Disgrifiad Swydd

Teitl y Swydd	Swyddog Dilysu (Wrth Gefn)
Gwasanaeth	Gwasanaethau Democrataidd
Graddfa	6
Pwynt/iau Cyflog	7 - 10
Cyflog	£26,403 - £27,694 pro rata
Pwrpas y Swydd	Darparu cymorth technegol er mwyn gwireddu'r amcanion mewn perthynas â Systemau, Gwasanaethau Cwsmeriaid a Chymorth i Bartneriaethau, a chyfrannu at amcanion strategol y Cyngor o ran yr amgylchedd adeiledig.
Lleoliad Gwaith Cytundebol	Penmorfa, Aberaeron
Oriau Gwaith	Achlysurol
Math o Gytundeb	Achlysurol
Hyd y Cytundeb	Cyfnod Penodedig
Teitl swydd y Rheolwr Llinell	Arweinydd Tîm – Cymorth Corfforaethol i Wasanaethau
Cyfrifoldebau Goruchwylio / Rheoli	
Atebolrwydd	Ychydig o arweiniad fydd yn cael ei roi a bydd yn ofynnol i ddeiliad y swydd weithio o dan ei liwt ei hun i sicrhau bod y dyletswyddau angenrheidiol ar gyfer darparu gwasanaethau o'r radd flaenaf yn cael eu rheoli'n effeithiol. Bydd deiliad y swydd yn gyfrifol am ymdrin ag unrhyw daliadau yn y modd cywir. Bydd yn ofynnol i ddeiliad y swydd weithio'n effeithiol, yn effeithlon ac mewn modd cywir. Bydd cymorth ac arweiniad ar gael, yn ôl y gofyn, gan Uwch Swyddog Dilysu y Gwasanaethau Cynllunio.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	

Dyletswyddau a chyfrifoldebau
Prif Ddyletswyddau • Derbyn, dilysu a chofrestru ceisiadau cynllunio, a cheisiadau am gyngor cyn ymgeisio. • Paratoi a dosbarthu dogfennau cais ar gyfer eu sganio a chynnal asesiadau rheoli ansawdd o ran y dogfennau sy'n cael eu sganio. • Dadansoddi ceisiadau cynllunio at ddibenion dilysrwydd yn seiliedig ar ofynion dilysu lleol a chenedlaethol a chynnal gwiriadau angenrheidiol o ran cyfyngiadau. • Asesu ceisiadau a gyflwynwyd yn gywir a sicrhau bod y ffi briodol wedi'i thalu. • Prosesu anfonebau, archebion, ffioedd ymgeisio ac ad-daliadau ffioedd. • Rhoi gwybod i asiantau/ymgeiswyr am resymau dros annilysu ceisiadau cynllunio lle bo hynny'n berthnasol. • Cynnal ymgynghoriadau statudol ac anstatudol gyda pherchenogion eiddo cyfagos ymgeiswyr cynllunio. • Gweithredu fel swyddog achos hyd nes y bernir bod y cais yn ddilys, ac wedi hynny ei ddyrannu i'r Swyddog Cynllunio. • Y swyddog dilysu yw'r cyswllt allweddol rhwng yr ymgyngoreion drwy gydol y broses benderfynu. • Hysbysu'r cyhoedd am wahanol gamau'r broses ymgeisio gan gynnwys eu cyfleoedd i gyflwyno sylwadau. • Cynghori'r cyhoedd ar hawliau datblygu a ganiateir i ddeiliaid tai. • Cyfrannu at brosesu ceisiadau drwy wneud cyfrifiadau ynghylch arwynebedd a chyfaint, gwirio hanes cynllunio, asesu o ran cydymffurfio â gofynion dilysu lleol a chenedlaethol. • Mewnbynnu a chasglu data o'r system gynllunio gyfrifiadurol. • Cynnal cofnodion yn ymwneud â phob cais cynllunio. • Helpu i baratoi agendâu'r Pwyllgor Cynllunio a pharatoi cynlluniau / dogfennau ar gyfer y Pwyllgor Cynllunio. • Darparu cymorth i'r Tîm Gorfodi Rheoli Data. • Gweithredu fel swyddogion allweddol wrth i Uned Ddata Cymru weithredu arolygon, a sicrhau bod ymgyngoreion priodol yn derbyn y wybodaeth briodol, dadansoddi ymatebion a gyflwynir ac anfon gwybodaeth berthnasol i'r Uned Ddata. • Darparu cymorth o ddydd i ddydd i'r swyddogion cynllunio proffesiynol, gan gynnwys y Tîm Gorfodi, a sicrhau bod ymgyngoreion statudol yn ymateb yn brydlon. • Mae rhwymedigaeth ar swyddogion i gynnal y wybodaeth ddiweddaraf am faterion / deddfwriaeth a gweithdrefnau cynllunio. • Cynhyrchu adroddiadau ystadegol safonol ac ansafonol o'r system gyfrifiadurol gynllunio yn ôl cais y Rheolwr Gwasanaeth neu'r Rheolwr Corfforaethol. • Cyflawni'r holl ddyletswyddau yn unol â chytundebau lefel gwasanaeth, targedau perfformiad a therfynau amser statudol. • Darparu copïau a gwybodaeth ffeithiol am ddata / hanes eiddo o fewn targedau perfformiad adrannol. • Darparu adroddiadau gwybodaeth rheoli i'r rheolwyr perthnasol ynghylch llwyth gwaith gan gynnwys mewnbynnu ceisiadau, gohebiaeth, cwynion, Ceisiadau Rhyddid Gwybodaeth, ymgynghoriadau, gwaith monitro a pherfformiad arall fel y bo'n briodol. • Darparu cymorth gweinyddol i'r swyddogaeth apeliadau cynllunio yn ôl y gofyn. • Cynhyrchu hysbysebion statudol ar gyfer papurau newydd lleol, gan sicrhau cywirdeb hysbysebion drafft cyn eu cyhoeddi. • Ymateb i chwiliadau Tir a Chyfreithiol, a Chwiliadau Personol a gynhelir gan y proffesiwn Cyfreithiol (mae'r gwasanaeth yn derbyn mwy na 1000/flwyddyn). **Dyletswyddau cyffredinol** • Ateb ymholiadau dros y ffôn a wyneb-yn-wyneb, darparu Gwasanaeth Cwsmeriaid proffesiynol o'r radd flaenaf i'r cyhoedd. Bydd yn ofynnol i ddeiliad y swydd asesu ceisiadau, dyrannu gwaith a chyfarwyddo swyddogion perthnasol fel y bo'n briodol.

- Ymateb yn briodol i ddefnyddwyr gwasanaeth / cleientiaid ar lafar ac yn ysgrifenedig
- Delio â gohebiaeth a dderbynnir ac a anfonir yn unol â Siarter y Gwasanaeth i Gwsmeriaid.
- Bod yn gyfrifol am drefnu Paneli Arolygu Safleoedd yn dilyn penderfyniadau'r Pwyllgor Rheoli Datblygu.
- Bydd disgwyl i ddeiliad y swydd ymgymryd â dyletswyddau yn y Dderbynfa yn ôl yr angen (ychydig).
- Cyhoeddi adroddiadau i swyddogion, yn ôl yr angen, am unrhyw ohebiaeth sy'n agosáu at y dyddiad targed ar gyfer ymateb.
- Cynnal ymchwil yn ôl y gofyn a pharatoi ymatebion drafft mewn perthynas â meysydd gwasanaeth penodol gan gynnwys gwybodaeth, gwasanaethau a phenderfyniadau.
- Helpu i lanlwytho a chynnal a chadw gwybodaeth a arddangosir ar wefan y Cyngor, gan sicrhau ei bod bob amser yn gyfredol.
- Bydd disgwyl i ddeiliad y swydd fabwysiadu dull hyblyg a rhagweithiol o ymdrin â dyletswyddau'r swydd. Gall y rhain amrywio ar ôl trafodaeth â deiliad y swydd, y Rheolwr Llinell, a'r Rheolwr Corfforaethol, oherwydd anghenion newidiol y Gwasanaeth, ond byddant yn unol â gofynion cyffredinol y swydd.
- Bydd disgwyl i ddeiliad y swydd feddu ar wybodaeth a dealltwriaeth ddigonol o'r gwasanaeth Rheoli Datblygu a Rheoli Adeiladu er mwyn darparu parhad a gwydnwch pryd bynnag y bo angen.
- Helpu i goladu a chynhyrchu data cywir sy'n dangos perfformiad cyffredinol y gwasanaeth yn unol â Chynllun Busnes y Gwasanaeth Cynllunio ac unrhyw adroddiadau perthnasol eraill yn ôl yr angen.
- Trin pob cwsmer a chyd-weithiwr mewn modd cwrtais a medrus a phob amser cadw cyfrinachedd cwsmeriaid.

Cyfeirnod at Ddibenion Gwerthuso Swyddi	JD 1239

Manyleb y Person

<table>
<tr><th colspan="2">Gofynion Hanfodol</th></tr>
<tr><td>Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol</td><td>NVQ lefel 4 neu uwch mewn Astudiaethau Busnes neu brofiad cyfatebol a enillwyd dros o leiaf 4 blynedd.
Cymhwyster mewn amgylchedd adeiledig neu brofiad cyfatebol amlwg.</td></tr>
<tr><td>Sgiliau Ieithyddol Cymraeg:</td><td>Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd.

Gwrando a Siarad
Lefel 4: Medru cyfrannu’n effeithiol mewn cyfarfodydd mewnol ac allanol yng nghyd-destun y pwnc gwaith. Medru deall gwahaniaethau cywair a thafodiaith. Medru dadlau o blaid ac yn erbyn achos penodol. Medru cadeirio cyfarfodydd ac ateb cwestiynau o’r Gadair yn hyderus. Medru rhoi cyflwyniadau yn rhugl ac yn hyderus yng nghyd-destun y pwnc gwaith.

Sgiliau Darllen
Lefel 4: Gallu deall gohebiaeth ac adroddiadau wedi’u mynegi mewn iaith safonol.

Sgiliau Ysgrifennu
Lefel 4: Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd gyda chymorth golygyddol.</td></tr>
<tr><td>Sgiliau Ieithyddol Saesneg:</td><td>Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd.

Gwrando a Siarad
Lefel 4: Medru cyfrannu’n effeithiol mewn cyfarfodydd mewnol ac allanol yng nghyd-destun y pwnc gwaith. Medru deall gwahaniaethau cywair a thafodiaith. Medru dadlau o blaid ac yn erbyn achos penodol. Medru cadeirio cyfarfodydd ac ateb cwestiynau o’r Gadair yn hyderus. Medru rhoi cyflwyniadau yn rhugl ac yn hyderus yng nghyd-destun y pwnc gwaith.

Sgiliau Darllen
Lefel 4: Gallu deall gohebiaeth ac adroddiadau wedi’u mynegi mewn iaith safonol.

Sgiliau Ysgrifennu
Lefel 4: Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd gyda chymorth golygyddol.</td></tr>
<tr><td>Sgiliau Ymarferol / Personol</td><td>Gwybodaeth dda a chyfredol am bob agwedd ar Microsoft Office gyda lefel uchel o sgiliau’r bysellfwrdd.
Yn gallu meddwl yn ddadansoddol gyda chywirdeb amlwg.
Sgiliau llythrennedd ac ysgrifenedig da.
Y gallu i ddilyn prosesau a gweithdrefnau llym.
Y gallu i gyfathrebu'n glir ac yn effeithiol, mewn modd electronig, wyneb-yn-wyneb ac ar y ffôn.
O leiaf blwyddyn o brofiad o weithio o fewn tîm prysur.</td></tr>
</table>

	• Profiad o ddefnyddio llungopïwyr, argraffwyr swyddfa, sganwyr a phlotwyr / argraffyddion ar raddfa fawr. • Yn gallu meithrin perthynas waith effeithiol y tu mewn a thu allan i'r Awdurdod. • Y gallu i fod yn drefnus a thalu sylw i fanylion. • Y gallu i gyflawni amlorchwyl a'r gallu i flaenoriaethu llwyth gwaith. • Y gallu i weithio gyda'r oruchwyliaeth leiaf posib. • Y gallu i gadw gwybodaeth gyfrinachol. • Y gallu i gyfrannu at wella a chynnal effeithlonrwydd. • Y gallu i gwrdd â therfynau amser. • Y gallu technegol i blotio data'n gywir ar system fapio gorfforaethol. • Ymrwymiad i weithredu polisïau, nodau ac amcanion y Cyngor. • Ymrwymiad cryf i ddarparu gwasanaeth i'r cyhoedd. • Y gallu i ddarparu gwasanaeth cwsmeriaid/cleientiaid ardderchog i'r cyhoedd, i swyddogion ac aelodau etholedig a'r gallu i ymdrin â cheisiadau mewn modd sensitif a chyfrinachol. • Ymrwymiad i Bolisi Cyfleoedd Cyfartal y Cyngor a derbyn bod ganddynt gyfrifoldeb i'w weithredu mewn modd ymarferol.
Profiad Hanfodol	• Darperir hyfforddiant mewn systemau rheoli cronfeydd data penodol. • Darperir hyfforddiant priodol arall. • Hyfforddiant mewn perthynas â gweithdrefnau Rheoli Datblygu (bydd hyn yn barhaus oherwydd newidiadau rheolaidd yn y Ddeddfwriaeth). • Hyfforddiant ynghylch defnyddio'r system rheoli swyddfa. • Bydd disgwyl i swyddogion fod yn gyfarwydd â Llawlyfr Rheoli Datblygu Llywodraeth Cymru. • Gwybodaeth ymarferol am y Siarter Gorfodi Cynllunio.
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Tystiolaeth a phrofiad amlwg o weithio o fewn tîm prysur sy'n ymdrin yn bennaf â'r amgylchedd adeiledig.

Gofynion Dymunol	
Cymwysterau / Hyfforddiant	• Profiad o weithio mewn amgylchedd sy'n canolbwyntio ar y cwsmer. • Yn barod i weithio y tu allan i oriau swyddfa arferol a gweithio oriau goramser yn ôl y gofyn. • Bydd angen i ddeiliad y swydd allu teithio i wahanol leoliadau l edled y sir ar fyr rybudd, gan ddefnyddio cludiant personol, i ymateb yn brydlon i anghenion y gwasanaeth. . • Y gallu i ymdopi o dan bwysau ac yn gallu cydbwyso blaenoriaethau a gofynion sy'n cystadlu â'i gilydd. • Profiad o weithio i Safon Sicrhau Ansawdd (ISO 9001).
Sgiliau Ymarferol / Personol	

Job Description

Post Name	Validation Officer (Relief)
Service	Democratic Services
Grade	6
Spinal Point/s	7-10
Salary	£26,403 - £27,694 pro rata
Job Purpose	To provide technical support in the provision of objectives in relation to, Systems, Customer Services and Partnership Support, and contribute to the Strategic objectives of the Council in relation to the built environment.
Contractual Work Location/Base	Penmorfa, Aberaeron
Hours of Work	Casual
Type of Contract	Casual
Contract Duration	Fixed Term
Line Managers Job Title	Team Leader – Corporate Service Support
Supervisory/Managerial Responsibilities	None
Accountability	Minimal guidance will be provided but the post holder will be required to work under their own initiative to ensure the effective management of the duties required to deliver a first class services. Post holder will be required to be responsible for the correct handling of any remittance. Required to work effectively, efficiently and accurately. Support and guidance will be available from the Senior Planning Services Validation Officer as required.
Contractual Terms Associated with the Post	

Duties and Responsibilities

Primary Duties

- Receipt, validation and registration of planning applications, and requests for Pre Application advice:
- Preparation and dispatch of application documents for scanning and carrying out quality control assessments of the scanned documents;
- Analyse planning applications for validity based on both national and local validation requirements and carry out necessary constraint checks.
- Accurately assess deposited applications and ensure the appropriate fee has been deposited.
- Process invoices, order's, application fees and fee refunds
- Notify agents/applicants of reasons for invalidity of planning applications where applicable
- Undertake statutory and non-statutory consultations, and neighbouring properties of planning applicant.
- Act as the case officer until the application is deemed Valid, and thereafter allocate to the Planning Officer.
- The validation officer remains as the key link between the consultees throughout the determination process.
- Advising the public of the various stages of the application process including their opportunities to submit representations;
- Advising the public on householder permitted development rights.
- Contributing to the processing of applications by carrying out area or volume calculations, checking planning history, assessing compliance with both Local and National validation requirements.
- Input and interrogation of the computerized planning system;
- Maintaining all records of planning applications;
- Assisting in the preparation of Planning Committee agendas and preparation of plans / documents for the Planning Committee.
- Provision of support to the DM enforcement Team
- Act as key officers during the execution of surveys by Data Unit Wales, and ensure that appropriate consultees are informed, analyse submitted responses and forward relevant information to the Data Unit.
- Provide day-to-day support for the professional Planning officers, including the Enforcement Team, and ensure that statutory consultees respond in a timely manner.
- Officers have an obligation to maintain an up-to-date knowledge of planning issues / legislation and procedures.
- Produce standard and non-standard statistical reports from the Planning computer system as requested by the Service Manager or Corporate Manager
- Carry out all duties in accordance with service level agreements, performance targets and statutory deadlines.
- Provide copies and factual information on data / history of properties within departmental performance targets.
- Provide regular management information reports to the relevant managers on workload including throughput of applications, correspondence, complaints, FOI, consultations, other performance and monitoring work as appropriate.
- Provide administrative support to the planning appeals function as required
- Production of statutory adverts for local newspapers, ensuring accuracy of draft adverts prior to publishing
- Respond to Land and Legal searches, and Personal Searches carried by the Legal profession (the service receives in excess of 1000/annum).

General duties

- To answer enquiries by telephone and in person, delivering first class professional Customer Service to the public. The post holder will be required to assess requests, allocate work and instruct relevant officers as appropriate.
- Respond appropriately to service users / clients both verbally and in writing
- Deal with incoming and outgoing correspondence in accordance with the Customer Service Charter.
- Responsible for organising Site Inspection Panels following Development Control Committee decisions.
- The post holder will be expected to undertake reception duties as and when required (Minimal).
- Issue reports to officers of any correspondence reaching target date for response as and when required.
- Undertake research as directed and draft responses in relation to particular areas of service including for information, services, and decisions.
- Assist with the uploading and maintenance of information displayed on the Councils webpages, ensuring it is current and up to date at all times.
- The post holder will be expected to adopt a flexible and proactive approach to the duties of the post. These may be varied after discussion with the post holder, their line Manager, and Corporate Manager, due to the changing needs of the Service, but in keeping with the general requirements of the post.
- The post holder will be expected to have sufficient knowledge and understanding of the Development Management and Building Control service to provide continuity and resilience whenever required.
- Assist in collating and the production of accurate data demonstrating the overall performance of the service in line with the Planning Services Business Plan and any other applicable reports as and when required.
- Treat all customers and co-workers with tact and diplomacy and maintain customer confidentiality at all times.

Job Evaluation Post Ref	JD 1239

Person Specification

Essential Requirements	
Academic / Professional / Technical / Vocational Qualifications	NVQ level 4 or above in Business Studies or equivalent experience gained over a minimum of 4 years. A built environment qualification or demonstrable equivalent experience.
Welsh Linguistic Skills:	**You must possess the following linguistic skills when you start the position.** **Listening & Speaking** **Level 4**: Can contribute effectively to internal and external meetings in the context of the job area. Can understand differences in language and dialect. Can argue for or against a specific case. Can chair meetings and answer questions confidently from the Chair. Can give presentations fluently and confidently in the context of the job area. **Reading Skills** **Level 4:** Can understand correspondence and reports expressed in standard language. **Writing Skills** **Level 4:** Can write business correspondence, short reports, e-mail messages and information literature with editorial assistance.
English Linguistic Skills:	**You must possess the following linguistic skills when you start the position.** **Listening & Speaking** **Level 4**: Can contribute effectively to internal and external meetings in the context of the job area. Can understand differences in language and dialect. Can argue for or against a specific case. Can chair meetings and answer questions confidently from the Chair. Can give presentations fluently and confidently in the context of the job area. **Reading Skills** **Level 4:** Can understand correspondence and reports expressed in standard language. **Writing Skills** **Level 4:** Can write business correspondence, short reports, e-mail messages and information literature with editorial assistance.
Practical and personal skills	• A good working and current knowledge of the full suite of Microsoft Office with a high level of keyboard skills • Be able to think analytically with demonstrable accuracy. • Good literacy, written communication skills. • Ability to follow strict processes and procedures. • Ability to communicate clearly and effectively, electronically, in person and on the telephone. • At least one year's experience of working within a busy team environment.

	• Experience of using photocopiers, office printers, scanners and large scale plotters / printers. • Able to build effective working relationships within and outside the Authority. • Ability to be methodical and pay attention to detail • Ability to multitask and being able to prioritise workload. • Ability to work with the minimum of supervision. • Ability to hold confidential information. • Ability to contribute to improving and maintaining efficiency. • Ability to meet deadlines. • Technical ability to accurately plot data onto corporate mapping system • A commitment to carrying through the policies, aims and objectives of the Council. • A strong commitment to providing a service to the public. • Be able to provide an excellent customer/client service to the public, officers and elected members and be able to deal with requests sensitively and confidentially. • Commitment to the Council's Equal Opportunities and Acceptance of their responsibility for its practical application
Required Experience	Demonstrable evidence and experience of working within a busy team dealing predominantly with the built environment.
Training/education required to be undertaken for the post/worked towards	• Training in specific database management systems will be provided. • Other appropriate training will be provided. • Training in relation to Development Management procedures (due to regular changes in Legislation, this will be ongoing). • Training in the use of the bespoke back office management system. • Officers will be expected to be conversant with the Welsh Governments Development Management Manual. • A working knowledge of the Planning Enforcement Charter.

Desirable Requirements	
Qualifications / Training	• Experience of working in a customer orientated environment. • Willing to work outside normal office hours and overtime as required. • 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. • Ability to cope under pressure and balance competing priorities and demands. • Experience of working to a Quality Assurance Standard (ISO 9001).
Practical / Personal Skills	