relevant management experience in the specialised area. • Recent practical experience in managing financial and human resources.			

	• Recent practical experience in undertaking procurement processes. • Practical experience of managing and effectively working with small and medium sized teams. • Experience of change management. • Practical experience of partnership and collaborative approaches to service delivery.
Training/education required to be undertaken for the post/worked towards	Demonstrate up to date and current Continual Professional Development and be willing to participate in appropriate management training. To undertake any other training as identified and agreed with the line manager including client specific training where appropriate. The post holder will be required to meet the linguistic levels within two years of the appointment and training will be provided as necessary.
Desirable Skills/Qualifications	• Relevant business or transport related qualification. • Membership of an industry related body.