Cyngor Abertawe
Swansea Council

Teitl y Swydd:	Arweinydd Grŵp Parciau a Glanhau		
Rhif y Swydd:	PL.5202-V2		
Cyfarwyddiaeth:	Lleoliad		
Ardal ac Adran Gwasanaeth:	Diwylliant, Hamdden a Pharciau (Parciau a Glanhau)		
Rheolwr Uned:	Pennaeth Diwylliant, Hamdden a Pharciau	**Nifer yr adroddiadau uniongyrchol:**	6
Proffil Teulu a Rôl Swydd:	OP80S	**Gradd:**	12

DISGRIFIAD SWYDD

Crynodeb o'r Rôl	
Adrodd i:	Pennaeth Diwylliant, Hamdden a Pharciau
Pwrpas y swydd:	Cyfrifoldeb strategol a gweithredol i ddatblygu ac arwain y Cyngor Parciau a Gwasanaethau Glanhau. Sicrhau bod y swyddogaethau hyn yn gweithredu o fewn polisïau a strategaethau'r cyngor a Llywodraeth Cymru cyflawni'r amcanion a'r safonau perfformiad a osodwyd ar gyfer pob swyddogaeth o fewn y cyllidebau a ddyrannwyd.
Cyfrifoldebau Allweddol:	• O fewn polisïau a strategaethau'r Cyngor a gofynion statudol, • datblygu, gweithredu ac arwain polisïau i lywio'r uned wasanaeth a • ymgymryd â rheolaeth weithredol ar gyfer y Parciau a Glanhau • swyddogaethau. • Cefnogi'r gwaith o weithredu prosiectau strategol mawr o fewn • ac ar draws unedau gwasanaeth ac ar lefel y Cyngor a'r Gymuned i • cyflawni amcanion corfforaethol y Cyngor a sicrhau cydymffurfiaeth • gyda'r holl Ddeddfwriaeth Statudol sy'n ymwneud â'r swydd. • Gweithredu, adolygu a chefnogi systemau rheoli, prosesau • a strwythurau yn unol â pholisïau corfforaethol, gan gynnwys rheoli a dyfarnu'r holl gontractau Parciau a Glanhau a phrosesau tendro. • Arwain gwaith yr uned wasanaeth / tîm i gyflawni gwelliannau i • perfformiad, gofal cwsmeriaid a boddhad, ymwybyddiaeth o • cydraddoldeb ac 'un cyngor' yn gweithio, gan gynnwys cyfleoedd masnachol, o fewn cylchoedd cynllunio cyllideb a gwasanaeth. • Gweithio gyda gwasanaethau eraill y cyngor, rhanddeiliaid a

	phartneriaid allanol • i gyflawni gwelliant parhaus, gan geisio sicrhau bod y gwasanaeth hwnnw • yn effeithlon, yn effeithiol ac yn cyd-fynd ag arfer gorau. • Arwain a rheoli staff, gan ddarparu rheolaeth i ddarparu'r gwasanaeth • ac ymgymryd â recriwtio, rheoli perfformiad a • arfarniadau, datblygu staff a disgyblaeth, yn ôl yr angen. • Adolygu'r swyddogaeth Parciau a Glanhau yn barhaus, gan gynnwys • adolygiadau comisiynu cynhwysfawr, datblygu a • gweithredu mentrau newydd a chynghori ar y polisi, ariannol a • goblygiadau gwasanaeth. • Sicrhau bod safon uchel o wasanaeth i gwsmeriaid yn cael ei sicrhau, gan geisio • yn barhaus i wella hyn a hynny cwynion cwsmeriaid a • Mae ymholiadau aelodau yn cael eu trin yn effeithiol o fewn corfforaethol • canllawiau. • Cyfrifoldeb am ddefnyddio a chadw diogelwch, diogelwch a • rheoli safleoedd gweithredol gan gynnwys Home Farm, Gerddi Botaneg, a depots eraill angenrheidiol. • Meithrin, datblygu a rheoli cysylltiadau a phartneriaethau ag eraill • Adrannau, asiantaethau allanol a phartneriaid ar brosiectau ar y cyd a • mentrau.
Dyletswyddau Ychwanegol:	Ymgymryd â dyletswyddau eraill sy'n gyson â lefel, cyfrifoldeb a diben y swydd a allai fod yn rhesymol yn ofynnol gan y Pennaeth Gwasanaeth. Sicrhau bod systemau gwaith diogel yn cael eu llunio yn unol â gyda Strategaeth Iechyd a Diogelwch yr adran a'r darpariaethau o'r Ddeddf Iechyd a Diogelwch yn y Gwaith.
Amgylchiadau Gweithio Swydd	• Yn bennaf yn swyddfa ond bydd yn ofynnol iddynt deithio i leoliadau eraill • o fewn a thu allan i ffin Dinas a Sir • Abertawe. • Disgwylir i gael defnydd sylweddol o gyfrifiadur personol bob dydd. • Disgwylir gweithio mewn modd hyblyg ar draws tasgau a lleoliadau • ar draws y Cyngor. • Disgwylir iddo ddelio â materion sensitif/emosiynol, heriol • ymddygiad a sefyllfaoedd anodd. • Efallai y bydd angen i chi ddarparu cymorth ar adegau o ddigwyddiadau mawr • ac argyfyngau lleol. • Bydd yn cael peryglon arferol sy'n gysylltiedig â gweithrediadau ar y safle. • Gall fod â sefyllfaoedd gwrthdaro posibl. • Efallai ei fod yn weithiwr unigol. • 9. Bydd yn rhaid gwisgo dillad amddiffynnol addas.

MANYLEB PERSON

Addysg, Cymwysterau a Hyfforddiant	
Hanfodol	Rhaid i ymgeiswyr feddu ar gymwysterau proffesiynol priodol sy'n berthnasol i y swydd. Mae angen isafswm lefel gradd neu gyfwerth.
Dymunol	Cymhwyster rheoli neu arweinyddiaeth perthnasol. Cymhwyster proffesiynol perthnasol sy'n gysylltiedig â rheoli amgylcheddol, gweithredol, prosiect, asedau, contract neu wasanaeth cyhoeddus.
Tystiolaeth	Mae'r holl dystysgrifau i'w darparu yn y cyfweliad i'w dilysu.
Sgiliau / Cymhwysedd Technegol / Proffesiynol	
Hanfodol	Rhaid i ymgeiswyr fod â'r gallu i ddadansoddi gwybodaeth gymhleth, asesu risg a gwneud penderfyniadau gwybodus, sy'n seiliedig ar dystiolaeth gyda lefel uchel o gymhwysedd ariannol, personél, rheoli prosiectau, TG a rheoli perfformiad. Bydd angen i ymgeiswyr fod â chymhwysedd technegol priodol sy'n gysylltiedig â'r swydd. Bydd hyn yn cynnwys cymhwysedd dangosadwy mewn meysydd gan gynnwys: • arweinyddiaeth strategol a gweithredol; • rheoli ariannol a rheolaeth gyllideb; • cynllunio'r gweithlu a rheoli pobl; • rheoli perfformiad a gwella gwasanaethau; • rheoli caffael, contractau a chyflenwyr; • rheoli asedau, risg a gweithredol; • cais iechyd a diogelwch o fewn amgylcheddau gwasanaeth rheng flaen.
Dymunol	• defnyddio systemau digidol, data perfformiad a gwybodaeth reoli; • rheoli prosiectau, rhaglenni a newid;
Tystiolaeth	Ffurflen gais, cyfweliad ac asesiad, yna arddangos yn y post.
Profiad	
Hanfodol	Dylai ymgeiswyr fod â phrofiad rheoli helaeth o'r ddau agweddau gweithredol a strategol ar wasanaethau Parciau a Glanhau, gyda phrofiad rheoli amlwg o fewn gwasanaethau gweithredol rheng flaen mawr, cymhleth ac sy'n wynebu cwsmeriaid. Mae meysydd allweddol ohonynt yn cynnwys ond heb fod yn gyfyngedig i: • arwain timau amlddisgyblaethol ar draws sawl lleoliad; • rheoli adnoddau ariannol a chyllidebau sylweddol; • newid sefydliadol a thrawsnewid gwasanaeth; • darparu gwelliannau mesuradwy mewn perfformiad gwasanaeth a chanlyniadau cwsmeriaid;

	• gweithio gydag Aelodau etholedig, uwch reolwyr, partneriaid allanol a rhanddeiliaid.
Dymunol	Profiad o arwain rhaglenni moderneiddio gwasanaethau, trawsnewid digidol neu reoli asedau mawr.
Tystiolaeth	Yn y cyfweliad, yna yn y post.
Cymwyseddau a Galluoedd	
Hanfodol	Dylai ymgeiswyr eisoes fod â nifer o sgiliau a galluoedd allweddol a fydd yn eu galluogi i gyflawni'r dyletswyddau'n effeithiol. • Sensitifrwydd gwleidyddol a sgiliau rhyngbersonol da, gyda'r gallu i • datblygu a chynnal perthnasoedd gydag amrywiaeth o bobl • o fewn ac y tu allan i'r sefydliad. • Sgiliau dadansoddol da a'r gallu i ddatrys problemau, ymarfer corff • barn gadarn a gwneud penderfyniadau. • Sgiliau cyfathrebu rhagorol, ysgrifenedig, llafar a chyflwyno. • Trefniad, blaenoriaethu, cydlynu a • sgiliau amserlennu. • Y gallu i ymateb yn gadarnhaol i newid ac adeiladu, rheoli ac arwain timau. • Gwybodaeth lawn o'r holl Iechyd perthnasol a'r gallu i gydymffurfio â'r holl iechyd perthnasol • a Rheoliadau diogelwch gyda dealltwriaeth lawn o'r ddeddfwriaeth gyfredol berthnasol. • Dealltwriaeth a gwerthfawrogiad o rolau Aelodau a'r • Perthynas waith swyddfa/aelod. • Y gallu i ymarfer barn gadarn a sensitifrwydd wrth ddelio • gyda chwynion a materion cyfrinachol eraill. • Lefel uchel o hyblygrwydd, disgresiwn ac uniondeb. • Y gallu i gynorthwyo i ddatblygu corfforaethol a • polisïau adrannol.
Dymunol	• Y gallu i ddefnyddio data, gwybodaeth am berfformiad a thystiolaeth i gefnogi gwneud penderfyniadau a gwella gwasanaethau. • Dealltwriaeth o lywodraethu corfforaethol, atebolrwydd a rheoli risg o fewn llywodraeth leol. • Gwybodaeth am heriau, cyfleoedd ac arferion gorau cyfredol sy'n ymwneud â'r amgylchedd, y maes cyhoeddus, parciau, glanhau neu wasanaethau gweithredol awdurdodau lleol.
Tystiolaeth	Yn y cyfweliad, yna yn y post.
Gofynion Eraill – Trwydded Yrru Gyfredol	
Hanfodol	Gyrrwr cymwys sydd â thrwydded yrru lawn gyda defnydd o gerbyd ar gyfer gwaith, neu'r gallu i deithio o fewn a thu allan i ffiniau Sir Cyngor Abertawe mewn modd effeithlon a mwyaf cost-effeithiol. **Defnydd o gar eich hun:** Os oes gan ddeiliad y swydd anabledd a/neu nad yw'n gallu gyrru, yna gallant chwilio am ddull cludo/cymorth amgen, y mae'n rhaid iddo fod yn ddull effeithiol a chost-effeithiol o deithio
Dymunol	
Tystiolaeth	Tystiolaeth bod deiliad y swydd wedi'i yswirio'n briodol at ddibenion busnes i'w darparu bob blwyddyn.
Gofynion eraill - Gwelliant Parhaus, Newid a Ffyrdd Modern o Weithio	
Hanfodol	• Yn dangos ymrwymiad i welliant parhaus, arloesi a ffyrdd modern o weithio. • Cefnogi newid sefydliadol yn gadarnhaol ac yn adeiladol, gan helpu timau

	i addasu i flaenoriaethau, technolegau, modelau gwasanaeth ac arferion gwaith newydd. • Hyrwyddo diwylliant o ddysgu, atebolrwydd, cydweithredu a ffocws cwsmeriaid. • Annog y defnydd effeithiol o systemau digidol, data a thechnoleg i wella darpariaeth gwasanaethau, effeithlonrwydd a gwneud penderfyniadau. • Cefnogi cyflawni blaenoriaethau corfforaethol wrth sicrhau bod gweithwyr yn cael eu hymgysylltu, eu hysbysu a'u cefnogi trwy newid.
Dymunol	
Tystiolaeth	Yn y cyfweliad, yna yn y post.

Gwyliadwriaeth a Monitro Iechyd	
Bydd y swydd hon yn ei gwneud yn ofynnol i ddeiliad y swydd gymryd rhan mewn gweithdrefnau gwyliadwriaeth a monitro iechyd.	☒

Diogelu

Mae'r Awdurdod yn unol â'r Polisi Diogelu Corfforaethol wedi ymrwymo i ddiogelu a hyrwyddo lles plant, pobl ifanc ac oedolion ac mae'n disgwyl i'r holl staff a gwirfoddolwyr rannu'r ymrwymiad hwn. Mae'r Awdurdod yn disgwyl i'r holl staff ymgymryd â hyfforddiant diogelu gorfodol ar gyfer amddiffyn plant ac oedolion.

Cyfle Cyfartal

Bydd ymgeiswyr yn dangos bod yr holl weithgareddau'n cael eu cynnal yn unol â Deddf Cydraddoldeb 2010 a Pholisi a Gweithdrefnau Cyfle Cyfartal Cyngor Abertawe.
Rhaid i bob gweithiwr a rheolwr fod yn ymwybodol o'r Ddeddf Cydraddoldeb fel ei bod yn cael ei hystyried yn eu gwaith, lle bo hynny'n berthnasol, i sicrhau cydymffurfiaeth â deddfwriaeth.

Gwerthoedd y Cyngor

Mae gwaith y Cyngor yn cael ei ategu gan dri gwerth craidd sy'n llywio sut mae'r sefydliad yn gweithredu a sut mae gwasanaethau yn cael eu darparu.
Mae People Focus yn sicrhau bod y Cyngor yn blaenoriaethu anghenion a chanlyniadau cymunedau lleol wrth barchu, gwerthfawrogi a chefnogi ei weithwyr.
Mae Gweithio Gyda'n Gilydd yn adlewyrchu ymrwymiad y Cyngor i gydweithio ar draws gwasanaethau a gyda phartneriaid allanol i wneud y mwyaf o adnoddau a chyflawni'r canlyniadau gorau i gymunedau Abertawe. **Mae arloesi** yn gyrru'r Cyngor i feddwl a gweithio'n wahanol, gan annog syniadau a dulliau newydd sy'n helpu i gwrdd â heriau ariannol, demograffig a chymdeithasol wrth wella darparu gwasanaethau yn barhaus.

Gofynion Iaith Gymraeg ar gyfer y swydd hon Gwybodaeth am Asesu Sgiliau Iaith Gymraeg			
Dealltwriaeth	Lefel: 1	**Siarad**	Lefel: 1
Darllen	Lefel: 1	**Ysgrifennu**	Lefel: 1
Yn seiliedig ar yr uchod, mae'r gofyniad ar gyfer y swydd hon fel a ganlyn:			
Hanfodol	☐	**Dymunol**	☒
I'w ddysgu	☐	**Ddim yn ofynnol**	☐

Gwasanaeth Datgelu a Gwahardd (DBS) **Mae'r swydd hon yn ei gwneud yn ofynnol i'r deiliad swydd gael y lefel o ddatgeliad DBS fel y nodir isod:**			
Gwell ☐	**Safonol** ☐	**Sylfaenol** ☐	**Dim** ☒

Adolygia d/	Mae'r Fanyleb Person hon fel sy'n berthnasol ar hyn o bryd a bydd yn cael ei hadolygu'n rheolaidd yn unol â'r Polisi Adolygu Rheoli Perfformiad Gweithwyr a'r

Yr hawl i amrywio:	broses Adolygu ac Arfarnu Datblygu Perfformiad. Gall y Manyleb Swydd a Pherson fod yn destun Amrywiad arall o fewn cylch gwaith y Proffil Rôl.

Llofnodi			
Deiliad y swydd:		**Dyddiad:**	

Cyngor Abertawe
Swansea Council

Job Title:	Group Leader Parks and Cleansing		
Position Number:	PL.5202-V2		
Directorate:	Place		
Service Area & Section:	Culture, Leisure and Parks (Parks and Cleansing)		
Unit Manager:	Head of Culture, Leisure & Parks	**Number of direct reports:**	6
Job Family & Role Profile:	OP80S	**Grade:**	12

JOB DESCRIPTION

Summary of Role	
Reporting to:	Head of Culture, Leisure & Parks
Purpose of the Post:	Strategic and operational responsibility to develop and lead the Council's Parks and Cleansing Services. To ensure that these functions operate within the council's and the Welsh Government's policies and strategies to achieve the objectives and performance standards set for each function within the allocated budgets.
Key Responsibilities:	• Within Council policies and strategies and statutory requirements, • develop, implement and lead on policies to guide the service unit and • undertake operational management for the Parks and Cleansing • functions. • Support the implementation of major strategic projects within • and across service units and at the Council and Community level to • deliver the Council's corporate objectives and ensure compliance • with all Statutory Legislation pertaining to the post. • Implement, review and support management systems, processes • and structures in line with corporate policies, including management and awarding of all Parks & Cleansing contracts and tender processes. • Lead the service unit / team work to deliver improvements to • performance, customer care and satisfaction, awareness of • equalities and 'one council' working, including commercial opportunities, within budget and service planning cycles.

	• Work with other council services, stakeholders and external partners • to deliver continuous improvement, seeking to ensure that service • delivery is efficient, effective and accords with best practice. • Lead and manage staff, providing management to deliver the service • and undertaking recruitment, performance management and • appraisals, staff development and discipline, as required. • Continuously review the Parks & Cleansing function, including • comprehensive commissioning reviews, developing and • implementing new initiatives and advising on the policy, financial and • service implications. • Ensure a high standard of service to customers is secured, seeking • continuously to improve on this and that customer complaints and • Member enquiries are dealt with effectively within corporate • guidelines. • Responsibility for the use and safekeeping, security and • management of operational sites including Home Farm, Botanical Gardens, and other depots required. • To foster, develop and manage links and partnerships with other • Departments, external agencies and partners on joint projects and • initiatives.
Additional Duties:	Undertake such other duties consistent with the level, responsibility and purpose of the post as may reasonably be required by the Head of Service. To ensure that safe systems of work are compiled with in accordance with the department's Health and Safety Strategy and the provisions of the Health and Safety at Work Act.
Job Working Circumstances	• Primarily office based but will be required to travel to other locations • both within and outside the boundary of the City & County of • Swansea. • Expected to have considerable PC use on a daily basis. • Expected to work in a flexible manner across tasks and locations • across the Council. • Expected to deal with sensitive/emotive issues, challenging • behaviour and difficult situations. • May be required to provide assistance at times of major incidents • and local emergencies. • Will have normal hazards associated with site based operations. • May have potentially confrontational situations. • May be a lone worker. • 9. Will have to wear suitable protective clothing.

PERSON SPECIFICATION

Education, Qualifications & Training	
Essential	Candidates must hold appropriate professional qualifications relevant to the post. A minimum degree level or equivalent is required.
Desirable	Relevant management or leadership qualification. Relevant professional qualification associated with environmental, operational, project, asset, contract or public service management.
Evidence	All certificates to be provided at interview for validation.
Skills /Technical / Professional Competence	
Essential	Candidates must have an ability to analyse complex information, assess risk and make informed, evidence-based decisions with a high level of financial, personnel, project management, IT and performance management competence. Candidates will need to have appropriate technical competence related to the post. This will include demonstrable competence in areas including: • strategic and operational leadership; • financial management and budget control; • workforce planning and people management; • performance management and service improvement; • procurement, contract and supplier management; • asset, risk and operational management; • health and safety application within frontline service environments.
Desirable	• use of digital systems, performance data and management information; • project, programme and change management;
Evidence	Application form, interview and assessment, then demonstrated in post.
Experience	
Essential	Candidates should have extensive managerial experience of both the operational and strategic aspects of Parks and Cleansing services, with demonstrable management experience within large, complex and customer-facing frontline operational services. Key areas of which include but are not limited to: • leading multidisciplinary teams across multiple locations; • managing significant financial resources and budgets; • organisational change and service transformation; • delivering measurable improvements in service performance and customer outcomes; • working with elected Members, senior managers, external partners and stakeholders.

Desirable	Experience of leading major service modernisation, digital transformation or asset management programmes.
Evidence	At interview, then in post.
Competencies & Abilities	
Essential	Candidates should already have a number of key skills and abilities which will enable them to carry out the duties effectively. • Political sensitivity and good interpersonal skills, with the ability to • develop and sustain relationships with a variety of people both • within and external to the organisation. • Good analytical skills and the ability to solve problems, exercise • sound judgement and make decisions. • Excellent communication skills, written, verbal and presentational. • Excellent organisational, prioritisation, co-ordination and • scheduling skills. • The ability to respond positively to change and build, manage and lead teams. • Full knowledge of and the ability to comply with all relevant Health • & Safety regulations with a full understanding of relevant current legislation. • An understanding and appreciation of the roles of Members and the • Office/Member working relationship. • The ability to exercise sound judgement and sensitivity in dealing • with complaints and other confidential matters. • A high degree of flexibility, discretion and integrity. • The ability to assist in the development of corporate and • departmental policies.
Desirable	• The ability to use data, performance information and evidence to support decision making and service improvement. • An understanding of corporate governance, accountability and risk management within local government. • Knowledge of current challenges, opportunities and best practice relating to environmental, public realm, parks, cleansing or local authority operational services.
Evidence	At interview, then in post.
Other Requirements – Current Driving Licence	
Essential	A qualified driver holding a full driving licence with use of vehicle for work, or the ability to travel within and outside Swansea Council County boundaries in an efficient and most cost effective manner. **Use of own car:** Should the post holder have a disability and/or be unable to drive, then they may seek alternative means of transport/assistance, which must be an effective and cost-effective method of travelling
Desirable	
Evidence	Evidence the post holder is appropriately insured for business purposes to be provided annually.
Other Requirements - Continuous Improvement, Change and Modern Ways of Working	
Essential	• Demonstrates commitment to continuous improvement, innovation and modern ways of working. • Supports organisational change positively and constructively, helping teams adapt to new priorities, technologies, service models and working practices. • Promotes a culture of learning, accountability, collaboration and customer

	focus. • Encourages the effective use of digital systems, data and technology to improve service delivery, efficiency and decision making. • Supports the delivery of corporate priorities whilst ensuring employees are engaged, informed and supported through change.
Desirable	
Evidence	At interview, then in post.

Health Surveillance and Monitoring	
This post will require the post holder to take part in health surveillance and monitoring procedures.	☒

Safeguarding

The Authority in line with the Corporate Safeguarding Policy is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. The Authority expects all staff to undertake and keep up to date with mandatory safeguarding training for both the protection of children and adults.

Equal Opportunities

Candidates will demonstrate that all activities are undertaken in accordance with the Equality Act 2010 and Swansea Council's Equal Opportunities Policy and Procedures.
All employees and managers must be aware of the Equality Act so that it is considered in their work, where relevant, to ensure compliance with legislation.

Council Values

The Council's work is underpinned by three core values that guide how the organisation operates and how services are delivered.
People Focus ensures that the Council prioritises the needs and outcomes of local communities while respecting, valuing, and supporting its employees.
Working Together reflects the Council's commitment to collaboration across services and with external partners to maximise resources and achieve the best outcomes for Swansea's communities.
Innovation drives the Council to think and work differently, encouraging new ideas and approaches that help meet financial, demographic, and societal challenges while continually improving service delivery.

Welsh Language Requirements for this post Welsh Language Skills Assessment Information			
Understanding	Level: 1	**Speaking**	Level: 1
Reading	Level: 1	**Writing**	Level: 1
Based on the above, requirement for this post is as follows:			
Essential	☐	**Desirable**	☒
To be learned	☐	**Not required**	☐

Disclosure and Barring Service (DBS) **This post requires the postholder to have the level of DBS disclosure as indicated below:**			
Enhanced ☐	**Standard** ☐	**Basic** ☐	**None** ☒

Review/ Right to vary:	This Person Specification is as currently applies and will be reviewed regularly according to the Employee Performance Management Review Policy and the Performance Development Review and Appraisal process. The Job and Person Specification may be subject to other Variance within the remit of the Role Profile.

Sign off			
Post Holder:		**Date:**	