

# Disgrifiad Swydd

**Teitl y Swydd:** Cydlynnydd - Therapi Galwedigaethol

**Graddfa Gyflog:** 10

**Cyfeirnod Gwerthuso Swyddi:** JD1912

## Prif Ddiben y Swydd

Bydd y Cydlynnydd - Therapi Galwedigaethol yn gweithio o fewn tîm Gwasanaethau wedi'u Targedu a Thymor Byr gwasanaeth Porth Gofal i gefnogi a datblygu tîm y Gwasanaeth Therapi Galwedigaethol O Bob Oed. Mae hon yn rôl anghlinigol a fydd yn canolbwyntio ar reoli prosiectau o fewn y tîm, polisïau, perfformiad a gwelliant parhaus, datblygu llwybrau newydd a chefnogi clinigwyr drwy gydlyn tasgau.

## Bydd deiliad y swydd yn gyfrifol am:

- Gweithredu fel arweinydd gweithredol allweddol o fewn y gwasanaeth Therapi Galwedigaethol.
- Cydlyn, rheoli perfformiad a datblygu'r gweithlu cynyddol o Gynorthwywyr Therapi Galwedigaethol yn effeithiol, gan gynnwys yr holl dasgau goruchwyllo anghlinigol.
- Darparu arweinyddiaeth a goruchwyliaeth ddyddiol i sicrhau darpariaeth gwasanaeth ddiogel, effeithlon ac sy'n canolbwyntio ar yr unigolyn.
- Cefnogi'r Rheolwr Tîm a chlinigwyr uwch gyda chynllunio gwasanaeth, gweithredu newid a rheoli perfformiad.
- Gweithredu fel rheolwr prosiect ar gyfer cyfres o brosiectau manwl i gefnogi datblygiad gwasanaeth Therapi Galwedigaethol y dyfodol ledled y sir.
- Datblygu a chyflwyno data perfformiad cymhleth a dadansoddiadau gwasanaeth.
- Arwain ceisiadau am gyllid grant o'r ymholiad cyntaf hyd at yr adroddiad terfynol.
- Cefnogi'r tîm drwy reoli logisteg ddyddiol, dosbarthu llwyth gwaith yn deg, prosesau recriwtio a thasgau eraill.
- Datblygu a chynnal partneriaethau mewnol ar draws rhaglenni Trawsnewid, Addasu a Lles (TAW) a rhaglenni corfforaethol, ac yn allanol gyda'r Bwrdd Iechyd, y sector annibynnol a'r trydydd sector.

## Tasgau a Chyfrifoldebau Allweddol

- Cefnogi'r Rheolwr Tîm a'r Clinigwyr Uwch wrth ddarparu gwasanaeth hanfodol ac, yn ôl yr angen, dirprwyo ar ran y Rheolwr Tîm.
- Datblygu, monitro, gwerthuso ac adolygu polisïau, gweithdrefnau a safonau ymarfer i sicrhau cydymffurfiaeth statudol a datblygu'r gwasanaeth.
- Rheoli prosiectau i ddatblygu llwybrau newydd a gwell tuag at ofal a chymorth tymor hir, gan ddefnyddio technolegau sy'n datblygu i greu llifoedd gwaith mwy effeithlon.
- Rheoli llinell tîm o naw Cynorthwydd Therapi Galwedigaethol, gan gynnwys recriwtio, sefydlu, adolygiadau perfformiad a rheoli absenoldebau. Darparu goruchwyliaeth anghlinigol strwythuredig a rheolaidd sy'n canolbwyntio ar berfformiad, llesiant a datblygiad proffesiynol.
- Bod yn gyfrifol am ddyrannu, monitro a chydbwysu llwythi gwaith ar draws tîm y Cynorthwywyr Therapi Galwedigaethol. Sicrhau defnydd effeithiol o adnoddau i ateb y galw, targedau a blaenoriaethau gwasanaeth, a gwneud penderfyniadau ynghylch blaenoriaethu neu ailddyrannu adnoddau mewn ymateb i anghenion sy'n newid.

- Gweithio mewn partneriaeth â chydweithwyr Cyllid a Chaffael i reoli cyllideb graidd, gan weithredu o fewn rheolau caffael er mwyn sicrhau gwerth am arian.
- Sicrhau cydymffurfiaeth â gofynion diogelu data a chyfrinachedd. Dadansoddi a dehongli data, llunio dangosyddion perfformiad a chynnal systemau rheoli perfformiad ar gyfer gwasanaethau a gomisiynir, gan gynnwys gwybodaeth ar gyfer adroddiadau mewnol, allanol a rheoleiddiol.
- Cynrychioli'r Cyngor mewn rhwydweithiau rhanbarthol a chenedlaethol sy'n ymwneud â Therapi Galwedigaethol a materion cysylltiedig.
- Paratoi adroddiadau, mynychu a chadeirio cyfarfodydd, a chyfrannu at adroddiadau a ffurflenni dychwelyd Llywodraeth Cymru yn ôl yr angen.
- Ymgymryd â hyfforddiant a chymryd rhan adeiladol mewn cyfarfodydd, gwerthusiadau, goruchwyliaeth, seminarau a digwyddiadau eraill sydd wedi'u cynllunio i wella cyfathrebu a chefnogi datblygiad effeithiol y tîm Therapi Galwedigaethol.
- Rheoli cwynion, gan gynnwys ymchwilio ac ymateb iddynt, mewn cydweithrediad â'r Rheolwr Tîm, y tîm Cwynion Corfforaethol a'r tîm Diogelu.
- Rheoli'r broses o gasglu gwybodaeth ac ymateb i geisiadau Rhyddid Gwybodaeth a Cheisiadau Mynediad at Ddata Personol mewn cydweithrediad â'r Rheolwr Tîm, y tîm Cwynion Corfforaethol a'r tîm Diogelu Data.

**Gwiriad y Gwasanaeth Datgelu a Gwahardd (DBS):** DBS Manylach gyda Gwaharddiad Oedolion a Phlant

**Cofrestriad / Aelodaeth Broffesiynol Hanfodol:** Ddim yn Gymwys

# Manyleb Person

## Gofynion Hanfodol

### **Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol Hanfodol**

- Cymhwyster rheoli: ILM Lefel 5, neu barodrwydd i'w ennill o fewn 36 mis, neu brofiad rheoli cyfatebol.
- Cymhwyster rheoli prosiectau: PRINCE2 Practitioner neu gyfwerth, neu barodrwydd i'w ennill o fewn 18 mis.

### **Profiad Hanfodol**

- O leiaf dwy flynedd o brofiad o weithio mewn lleoliad gofal cymdeithasol neu iechyd.
- Profiad o oruchwylio neu reoli tîm yn llwyddiannus.
- Profiad o reoli prosiectau, yn ddelfrydol o fewn polisïau a gweithdrefnau sefydliad sector cyhoeddus.
- Profiad o ddatblygu ac ysgrifennu polisïau a gweithdrefnau manwl.
- Profiad o ddatblygu gwelliannau llwyddiannus i berfformiad ac ansawdd gwasanaethau, a chyflwyno adroddiadau canlyniadau i amrywiaeth o gynulleidfaoedd.
- Gwybodaeth a dealltwriaeth o ddeddfwriaeth a rheoliadau allweddol, gan gynnwys Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015, Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014, Deddf Galluedd Meddyliol, Trefniadau Diogelu rhag Colli Rhyddid / Diogelu Rhyddid a Gweithdrefnau Diogelu Cymru.
- Dealltwriaeth gadarn o'r ffrydiau cyllido grant sydd ar gael drwy Lywodraeth Cymru, GIG Cymru a chronfeydd eraill sy'n hygyrch i awdurdodau lleol.
- Profiad o reoli partneriaethau allanol ym maes iechyd a gofal cymdeithasol yn llwyddiannus.

### **Sgiliau Ymarferol / Personol Hanfodol**

- Sgiliau cyfathrebu rhagorol, gyda'r gallu i ymdrin â materion sensitif mewn sefyllfaoedd heriol.
- Sgiliau TG cryf a'r gallu i gymhwyso systemau newydd a datblygol i brosesau presennol er mwyn gwella effeithlonrwydd a chywirdeb.

### **Sgiliau Iaith Saesneg**

- **Gwrando a Siarad, Lefel 4:** Yn gallu cyfrannu'n effeithiol at gyfarfodydd mewnol ac allanol yng nghyd-destun y maes gwaith; deall gwahaniaethau mewn iaith a thafodiaith; dadlau o blaid neu yn erbyn achos penodol; cadeirio cyfarfodydd ac ateb cwestiynau'n hyderus; a rhoi cyflwyniadau'n rhugl ac yn hyderus.
- **Darllen, Lefel 4:** Yn gallu deall gohebiaeth ac adroddiadau sydd wedi'u hysgrifennu mewn iaith safonol.
- **Ysgrifennu, Lefel 5:** Yn gallu ysgrifennu gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a deunydd gwybodaeth i safon dderbyniol gan ddefnyddio offer iaith, ac ysgrifennu nodiadau cyfarfod manwl wrth gyfrannu'n llawn.

### **Sgiliau Iaith Gymraeg**

- **Gwrando a Siarad, Lefel 3:** Yn gallu deall a chyfrannu at y rhan fwyaf o sgysiau dyddiol annhechnegol yn y gweithle, cynghori'r cyhoedd ar faterion cyffredinol o fewn y maes gwaith, a chyfrannu at gyfarfodydd neu gyflwyniadau, gan ddefnyddio'r iaith a ffeirir ar gyfer termau technegol neu arbenigol.

- **Darllen, Lefel 2:** Yn gallu deall y rhan fwyaf o adroddiadau byr a chyfarwyddiadau cyfarwydd o fewn y maes arbenigedd, os rhoddir digon o amser.
- **Ysgrifennu, Lefel 2:** Yn gallu ysgrifennu papur byr a syml neu neges e-bost at gydweithiwr yn y Cyngor neu gyswllt allanol cyfarwydd.

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## **Gofynion Dymunol**

### **Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol Dymunol**

- Lean Six Sigma Green Belt neu hyfforddiant tebyg mewn gwella gwasanaethau.
- Diploma FfCCh Lefel 5 mewn Arweinyddiaeth ar gyfer lechyd a Gofal Cymdeithasol, neu gymhwyster cyfatebol.
- Hyfforddiant sy'n ymwneud â gwasanaethau cymorth Therapi Galwedigaethol.
- Hyfforddiant sy'n ymwneud â llwybrau galluogi neu adsefydlu.
- Hyfforddiant neu gymhwyster mewn dadansoddi data, rheoli perfformiad neu wella ansawdd.

### **Profiad Dymunol**

- Gwybodaeth am Therapi Galwedigaethol a llwybrau gofal.
- Profiad o hyfforddi neu fentora mewn amgylchedd tîm.

### **Sgiliau Ymarferol / Personol Dymunol**

Profiad o weithio mewn timau amlddisgyblaethol a rheoli drwy gyfnodau o newid

# Job Description

**Job Title:** Coordinator – Occupational Therapy

**Pay Grade:** 10

**Job Evaluation Reference:** JD1912

## **Main Purpose of the Job:**

The Coordinator – Occupational Therapy will work within the Targeted & Short-Term Services Team of the Porth Gofal service to support and develop the through age Occupational Therapy Service team. This is a non-clinical role which will focus on project management within the team, policy, performance and continuous improvement, developing new pathways and supporting clinicians by coordinating tasks.

## **The post holder will be responsible for:**

- Acting as a key operational lead within the Occupational Therapy service.
- Effective coordination, performance and development of the growing Occupational Therapy Assistant workforce, including all non-clinical supervision tasks.
- Providing day-to-day leadership and oversight to ensure safe, efficient and person-centred service delivery.
- Supporting the Team Manager and senior clinicians in service planning, change delivery and performance management.
- Acting as project manager for a series of detailed projects to support the future development of the Occupational Therapy service within the county.
- Developing and presenting complex performance data and service analysis.
- Leading grant funding applications from first enquiries to final report.
- Supporting the team by managing day-to-day logistics, fair distribution of workloads, recruitment processes and other tasks.
- Developing and maintaining internal partnerships across TAW and corporate programmes and externally with the Health Board, independent and third sectors.

## **Key Tasks & Responsibilities:**

- To support the Team Manager and Senior Clinicians in delivering an essential service and deputising for the Team Manager where required.
- Develop, monitor, evaluate and update policies, procedures and standards of practice to ensure statutory compliance and drive the service.
- Project manage the development of new and improved pathways to long-term care and support, using emerging technologies to create more efficient workflows.
- Line manage a team of nine Occupational Therapy Assistants, including recruitment, induction, performance reviews and absence management. Provide regular, structured non-clinical supervision focused on performance, wellbeing and professional development.
- Hold responsibility for allocating, monitoring and balancing workloads across the Occupational Therapy Assistant team. Ensure resources are used effectively to meet service demand, targets and priorities, and decide on prioritisation and redeployment in response to changing needs.
- Work in partnership with Finance and Procurement colleagues to manage a core budget while operating within procurement rules to achieve value for money.
- Ensure compliance with data protection and confidentiality requirements. Analyse and interpret data, compile performance indicators and maintain performance management systems for commissioned services, including information for internal, external and regulatory reporting.

- Represent the Council at regional and national networks relating to Occupational Therapy and associated issues.
- Prepare reports, attend and chair meetings, and contribute to Welsh Government reports and returns as required.
- Undertake training and constructively participate in meetings, appraisals, supervision, seminars and other events designed to improve communication and support effective development of the Occupational Therapy team.
- Manage complaints, including investigation and response, in collaboration with the Team Manager, corporate Complaints team and Safeguarding team.
- Manage collation and responses for Freedom of Information and Subject Access Requests in collaboration with the Team Manager, corporate Complaints team and Data Protection team.

**Disclosure & Barring Service Check\*:** DBS Enhanced Barred Adult & Child

**Essential Professional Registration / Membership:** Not Applicable

# Person Specification

## Essential Requirements

### **Essential Academic / Professional / Technical / Vocational Qualifications:**

- Management qualification: ILM Level 5, or willingness to obtain within 36 months, or equivalent level of management experience.
- Project management qualification: PRINCE2 Practitioner or equivalent, or willingness to obtain within 18 months.

### **Essential experience:**

- A minimum of two years' experience working in a social care or health setting.
- Experience of successfully supervising or managing a team.
- Experience of project management, preferably within the policies and procedures of a public sector organisation.
- Experience of developing and writing detailed policies and procedures.
- Experience of developing successful service-led performance and quality improvement, and presenting outcome reports to a range of audiences.
- Knowledge and understanding of key legislation and regulations, including the Well-being of Future Generations (Wales) Act 2015, Social Services and Well-being (Wales) Act 2014, Mental Capacity Act, Deprivation of Liberty / Liberty Protection Safeguards and Wales Safeguarding Procedures.
- A strong understanding of grant funding streams available through Welsh Government, NHS Wales and other funds accessible to local authorities.
- Experience of successfully managing external partnerships across health and social care.

### **Essential practical/personal skills:**

- Excellent communication skills, with an ability to deal with sensitive issues in difficult situations.
- Strong IT skills and the ability to apply new and emerging systems to existing processes to improve efficiency and accuracy.

### **English Language Skills:**

- **Listening & Speaking, Level 4:** Can contribute effectively to internal and external meetings in the context of the job area; understand differences in language and dialect; argue for or against a specific case; chair meetings and answer questions confidently; and give presentations fluently and confidently.
- **Reading, Level 4:** Can understand correspondence and reports expressed in standard language.
- **Writing, Level 5:** Can write business correspondence, short reports, email messages and information literature to an acceptable standard with language tools, and write detailed meeting notes while contributing fully.

### **Welsh Language Skills:**

- **Listening & Speaking, Level 3:** Can understand and participate in most day-to-day non-technical workplace conversations, advise the public on general matters within the area of work, and contribute to meetings or presentations, using the preferred language for technical or specialist terms.
- **Reading, Level 2:** Can understand most short reports and familiar instructions within the area of expertise, provided sufficient time is given.

- **Writing, Level 2:** Can write a short, simple paper or email message to a Council colleague or known external contact.

## **Desirable Requirements**

### **Desirable Academic / Professional / Technical / Vocational Qualifications:**

- Lean Six Sigma Green Belt or similar service improvement training.
- QCF Level 5 Diploma in Leadership for Health & Social Care, or equivalent.
- Training related to Occupational Therapy support services.
- Training related to reablement or rehabilitation pathways.
- Training or qualification in data analysis, performance management or quality improvement.

### **Desirable experience:**

- Knowledge of Occupational Therapy and pathways of care.
- Experience of coaching or mentoring in a team environment.

### **Desirable practical/personal skills:**

Experience of multidisciplinary team working and managing through change.