Disgrifiad Swydd

Teitl y Swydd	Swyddog Rheoli Datblygu
Gwasanaeth	Economi ac Adfywio
Graddfa	10
Pwynt/iau Cyflog	28 - 30
Cyflog	£39,152 - £40,777 y flwyddyn
Pwrpas y Swydd	Pwrpas y swydd yw cynorthwyo i baratoi a darparu gwasanaeth cynllunio proffesiynol drwy rheoli datblygiad a defnydd tir yn sensitif o fewn y Sir. Prosesu ceisiadau ar gyfer caniatad cynllunio. Cynnal ymchwiliad effeithlon ac effeithiol i dor-rheolaeth cynllunio a deddfwriaeth yn y sir a defnyddio ymyriadau gorfodi priodol yn ôl yr angen.
Lleoliad Gwaith Cytundebol	Penmorfa, Aberaeron Darperir deiliad y swydd â gliniadur, ffôn symudol a ipad i'w defnyddio ar ymweliadau safle ac i hwyluso gweithio o bell.
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Dros Dro
Teitl swydd y Rheolwr Llinell	Arweinwyr Tîm Rheoli Datblygu (De & Gogledd)
Cyfrifoldebau Goruchwylio / Rheoli	Amherthnasol
Atebolrwydd	Disgwylir i ddeiliad y swydd weithio ar ei liwt ei hun, a gweithio yn bell o'r rheolwr llinell gan wneud hynny yn unol â chanllawiau, polisïau, gweithdrefnau a deddfwriaeth a ddiffiniwyd, a chaiff eu goruchwylio gan y Rheolwr Llinell.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	

Dyletswyddau a chyfrifoldebau
1. Bydd deiliad y swydd yn cysylltu â Rheolwr Gwasanaeth Rheoli Datblygu gan gynghori ar faterion sy'n berthnasol i'w swydd. 2. Prosesu ceisiadau am ganiatâd cynllunio (gan gynnwys mathau eraill o geisiadau sy'n gysylltiedig â chynllunio). 3. Paratoi adroddiadau gydag argymhellion i'w hystyried o dan bwerau a ddirprwywyd neu gan y Pwyllgor Rheoli Datblygu. Delio ag apeliadau fel y bo'n ofynnol drwy'r weithdrefn cyflwyno sylwadau ysgrifenedig, gwrandawiadau neu ymchwiliadau cyhoeddus. Cynorthwyo swyddogion eraill a rhoi tystiolaeth mewn gwrandawiadau ac ymchwiliadau fel y bo'n ofynnol. 4. Darparu cyngor cynllunio i aelodau etholedig, swyddogion, datblygwyr, asiantau a thrydydd partïon ar holl faterion cynllunio. Ymateb i ymholiadau oddi wrth y cyhoedd ynglŷn â cheisiadau cynllunio, cynigion datblygu a hawl datblygiadau a ganiateir. 5. Trafod â datblygwyr ac ymgeiswyr eraill er mwyn sicrhau cydymffurfiaeth â'r polisïau cynllunio a'r safonau amgylcheddol sefydledig. Ymateb i ymholiadau cyn cyflwyno cais, galwadau ffôn, e-byst, llythyron a materion a godwyd gan y cyhoedd a chynghorwyr. 6. Bod yn ymwybodol o dargedau ansawdd a gwasanaeth y Cyngor a nodwyd yn y Cynllun Gwasanaethau Rheoli Datblygu gan weithio tuag atynt yn ogystal â datganiadau targed ac ansawdd gwasanaeth eraill. 7. Bod yn hyddysg mewn deddfwriaeth newydd a thueddiadau cynllunio. 8. Ymchwilio i doriadau trwy gasglu tystiolaeth a chynnal cofnodion. 9. Arolygu ac ymweld â safleoedd i sicrhau cydymffurfiad â deddfwriaeth er mwyn amddiffyn budd y cyhoedd a'r amgylchedd. 10. Rhoi cyngor ac arweiniad i'r Cynorthwyydd Rheoli Datblygu (Gorfodi) fel bo'r angen mewn achosion gorfodaeth cynllunio ac wrth ddarparu tystiolaeth mewn apeliadau gorfodi. 11. Lle torrwyd rheolaethau cynllunio, naill ai trafod atebion neu sicrhau bod yr holl gamau gorfodi yn cael eu cymryd mewn modd effeithlon, effeithiol a hwylus. 12. Ystyried cynigion datblygu ar gyfer ceisiadau cynllunio a cheisiadau eraill a gyflwynwyd i'r Awdurdod, asesu a ydynt yn cydymffurfio â'r Cynllun Datblygu Lleol, cydymffurfio â'r amgylchedd lleol a holl ystyriaethau materol eraill gan ymgymryd ag ymweliadau safle. Trafod newidiadau ac addasiadau lle y bo'n briodol a chysylltu â phartïon â diddordeb. 13. Defnyddio'r cronfeydd data amrywiol a systemau cyfrifiadurol er mwyn creu adroddiadau ac ymchwilio gwybodaeth a data. 14. Mynychu ac annerch Aelodau mewn cyfarfodydd Rheoli Datblygu. 15. Ymgymryd â gwaith cysylltiedig arall yn unol â chais y sawl sy'n rheoli'r gwasanaeth. 16. Cynorthwyo o dro i dro ag agweddau eraill o Rheoli Datblygu fel y bo'n ofynnol a pharatoi adroddiadau ar newidiadau mewn deddfwriaeth, polisïau rheoli datblygu a materion eraill sy'n ymwneud â rheoli datblygu yn y Sir. **<u>Cyfrifoldebau Gweithredol</u>** 17. Cyfrannu at welliant parhaus y gwasanaeth yn unol ag egwyddorion Gwerth Gorau a gofynion statudol. 18. Llunio argymhellion naill ai i'r Rheolwr Corfforaethol a Rheolwr Gwasanaeth, y Pwyllgor Cynllunio neu Swyddog Arweiniol Corfforaethol am benderfyniad ar ddiffygion rheolaeth gynllunio. Y gallu i gyfiawnhau yr argymhellion er mwyn sicrhau bod y penderfyniadau a wneir yn unol â'r gyfraith, arfer da, polisïau cynllunio a chyngor y llywodraeth, a'u bod yn rhesymol ac yn gynaliadwy ar apêl neu trwy'r llysoedd. 19. Cynghori aelodau'r Cyngor a'r Pwyllgor Cynllunio ar cynhwysiadau adroddiadau, a materion sydd yn berthnasol i geisiadau ar gyfer caniatâd cynllunio.

20. Cefnogi achos y Cyngor mewn apêl er mwyn sicrhau y caiff barn y Cyngor ei gyflwyno'n briodol. Mynychu ymweliadau safle gydag arolygwyr a benodwyd gan yr Ysgrifennydd Gwladol.
21. Cymryd rhan mewn camau gorfodaeth gan gynnwys cyflwyno rhybuddion, erlyn drwy'r Llys neu ymgymryd ag unrhyw camau eraill drwy'r Llys a chymryd camau uniongyrchol ar y safle.
22. Cynnal ffeiliau cynllunio a dogfennau gwaith eraill yn gynhwysfawr ac yn daclus. Cynnal cofnod o holl drafodaethau materol, cyfarfodydd, cyfrifiadau ayb. Ymgymryd â gwiriadau gweinyddol rheolaidd ar lwyth gwaith sy'n weddill er mwyn sicrhau yr ymdrinnir â holl faterion sy'n weddill.
23. Cynnal safon uchel wrth gwneud penderfyniadau a chyflawni targedau perfformiad a osodwyd gan y Cyngor neu'r Rheolwr Grŵp o dro i dro.
24. Datblygu a pharhau i ddatblygu'r sgiliau angenrheidiol er mwyn ymgymryd â'r swydd a chlustnodi a chymryd rhan mewn digwyddiadau hyfforddi a datblygu sy'n berthnasol i'ch gwaith.
25. Ymgymryd â dyletswyddau eraill sy'n cyfateb i'r swydd a all fod yn ofynnol er mwyn cyflawni anghenion y gwasanaeth.

Cyfeirnod at Ddibenion Gwerthuso Swyddi	JD 1783

Manyleb y Person

Gofynion Hanfodol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Bydd yn hanfodol i ddeiliad y swydd feddu ar radd neu gymhwyster tebyg mewn Cynllunio Gwlad a Thref neu bwnc perthnasol arall. Trwydded yrru lawn a mynediad i gar at ddibenion busnes.
Sgiliau Ieithyddol Cymraeg:	**Bydd angen y sgiliau ieithyddol canlynol o fewn 2 flynedd i'r penodiad.** **Gwrando a Siarad** **Lefel 3:** Medru deall a chymryd rhan yn y rhan fwyaf o sgyrsiau arferol o ddydd i ddydd yn y swyddfa. Medru cynnig cyngor i'r cyhoedd ar faterion cyffredinol mewn perthynas a'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol. Medru cyfrannu i gyfarfod neu gyflwyniad ar faterion cyffredinol mewn perthynas a'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol. **Sgiliau Darllen** **Lefel 3:** Gallu deall y rhan fwyaf o adroddiadau, dogfennau a gohebiaeth y mae'n debygol o ddod ar eu traws yn ystod y gwaith. **Sgiliau Ysgrifennu** **Lefel 3:** Medru llunio negeseuon ac adroddiadau anffurfiol at ddefnydd mewnol.
Sgiliau Ieithyddol Saesneg:	**Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd.** **Gwrando a Siarad** **Lefel 3:** Medru deall a chymryd rhan yn y rhan fwyaf o sgyrsiau arferol o ddydd i ddydd yn y swyddfa. Medru cynnig cyngor i'r cyhoedd ar faterion cyffredinol mewn perthynas a'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol. Medru cyfrannu i gyfarfod neu gyflwyniad ar faterion cyffredinol mewn perthynas a'r swydd, er yn gorfod troi i Saesneg ar gyfer termau technegol neu arbenigol. **Sgiliau Darllen** **Lefel 3:** Gallu deall y rhan fwyaf o adroddiadau, dogfennau a gohebiaeth y mae'n debygol o ddod ar eu traws yn ystod y gwaith. **Sgiliau Ysgrifennu** **Lefel 3:** Medru llunio negeseuon ac adroddiadau anffurfiol at ddefnydd mewnol.
Sgiliau Ymarferol / Personol	Gwybodaeth o brif swyddogaethau'r Cyngor a chyd-destun gwleidyddol a threfniadol Llywodraeth Leol

	Sgiliau TG da er enghraifft defnyddio fformat Word, Excel ac Access Medru cyfathrebu'n glir ac yn groyw drwy lythyr a wyneb yn wyneb Cyfathrebu mewn modd gwrthrychol ac yn effeithiol gydag ystod eang o bobl ar lefel amrywiol Medru paratoi adroddiadau ysgrifenedig Sgiliau dadansoddi da a'r gallu i glustnodi camau gweithredu sy'n codi o ddata a monitro gwybodaeth. Medru gweithio ag ychydig o oruchwyliaeth a gweithio i amser cau tynn. Medru gweithio'n fanwl gywir Hyderus ac yn meddu ar y gallu i symbylu eich hun gan fedru gweithio mewn modd hyblyg ac o dan bwysau Ymrwymiad cryf i ddarparu gwasanaeth o ansawdd uchel i'r cyhoedd ac ymrwymiad cryf i foddhad cwsmer Ymrwymiad i Bolisi Cyfle Cyfartal y Cyngor gan dderbyn cyfrifoldeb am ei weithredu ar lefel ymarferol
Profiad Hanfodol	Dealltwriaeth da o hawliadau Datblygu a Ganiateir a phrofiad o ddelio ag amrywiaeth o geisiadau cynllunio ac achosion gorfodi.
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Datblygiad Proffesiynol parhaus / hyfforddiant galwedigaethol sy'n gysylltiedig â materion sy'n berthnasol i Reoli Datblygu.

Gofynion Dymunol	
Cymwysterau / Hyfforddiant	Yn gymwys ar gyfer RTPI.
Sgiliau Ymarferol / Personol	Yn medru cymell eich hunan. Medru adeiladu perthynas waith effeithiol o fewn a thu allan y meysydd gwasanaeth ar bob lefel o fewn y sefydliad. Yn fodlon gweithio y tu allan i oriau swyddfa arferol a thros amser fel y bo'n ofynnol gan fynychu ymchwiliadau / ymweliadau safle hanfodol.

Job Description

Post Name	Development Management Officer
Service	Economy and Regeneration
Grade	10
Spinal Point/s	28 - 30
Salary	£39,152 - £40,777 per annum
Job Purpose	The purpose of the post is to assist in the preparation and provision of a professional planning service, by sensitively managing land usage and development in the County. Process applications for planning permission. Undertake the efficient and effective investigation of breaches of planning control and legislation within the County and utilise appropriate enforcement interventions as necessary.
Contractual Work Location/Base	Penmorfa, Aberaeron. Post holder will be provided with a lap top computer, mobile phone and ipad for use when making site visits and to facilitate remote working.
Hours of Work	37 hours a week
Type of Contract	Full-time
Contract Duration	Temporary
Line Managers Job Title	Development Management Team Leaders (North & South)
Supervisory/Managerial Responsibilities	N/A
Accountability	The post-holder will be required to work on his/her own initiative, remote from the line manager but work to defined guidelines, policies, procedures and legislation which would be supervised by the Line Manager.
Contractual Terms Associated with the Post	

Duties and Responsibilities

1. The post holder will liaise with the Service Manager and advise on issues relevant to his/her post.
2. Process applications for planning permission (including other types of planning related applications)
3. Preparation of reports with recommendations for consideration under delegated powers or by the Development Control Committee. Dealing with appeals as required through the written representations procedure, hearings or public inquiries. Assisting other officers and giving evidence at hearings and inquiries where required.
4. Providing planning advice to elected members, officers, developers, agents and third parties on all planning matters. Respond to queries from members of the public concerning planning applications, development proposals and permitted development rights.
5. Negotiation with developers and other applicants to ensure conformity with the established planning policies and environmental standards. Responding to pre-application enquiries, telephone, email, letters and matters raised by the public and councillors.
6. Be aware of and work to meet the Council's service and quality targets, as set out in the Planning Service Plan and other quality of service and target statements.
7. Keeping abreast of new legislation and current planning trends.
8. Investigating breaches by gathering evidence and maintaining records.
9. Inspect and visit sites to ensure compliance with legislation in order to protect both the public interest and the environment.
10. Provide advice and guidance to the Development Management Assistant (Enforcement) where required in planning enforcement cases and in providing evidence in enforcement appeals.
11. Where planning controls have been breached, either negotiate solutions or ensure that all enforcement action is undertaken in an efficient, effective and expedient manner.
12. Examination of development proposals for planning and other applications submitted to the Authority, assessing their conformity with the Local Development Plan, compatibility with the local environment and all other material considerations and carry out site visits. Negotiating amendments and modifications where appropriate and, liaising with interested parties.
13. Using the various databases and computer systems to produce reports and research information and data.
14. Attend and address Members at the Development Control Committee.
15. Carry out any such associated work as requested by the service management.
16. Assisting from time to time with other aspects of Development Control as may be necessary and prepare reports on changes in legislation, development control policies and other matters related to the control of development in the County.

Operational responsibilities

17. Contribute to the continued improvement of the service in accordance with Best value principles and statutory requirements.
18. Formulate recommendations, either to the Corporate and Servicer Manager, Planning Committee or the Corporate Lead Officer for a decision on breaches of planning control. Be able to justify them in order to ensure that the decisions reached are in accordance with law, good practice, planning policies and government advice, and are reasonable and sustainable on appeal or through the courts.
19. Advise elected members and the Development Control Committee on the contents of reports and on matters relating to applications for planning consent.

20. Support the Council's case at appeal ensuring that the views of the Council are properly presented. Attend site visits accompanying the inspector appointed by the Planning Inspectorate.
21. Participate in the taking of enforcement action including the service of notices, the pursuit or prosecutions and other actions through the Courts and the taking of direct action on site.
22. Maintain planning files and other working documents in an ordered and comprehensible condition. Keep a record of all material discussions, meetings, calculations etc. Carrying out regular administrative checks on outstanding casework to ensure all outstanding matters are dealt with.
23. Maintain a high level and quality in decision making and meet performance targets set by the Council or the Corporate Manager from time to time.
24. Develop and continue to develop the skills necessary to undertake this post and to identify and participate in training and development events relevant to your work.
25. Undertake such other duties, commensurate with the post, which may be required to meet the needs of the service.

Job Evaluation Post Ref	JD 1783

Person Specification

Essential Requirements	
Academic / Professional / Technical / Vocational Qualifications	It is essential that the candidate possesses a degree or equivalent in Town and Country Planning or related discipline. Full driving licence with access to a car for business purposes.
Welsh Linguistic Skills:	**The following linguistic skills will be required within 2 years of appointment.** **Listening & Speaking** **Level 3:** Can understand and participate in most day-to-day non-technical conversations in the office. Can advise the public on general matters within own area of work, but must turn to preferred language for technical or specialist terms. Can contribute to meetings or presentations within own area of work, but must turn to preferred language for technical or specialist terms. **Reading Skills** **Level 3:** Can understand most reports, documents and correspondence he/she is likely to encounter during his/her work. **Writing Skills** **Level 3:** Can write informal messages and reports for internal use.
English Linguistic Skills:	**The English linguistic skills noted are required on appointment.** **Listening & Speaking** **Level 3:** Can understand and participate in most day-to-day non-technical conversations in the office. Can advise the public on general matters within own area of work, but must turn to preferred language for technical or specialist terms. Can contribute to meetings or presentations within own area of work, but must turn to preferred language for technical or specialist terms. **Reading Skills** **Level 3:** Can understand most reports, documents and correspondence he/she is likely to encounter during his/her work. **Writing Skills** **Level 3:** Can write informal messages and reports for internal use.
Practical and personal skills	Knowledge of the Council's major functions and the political and organisational context of Local Government Good IT skills e.g. use of word, excel, access formats

	Ability to communicate clearly and articulately by letter and face to face. To communicate impartially and effectively with a wide range of people at various levels. The ability to prepare written reports Good analytical skills and an ability to identify actions arising from data/monitoring information. Ability to work with limited supervision and to work to tight deadlines. Ability to pay attention to detail Self-confident with personal drive, to work flexibly and under pressure A strong commitment to providing a high quality service to the public and strong commitment to customer satisfaction. Commitment to the Council's Equal Opportunities Policy and Acceptance of their responsibility for its practical application.
Required Experience	Good understanding of permitted development rights and experience of dealing with a variety of planning applications and enforcement cases.
Training/education required to be undertaken for the post/worked towards	Continuing professional development / vocational training in connection with matters relevant to Development Management.

Desirable Requirements	
Qualifications / Training	Eligibility for RTPI
Practical / Personal Skills	Self - motivated Able to build effective working relationships within and outside the service areas at all levels within the organisations. Willing to work outside normal office hours and overtime as required, attending essential site visits/investigations.