

Disgrifiad Swydd

TEITL Y SWYDD:	Rheolwr Corfforaethol – Partneriaeth a Pherfformiad (JD 1082-01)
GWASANAETH:	Polisi a Pherfformiad
GRADDFA:	Graddfa 16 £63,367 - £65,841 y flwyddyn
YN ATEBOL I:	Swyddog Arweiniol Corfforaethol – Polisi, Perfformiad a Diogelu'r Cyhoedd
LLEOLIAD:	Penmorfa, Aberaeron
ORIAU GWAITH:	37 awr
PRIF BWRPAS Y SWYDD:	- Bod yn Rheolwr Corfforaethol ac yn gynghorydd arweiniol i'r Cyngor ar: - Partneriaethau Strategol gan gynnwys y Bwrdd Gwasanaethau Cyhoeddus, Diogelwch Cymunedol a Chyfamod Cymunedol y Lluoedd Arfog - Strategaeth Gorfforaethol a'r Cynllun Llesiant Lleol - Prosiectau Cydweithio - Perfformiad Corfforaethol a Chynllunio Busnes - Cwynion a Rhyddid Gwybodaeth - Cydraddoldeb - Ymgysylltu ac Ymgynghori - Cydlyniant Cymunedol ac Adsefydlu Ffoaduriaid - Argyfyngau Sifil a Pharhad Busnes - Ymchwil a Dadansoddi - Cydlynu cyfarfodydd Gorchymyn Aur yn ystod digwyddiadau mawr a heriau parhaus (e.e. pandemig Covid-19) - Trefniadau gwrthderfysgaeth - Prosesau hunanasesu ac adrodd - Cydweithio ag Archwilio Cymru - Rheoli a dadansoddi data gofal cymdeithasol - Cydlynu Adolygiadau Dynladdiad Domestig - Datblygiad polisi cyffredinol - Rheoli rhaglenni ailsefydlu er mwyn sicrhau darpariaeth o'r safon uchaf a chyfleoedd priodol i ffoaduriaid o fewn y sir, gan gynnwys datblygu gwasanaethau cymorth ar gyfer noddwyr. - Bod â chyfrifoldeb strategol dros sicrhau bod y Cyngor yn cydymffurfio â nifer o ddarnau allweddol o ddeddfwriaeth sef: Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015; Deddf Llywodraeth Leol ac Etholiadau (Cymru) 2021; Deddf Trosedd ac Anhrefn 1998; Deddf Diwygio'r Heddlu 2002; Deddf Argyfyngau Sifil; deddfwriaeth Cwynion a Rhyddid Gwybodaeth; Deddf Cydraddoldeb 2010; Dyletswydd Cydraddoldeb y Sector Cyhoeddus 2011; Deddf Caethwasiaeth Fodern 2015; a nifer o ddeddfau, canllawiau a rheoliadau eraill. - Darparu cyswllt allweddol â Swyddog Arweiniol Corfforaethol a gweithio gyda Rheolwyr Corfforaethol eraill i sicrhau bod timau'n cael eu rheoli'n gyson i fodloni amcanion strategol a chorfforaethol a bod y rhain yn cael eu cydlynu'n effeithiol a'u gweithredu ar draws pob maes gwasanaeth. - Er bod gan Reolwyr Corfforaethol gyfrifoldeb penodol am reoli tîm a/neu swyddogaeth, mae ganddynt gyfrifoldeb corfforaethol i sicrhau bod gweithgaredd a gweithredoedd pob gwasanaeth yn cael eu rheoli i gefnogi amcanion a safonau strategol y Cyngor.

- Gweithio'n greadigol a chefnogi'r nod strategol i gyflawni'r safonau uchaf posibl o ran perfformiad yng ngwasanaethau a thimau Cyngor Sir Ceredigion.

PRIF GYFRIFOLDEBAU:

Rheolaethol

- Rheoli tîm o staff sydd wedi'u lleoli ym Mhenmorfa a Chanolfan Rheidol.
- Sicrhau bod diwylliant sy'n canolbwyntio ar y dinesydd yn cael ei hyrwyddo bob amser.
- Cynorthwyo Swyddogion Arweiniol Corfforaethol wrth ddatblygu cynigion a chynlluniau busnes ar gyfer meysydd gwasanaeth penodol.
- Cyfrannu at osod, monitro a rheoli cyllidebau gwasanaeth a chefnogi a chynghori rheolwyr ar baratoi a monitro cyllidebau ar gyfer timau/gwasanaethau.
- Darparu cyngor a chymorth proffesiynol yn fewnol ac yn allanol fel bo'n briodol a nodi opsiynau ar gyfer gweithredu.
- Gweithio gyda Swyddogion Arweiniol Corfforaethol a'u cefnogi wrth ddarparu'r cyngor a'r gefnogaeth angenrheidiol mewn meysydd arbenigedd penodol i lunio a gweithredu polisïau perthnasol ac effeithiol.
- Cynnal a hyrwyddo perthnasoedd gwaith agos gyda rhanddeiliaid mewnol ac allanol, Aelodau Etholedig, cydweithwyr a sefydliadau allanol.
- Gweithio ar y cyd â sefydliadau eraill i sicrhau'r budd mwyaf posibl i'r Cyngor a thrigolion Ceredigion.
- Pleidio barn y gwasanaeth ar faterion i gyrff mewnol ac allanol o dan arweiniad uwch reolwyr.
- Gweithredu fel cynghorydd fel sy'n ofynnol, o fewn partneriaethau'r Cyngor gydag asiantaethau amrywiol.

Rheoli ansawdd a pherfformiad

- Sicrhau bod anghenion cwsmeriaid yn cael eu deall a'u darparu'n llawn wrth ddarparu, hyrwyddo a gwella gwasanaethau.
- Sicrhau bod gwasanaethau'n cael eu rheoli a'u cyflwyno mewn modd cydlynol ac yn unol â pholisïau a safonau y cytunwyd arnynt a hefyd yn unol â phrosesau llywodraethu democrataidd y Cyngor.
- Cynorthwyo'r Swyddog Arweiniol Corfforaethol i sicrhau bod polisïau a gweithdrefnau yn cael eu diweddarau i adlewyrchu'r ddeddfwriaeth gyfredol a'r arferion gorau.
- Gwerthuso ac adrodd yn rheolaidd ar berfformiad tîm yn erbyn cynlluniau gwasanaeth statudol ac anstatudol, cynlluniau busnes a dangosyddion perfformiad.
- Cynorthwyo i nodi, caffael a defnyddio adnoddau ar gyfer y tîm a'r gwasanaeth i fodloni ei amcanion.
- Cynorthwyo i ganfod a dilyn ffynonellau cyllid allanol priodol a ffyrdd eraill o ddarparu gwasanaethau e.e. trwy weithio mewn partneriaeth i ddarparu gwasanaethau'r Cyngor.
- Cynorthwyo'r Swyddog Arweiniol Corfforaethol i gynnal ymwybyddiaeth o'r tirlun newidiol ar gyfer gwasanaethau cyhoeddus ac ymchwilio i arferion cenedlaethol a lleol wrth ddarparu gwasanaethau er mwyn herio a datblygu datrysiadau arloesol ynghylch y ffordd y mae gwasanaethau yn cael eu darparu, i sicrhau perfformiad parhaus.
- Sicrhau safonau uchel o ran perfformiad yr holl staff o fewn y tîm a'r gwasanaeth, cydnabod perfformiad da a mynd i'r afael â pherfformiad gwael mewn modd cadarnhaol ac effeithiol.
- Cynnal trosolwg o risgiau gwasanaethau, gan gynnwys cwynion.
- Gweithio gyda Rheolwyr Corfforaethol eraill i ddarparu gwasanaethau effeithiol ac effeithlon i'r Cyngor..

- Bod yn barod i ymateb yn gyflym ac yn hyblyg i anghenion y Cyngor, ei gwsmeriaid a'i bartneriaid.
- Hyrwyddo cyfleoedd cyfartal mewn arferion cyflogaeth ac wrth ddarparu gwasanaethau fel bod y Cyngor yn cwrdd â'i rwymedigaethau moesol a chyfreithiol fel cyflogwr cyfleoedd cyfartal.
- 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.

Cyfathrebu

- Adolygu'r dulliau presennol o gyfathrebu â'r staff er mwyn sicrhau bod y rhain yn effeithiol ac yn annog adborth dwy ffordd.
- Hyrwyddo diwylliant o gyfathrebu mewnol ac allanol cryf.
- Cynorthwyo'r Swyddog Arweiniol Corfforaethol wrth gynnal cyswllt effeithiol gydag Aelodau Etholedig, a lle bo'n briodol, darparu gwybodaeth a chynghor cynhwysfawr er mwyn cyfeirio materion angenrheidiol mewn modd amserol at yr Aelodau fel eu bod yn gallu gwneud penderfyniad yn eu cylch.

Swyddogaethol

- Bod â chyfrifoldeb strategol dros ddatblygu a chyflawni'r swyddogaethau canlynol:
 - Partneriaethau, gan gynnwys Bwrdd Gwasanaethau Cyhoeddus Ceredigion a Phartneriaeth Diogelwch Cymunedol
 - Prosiectau Cydweithio Strategol
 - Perfformiad Corfforaethol a Chynllunio Busnes gan gynnwys System Rheoli Perfformiad Teifi a Strategaeth Gorfforaethol
 - Cwynion a Rhyddid Gwybodaeth
 - Cydraddoldeb, yn benodol Dyletswydd Cydraddoldeb y Sector Cyhoeddus
 - Ymgysylltu ac Ymgynghori Corfforaethol
 - Adsefydlu ffoaduriaid a Chydlyniant Cymunedol
 - Argyfyngau Sifil a Pharhad Busnes
 - Ymchwil a Dadansoddi
 - Datblygu polisïau
 - Cydlynu cyfarfodydd Gorchymyn Aur yn ystod digwyddiadau mawr a heriau parhaus (e.e. pandemig Covid-19)
 - Trefniadau gwrthderfysgaeth
 - Prosesau hunanasesu ac adrodd
 - Cydweithio ag Archwilio Cymru
 - Rheoli a dadansoddi data gofal cymdeithasol
 - Cydlynu Adolygiadau Dynladdiad Domestig
 - Y Cynllun Cartrefi i Wcráin
- Bod yn rheolwr arweiniol o fewn y Cyngor ar gyfer materion Partneriaeth a Pherfformiad fel y'u rhestrir uchod ac i gynnwys sicrwydd ansawdd a chynllunio at argyfwng.
- Bod yn brif reolwr yr holl staff o fewn yr adran, yn gyfrifol am ddatblygiad sefydliadol a staff a threfniadau lechyd a Diogelwch.
- Sicrhau rheolaeth effeithiol ac effeithlon yr adran Partneriaeth a Pherfformiad a'i holl swyddogaethau statudol.
- Nodi gofynion proffesiynol a rheoleiddiol ac arferion gorau ym meysydd partneriaethau a pherfformiad a chyfrannu at ddatblygu a gweithredu safonau cydymffurfio priodol.

- Bod â chyfrifoldeb strategol dros nifer o gynlluniau statudol, strategaethau, polisiâu a gweithdrefnau megis:
 - Strategaeth Gorfforaethol
 - Cynllun Llesiant Lleol y Bwrdd Gwasanaethau Cyhoeddus
 - Strategaeth Diogelwch Cymunedol
 - Cynllun Cydraddoldeb Strategol
 - Polisi Ymgysylltu a Chyfranogiad
 - Polisi Caethwasiaeth Fodern
 - Polisi a Gweithdrefnau Cwynion a Rhyddid Gwybodaeth
 - Cynlluniau Parhad Busnes
 - Y Gofrestr Risg Corfforaethol
 - Hunanasesiad Blynnyddol
 - Cynllun digwyddiadau mawr a chynlluniau ymateb brys cysylltiedig
 - Cynlluniau lleol sy'n gysylltiedig â 'Prevent' a 'Protect'
- Bod yn brif gyswllt â Swyddfa Comisiynydd Cenedlaethau'r Dyfodol, Archwilio Cymru a chyrff rheoleiddio eraill yn ôl yr angen.
- Rheoli adnoddau'n effeithlon ac yn effeithiol a chynnal gwelliant parhaus y gwasanaeth o ran y swyddogaethau a restrir uchod.

Manyleb y Person

	Dymunol neu Hanfodol
Cymwysterau	
Addysg hyd at lefel gradd mewn pwnc perthnasol neu brofiad cyffelyb	Hanfodol
Tystiolaeth o Ddatblygiad Proffesiynol Parhaus	Hanfodol
Cymhwyster uwch reoli cydnabyddedig	Hanfodol
Aelodaeth o gorff proffesiynol perthnasol	Dymunol
Profiad o Lywodraeth Leol	
Dealltwriaeth o rôl aelodau etholedig a'r broses o wneud penderfyniadau mewn amgylchedd gwleidyddol	Hanfodol
5 mlynedd o brofiad o weithio o fewn llywodraeth leol gan gynnwys ymwybyddiaeth o sensitifrwydd a chyd-destun gwleidyddol y rôl	Hanfodol
Gwybodaeth drylwyr o fframweithiau'r polisïau cenedlaethol y mae'r Cyngor yn gweithredu o'u mewn.	Hanfodol
Profiad o Reoli	
5 mlynedd o brofiad o reoli tîm/swyddogaeth berthnasol yn llwyddiannus ac yn dangos llwyddiant sy'n dylanwadu'n ar berfformiad a/neu welliant llwyddiannus.	Hanfodol
O leiaf 5 mlynedd o brofiad rheoli perthnasol.	Hanfodol
Profiad rheoli helaeth a llwyddiannus gan gynnwys tystiolaeth o ymrwymiad, menter, gweledigaeth a hyblygrwydd	Hanfodol
Cofnod llwyddiannus o ddadansoddi materion, datblygu strategaethau ar sail aml-asiantaethol a chreu cynlluniau gwasanaeth yn seiliedig ar anghenion ac sy'n cyflawni gwelliannau o ran ansawdd a chostau.	Hanfodol
Darparu Gwasanaethau	
Dealltwriaeth lawn o ddeddfwriaeth a rheoliadau sy'n ymwneud ag adran Partneriaeth a Pherfformiad	Hanfodol
Tystiolaeth o ddatblygu gweithdrefnau a pholisïau'n llwyddiannus mewn meysydd o gyfrifoldeb penodol sy'n cyflawni canlyniadau o safon uchel	Hanfodol

Hanes o berfformiad da o ran arwain, rheoli a gwella timau yn barhaus ac mewn modd llwyddiannus er mwyn cyflawni gwelliant parhaus	Hanfodol
Dealltwriaeth lawn o brosesau rheoli perfformiad a chynllunio busnes i yrru perfformiad sy'n gwella'n barhaus	Hanfodol
Rheoli Adnoddau	
Profiad o reoli adnoddau dynol ac ariannol yn unol â'r polisïau a'r blaenoriaethau a gytunwyd yn eu cylch ac o fewn fframweithiau ffurfiol costau a safonau ansawdd	Hanfodol
Gweithio mewn Partneriaeth	
Tystiolaeth o weithio'n llwyddiannus gyda rhanddeiliaid mewnol ac allanol	Hanfodol
Effeithlonrwydd Personol / Sgiliau Allweddol	
Llythrennog ym maes TG a chymhwysedd mewn meddalwedd MS Office gan gynnwys Teams, Excel, Word, PowerPoint ac Outlook	Hanfodol
Gwybodaeth a dealltwriaeth gadarn o ddeddfwriaeth ac arferion da ym meysydd: Partneriaeth a Chydweithredu; Perfformiad Corfforaethol a Chynllunio Busnes; Cwynion a Rhyddid Gwybodaeth; Ymgysylltu a Chydraddoldebau; Adsefydlu Ffoaduriaid a Chydlyniant Cymunedol; Argyfyngau Sifil; Ymchwil a Dadansoddi	Hanfodol
Sgiliau rheoli ac arwain cryf gyda'r gallu i feddwl, yn greadigol ac yn arloesol a gweithredu syniadau mewn modd effeithiol tra'n bod yn agored i syniadau newydd	Hanfodol
Ymrwymiad i egwyddorion ac arferion gofal cwsmeriaid, gan sicrhau rhagoriaeth wrth ddarparu gwasanaethau a chydabod ei effaith ar ddefnyddwyr y gwasanaeth	Hanfodol
Sgiliau cyfathrebu ardderchog	Hanfodol
Y gallu i weithio dan bwysau er mwyn bodloni terfynau amser tynn	Hanfodol
Ymrwymiad clir i gynnal egwyddorion cydraddoldeb ac amrywiaeth	Hanfodol
Amgylchiadau Personol	
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.	Hanfodol

Gallu leithyddol	
Ystyrir bod y gallu i ymgymryd â thasgau'r swydd uchod trwy gyfrwng yr iaith Gymraeg i'r lefelau ALTE canlynol yn hanfodol: ALTE lefel 4, (llafar), lefel 4 (darllen) a lefel 4 (ysgrifennu)	Hanfodol
Cyfyngiad Gwleidyddol	
Mae'r swydd hon yn gyfyngedig yn wleidyddol	

Job Description

POST TITLE:	Corporate Manager – Partnership and Performance (JD 1082-01)
SERVICE:	Policy and Performance
GRADE:	Grade 16 £63,367 - £65,841 per annum
ACCOUNTABLE TO:	Corporate Lead Officer – Policy, Performance and Public Protection
LOCATION:	Penmorfa, Aberaeron
HOURS OR WORK:	37 hours
MAIN PURPOSE OF JOB: • To be the Corporate Manager and lead advisor to the Council on: ○ Strategic Partnerships including Public Services Board, Community Safety and AFCC ○ Corporate Strategy and Local Wellbeing Plan ○ Collaboration Projects ○ Corporate Performance and Business Planning ○ Complaints and Freedom of Information ○ Equalities ○ Engagement and Consultation ○ Community Cohesion and Refugee re-settlement ○ Civil Contingencies and Business Continuity ○ Research and Analysis ○ Coordination of Gold Command meetings during major incidents and ongoing challenges (e.g. Covid19 pandemic) ○ Counter terrorism arrangements ○ Self-Assessment processes and reporting ○ Audit Wales liaison ○ Management and analysis of social care data ○ Coordination of Domestic Homicide Reviews ○ General policy development • To manage resettlement programmes to ensure excellent provision and opportunities to refugees within the county, including developing support services for sponsors. • To have strategic responsibility for ensuring the Council's compliance with a number of key pieces of legislation namely: The Well-being of Future Generations (Wales) Act 2015; The Local Government and Elections (Wales) Act 2021; Crime & Disorder Act 1998; Police Reform Act 2002; Civil Contingencies Act; Complaints and Freedom of Information Legislation; The Equality Act 2010; Public Sector Equality Duty 2011; Modern Slavery Act 2015 and numerous other acts, guidance and regulations. • To provide a key link with Corporate Lead Officers and work with other Corporate Managers in ensuring that teams are managed consistently to meet strategic and corporate objectives and that these are effectively co-ordinated and implemented across all service areas. • Whilst Corporate Managers have specific responsibility to manage a team and/or function, they have a corporate responsibility to ensure that all service activities and actions are managed to support Council strategic objectives and standards. • To work creatively and support the strategic goal to achieve the highest possible standards of performance in Ceredigion County Council services and teams.	

PRINCIPAL ACCOUNTABILITIES:

Managerial

- To manage a team of staff based at Penmorfa and Canolfan Rheidol.
- Ensure that a citizen focussed culture is promoted at all times.
- To assist Corporate Lead Officers in the development of proposals and business plans for specific service areas.
- To contribute to the setting monitoring and control of service budgets and support and advise managers on the preparation and monitoring of budgets for teams/services.
- Provide professional advice and support internally and externally as appropriate and identify options for action.
- To work with and support Corporate Lead Officers in providing the necessary advice and support in specific areas of expertise to formulate and implement relevant and effective policies.
- To maintain and promote close working relationships with internal and external stakeholders including Elected Members, colleagues and outside organisations.
- To work in collaboration with other organisations to achieve maximum benefits for the Council and residents of Ceredigion.
- To advocate the view of the service on issues to internal and external bodies under senior management guidance.
- Act as adviser as required, within the Council's partnerships with various agencies.

Quality and performance management

- To ensure that the needs of customers are fully understood and catered for in the delivery promotion and improvement of services.
- To ensure that services are managed and delivered in a co-ordinated way and in compliance with agreed policies and standards and also in accordance with the Council's democratic governance processes.
- To assist the Corporate Lead Officer in ensuring that policies and procedures are updated to reflect current legislation and best practice.
- To regularly evaluate and report on team performance against statutory and non-statutory service plans, business plans and performance indicators.
- Assist in identifying, procuring and deploying resources for the team and service to meet its objectives.
- 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.
- Assist the CLO in maintaining awareness of the changing landscape for public services, researching national and local practices in service delivery, in order to actively challenge and develop innovative solutions on the way services are delivered to ensure continuous performance.
- 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 maintain an overview of service risks, including complaints.
- To work with other Corporate Managers to deliver effective and efficient Council services.
- Be prepared to quickly and flexibly react to the needs of the Council, its customers and partners.

- Promote equality of opportunity in the delivery of services and employment practices so that the Council meets its moral and legal obligations as an equal opportunity employer.
- 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.

Communication

- To review existing methods of communication with staff to ensure that these are effective and encourage two-way feedback.
- Promote a culture of strong internal and external communication.
- To assist the Corporate Lead Officer in maintaining effective liaison with Elected Members, and where appropriate, provide comprehensive information and advice in order that necessary issues are referred to Elected Members for decision in a timely manner.

Functional

- To have strategic responsibility for the development and delivery of the following functions:
 - Partnerships, including the Ceredigion Public Services Board (PSB) and Community Safety Partnership (CSP)
 - Strategic Collaboration Projects
 - Corporate Performance and Business Planning including the Teifi Performance Management System and Corporate Strategy
 - Complaints and Freedom of Information
 - Equalities, specifically the Public Sector Equality Duty
 - Corporate Engagement and Consultation
 - Refugee re-settlement and Community Cohesion
 - Civil Contingencies and Business Continuity
 - Research and Analysis
 - Policy development
 - Coordination of Gold Command meetings during major incidents and ongoing challenges (e.g. Covid19 pandemic).
 - Counter terrorism arrangements
 - Self-Assessment processes and reporting
 - Audit Wales liaison
 - Management and analysis of social care data.
 - Coordination of Domestic Homicide Reviews
 - Homes for Ukrainians scheme
- To be the lead manager within the Council for Partnership and Performance matters as listed above and to include quality assurance and emergency planning.
- To be the lead manager of all staff within the section, responsible for organisational and staff development and Health and Safety arrangements.
- Ensure the effective and efficient management of the Partnership and Performance section and all its statutory functions.
- To identify professional and regulatory requirements and best practice in the fields of partnerships and performance and contribute to the development and implementation of appropriate compliance standards.

- To have strategic responsibility for numerous statutory plans, strategies, policies and procedures such as:
 - Corporate Strategy
 - PSB Local Well-being Plan
 - Community Safety Strategy
 - Strategic Equality Plan
 - Engagement and Participation Policy
 - Modern Slavery Policy
 - Complaints and FOI Policy and Procedures
 - Business Continuity Plans
 - Corporate Risk Register
 - Annual Self-Assessment
 - Major incident plan and related emergency response plans.
 - Prevent and Protect related local plans
- To be the main link with the Future Generations Commissioners Office, Audit Wales and other regulatory bodies as required.
- To manage resources efficiently and effectively and to maintain continuous improvement of the service with regard to the functions listed above.

Person Specification

	Essential or Desirable
Qualifications	
Educated to degree level in a relevant subject or equivalent experience	Essential
Evidence of Continued Professional Development	Essential
A recognised Senior Management qualification	Essential
Membership of relevant professional body	Desirable
Local Government Experience	
Understanding of the role of elected members and of the decision making process in a political environment	Essential
5 years' experience of working within local government including the awareness of and sensitivity to the political context of the role	Essential
Thorough knowledge of the national policy frameworks within which the Council operates	Essential
Management Experience	
5 years' experience of successfully managing a relevant team/function and demonstrate achievement in influencing successful performance and or improvement	Essential
Minimum of 5 years relevant management experience	Essential
Extensive and successful managerial experience including evidence of commitment, initiative, vision and flexibility	Essential
A successful record of analysing issues, developing strategies on a multi-agency basis and of creating service plans based on needs and which achieve quality and cost improvements	Essential
Service Delivery	
A complete understanding of legislation and regulation as it relates to the Partnership and Performance section	Essential
Evidence of successful development of policies and procedures in areas of specific responsibility that deliver high quality outcomes	Essential

Track record of successfully leading, managing and continuously improving teams to effectively achieve continual improvement	Essential
A full understanding of performance management and business planning processes to drive continuously improving performance	Essential
Resource Management	
Experience of the management of human and financial resources, in accordance with agreed policies, priorities and within the formal framework of cost and quality standards	Essential
Partnership Working	
Evidence of successful working with internal and external stakeholders	Essential
Personal Effectiveness / Key Skills	
IT literate and competence in MS Office software including Teams, Excel, Word, PowerPoint and Outlook	Essential
Sound knowledge and understanding of legislation and good practice in the fields of: Partnership and Collaboration; Corporate Performance and Business Planning; Complaints and Freedom of Information; Engagement and Equalities; Refugee re-settlement and Community Cohesion; Civil Contingencies; Research and Analysis	Essential
Strong management and leadership skills with the ability to think, creatively and innovatively and to put ideas into effective action whilst demonstrating openness to new ideas	Essential
Commitment to the principles and practices of customer care, ensuring excellence in service delivery and recognition of its impact on the service users	Essential
Excellent communication skills	Essential
Ability to work under pressure to tight deadlines	Essential
Clear commitment to uphold the principles of equality and diversity	Essential
Personal Circumstances	

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.	Essential
Linguistic Ability	
The ability to undertake the tasks of this post through the medium of the Welsh Language to the following ALTE levels will be regarded as being essential: ALTE level 4, (spoken), level 4 (reading) and level 4 (writing)	Essential
Political Restriction	
This is a politically restricted post	