Swydd Disgrifiad

Teitl y Swydd: Swyddog Hyfforddi – Gofal Cymdeithasol

Graddfa Gyflog: 10

Cyfeirnod Gwerthuso Swydd (at ddefnydd Adnoddau Dynol): JD 1208-03

Prif Ddiben y Swydd:

- Arwain y gwaith o gynllunio, datblygu, cydlynu a darparu rhaglenni dysgu a datblygu o ansawdd uchel sy'n bodloni gofynion hyfforddi statudol ac anghenion datblygiad proffesiynol y gweithlu gofal cymdeithasol. Bydd deiliad y swydd yn cydweithio â phartneriaid mewnol ac allanol i sicrhau bod y ddarpariaeth ddysgu yn cefnogi cydymffurfiaeth â'r Cod Ymarfer Proffesiynol, gofynion cofrestru Gofal Cymdeithasol Cymru, blaenoriaethau'r gweithlu ac amcanion y sefydliad.
- Bydd deiliad y swydd yn cyfrannu at ddatblygu a gweithredu strategaethau datblygu'r gweithlu sy'n cefnogi Cynllun Gweithlu'r Cyngor, yr Amcanion Llesiant Corfforaethol a blaenoriaethau Rhaglen Datblygu'r Gweithlu Gofal Cymdeithasol Cymru (SCWWDP). Yn ogystal, bydd deiliad y swydd yn gyfrifol am gydlynu Cynllun y Cyngor ar gyfer Gweithwyr Cymdeithasol dan Hyfforddiant, gan gefnogi'r gwaith o recriwtio, datblygu a chadw gweithlu gofal cymdeithasol sy'n fedrus ac yn gynaliadwy.
- Os nad yw deiliad y swydd eisoes yn meddu ar y cymwysterau perthnasol, bydd yn ofynnol iddo ennill cymhwyster mewn Addysg Oedolion (lefel 3) a'r dyfarniad Addysgwr Ymarfer Gwaith Cymdeithasol (lefel 7 ôl-raddedig) o fewn dwy flynedd i'w benodi.

Prif Dasgau a Chyfrifoldebau:

- Cynorthwyo â'r gwaith o nodi a dadansoddi anghenion dysgu a datblygu'r sector gofal cymdeithasol / gwaith cymdeithasol, a gweithio i sicrhau bod gofynion hyfforddi unigolion a'r gofynion hyfforddi statudol yn cael eu bodloni.
- Cynllunio a darparu cyfleoedd dysgu a datblygu ar-lein ac wyneb yn wyneb ar gyfer y sector, gan gynnwys unigolion, grwpiau, myfyrwyr gradd gwaith cymdeithasol, gweithwyr cymdeithasol sydd newydd gymhwyso ac ymarferwyr profiadol. Bydd y rhain yn bodloni blaenoriaethau a gofynion Rhaglen Datblygu'r Gweithlu Gofal Cymdeithasol Cymru (SCWWDP) a'r grant cysylltiedig.
- Hyrwyddo a chynnal Cod Ymarfer Proffesiynol Gofal Cymdeithasol Cymru ac egwyddorion cynhwysiant, cydraddoldeb ac amrywiaeth a sicrhau eu bod yn rhan annatod o'r holl gyngor a ddarperir a'r holl weithgareddau a gynhelir ym maes dysgu a datblygu.
- Cefnogi Cynllun y Cyngor ar gyfer Gweithwyr Cymdeithasol dan Hyfforddiant drwy ddyrannu, goruchwylio a monitro lleoliadau myfyrwyr gwaith cymdeithasol a'r addysgwyr ymarfer, gan nodi unrhyw bryderon ynghylch perfformiad neu addasrwydd i ymarfer a mynd i'r afael â hwy.
- Ar ôl sicrhau'r Dyfarniad Addysgwr Ymarfer, ymgymryd â rôl Addysgwr Ymarfer ar gyfer myfyrwyr gwaith cymdeithasol, gan asesu, goruchwylio a monitro eu perfformiad a gwneud penderfyniadau proffesiynol ynghylch eu cymhwysedd ar sail tystiolaeth; mynd i'r afael â pherfformiad sy'n is na'r safon ddisgwyliedig a datblygu cynlluniau gwella yn ôl yr angen.
- Cynrychioli'r Cyngor a chydweithio ag awdurdodau lleol eraill ac awdurdodau cenedlaethol, darparwyr hyfforddiant a chymwysterau, colegau lleol, prifysgolion a gweithwyr iechyd proffesiynol i nodi a darparu cyfleoedd hyfforddi a chymwysterau

sy’n bodloni gofynion y Cyngor a Llywodraeth Cymru yn ogystal â’r gofynion deddfwriaethol a statudol.
- Adolygu a gwerthuso’r holl gyfleoedd dysgu a ddarperir er mwyn sicrhau gwelliant parhaus a gwerth am yr arian a fuddsoddir.
- Cefnogi gwaith y Tîm Dysgu a Datblygu a chyfrannu ato gan ddefnyddio prosesau sefydledig; er enghraifft, recriwtio dysgwyr i raglenni/cymwysterau, defnyddio systemau rheoli gwybodaeth a bodloni’r gofynion o ran adrodd.
- Arwain y gwaith o ddarparu hyfforddiant diogelu a chyflwyno’r hyfforddiant hwnnw yn unol â gofynion y fframwaith hyfforddi diogelu cenedlaethol, gan gynnwys ymateb i anghenion sy’n deillio o adolygiadau ymarfer plant ac oedolion, adolygiadau cenedlaethol ac adroddiadau eraill.
- Meddu ar wybodaeth am bolisïau a deddfwriaeth leol, ranbarthol a chenedlaethol sy’n effeithio ar y ddarpariaeth hyfforddi, e.e. gweithdrefnau diogelu plant ac oedolion, Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru), Deddf Llesiant Cenedlaethau’r Dyfodol a Deddf Trais yn erbyn Menywod, Cam-drin Domestig a Thrais Rhywiol ac ati.
- Cydymffurfio â holl bolisïau a gweithdrefnau’r Cyngor, gan gynnwys y Rheoliad Cyffredinol ar Ddiogelu Data, gofynion cyfrinachedd a’r cod ymddygiad, ac ymgymryd â datblygiad proffesiynol parhaus.

Gwiriad gan y Gwasanaeth Datgelu a Gwahardd (DBS)*: Gwiriad Manylach ar gyfer gweithio gydag Oedolion a Phlant

Cofrestriad / Aelodaeth Broffesiynol Hanfodol: Gofal Cymdeithasol Cymru

Manyleb Person

Gofynion Hanfodol

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol Hanfodol:
Cymhwyster cydnabyddedig mewn Gofal Cymdeithasol/Gwaith Cymdeithasol: Tystysgrif mewn Gwasanaethau Cymdeithasol (CSS) / Tystysgrif Cymhwyster mewn Gwaith Cymdeithasol (CQSW) / Diploma mewn Gwaith Cymdeithasol / Gradd mewn Gwaith Cymdeithasol.

Profiad Hanfodol:

- leiaf 4 blynedd o brofiad o weithio mewn lleoliad gofal cymdeithasol ar ôl cymhwyso.
- Profiad o gydweithio ag asiantaethau eraill.
- Profiad o gymwysterau proffesiynol ym maes gofal cymdeithasol / gwaith cymdeithasol.
- Dealltwriaeth gadarn o'r ddeddfwriaeth allweddol sy'n effeithio ar yr hyn a wneir i ddarparu'r gwasanaethau gofal cymdeithasol a bodloni'r gofynion hyfforddi.

Sgiliau Ymarferol/Personol Hanfodol:

- Sgiliau cyflwyno rhagorol.
- Y gallu i feithrin perthnasoedd gwaith effeithiol â staff ar bob lefel ac ymgysylltu â dysgwyr.
- Y gallu i ddatblygu perthnasoedd gwaith cadarnhaol gydag asiantaethau sy'n bartneriaid.
- Y gallu i wneud penderfyniadau.
- Y gallu i ddatrys problemau.
- Y gallu i greu amgylchedd dysgu cadarnhaol.
- Sgiliau rhagorol ar lafar ac yn ysgrifenedig.
- Sgiliau rheoli amser rhagorol.
- Sgiliau rhyngbersonol rhagorol.
- Sgiliau cyfathrebu rhagorol.
- Sgiliau trefnu da.
- Y gallu i ddefnyddio menter a gweithredu ar eich liwt eich hunan.
- Dawn i ymchwilio.
- Y gallu i reoli eich amser yn effeithiol a blaenoriaethu eich llwyth gwaith eich hunan.
- Y gallu i weithio'n annibynnol ac fel rhan o dîm.
- Sgiliau TGCh rhagorol.
- Y gallu i deithio.
- Rhaid i ddeiliad y swydd allu teithio i leoliadau ledled y sir gan ddefnyddio ei drefniadau teithio ei hunan, er mwyn ymateb i ofynion gweithredol a gofynion y gwasanaeth.

Sgiliau Iaith Saesneg:

Gwrando a Siarad

Lefel 5: Medru cyfrannu'n rhugl a hyderus yng nghyswllt pob agwedd ar y gwaith beunyddiol, gan gynnwys trafod materion technegol, arbenigol neu sensitif a rhoi cyngor yn eu cylch.

Sgiliau Darllen

Lefel 5: Gallu deall adroddiadau, dogfennau ac erthyglau y mae'n debygol o ddod ar eu traws yn ystod y gwaith, gan gynnwys cysyniadau cymhleth sydd wedi'u mynegi mewn termau astrus.

Sgiliau Ysgrifennu

Lefel 5: Medru ysgrifennu gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a deunydd gwybodaeth i safon dderbyniol gyda chymorth cymhorthion iaith. Medru llunio nodiadau manwl wrth gyfrannu'n llawn mewn cyfarfodydd.

Sgiliau Iaith Gymraeg:

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 â'r swydd, er yn gorfod troi i'r Saesneg ar gyfer termau technegol neu arbenigol. Medru cyfrannu i gyfarfod neu gyflwyniad ar faterion cyffredinol mewn perthynas â'r swydd, er yn gorfod troi i'w dewis iaith 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 ei waith.

Sgiliau Ysgrifennu

Lefel 3: Medru ysgrifennu negeseuon anffurfiol ac adroddiadau i'w defnyddio'n fewnol.

Gofynion Dymunol

- Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol Dymunol:
- Cymhwyster hyfforddi cydnabyddedig mewn addysg oedolion, e.e. Tystysgrif Addysgu'r Ddinas a'r Urddau (City & Guilds), neu gymhwyster PTTLS sy'n cyfateb i Lefel 3.
- Cymhwyster Athro/Addysgwr Ymarfer Gwaith Cymdeithasol.

Profiad Dymunol:

- Profiad o oruchwylio ac asesu ymarfer gwaith cymdeithasol.
- Profiad o nodi perfformiad sy'n is na'r safon ddisgwyliedig mewn ymarfer gwaith cymdeithasol a gweithio i fynd i'r afael ag ef.
- Profiad o gynllunio a darparu pecynnau hyfforddi.

Job Description

Job Title: Training Officer – Social Care

Pay Grade: 10

Job Evaluation Reference (HR Use): JD 1208-03

Main Purpose of the Job:

- To lead the planning, development, coordination and delivery of high-quality learning and development programmes that meet statutory training requirements and support the professional development needs of the social care workforce. The postholder will work collaboratively with internal and external partners to ensure learning provision supports compliance with the Code of Professional Practice, Social Care Wales registration requirements, workforce priorities and organisational objectives.
- The postholder will contribute to the development and implementation of workforce development strategies that support the Council's Workforce Plan, Corporate Well-being Objectives and Social Care Wales Workforce Development Programme (SCWWDP) priorities. In addition, the role is responsible for coordinating the Council's Trainee Social Worker Scheme, supporting the recruitment, development and retention of a skilled and sustainable social care workforce.
- If not already qualified, the post holder will be required to successfully complete a qualification in Adult Education (level 3) and the Social Work Practice Educator award (post graduate level 7) within two years of appointment.

Key Tasks & Responsibilities:

- To assist in the identification and analysis of the learning and development needs of social care/work sector and work to ensure individual and statutory training requirements are met.
- To design and deliver online and face to face learning and development solutions for the sector for individuals, groups, social work degree students, newly qualified social workers and experienced practitioners that meet Social Care Wales Workforce Development (SCWWDP) and SCWWDP grant priorities and requirements
- To promote, uphold and integrate the Social Care Wales Code of Professional Practice and principles of inclusivity and equality & diversity into all learning and development advice and delivery
- To support the Council’s Trainee Social Worker Scheme through the allocation, oversight and monitoring of social work student placements and practice educators; identify and address performance or fitness to practice concerns
- Upon achievement of the Practice Educator Award, undertake the role of Practice Educator for social work students, assessing, supervising and monitoring performance and making professional and evidence-based decisions on competency; address under performance and develop improvement plans as required.
- Represent the Council and work collaboratively with other local and national authorities, training & qualification providers, local colleges, universities and health professionals to identify and deliver training/qualification opportunities that meet Council, Welsh Government and legislation and statutory requirements.

- Review and evaluate all learning opportunities provided to ensure continuous improvement and return on investment.
- Support & contribute to the work of the Learning & Development Team using established processes; for example, recruitment of learners for programmes/qualifications, information management systems and reporting requirements
- To lead on and deliver safeguarding training that meets the national safeguarding training framework requirements, including responding to emerging needs arising from child and adults practice reviews, national reviews and reports
- Have knowledge of local, regional and national policies and legislation which impacts on training delivery. e.g., Children and Adult safeguarding procedures, Social Services and Wellbeing (Wales) Act, Wellbeing of Future Generations Act, Violence against Women, Domestic Abuse and Sexual Violence Act etc.
- Comply with all Council policies and procedures including General Data Protection Regulations, confidentiality and code of conduct and undertake continuing professional development.

Disclosure & Barring Service Check*: DBS Enhanced Adult and Child

Essential Professional Registration / Membership: Social Care Wales

Person Specification

Essential Requirements

Essential Academic / Professional / Technical / Vocational Qualifications:

Recognised qualification in Social Care/Social Work: CSS/CQSW/Diploma in Social Work/Degree in Social Work.

Essential experience:

- At least 4 years' post qualifying experience of working in a social care setting.
- Experience of joint working with other agencies.
- Experience of social care/work qualifying awards.
- Sound understanding of key legislation which impacts on delivery of social care services and training requirements.

Essential practical/personal skills:

- Excellent presentation skills
- Ability to develop effective working relationships with staff of all levels and engage with learners
- Ability to develop positive working relationships with partner agencies
- Decision making
- Problem solving
- Ability to create a positive learning environment
- Excellent oral/written skills
- Excellent time management skills
- Excellent interpersonal skills
- Excellent communication skills
- Good organisational skills
- Able to use and take initiative
- Aptitude for research
- Manage own time effectively and prioritise own workload
- Ability to work independently but also to work within a team
- Excellent IT Skills
- Ability to travel
- Using their own travel arrangements, the post-holder must be able to attend locations across the county in order to respond to operational and service demands.

English Language Skills:

Listening & Speaking

- **Level 5**: Can contribute fluently and confidently in relation to all aspects of day-to-day work, including discussing and advising upon technical, specialist or sensitive matters.

Reading Skills

- **Level 5:** Can understand reports, documents and articles he/she is likely to read during his/her work, including complicated concepts expressed in abstruse terms.

Writing Skills

- **Level 5:** Can write business correspondence, short reports, e-mail messages and information literature to an acceptable standard with the assistance of language tools. Can write detailed notes in a meeting whilst contributing fully.

Welsh Language Skills:

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.

Desirable Requirements

- Desirable Academic / Professional / Technical / Vocational Qualifications:
- Recognised training qualification in adult education eg, City & Guilds Teaching Certificate, PTTLS equivalent to Level 3
- Social Work Practice Teacher/Educator Qualification

Desirable experience:

- Experience of supervising and assessing social work practice.
- Experience of identifying and working to address under performance within social work practice.
- Experience in the design and delivery of training packages.