

Proffil Swydd/Job Profile

Teitl y Swydd: Pennaeth Gwasanaethau
Cynhwysiant

Post Title: Head of Inclusion Services

Prif Ddiben y Swydd

Darparu arweinyddiaeth, gweledigaeth a chyngor proffesiynol, gan fod ag atebolrwydd strategol a gweithredol, er mwyn sicrhau bod cyfrifoldebau cyfreithiol y Cyngor yn cael eu cyflawni'n briodol ar gyfer y gwasanaethau canlynol:

- Cynhwysiant
- Anghenion Dysgu Ychwanegol
- Rheoli Ymddygiad
- Gwasanaethau Cymorth Ieuenctid
- Cyfranogiad a Hawliau Plant
- Swyddog Arweiniol ar gyfer Tlodi a Llesiant
- Seicoleg Addysg a Phlant
- Plant sy'n Derbyn Gofal
- Diogelu a Phresenoldeb yn yr Ysgol gan gynnwys Gweithwyr Ymgysylltu â Theuluoedd
- Addysg Gartref Ddewisol

Bod yn gyfrifol am arweinyddiaeth, rheolaeth, perfformiad a datblygiad effeithiol a chynaliadwy'r Gwasanaethau yn y portffolio, gan sicrhau bod y gwasanaethau wedi'u halinio ag amcanion, ymrwymadau a rhwymedigaethau'r Cyngor yn y meysydd hyn.

Arwain ar integreiddio Addysg a Gwasanaethau Cymdeithasol (Gwasanaethau Plant a Gwasanaethau Oedolion) gan sicrhau bod diogelwch, lles a datblygiad plant yn cael ei ymdrin yn gyfannol trwy gydweithio ar draws y Cyngor.

Arwain ar waith amlasiantaeth gan gynnwys gyda'r Bwrdd Iechyd, yr Heddlu a phartneriaid eraill, gan sicrhau rhannu gwybodaeth gwell rhyngasiantaethol ac ati fel y'i hamlygwyd yn Fforwm Proffesiynol Amlasiantaeth Dyffryn Aman ac adroddiadau eraill.

Cynorthwyo'r Cyfarwyddwr i ddatblygu'r adran i sicrhau ei bod yn ymdrechu'n barhaus am ragoriaeth.

Cefnogi'r Aelod(au) arweiniol a'r Cyfarwyddwr Addysg a Hamdden i gyflawni eu rhwymedigaethau statudol yn effeithiol a bod yn atebol iddynt am berfformiad effeithiol yr holl wasanaethau a swyddogaethau o fewn yr adran.

Arwain ar newidiadau trawsnewidiol i wasanaethau gyda ffocws penodol ar effeithlonrwydd gwasanaethau a phrosesau sy'n canolbwyntio ar gwsmeriaid.

Main Purpose of Job

To provide leadership, vision, and professional advice, whilst having strategic and operational accountability, to ensure the Council's legal responsibilities are properly discharged for the following services:

- Inclusion
- Additional Learning Needs
- Behaviour Management
- Youth Support Services
- Participation & Children's Rights
- Lead Officer for Poverty and Wellbeing
- Educational & Child Psychology
- Children Looked After
- School Safeguarding and Attendance including Family Engagement Workers
- Elective Home Education

To be responsible for the effective and sustainable leadership, management, performance, and development of the Services in the portfolio, ensuring that the services are aligned to the Council's objectives, commitments, and obligations in these areas.

To lead on the integration between Education and Social Services (Children's Services and Adult Services) ensuring that children's safety, well-being, and development is addressed holistically by working together across the Council.

To lead on multi-agency work including with the Health Board, Police and other partners, ensuring better inter-agency sharing of information etc as highlighted in the Dyffryn Aman Multi-Agency Professional Forum and other reports.

To assist the Director in developing the department to ensure it continuously strives for excellence.

To support the lead Member(s) and Director of Education and Leisure in effectively discharging their statutory obligations and to be accountable to them for the effective performance of all services and functions within the division.

To lead on transformational service changes with specific focus on service efficiencies and customer orientated processes.

Gradd/**Grade**

Pennaeth Gwasanaeth (1) | Head of Service (1)

Mae diogelu yn fater i bawb: Mae gan bob un ohonom gyfrifoldeb am amddiffyn plant ac oedolion sydd mewn perygl, gweithio mewn ffordd sy'n hyrwyddo ac yn cefnogi eu budd pennaf, a rhoi gwybod am unrhyw bryderon.

Safeguarding is everyone's business: All of us have a responsibility for protecting children and adults at risk, working in a way that promotes and supports their best interests and for reporting any concerns.

Prif cyfrifoldebau

Cyfrifoldebau Strategol

1. Fel aelod o'r Uwch Dîm Rheoli / Adrannol (UDA/TRhA), darparu arweinyddiaeth effeithiol, gweledigaeth, cyngor proffesiynol, a chyfeiriad strategol ar ddarparu'r ystod lawn o wasanaethau o fewn y portffolio hwn sy'n cyd-fynd â nodau ac amcanion strategol y Cyngor.
2. Cyfrannu at brosesau cynllunio strategol a chyllidebol y Cyngor i sicrhau bod y Cyngor yn barod ar gyfer gofynion y dyfodol o ran cyllid, gwasanaeth a deddfwriaeth, bydd hyn yn cynnwys gweithio mewn partneriaeth.
3. Arwain portffolio o ganlyniadau gwasanaeth a materion trawsbynciol, a gweithio mewn partneriaeth â chydweithwyr corfforaethol i drawsnewid darpariaeth weithredol trwy gychwyn, datblygu a gweithredu strategaethau i yrru a rheoli newid, fel bod y Cyngor yn parhau i ddatblygu a gwella.
4. Cefnogi aelodau etholedig, y Tîm Rheoli Corfforaethol a chydweithwyr Penaethiaid Gwasanaeth trwy ddarparu cyngor proffesiynol, canllawiau a gwybodaeth ar y gwasanaethau a ddarperir ar draws y portffolio gwasanaeth, ac ar unrhyw faterion eraill yn ôl yr angen.

Cyfrifoldebau Adrannol

5. Darparu gwasanaethau sy'n atebol ac sy'n gweithredu'n effeithlon ac effeithiol o ran cynhyrchiant ac ansawdd gwasanaeth, trwy gynhyrchu a darparu cynlluniau busnes â ffocws, targedau perfformiad, a monitro a gwerthuso gwaith.
6. Bod yn gyfrifol am alinio'r gwasanaethau a ddarperir o fewn y portffolio â'r nodau a'r amcanion strategol y cytunwyd arnynt gan y Cyngor trwy arweinyddiaeth a chyfathrebu effeithiol.
7. Paratoi cynlluniau busnes blynyddol a chynlluniau gweithredu gwella sy'n cwmpasu holl weithgareddau'r Is-adran a rheoli cyflawniad effeithiol y cynlluniau hyn.
8. Monitro pob agwedd ar berfformiad yr Is-adran yn agos ac adrodd yn rheolaidd arnynt yn unol â phrosesau rheoli perfformiad corfforaethol.
9. Sicrhau bod y gwasanaethau portffolio mewn sefyllfa dda i gyflawni agendâu, galwadau a chyfeiriadau polisi cyfredol a newydd yn y cyd-destun lleol a rhanbarthol.

10. Sicrhau ymatebion priodol i graffu neu arolygu penodol i wasanaethau, yn fewnol neu'n allanol, gyda chynllunio gweithredu ac adrodd yn unol â hynny.
11. Cyfrannu at uchelgeisiau'r Cyngor a'r Adran i ehangu'r defnydd o'r iaith Gymraeg.
12. Bod yn gyfrifol am gyllidebau refeniw a chyfalaf, gan gynnwys grantiau allanol, yr Is-adran yn unol â fframwaith polisi a rheolau gweithdrefn ariannol y Cyngor.
13. Sicrhau bod diwylliant cadarn o Reoli Iechyd a Diogelwch yn gyffredin ac wedi'i ymgorffori ym mhob rhan o gyfres o swyddogaethau darparu gwasanaethau'r Is-adran.

Arweinyddiaeth Tîm

14. Darparu arweiniad personol effeithiol i'r gweithwyr o fewn yr is-adran, a chefnogi diwylliant dysgu o fewn y timau, fel bod staff yn cael eu harfogi/galluogi/cefnogi i ddarparu'r gwasanaeth gorau posibl.
15. Arwain trwy esiampl wrth greu amgylchedd lle mae egni a brwdfrydedd staff yn cael eu harneisio, a lle mae cynhyrchu syniadau ar gyfer gwella a thrawsnewid arferion gwaith yn dod yn gyfrifoldeb derbyniol ar bob lefel.
16. Dangos arweinyddiaeth effeithiol trwy greu diwylliant o waith tîm a hyblygrwydd i sicrhau perfformiad corfforaethol effeithiol, gan gyfrannu at gyflawniad cyffredinol canlyniadau effeithiol i ddefnyddwyr gwasanaeth.
17. Arwain, datblygu a hyfforddi gweithwyr o fewn yr is-adran, gan gynllunio'r gweithlu er mwyn sicrhau perfformiad eithriadol a chreu amgylchedd cadarnhaol yn y gweithle, gan annog gweithgareddau ymgysylltu gan sicrhau eu bod wedi'u gwreiddio fel rhan o'r diwylliant.

Cyfrifoldebau Corfforaethol

18. Cefnogi a chynghori Aelodau'r Cabinet dros Addysg, Plant a'r Iaith Gymraeg wrth gyflawni eu dyletswyddau.
19. Cyflwyno adroddiadau monitro perfformiad gwasanaeth rheolaidd i'r Tîm Rheoli Corfforaethol a'r Cabinet.
20. Bod yn gyfrifol am wneud penderfyniadau ar faterion penodol fel y nodir yn y cynlluniau dirprwyo corfforaethol ac adrannol.
21. Sicrhau bod Gwerthoedd Craidd, proffesiynoldeb a diwylliant cadarnhaol y Cyngor yn cael eu defnyddio trwy arweinyddiaeth gref ac adeiladu timau effeithiol, effeithlon, hyblyg a galluog.
22. Rheoli perfformiad o fewn yr adran i sicrhau gwelliant ac effeithlonrwydd parhaus, gan fod â gwybodaeth gadarn o ble mae perfformiad yn gryf a ble mae meysydd i'w datblygu a'u herio.
23. Ymgysylltu'n rhagweithiol â gweithio mewn partneriaeth i sicrhau bod amcanion strategol y Cyngor a'i bartneriaid yn cael eu cyflawni'n effeithiol, gan sicrhau'r canlyniadau gwerth gorau yn ogystal â gweithredu mesurau i gefnogi trawsnewid a rheoli newid.
24. Defnyddio offer effeithiol ar gyfer cyfathrebu, ymgynghori a gweithio mewn partneriaeth trwy'r gwasanaethau a chyda'r Tîm Rheoli Corfforaethol, aelodau etholedig, adrannau eraill, Undebau Llafur, a phartneriaid allweddol eraill gan gynnwys asiantaethau allanol.

25. Darparu ffocws ar Ofal Cwsmeriaid yn unol â Pholisi'r Cyngor, gan sicrhau bod gweithwyr yn rhoi cwsmeriaid yn y blaen ac yn ystyried eu hanghenion wrth ddarparu gwasanaethau.

Yn gyfrifol am staff / offer

Gweler Strwythur

Yn atebol i

Cyfarwyddwr Addysg a Hamdden

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant Galwedigaethol ac Aelodaethau Proffesiynol

Addysg hyd at lefel gradd mewn pwnc perthnasol neu brofiad cyfatebol.

Aelodaeth o gorff Proffesiynol priodol.

Tystiolaeth o Ddatblygiad Proffesiynol Parhaus.

Ein Gwerthoedd Craidd a'n Hymddygiad

[Cliciwch yma i ddarllen y fframwaith yn llawn](#)

Un Tîm:

Addasu i newid - Gallwch addasu i newidiadau yn y gwaith neu'r amgylchedd, gan aros yn effeithiol ac yn bositif. Rydych chi'n addasu eich arddull bersonol ar gyfer gwahanol bobl neu sefyllfaoedd, i gyflawni ar y cyd nodau neu bwrpas a rennir. Rydych chi'n gwneud defnydd cadarnhaol o newid ac ansicrwydd i hyrwyddo ac annog cydweithio a rhannu ar draws adrannau, gwasanaethau a chyda phartneriaid wrth weithio'n rhanbarthol.

Cwsmeriaid yn Gyntaf:

Ffocws ar Gwsmeriaid - Rydych chi'n chwilio am farn amrywiol unigolion sy'n defnyddion ein gwasanaethau, i wella ein darpariaeth drwy'r Gymraeg a'r Saesneg. Rydych chi'n cynllunio anghenion gwasanaeth ymlaen llaw, gan ystyried y ffactorau ehangach ac effaith hirdymor penderfyniadau. Rydych chi'n datblygu, yn cyflawni ac yn gwerthuso cynlluniau strategol, gan gydbwysu pwysau tymor byr â nodau tymor hir, yn unol â gweledigaeth y Cyngor, sy'n mynd i'r afael ag anghenion gwasanaeth amrywiol, gan gynnwys y Gymraeg a diwylliant Cymru.

Uniondeb:

Arwain a Dirprwyo - Rydych chi'n dilyn prosesau, a chanllawiau, gan herio mewn ffordd gadarnhaol os bydd materion yn codi. Rydych chi'n blaenoriaethu eich gwaith eich hun a gwaith eraill yn deg, ar sail cryfderau pobl, ac yn darparu adborth clir ac amserol. Rydych chi'n pennu ac yn cynnal cyfeiriad clir a chadarnhaol, gyda blaenoriaethau a chanlyniadau â ffocws amlwg sy'n cael eu cyfleu'n glir i'r timau.

Rhagori:

Arloesi - Rydych chi'n gofyn cwestiynau ac yn chwilio am ffyrdd gwell a/neu newydd o wneud pethau, gan awgrymu gwelliannau. Rydych chi'n dylunio prosesau a systemau sy'n cefnogi newid cadarnhaol, yn sicrhau dysgu ac yn gwella gwasanaethau. Rydych chi'n ymgorffori diwylliant o arloesi a meddwl yn greadigol i ysgogi gwelliannau i'r gwasanaeth, gan rymuso timau i annog datblygiad parhaus.

Cymryd Cyfrifoldeb:

Rheoli perfformiad - Rydych chi'n ystyried eich perfformiad yn onest, gan nodi beth gellid ei ddatblygu neu ei newid yn y dyfodol. Rydych chi'n ystyried anghenion unigolion, gan roi sylw i berfformiad yn gyflym ac yn deg, a thrin camgymeriadau fel cyfleoedd dysgu. Rydych chi'n creu amgylchedd lle mae pobl yn teimlo eu bod wedi'u grymuso i wneud penderfyniadau, gan annog syniadau, gwelliannau a chymryd risgiau mewn modd pwyllog.

Gwrando:

Cyfathrebu ag eraill - Rydych yn cyfleu syniadau mewn ffordd glir er mwyn sicrhau bod eraill yn gallu deall ac yn eu dewis iaith. Rydych yn creu a chynnal perthynas waith gadarnhaol broffesiynol a llawn ymddiriedaeth â phobl yn y gwasanaeth a'r tu allan iddo. Rydych yn dangos ymwybyddiaeth wleidyddol a diwylliannol, gan adlewyrchu ein gwerthoedd drwy gyfathrebu â gwahanol gynulleidfaoedd gyda gonestrwydd, uniondeb, didueddrwydd a gwrthrychedd, i feithrin ymddiriedaeth a sicrhau ymrwymiad eraill.

Gwybodaeth

Gwybodaeth drylwyr am ddeddfwriaeth, rheoliadau a pholisïau perthnasol sy'n ymwneud â gwasanaethau llywodraeth leol.

Gwybodaeth gadarn am faterion, tueddiadau a gofynion y sector cyhoeddus lleol a chenedlaethol mewn o leiaf un prif faes o ddisgyblaethau'r portffolio gydag ymwybyddiaeth o rai eraill.

Gwybodaeth gadarn am y materion sy'n wynebu llywodraeth leol ac yn benodol gwasanaethau Addysg ar lefel strategol a gweithredol.

Sgiliau Penodol y Swydd

Y gallu i ddadansoddi gwybodaeth ariannol a defnyddio'r wybodaeth yn effeithiol i sicrhau rheolaeth effeithlon o'r gyllideb ac atebolrwydd.

Sefydlu a chynnal perthnasoedd gwaith cydweithredol fel aelod o Fforwm y Penaethiaid Gwasanaeth i ddysgu a rheoli newid diwylliannol ar lefel uwch a strategol.

Profiad

Hanes profedig o weithio mewn partneriaeth effeithiol ar draws ffiniau proffesiynol a gwasanaeth.

Profiad helaeth o reoli adnoddau dynol ac ariannol ar raddfa fawr.

Meini Prawf Dymunol

Tystysgrif Addysg Ôl-raddedig (TAR)

Tystiolaeth o achrediad neu gyflawniad proffesiynol uwch perthnasol e.e. Cymhwyster Proffesiynol Cenedlaethol ar gyfer Prifathrawiaeth/ gradd Meistr

SGILIAU IAITH A CHYFATHREBU

Er mwyn diwallu anghenion y bobl sy'n defnyddio ein gwasanaethau, dyma'r lefelau iaith sydd eu hangen. Gallwn ddarparu cefnogaeth resymol i'ch helpu i gyflawni'r lefel hon.

Ansicr ynghylch eich lefel? [Gwirio fy lefel iaith](#)

Cymraeg	Sgiliau Siarad Lefel 4	Sgiliau Ysgrifennu Lefel 4
Saesneg	Sgiliau Siarad Lefel 5	Sgiliau Ysgrifennu Lefel 5

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)

Mae angen gwiriadau DBS ar gyfer rhai swyddi, yn enwedig y rhai sy'n cynnwys gweithio gyda phlant a/neu oedolion sydd mewn perygl o niwed neu gam fanteisio ([Arweiniad](#))
Ar gyfer y swydd hon, gofynnwn am:

Y math o ddatgeliad - Datgeliad Manwl gan wirio'r rhestr wahardd

Y math o weithlu - Gweithio gyda Phlant ac Oedolion

Adnewyddu – Dim angen adnewyddu

Y Rheswm - Gan fod y swydd hon yn golygu gweithio'n agos gyda phlant a/neu oedolion sydd mewn perygl o niwed a/neu gamfanteisio, mae'n cael ei hystyried yn Weithgaredd a Reoleiddir

UNRHYW WYBODAETH ARALL

Disgwylir i bob gweithiwr gynnal gwerthoedd craidd yr awdurdod a chynnal egwyddorion Polisi Cydraddoldeb ac Amrywiaeth yr Awdurdod neu, os yw'n cael ei gyflogi o fewn ysgol, Polisi Cydraddoldeb ac Amrywiaeth yr ysgol, fel sy'n briodol i atebolrwydd a lefel uwch y swydd o fewn y sefydliad.

Swydd â Chyfngiadau Gwleidyddol, sy'n ei gwneud yn ofynnol i ddeiliad y swydd fod yn niwtral yn wleidyddol.

Disgwylir i bob gweithiwr gynnal gwerthoedd craidd yr Awdurdod, sydd wedi'u hadlewyrchu yn [Ein Fframwaith Gwerthoedd Craidd a'n Hymddygiad](#), a chynnal egwyddorion [Polisi Cydraddoldeb ac Amrywiaeth](#) yr Awdurdod neu, os ydynt yn gweithio mewn ysgol, Polisi Cydraddoldeb ac Amrywiaeth yr ysgol, fel sy'n briodol i lefel atebolrwydd a chyfrifoldeb y swydd yn y sefydliad.

Key responsibilities

Strategic Responsibilities

1. As a member of the Senior / Departmental Management Team (SLT/DMT), to provide effective leadership, vision, professional advice, and strategic direction on the provision of the full range of services within this portfolio that are aligned to the Council's strategic aims and objectives.
2. To contribute to the Council's strategic planning and budgetary processes to ensure that the Council is prepared for future demands in financial, service, and legislative terms, this will include partnership working.
3. To lead a portfolio of service outcomes and cross-cutting issues, and to work in partnership with corporate colleagues to transform operational delivery by initiating, developing, and implementing strategies to drive and manage change, so that the Council continues to develop and improve.
4. To support Elected members, the Corporate Management Team and colleague Heads of Service through the provision of professional advice, guidance and information on the services provided across the service portfolio, and on any other matters as appropriate.

Departmental Responsibilities

5. To provide services that are accountable and operate efficiently and effectively in terms of productivity and quality of service, through the production and delivery of focused business plans, performance targets, and monitoring and evaluation of work.
6. To be responsible for aligning the services provided within the portfolio to the agreed strategic aims and objectives of the Council through effective leadership and communication.
7. To prepare annual business plans and improvement action plans covering all the activities of the Division and to manage the effective delivery of these plans.
8. To monitor closely all aspects of the performance of the Division and report regularly thereon in accordance with corporate performance management processes.
9. To ensure that the portfolio services are well placed to deliver current and emerging agendas, demands and policy directions in the local and regional context.
10. To ensure that appropriate responses to service specific scrutiny or inspection, internal or external, with action planning and reporting accordingly.
11. To contribute to the Council's and Department's ambitions to expand the use of the Welsh language.
12. To be responsible for the revenue and capital budgets, including external grants, of the Division in accordance with the Council's policy framework and financial procedure rules.
13. To ensure a robust culture of Health & Safety Management is prevalent and embedded throughout the Division's suite of service delivery functions.

Team Leadership

14. To provide effective personal leadership to the employees within the division, and to support a learning culture within the teams, so that staff are equipped/enabled/supported to provide the best possible service.
15. To lead by example in the creation of an environment in which the energy and enthusiasm of staff is harnessed, and the generation of ideas for improving and transforming working practices becomes an accepted responsibility at all levels.
16. To demonstrate effective leadership by creating a culture of teamwork and flexibility to ensure effective corporate performance, contributing to the overall achievement of effective outcomes for service users.
17. To lead, develop and coach employees within the division, conducting workforce planning to ensure delivery of exceptional performance and create a positive workplace environment, encouraging engagement activities ensuring they are embedded as part of the culture.

Corporate Responsibilities

18. To support and advise the Cabinet Members for Education, Children and the Welsh Language in the discharge of their duties.
19. To present regular service performance monitoring reports to the CMT and Cabinet.
20. To be responsible for making decisions on specific issues as set out in the corporate and departmental schemes of delegation.
21. To ensure the deployment of the Council's Core Values, professionalism and positive culture through strong leadership and building effective, efficient, flexible, and capable teams.
22. To manage performance within the division to ensure continuous improvement and efficiency, having a sound knowledge of where performance is strong and where there are areas for development and challenge.
23. To proactively engage in partnership working to ensure the effective delivery of the strategic aims of the Council and its partners, ensuring best value outcomes as well as implementing measures to support transformation and change management.
24. To employ effective tools for communication, consultation and partnership working through the services and with CMT, elected members, other departments, Trades Unions, and other key partners including external agencies.
25. To provide focus on Customer Care in accordance with Council Policy, ensuring that employees place customers at the fore and consider their needs in service delivery.

Responsible for staff / equipment

See Structure

Reporting to

Director of Education & Leisure

Essential Criteria

Qualifications, Vocational Training and Professional Memberships

Educated to degree level in a relevant subject or equivalent experience.

Membership of an appropriate Professional body.

Evidence of Continuing Professional Development.

Our Core Values and Behaviours

[Click here for the full framework](#)

One Team:

Adapting to Change - You can adapt to changes in work or environment, remaining effective and positive. You adapt your personal style to suit different people or situations, to collectively deliver shared goals or purpose. You make positive use of change and uncertainty to promote and encourage collaboration and sharing across departments, services and with partners in regional working.

Customers First:

Customer Focus - You actively seek the diverse views of individuals who use our services, to improve our service delivery through Welsh and English. You plan ahead for service needs, considering the wider factors and long-term effects of decisions. You develop, deliver and evaluate strategic plans, balancing short term pressure with long term goals, aligned to the Council's vision, which address diverse service needs including Welsh language and culture.

Integrity:

Leading & Delegating - You follow processes, and guidelines, challenging in a positive way if issues arise. You prioritise your own and others' work fairly, based on people's strengths, and providing clear, timely feedback. You set and maintain a clear, positive direction, with highly focused priorities and outcomes which are clearly communicated to teams.

Excellence:

Innovation - You ask questions and look for better and/or new ways of doing things, suggesting improvements. You design processes and systems that support positive change, secure learning, and improve services. You embed a culture of innovation and creative thinking to drive service improvements, empowering teams to encourage continual development.

Take Responsibility:

Manages Performance - You reflect honestly on your own performance, identifying what could be developed or done differently in the future. You consider individual needs, addressing performance promptly & fairly, treating mistakes as learning opportunities. You create an environment where people feel empowered to make decisions, encouraging ideas, improvements and measured risk taking.

Listening:

Communication With Others - You communicate your thoughts and ideas clearly so others can understand and in their language of choice. You create and maintain positive, professional, and trusting working relationships with people within and outside the service. You demonstrate political and cultural awareness, reflecting our values by communicating to different audiences with honesty, integrity, impartiality and objectivity, to build trust and gain the commitment of others.

Knowledge

A thorough knowledge of relevant legislation, regulation and policies relating to local government services.

A sound knowledge of local and national public sector issues, trends, and requirements in at least one major area of the portfolio's disciplines with awareness of others.

A sound knowledge of the issues facing local government and in particular Education services at both a strategic and operational level.

Job Specific Skills

Ability to analyse financial information and effectively use the information to ensure efficient budget management and accountability.

Establish and maintain cooperative working relationships as a member of the Heads of Service Forum to the learning and management of cultural change at a senior and strategic level.

Experience

A proven track record of effective partnership working across professional and service boundaries.

Extensive experience of the management of large-scale human and financial resources.

Desirable Criteria

Post Graduate Certificate of Education (PGCE)

Evidence of relevant higher professional accreditation or achievement e.g. NPQH/ Masters degree

LANGUAGE AND COMMUNICATION SKILLS

To meet the needs of the people who access our services, these are the language levels required. We can provide reasonable support to help you achieve this level.

Unsure what level you are? [Check my language level](#)

Welsh	Spoken Level 4	Written level 4
English	Spoken Level 5	Written level 5
Other		

DISCLOSURE AND BARRING SERVICES (DBS) CHECKS

DBS checks are required for some jobs, especially those that involve working with children and/or adults at risk of harm or exploitation ([Guidance](#)) For this job, we ask for:

Type of disclosure - Enhanced Disclosure with Barred list check

Workforce type - Working with Children and Adults

Renewals - No renewal required

Justification - As this job role involves close working with children and/or adults at risk of harm and/or exploitation, it is classed as Regulated Activity.

ANY OTHER INFORMATION

Every employee is expected to uphold the authority's core values and maintain the principles of the Authority's Equality and Diversity Policy or, if employed within a school, the school's Equality and Diversity Policy, as appropriate to the accountabilities and seniority of the post within the organisation.

Politically Restricted Post, which requires the postholder to be politically neutral.

Every employee is expected to uphold the authority's core values reflected within [Our Core Values and Behaviours Framework](#) and maintain the principles of the authority's [Equality and Diversity Policy](#) or, if employed within a school, the school's Equality and Diversity Policy, as appropriate to the accountabilities and seniority of the post within the organisation.

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Adran | **Department**

Addysg a Hamdden | Education & Leisure

Is-adran | **Division**

Gwasanaethau Cynhwysiant | Inclusion Services

Rhan | **Section**

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Paratowyd gan | **Prepared By**

Owain Lloyd

Dyddiad | **Date**

Medi / September, 2025