

Meeting of:	Senior Management Appointment Committee
Date of Meeting:	Thursday, 31 March 2022
Relevant Scrutiny Committee:	No Relevant Scrutiny Committee
Report Title:	Recruitment and Selection Arrangements for the Director of Place
Purpose of Report:	To ask the Committee to identify and confirm (following interview) a suitable candidate for appointment for the post of Director of Place
Report Owner:	R Thomas, Chief Executive - Tel 01446 709202
Responsible Officer:	R Thomas, Chief Executive - Tel 01446 709202
Elected Member and Officer Consultation:	M James - Lifecycle Manager - Tel 01446 709527
Policy Framework:	The final decision of the Senior Management Appointments Committee will be referred for information to Council.
Executive Summary:	<ul style="list-style-type: none"> • This report sets out the final interview schedule for the above position. • Members are asked to identify and confirm (following interview) a suitable candidate for appointment. • A separate Part II report has been provided containing details of the shortlisted applicants at the Final Interview Stage including Application forms.

Recommendations

1. To conduct interviews on the 31st March 2022 in relation to the post of Director of Place and to make a final determination to appoint a suitable candidate.
2. To delegate residual appointment details, as appropriate, to the Chief Executive, in consultation with the Leader if a suitable applicant is confirmed by members.

Reasons for Recommendations

1. To ensure an appointment to the post is conducted in accordance with the Council's constitution.
2. To ensure that all Council functions are met within this area.

1. Background

- 1.1 The Senior Management Appointment Committee met on 17th December 2021 and approved the arrangements to fill the position of Director of Place.
- 1.2 Members will recall that this position is an important appointment and will provide capacity and resilience at a time when the organisation continues to plan for significant challenges.
- 1.3 The Cabinet decision in response to the report of 12 May 2021 authorised the Head of Human Resources and Organisational Development in conjunction with the Leader to commission an external review of the Council's senior management arrangements. This was in the light of new legislation, the strategic demands of the Corporate Plan 2020-25 and learning from the delivery of services during the pandemic.
- 1.4 Following an objective procurement process this piece of work was commissioned from the Society of Local Authority Chief Executives (Solace), a not for profit organisation created to support local authorities on a range of Human Resources and Organisational Development projects.
- 1.5 At the Special Council Meeting held on 28th September 2021, it was resolved, in summary that two Director jobs would be created, and a consultation process commence with staff.
- 1.6 Following the consultation process, which was held between 8th October and 8th November 2021, responses were received from a number of staff/teams.
- 1.7 These responses were presented to Full Council on the 6th December 2021.
- 1.8 Following an assessment process undertaken by the the Chief Executive, it has been determined to invite candidate (s) to attend for final interview on 31 March 2022 (details can be found in separate Part II report).

- 1.9 For the information and consideration of Members a copy of the agreed Job Description and Person Specification in respect of the post of Director of Place are attached at Appendix A of this report.

2. Key Issues for Consideration

- 2.1 In accordance with the prior approval of the Committee the post of Director of Place was advertised externally from 25th January 2022 to 16th February 2022.
- 2.2 Following an assessment process, the Chief Executive, in consultation with colleagues also involved in that assessment, has identified candidate (s) that will be invited to the final interview stage with members. The details of those candidates are included in Part II of this report along with the application forms.
- 2.3 At the final interview stage, it is suggested that Members of this Committee interview the short listed applicant (s) and that Members then determine if any candidate is suitable for appointment to the post.
- 2.4 A list of the suggested questions and presentation topic will be circulated for consideration and determination by Members.
- 2.5 Interviews will be conducted under "Part II" provisions of Access to Information legislation.
- 2.6 Assessment forms will be provided at the Final Interview for Members to complete as part of the assessment.
- 2.7 Members are asked to delegate residual appointment details, as appropriate, to the Chief Executive if a suitable applicant is confirmed by members.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

- 3.1 This recruitment and selection exercise will be for a permanent appointment.
- 3.2 The Well-being of Future Generations (Wales) Act will be considered fully during this exercise.

4. Resources and Legal Considerations

Financial

- 4.1 It is requested that approval for costs associated with the recruitment exercise is delegated to the Chief Executive in consultation with Human Resources colleagues and the Leader.
- 4.2 Appointment to this position will be on terms and conditions as prescribed by the Joint Negotiating Committee for Chief Officers of Local Authorities and on the current Director salary range of between £96,532 and £107,257.

Employment

4.3 There are no employment issues.

Legal (Including Equalities)

4.4 This recruitment process is compliant with Local Government, Employment and Equalities legislation.

4.5 The recruitment process will be managed in accordance with the Council's equality proofed recruitment and selection policy and the provisions of the Local Authorities (Standing Orders) (Wales) Regulations 2014.

5. Background Papers

Appendix A - Director of Place JD and PS

The Vale of Glamorgan Council / Cyngor Bro Morgannwg

JOB PACK / PECYN SWYDD

Director of Place Cyfarwyddwr Lle



Introduction

from the Chief Executive



Thank you for your interest in the Director of Place role. The Vale of Glamorgan Council has consistently been recognised as the top performing local authority in Wales. We are adding this key post to our strategic leadership team to enable us to build on this track record of success and accelerate the transformation of the organisation.

Our vision is of a council that does more than provide first class services. We are an organisation that thinks long-term and is committed to building a legacy of vibrant and sustainable communities in the Vale. We have set out our vision for strong communities with a bright future in our corporate plan, along with our four overarching wellbeing objectives:

- To work with and for our communities
- To support learning, employment and sustainable economic growth
- To support people at home and in their community
- To respect, enhance and enjoy our environment

As Chief Executive it is my role to lead the delivery of this plan. I believe passionately that public service is about working to foster strong communities, to safeguard those that are vulnerable, to give people greater life choices, and help everybody to achieve their potential.

To do so I need a core team of leaders that can drive change within and outside the organisation in line with these principles.

It is a more challenging time than ever to work in local government. A decade of austerity and a global pandemic have stretched many of our services to the extreme. But in responding to these we have seen the true potential of our organisation and our network of partners locally, regionally and nationally. Our 5,000 strong workforce is capable of incredible things. I am proud to work with people who demonstrate time and again their capacity to innovate the way in which we deliver our services in order to support the people we are here to serve.

You will never be able to make a greater difference as a senior leader in public service than right now. We are looking for an experienced and innovative leader. This role requires someone who understands the context within which we are working and is as passionate about working to achieve better outcomes for our citizens as we are.

If this sounds like you, I would welcome an informal conversation about the role and the chance to talk in more detail about what lies ahead for the Vale of Glamorgan Council. You can contact me on 07976 112338 or DRThomas@valeofglamorgan.gov.uk.

We look forward to receiving your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'DR Thomas', with a long horizontal flourish extending to the right.

*Rob Thomas
Chief Executive, Vale of Glamorgan Council*





Director of Place

Job Description



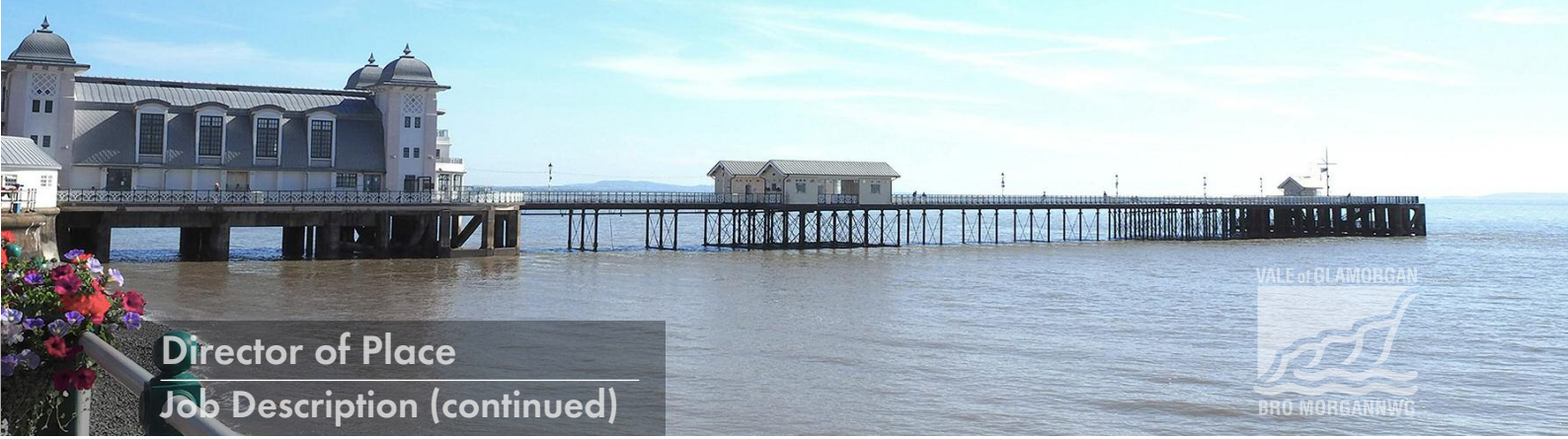
Job Title	Director of Place	
Post Reference	D-PL-AA001	
Grade	Director Grade	
Directorate	Directorate of Place	
Location	Barry (Dock office and Civic offices) and flexible	
Responsible to	Chief Executive	
Responsible for	Strategic leadership across the Place Directorate which brings together a range of land use planning, transport, economic development and regeneration activities as well as the management of strategic and major projects and the Council's response to the Climate emergency.	
Our Values:	Behaviour	What it means to us
AMBITIOUS	Forward thinking, embracing new ways of working and investing in our future	Ambitious is about challenging ourselves as individuals and as an organisation to do better and to change where required
OPEN	Open to different ideas and being accountable for the decisions we take	Open is about how we are transparent in our actions, decisions and communications ensuring openness and honesty with our colleagues, customers and communities
TOGETHER	Working together as a team that engages with our customers and partners, respects diversity and is committed to quality services.	Together is about the ability of an individual to embrace teamwork, to share a common goal with colleagues and to work in collaboration with others
PROUD	Proud to serve our communities and to be part of the Vale of Glamorgan Council.	Proud is about recognising the importance of highly valued and essential public services we provide to communities and individuals and the satisfaction someone gains in carrying out their role to the best of their ability

Role Overview

The Director of Place is responsible for setting clear and measurable priorities to create and share prosperity in the Vale of Glamorgan and achieve the objectives set out in the Council's Corporate Plan. This will be done by defining and orchestrating a portfolio of activities to enhance town centres and neighbourhoods, so that they are resilient; sustainable; inclusive; equitable; economically productive and support good health and wellbeing.

Reporting directly into the Chief Executive you will play a pivotal role on the Senior





Director of Place Job Description (continued)

Leadership Team (SLT) of the Council and will work constructively and proactively with other areas of the Council and partners on the very highest quality of business planning, service design, investment and project implementation.

The role will ensure a relentless focus on delivering the strategic agenda and optimising the financial, economic, social and environmental return on investment for the Council and the people of the Vale of Glamorgan.

The role will identify opportunities to deliver the Council's strategic agenda and find means of realising the full value of those opportunities through direct action, securing the necessary resources, adapting policy, commissioning, and partner working.

The Director of Place will play a lead role, alongside the Chief Executive, in ensuring the Council is an active partner in the Cardiff Capital Region and all initiatives and opportunities that emerge from regional and national collaboration.

The Director of Place will Champion the economic and physical growth of the region ensuring the economic foundations for improving the lives of Vale of Glamorgan residents, whilst at the same time leading on all statutory land-use planning functions including the taking forward of the Local Development Plan.

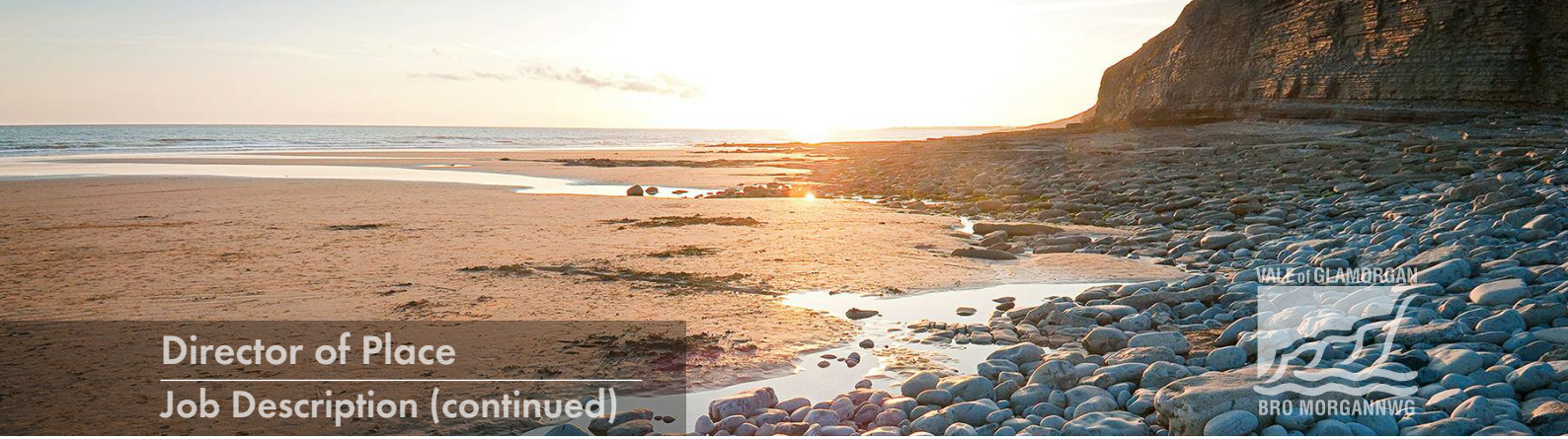
The Director of Place will lead on the response to the climate emergency and develop collaborative plans with businesses, partners and our communities to reduce carbon emissions.

As a Senior Leader in the Council, you will support the continued improvement of our cultural aspirations, role-modelling and embedding our values, driving engagement and innovation, and promoting diversity and inclusion.

Key Responsibilities Leadership:

- To contribute towards the corporate management and leadership of the Council as a member of the Senior Leadership Team, ensuring policy objectives are achieved and services planned, commissioned and delivered in an efficient and effective way.
- To act as lead Director on corporate areas of activity, policy and organisational development as required.
- To support the delivery of the Council's budget priorities and the effective use of the Council resources.
- To develop a culture of collaborative working relationships with colleagues from other agencies to ensure the effective delivery of services and management of resources.





Director of Place

Job Description (continued)



Key Responsibilities **Strategic:**

- Provide leadership of the physical, social, technical, and economic regeneration of the Vale of Glamorgan in collaboration with Senior Leadership Team colleagues.
- Lead conceptualisation and delivery of the strategic vision as it relates to the future of the Vale, creating and delivering strategic and effective regeneration programmes to drive progress.
- Ensure effective leadership and delivery of all economic development activities whether through programme or project management to secure successful transformational change across the region.
- Embed appropriate governance, programme management and stewardship for delivery of capital programmes.
- Ensure partnerships are created, developed and maintained across the region and nationally in order to generate resources and opportunities which will secure growth and raise aspirations and opportunities.
- Determine the best models of service delivery for a high-quality customer experience and that achieve high quality performance as measured by national and other relevant benchmarking data. Where this involves change to the current delivery model, The Director of Place will support the change for the organisation and staff in an effective manner.
- Build a cohesive management team and Directorate that supports and delivers the Council's vision to regenerate the Vale.
- The Director of Place will be an advocate for the Council, promoting and enhancing the authority's image, forming strategic alliances and developing effective working relationships on a local, regional and national basis.
- Provide strategic leadership for the Council in relation to private and rented sector housing supply.
- Set the policy and strategic priorities for development and planning.
- Ensure all policy including the statutory planning policy framework supports the delivery of the Council's strategic agenda for inclusive economic growth.
- Commission the delivery of outcomes through property use and transactions, capital works and economic development activities.

Key Responsibilities **Service:**

- Provide guidance and support to Elected Members to help them translate their political priorities into initiatives that deliver the intended outcomes for residents.
- Provide direction and leadership of economic, social and physical regeneration programmes across the Vale of Glamorgan by gathering and interpreting intelligence and ensuring strategies align to grant specifications.
- Lead the sourcing of partners and the negotiating of contracts that continually achieve value for money for the Council.
- Deliver excellent client, management and contract oversight of all external service providers, ensuring appropriate delivery levels are met.
- Work collaboratively with counterparts in neighbouring authorities to drive forward regional regeneration and renewal plans.



Director of Place Job Description (continued)

- Provide clear leadership and management direction to achieve the operational delivery of the following services:
 - Area regeneration
 - Development Management
 - Strategic transportation strategy, planning and policy
 - Environmental sustainability and Climate Change
 - Business Support, Enterprise, and Inward Investment
 - Spatial planning and policy
 - Major Project Management
- Develop comprehensive three-year service plans for each area that will underpin and support of the achievement of the Corporate Plan. Establishing governance procedures, clear objectives, and performance monitoring.
- Actively involve all parts of the community – individuals, community groups, businesses and organisations and work closely with regional bodies and government agencies in setting and meeting exacting standards for:
 - Regeneration
 - Environmental Quality and Urban Design
 - Community Engagement and Environmental Awareness
 - Inward Investment
 - Economic Development
 - Sustainable Development Issues
 - Planning Services
 - Partnership Development
- Develop and deliver services in support of seeking and making submissions for funding and grants, as well as manage tender processes against relevant projects.
- Take responsibility for ensuring that the co-ordination and integration of regeneration initiatives are taken forward and ensure effective support is available.
- Ensure compliance with any relevant statutory powers and enactments in particular with relation to statutory town planning functions.

Key Responsibilities General Duties:

- Increase jobs and boost opportunities in the local economy by working with contractors committed to local job creation and encouraging them to use local labour.
- Continually look for opportunities to increase 'inclusive growth' by working across the Council to enhance the skills and employability of residents and to develop its socio-economic strategies.
- Market and promote the County in compelling ways to attract visitors, investors and businesses.





Director of Place Job Description (continued)

- Champion sustainability and ensure that regeneration plans and the maintenance of the physical environment support the development of a carbon neutral County.
- Lead the Council's relationship with neighbouring authorities, regional bodies and government agencies in the development of both County wide and Regional regeneration and renewal plans.
- In addition to the duties set out above, the postholder will be required to undertake such additional duties which may result from changing circumstances, but which may not of necessity change the general character or level of responsibility accorded to the post.
- Provide leadership and guidance for defined expertise/professional disciplines and ensure that the Council accesses best practice in delivering quality outcomes for customers.
- To ensure that the principles of equality of opportunity are integrated and actively pursued both within the Directorate and in all areas of service provision
- To perform any other duties imposed by law, or which the Chief Executive may reasonably require





Director of Place Person Specification



1. Experience	ESSENTIAL	DESIRABLE	ASCERTAINED BY
	<ul style="list-style-type: none"> ● Significant and relevant experience in a land-use planning setting at a senior level within a large and complex organisation. ● Proven experience of managing large scale infrastructure/capital and regeneration projects. ● Experience of managing and improving processes and frameworks within a complex work environment. ● Experience of building high performing teams and providing inspirational leadership to the wider organisation that drive a high-performance culture. 	<ul style="list-style-type: none"> ● Local Government and/or Public Sector experience. ● Experience of working with Elected Members and of dealing with politically sensitive issues. 	<ul style="list-style-type: none"> ● Application Form. ● Interview.
2. Knowledge	ESSENTIAL	DESIRABLE	ASCERTAINED BY
	<ul style="list-style-type: none"> ● Knowledge and understanding of the land-use planning process. ● Knowledge and understanding of local government finance. ● Knowledge and understanding of the current Local Government landscape and the challenges facing Local Authorities in Wales. ● Knowledge and understanding of the Climate Emergency and its impact on decision making. 	<ul style="list-style-type: none"> ● Understanding of the wider social and economic environment within the Vale of Glamorgan. 	<ul style="list-style-type: none"> ● Application Form. ● Interview.





Director of Place Person Specification (continued)

	ESSENTIAL	DESIRABLE	ASCERTAINED BY
3. Skills and Aptitudes	<ul style="list-style-type: none"> ● Excellent leadership skills, able to provide clarity to your team on the vision and purpose of their work. ● Excellent analytical skills with the ability to interpret and deploy complex data and translate complex information. ● Strong track record of building and nurturing productive working relationships, able to influence at the most senior levels both inside and outside the organisation. ● Ability to provide insight and strategic understanding around the current and future landscape that aids understanding across the wider organisation. ● Highly effective communication skills, able to influence others with impact and professional credibility. ● Ability to work with and manage demands of elected members and their priorities. ● Commercially aware, with an understanding of how to maximise opportunities for growth and investment. 		<ul style="list-style-type: none"> ● Application Form. ● Interview.
4. Qualifications/Training	<ul style="list-style-type: none"> ● Relevant Degree/professional qualification. ● Member of RTPI 	<ul style="list-style-type: none"> ● Professional senior management qualification 	<ul style="list-style-type: none"> ● Application Form.



Director of Place

Person Specification (continued)

VALE OF GLAMORGAN



5. Attitude and Motivation

ESSENTIAL	DESIRABLE	ASCERTAINED BY
<ul style="list-style-type: none"> ● Highly motivated senior leader, able to act as a role model to team members and peers. ● Adaptable and flexible to meet a variety of challenges. ● An inspiring leader, able to engage team members to deliver exceptional performance in a challenging environment. ● Innovative, change champion, who is happy to challenge the status quo to deliver on strategic objectives. ● A passionate role model of the values of the Council. 		<ul style="list-style-type: none"> ● Interview.

6. Other

ESSENTIAL	DESIRABLE	ASCERTAINED BY
<ul style="list-style-type: none"> ● Personal and professional credibility. ● Drive, energy and enthusiasm to sustain an extensive agenda. ● Capacity to work outside of normal office hours and attend evening meetings as and when required. ● Ability to drive/travel throughout the Vale or between locations as appropriate. 	<ul style="list-style-type: none"> ● Ability to communicate through the medium of Welsh or a willingness to learn to communicate in Welsh. 	<ul style="list-style-type: none"> ● Application Form.

Diolch am eich diddordeb yn y rôl Cyfarwyddwr Lle. Mae Cyngor Bro Morgannwg wedi ei gydnabod yn gyson fel yr Awdurdod Lleol mwyaf effeithiol yng Nghymru. Rydym yn ychwanegu'r swydd allweddol hon at ein tîm arweinyddiaeth strategol i'n galluogi i adeiladu ar y hanes hwn o lwyddiant a chyflymu'r broses o drawsnewid y sefydliad.

Ein gweledigaeth yw cyngor sy'n gwneud mwy na darparu gwasanaethau o'r radd flaenaf. Rydym yn sefydliad sy'n meddwl yn y tymor hir ac sydd wedi ymrwymo i adeiladu etifeddiaeth o gymunedau bywiog a chynaliadwy yn y Fro. Rydym wedi nodi ein gweledigaeth ar gyfer cymunedau cryf sydd â dyfodol disglair yn ein cynllun corfforaethol, ynghyd â'n pedwar amcan lles cyffredinol:

- Gweithio gyda a thros ein cymunedau
- Ategu dysgu, cyflogaeth a thwf economaidd cynaliadwy
- Cynorthwyo pobl gartref ac yn eu cymuned
- Parchu, gwella a mwynhau ein hamgylchedd

Fel Prif Weithredwr, fy rôl i yw arwain y gwaith o gyflawni'r cynllun hwn. Credaf yn angerddol fod gwasanaeth cyhoeddus yn ymwneud â gweithio i feithrin cymunedau cryf, diogelu'r rhai sy'n agored i niwed, rhoi mwy o ddewisiadau bywyd i bobl, a helpu pawb i gyflawni eu potensial.

I wneud hynny, mae angen tîm craidd o arweinwyr arnaf a all sbarduno newid o fewn a'r tu allan i'r sefydliad yn unol â'r egwyddorion hyn.

Mae'n gyfnod mwy heriol nag erioed i weithio mewn llywodraeth leol. Mae degawd o gyni a phandemig bydeang wedi ymestyn llawer o'n gwasanaethau i'r eithaf. Ond wrth ymateb i'r rhain rydym wedi gweld gwir botensial ein sefydliad a'n rhwydwaith o bartneriaid yn lleol, yn rhanbarthol ac yn genedlaethol. Mae ein 5,000 o aelodau gweithlu yn gallu gwneud pethau anhygoel. Rwy'n falch o weithio gyda phobl sy'n dangos dro ar ôl tro eu gallu i arloesi'r ffordd yr ydym yn darparu ein gwasanaethau er mwyn cefnogi'r bobl yr ydym yma i'w gwasanaethu.

Chewch chi fyth gyfle i wneud mwy o wahaniaeth fel uwch arweinydd mewn gwasanaeth cyhoeddus nag y cewch ar hyn o bryd. Rydym yn chwilio am arweinydd profiadol ac arloesol. Mae'r rôl hon yn gofyn am rywun sy'n deall y cyd-destun yr ydym yn gweithio ynddo ac sydd mor angerddol am weithio i sicrhau canlyniadau gwell i'n dinasyddion ag yr ydym ni.

Os yw hyn yn swnio fel chi, byddwn yn croesawu sgwrs anffurfiol am y rôl a'r cyfle i siarad yn fanylach am yr hyn sydd o'n blaenau fel Cyngor Bro Morgannwg. Gallwch gysylltu â mi ar 07976 112338 neu DRThomas@valeofglamorgan.gov.uk.

Edrychwn ymlaen at dderbyn eich cais.

Yn gywir,



Rob Thomas
Prif Weithredwr, Cyngor Bro Morgannwg



Cyfarwyddwr Lle Swydd Ddisgrifiad



Teitl y Swydd	Cyfarwyddwr Lle	
Cyfeirnod y Swydd	D-PL-AA001	
Gradd	Gradd Cyfarwyddwr	
Cyfarwyddiaeth	Cyfarwyddiaeth Lle	
Lleoliad	Y Barri (Swyddfa'r Doc a swyddfeydd Dinesig) ac yn hyblyg	
Yn atebol i'r	Prif Weithredwr	
Yn gyfrifol am	Arweinyddiaeth strategol ar draws y Gyfarwyddiaeth Lle sy'n dod ag ystod o weithgareddau cynllunio defnydd tir, trafnidiaeth, datblygu economaidd ac adfywio ynghyd â rheoli prosiectau strategol a mawr ac ymateb y Cyngor i'r Argyfwng Hinsawdd.	
Ein Gwerthoedd:	Ymddygiad	Beth mae'n ei olygu i ni
UCHELGEISOL	Meddwl â golwg ar y dyfodol, gan groesawu ffyrdd newydd o weithio a buddsoddi yn ein dyfodol.	Mae uchelgeisiol yn ymwneud â herio ein hunain fel unigolion ac fel sefydliad i wneud yn well ac i newid lle bo angen.
AGORED	Agored i syniadau gwahanol a bod yn atebol am y penderfyniadau yr ydym yn eu gwneud.	Mae bod agored yn ymwneud â sut rydym yn dryloyw yn ein gweithredoedd, ein penderfyniadau a'n cyfathrebu gan sicrhau ein bod yn agored ac yn onest gyda'n cydweithwyr, ein cwsmeriaid a'n cymunedau.
GYDA'N GILYDD	Gweithio fel tîm sy'n ymgysylltu â'n cwsmeriaid a phartneriaid, sy'n parchu amrywiaeth ac sydd wedi ymrwymo i wasanaethau o safon.	Mae gyda'n gilydd yn ymwneud â gallu unigolyn i gofleidio gwaith tîm, i rannu nod cyffredin gyda chydweithwyr ac i weithio ar y cyd ag eraill
BALCH	Balch i wasanaethu ein cymunedau ac i fod yn rhan o Gyngor Bro Morgannwg.	Mae bod yn falch yn ymwneud â chydabod pwysigrwydd y gwasanaethau cyhoeddus gwerthfawr a hanfodol a ddarparwn i gymunedau ac unigolion a'r boddhad y mae rhywun yn ei ennill wrth gyflawni ei rôl hyd eithaf ei allu.

Trosolwg o'r rôl

Mae'r Cyfarwyddwr Lle yn gyfrifol am bennu blaenoriaethau clir a mesuradwy i greu a rhannu ffyniant ym Mro Morgannwg a chyflawni'r amcanion a nodir yng Nghynllun Corfforaethol y Cyngor. Gwneir hyn drwy ddiffinio a threfnu portffolio o weithgareddau i wella canol trefi a chymdogaethau, fel eu bod yn wydn; yn gynaliadwy; yn gynhwysol; yn deg; yn economaidd gynhyrchiol ac yn cefnogi iechyd a lles da.

Gan adrodd yn uniongyrchol i'r Prif Weithredwr byddwch yn chwarae rhan ganolog ar Uwch Dîm Arweinyddiaeth y Cyngor ac yn gweithio'n adeiladol ac yn rhagweithiol gyda





Cyfarwyddwr Lle Swydd Ddisgrifiad (parhau)

rhannau eraill o'r Cyngor a phartneriaid ar gynllunio busnes, dylunio gwasanaethau, buddsoddi a gweithredu prosiectau o'r ansawdd uchaf un.

Bydd y rôl yn sicrhau ffocws di-baid ar gyflawni'r agenda strategol a sicrhau'r elw ariannol, economaidd, cymdeithasol ac amgylcheddol gorau posibl ar fuddsoddiad i'r Cyngor a phobl Bro Morgannwg.

Bydd y rôl yn nodi cyfleoedd i gyflawni agenda strategol y Cyngor ac yn dod o hyd i ffyrdd o wireddu gwerth llawn y cyfleoedd hynny drwy weithredu uniongyrchol, sicrhau'r adnoddau angenrheidiol, addasu polisi, comisiynu a gweithio mewn partneriaeth.

Bydd y Cyfarwyddwr Lle yn chwarae rôl arweiniol, ochr yn ochr â'r Prif Weithredwr, wrth sicrhau bod y Cyngor yn bartner gweithredol ym Mhrifddinas-Ranbarth Caerdydd a phob menter a chyfle sy'n deillio o gydweithio rhanbarthol a chenedlaethol.

Bydd y Cyfarwyddwr Lle yn Hyrwyddo twf economaidd a chorfforol y rhanbarth gan sicrhau'r sylfeini economaidd ar gyfer gwella bywydau trigolion Bro Morgannwg, gan arwain ar yr un pryd ar yr holl swyddogaethau cynllunio defnydd tir statudol gan gynnwys bwrw ymlaen â'r Cynllun Datblygu Lleol.

Bydd y Cyfarwyddwr Lle yn arwain ar yr ymateb i'r argyfwng hinsawdd ac yn datblygu cynlluniau cydweithredol gyda busnesau, partneriaid a'n cymunedau i leihau allyriadau carbon.

Fel Uwch Arweinydd yn y Cyngor, byddwch yn cefnogi gwelliant parhaus ein dyheadau diwylliannol gan ddangos esiampl ac ymwreiddio ein gwerthoedd, ysgogi ymgysylltiad ac arloesedd a hyrwyddo amrywiaeth a chynhwysiant.

Prif Gyfrifoldebau Arwain:

- Cyfrannu at y gwaith o reoli ac arwain y Cyngor yn gorfforaethol fel aelod o'r Uwch Dîm Arwain, gan sicrhau y caiff nodau polisi eu cyflawni a gwasanaethau eu cynllunio, eu comisiynu a'u darparu'n effeithlon ac yn effeithiol.
- Gweithredu fel y Cyfarwyddwr arweiniol ym meysydd gweithgarwch, polisi a datblygu sefydliadol corfforaethol yn ôl yr angen
- Cefnogi'r gwaith o gyflawni blaenoriaethau cyllidebol y Cyngor a'r defnydd effeithiol o adnoddau'r Cyngor.
- Datblygu diwylliant ar sail perthnasau gwaith cydweithredol gyda chydweithwyr mewn asiantaethau eraill i sicrhau y caiff gwasanaethau eu darparu'n effeithiol ac y caiff adnoddau eu rheoli'n effeithiol.



Cyfarwyddwr Lle Swydd Ddisgrifiad (parhau)



Prif Gyfrifoldebau Strategol:

- Arwain ar adfywiad ffisegol, cymdeithasol, technegol ac economaidd Bro Morgannwg mewn cydweithrediad â chydweithwyr yn yr Uwch Dîm Arwain.
- Arwain y gwaith o gysyniadu a chyflawni'r weledigaeth strategol fel y mae'n ymwneud â dyfodol y Fro, gan greu a chyflwyno rhaglenni adfywio strategol ac effeithiol i sbarduno cynnydd.
- Sicrhau arweinyddiaeth a darpariaeth effeithiol o'r holl weithgareddau datblygu economaidd boed hynny drwy reoli rhaglenni neu brosiectau er mwyn sicrhau newid trawsnewidiol llwyddiannus ar draws y rhanbarth.
- Ymgorffori llywodraethu, rheoli rhaglenni a stiwardiaeth briodol ar gyfer darparu rhaglenni cyfalaf.
- Sicrhau bod partneriaethau'n cael eu creu, eu datblygu a'u cynnal ar draws y rhanbarth ac yn genedlaethol er mwyn creu adnoddau a chyfleoedd a fydd yn sicrhau twf ac yn codi dyheadau a chyfleoedd.
- Pennu'r modelau gorau o ddarparu gwasanaethau ar gyfer profiad cwsmeriaid o ansawdd uchel ac sy'n cyflawni perfformiad o ansawdd uchel fel y'i mesurir gan ddata meincnodi cenedlaethol a data meincnodi perthnasol eraill. Lle mae hyn yn golygu newid i'r model cyflawni presennol, bydd y Cyfarwyddwr Lle yn cefnogi'r newid i'r sefydliad a'r staff mewn modd effeithiol.
- Adeiladu tîm rheoli a Chyfarwyddiaeth gydlynol sy'n cefnogi ac yn cyflawni gweledigaeth y Cyngor i adfywio'r Fro.
- Bydd y Cyfarwyddwr Lle yn eiriolwr dros y Cyngor, gan hyrwyddo a gwella delwedd yr awdurdod, yn ffurfio cynghreiriau strategol ac yn datblygu perthynas waith effeithiol ar sail leol, ranbarthol a chenedlaethol.
- Darparu arweiniad strategol i'r Cyngor mewn perthynas â chyflenwad tai'r sector preifat a'r sector rhentu.
- Pennu'r blaenoriaethau polisi a strategol ar gyfer datblygu a chynllunio.
- Sicrhau bod yr holl bolisi, gan gynnwys y fframwaith polisi cynllunio statudol, yn cefnogi'r gwaith o gyflawni agenda strategol y Cyngor ar gyfer twf economaidd cynhwysol.
- Comisiynu'r gwaith o gyflawni canlyniadau drwy ddefnyddio eiddo a thrafodion, gwaith cyfalaf a gweithgareddau datblygu economaidd.

Prif Gyfrifoldebau Gwasanaeth:

- Rhoi arweiniad a chymorth i Aelodau Etholedig i'w helpu i droi eu blaenoriaethau gwleidyddol yn fentrau sy'n cyflawni'r canlyniadau a fwriedir i drigolion.
- Darparu cyfeiriad ac arweiniad rhaglenni adfywio economaidd, cymdeithasol a chorfforol ar draws Bro Morgannwg drwy gasglu a dehongli gwybodaeth a sicrhau bod strategaethau'n cyd-fynd â manylebau grant.
- Arwain y gwaith o gyrchu partneriaid a thrafod contractau sy'n sicrhau gwerth am arian i'r Cyngor yn barhaus.
- Darparu goruchwyliaeth ragorol o gleientiaid, rheolwyr a chontractau o'r holl ddarparwyr gwasanaethau allanol, gan sicrhau bod lefelau cyflenwi priodol yn cael eu bodloni.
- Cydweithio â chymheiriaid mewn awdurdodau cyfagos i fwrw ymlaen â chynlluniau adfywio ac adnewyddu rhanbarthol.



Cyfarwyddwr Lle Swydd Ddisgrifiad (parhau)

- Darparu cyfeiriad clir o ran arwain a rheoli i gyflawni'r gwaith o ddarparu'r gwasanaethau canlynol:
 - Adfywio ardaloedd
 - Rheoli Datblygiadau
 - Strategaeth drafndiaeth, cynllunio a pholisi strategol
 - Cynaliadwyedd amgylcheddol a Newid yn yr Hinsawdd
 - Cymorth Busnes, Menter a Mewnfuddsoddi
 - Cynllunio a pholisi gofodol
 - Rheoli Prosiectau Mawr
- Datblygu cynlluniau gwasanaeth tair blynedd cynhwysfawr ar gyfer pob ardal a fydd yn sail i gyflawni'r Cynllun Corfforaethol ac yn ei gefnogi. Sefydlu gweithdrefnau llywodraethu, amcanion clir, a monitro perfformiad.
- Cynnwys pob rhan o'r gymuned yn weithredol – unigolion, grwpiau cymunedol, busnesau a sefydliadau a gweithio'n agos gyda chyrff rhanbarthol ac asiantaethau'r llywodraeth i bennu a bodloni safonau manwl ar gyfer:
 - Adfywio
 - Ansawdd Amgylcheddol a Dylunio Trefol
 - Ymgysylltu â'r Gymuned ac Ymwbyddiaeth Amgylcheddo
 - Mewnfuddsoddiad
 - Datblygu Economaidd
 - Materion Datblygu Cynaliadwy
 - Gwasanaethau Cynllunio
 - Datblygu Partneriaethau
- Datblygu a darparu gwasanaethau i gefnogi chwilio am gyllid a grantiau a gwneud ceisiadau amdanant, yn ogystal â rheoli prosesau tendro yn erbyn prosiectau perthnasol.
- Cymryd cyfrifoldeb am sicrhau bod y gwaith o gydlynu ac integreiddio mentrau adfywio yn cael ei ddatblygu a sicrhau bod cymorth effeithiol ar gael.
- Sicrhau cydymffurfiaeth ag unrhyw bwerau statudol a deddfau perthnasol yn enwedig mewn perthynas â swyddogaethau cynllunio tref statudol.

Prif Gyfrifoldebau Cyffredinol:

- Cynyddu swyddi a rhoi hwb i gyfleoedd yn yr economi leol drwy weithio gyda chontractwyr sydd wedi ymrwymo i greu swyddi lleol a'u hannog i ddefnyddio llafur lleol.
- Chwilio'n barhaus am gyfleoedd i gynyddu 'twf cynhwysol' drwy weithio ar draws y Cyngor i wella sgiliau a chyflogadwyedd trigolion a datblygu ei strategaethau economaidd-gymdeithasol.
- Marchnata a hyrwyddo'r Sir mewn ffyrdd cymhellol i ddenu ymwelwyr, buddsoddwyr a busnesau.





Cyfarwyddwr Lle Swydd Ddisgrifiad (parhau)

- Hyrwyddo cynaliadwyedd a sicrhau bod cynlluniau adfywio a chynnal a chadw'r amgylchedd ffisegol yn cefnogi datblygiad Sir carbon niwtral.
- Arwain perthynas y Cyngor ag awdurdodau cyfagos, cyrff rhanbarthol ac asiantaethau'r llywodraeth wrth ddatblygu cynlluniau adfywio ac adnewyddu ar draws y Sir ac yn Rhanbarthol.
- Yn ychwanegol i'r dyletswyddau uchod, bydd disgwyl i ddeiliad y swydd gyflawni unrhyw ddyletswyddau ychwanegol a allai ddeillio o newid amgylchiadau, ond nad ydynt o reidrwydd yn newid natur neu lefel cyfrifoldeb y swydd.
- Darparu arweiniad ar gyfer arbenigedd/disgyblaethau proffesiynol diffiniedig a sicrhau bod y Cyngor yn cael mynediad at arfer gorau wrth gyflawni canlyniadau o ansawdd i gwsmeriaid.
- Sicrhau y caiff egwyddorion cyfle cyfartal eu hintegreiddio a'u dilyn yn weithredol yn y Gyfarwyddiaeth ac ym mhob rhan o'r gwasanaeth.
- Cyflawni unrhyw ddyletswyddau eraill sy'n ofynnol gan y gyfraith neu sy'n rhesymol ofynnol gan y Prif Weithredwr.





Cyfarwyddwr Lle Manyleb y Person



1. Profiad

HANFODOL

- Profiad sylweddol a pherthnasol ar lefel uwch mewn lleoliad cynllunio o fewn sefydliad mawr a chymhleth.
- Profiad o reoli prosiectau seilwaith/cyfalaf ar raddfa fawr.
- Profiad o reoli a gwella prosesau a fframweithiau mewn amgylchedd gwaith cymhleth.
- Profiad o adeiladu timau sy'n perfformio'n dda a darparu arweinyddiaeth ysbrydoledig i'r sefydliad ehangach sy'n gyrru diwylliant perfformiad uchel.

DYMUNOL

- Profiad o weithio mewn Llywodraeth Leol a/neu yn y Sector Cyhoeddus.
- Profiad o weithio gydag Aelodau Etholedig ac o ymdrin â materion gwleidyddol sensitif.

PROFIR TRWY

- Ffurflen Gais.
- Cyfweliad.

2. Gwybodaeth

HANFODOL

- Gwybodaeth am y broses gynllunio a dealltwriaeth ohono.
- Gwybodaeth am gyllid llywodraeth leol a dealltwriaeth ohono.
- Gwybodaeth am y dirwedd Llywodraeth Leol bresennol a'r heriau sy'n wynebu Awdurdodau Lleol yng Nghymru a dealltwriaeth o'r rheiny.
- Gwybodaeth am yr Argyfwng Hinsawdd a dealltwriaeth ohono, a sut mae'n effeithio ar wneud penderfyniadau.

DYMUNOL

- Understanding of the wider social and economic environment within the Vale of Glamorgan.

PROFIR TRWY

- Ffurflen Gais.
- Cyfweliad.





Cyfarwyddwr Lle Manyleb y Person (parhau)

3. Sgiliau a rhinweddau

HANFODOL

- Sgiliau arwain rhagorol, sy'n gallu rhoi eglurder i'ch tîm ar weledigaeth a phwrpas eu gwaith.
- Sgiliau dadansoddol ardderchog gyda'r gallu i ddehongli a defnyddio data cymhleth a throsglwyddo gwybodaeth gymhleth
- Hanes cryf o adeiladu a meithrin perthnasau gwaith cynhyrchiol ac o allu dylanwadu ar y lefelau uchaf y tu mewn a'r tu allan i'r sefydliad.
- Y gallu i gynnig mewnwelediad a dealltwriaeth strategol o'r dirwedd yn y presennol a'r dyfodol sy'n cynorthwyo dealltwriaeth ar draws y sefydliad ehangach.
- Sgiliau cyfathrebu hynod effeithiol gyda'r gallu i ddylanwadu ar eraill yn effeithiol a gyda hygredded proffesiynol.
- Y gallu i weithio gyda a rheoli gofynion aelodau etholedig a'u blaenoriaethau.
- Yn fasnachol ymwybodol, gyda dealltwriaeth o sut i fanteisio i'r eithaf ar gyfleoedd i dyfu a buddsoddi.

DYMUNOL

PROFIR TRWY

- Ffurflen Gais.
- Cyfweliad.

4. Cymwysterau a hyfforddiant

HANFODOL

- Gradd / Cymhwyster proffesiynol perthnasol.
- Aelod o RTPI.

DYMUNOL

- Cwmhwyster uwch reolwyr proffesiynol.

PROFIR TRWY

- Ffurflen Gais.



Cyfarwyddwr Lle Manyleb y Person (parhau)

5. Agwedd a chymhelliant

HANFODOL

- Uwch arweinydd brwdfrydig iawn, sy'n gallu dangos esiampl i aelodau o'r tîm ac i gyfoedion.
- Yn gallu addasu a bod yn hyblyg i ateb amryw heriau.
- Arweinydd ysbrydoledig, sy'n gallu ennyn diddordeb aelodau o'r tîm i berfformio'n eithriadol mewn amgylchedd heriol.
- Hyrwyddwr newid arloesol, sy'n hapus i herio'r sefyllfa bresennol i gyflawni amcanion strategol.
- Model rôl angerddol dros werthoedd y Cyngor.

DYMUNOL

PROFIR TRWY

- Cyfweliad.

6. Arall (rhowch fanylion)

HANFODOL

- Hygrededd personol a phroffesiynol.
- Meddu ar gymhelliant, ynni a brwdfrydedd i gynnal agenda eang.
- Y gallu i weithio y tu allan i oriau swyddfa arferol a mynd i gyfarfodydd gyda'r nos pan fo angen.
- Gallu gyrru / teithio ar hyd a lled y Fro neu rhwng lleoliadau fel y bo'n briodol.

DYMUNOL

- Y gallu i gyfathrebu yn Gymraeg neu barodrwydd i ddysgu cyfathrebu yn Gymraeg.

PROFIR TRWY

- Ffurflen Gais.