Cyfreithiwr - Cynllunio

Cyfeirnod y Swydd: PELL00015D1CWE
Lleoliad: Neuadd y Sir, Rhuthun, a gweithio'n hyblyg ar gael
Cyflog: Graddfa 11, £50,908 - £53,051
Oriau: 37 awr yr wythnos
Parhaol

Rydym yn chwilio am weithiwr cynllunio proffesiynol a hynod fedrus, gyda rhywfaint o brofiad eiddo masnachol i gefnogi swyddogaethau cynllunio ac amcanion corfforaethol ehangach y Cyngor.

Byddwch yn cyfrannu at gyflawni gwasanaeth cyfreithiol cynhwysfawr o ansawdd uchel, gan arbenigo mewn cyfraith gynllunio.

Bydd hyfforddiant a datblygiad yn cael ei ddarparu mewn meysydd y mae gan yr ymgeisydd llwyddiannus lai o brofiad ohonynt.

Heb os, mae'r swydd wag hon yn gyfle gwych i weithiwr proffesiynol uchelgeisiol a llawn cymhelliant ffynnu.

Mae polisi gweithio'n hyblyg gan y Cyngor a lwfans gwyliau hael o 26 diwrnod o wyliau'n ogystal â gwyliau banc, gyda diwrnodau gwyliau yn cynyddu i uchafswm o 32 diwrnod yn ogystal â gwyliau banc. Yn ogystal mae lwfans fflecsi / toil. Mae cynllun buddiannau gweithwyr cynhwysfawr ar gael sy'n cynnwys cynllun pensiwn, cynllun aberthu cyflog ar gyfer car, ac Aelodaeth gorfforaethol o Hamdden Sir Ddinbych.

Mae'r penodiad yn amodol ar gael geirdaon boddhaol.

Os hoffech chi drafod unrhyw agwedd ar y swydd, ffoniwch Sally Henderson ar 01824 706155 neu Kath Morris ar 01824 706199.

Os oes gennych ddiddordeb yn y swydd wag hon, gwnewch gais ar-lein trwy ein gwefan www.sirddinbych.gov.uk Am ddulliau eraill o wneud cais, cysylltwch â'r Adran Gwasanaethau Cwsmeriaid ar 01824 706100.

Rhaid i ymgeiswyr gwblhau ein ffurflen gais i gael ei ystyried. Mae'n ddrwg gennym nad ydym yn gallu ateb pob cais. Os nad ydych

Solicitor - Planning

Job reference: PELL00015D1CWE
Location: County Hall, Ruthin, with flexible working available
Salary: Grade 11, £50,908 - £53,051
Hours: 37 hours per week
Permanent

We are seeking an experienced and highly skilled Planning professional, with some commercial property experience to support the Council's planning functions and wider corporate objectives.

You will contribute to the delivery of a comprehensive and high-quality legal service, specialising in planning law.

Training and development will be provided in areas where the successful candidate may have less experience.

This vacancy is undoubtedly a great opportunity for an ambitious and motivated professional to flourish.

The Council has a flexible working policy and generous leave allowance of 26 days leave plus bank holidays moving up to a maximum of 32 days leave plus bank holidays. In addition, there is a flexi leave/toil allowance. An extensive employee benefits scheme is on offer which includes a competitive pension scheme, salary sacrifice car scheme and corporate Denbighshire Leisure Membership.

Appointment subject to satisfactory references.

If you would like to discuss any aspect of the post, please call Sally Henderson on 01824 706155 or Kath Morris on 01824706199.

If you are interested in this vacancy, please apply on-line via the website www.denbighshire.gov.uk. For alternative methods of applying please contact Customer Services on 01824 706101.

Candidates must complete our application form to be considered. We regret that we are unable to reply to all applications. If you have

wedi derbyn ateb o fewn tair wythnos i'r dyddiad cau, dylech gymryd yn ganiataol nad ydych wedi cyrraedd y rhestr fer am gyfweliad.

Dyddiad Cau: 26/11/2026

Mae Cyngor Sir Ddinbych yn ymroddedig i Gyfle Cyfartal a'i Safonau Iaith Gymraeg. Rydym yn croesawu ceisiadau yn y Gymraeg. Sylwch na fydd unrhyw ffurflenni cais a dderbynnir yn y Gymraeg yn cael eu trin yn llai ffafriol na ffurflenni cais a gyflwynwyd yn Saesneg.

not received a reply within three weeks of the closing date, you must assume that you have not been short listed for interview.

Closing Date: 26/11/2026

Denbighshire County Council is committed to Equal Opportunities and its Welsh Language Standards. We welcome applications in the Welsh Language and application forms received in the Welsh Language will not be treated less favourably than an application form submitted in English.

CYNGOR SIR DDINBYCH SWYDD-DDISGRIFIAD

Teitl y Swydd:	**Cyfreithiwr**
Graddfa:	**11**
Gwasanaeth:	**Gwasanaeth Cymorth Corfforaethol: Pobl**
Maes Gwasanaeth:	**Gwasanaethau Cyfreithiol**
Yn atebol i:	**Arweinydd Tîm**
Cyfeirnod y Swydd / Dyddiad cyhoeddi:	
Categori Iaith Gymraeg:	Mae sgiliau iaith Gymraeg yn ddymunol - Lefel 2 Lefelau o ran sgiliau Cymraeg

Pwrpas y Swydd

Cyflawni gwaith cyfreithiol o fewn y maes gweithredol perthnasol, neu feysydd eraill o fewn y Gwasanaethau Cyfreithiol fel sydd angen o dro i dro, er mwyn cynghori ar faterion cyfreithiol; gweithredu ar gyfarwyddiadau'r Cyngor a ble bo'n angenrheidiol ac yn briodol, cynrychioli'r Cyngor o dro i dro yn y Llys ac mewn tribiwnlysoedd, gwrandawiadau, sesiynau cyfryngu ac ymchwiliadau.

Bydd y gwaith yn cynnwys: cynghori ar faterion cyfraith gynllunio gyda chanolbwynt arbennig ar ddrafftio a thrafod Cytundebau a rhwymedigaethau cynllunio Adran 106, cynghori ar gamau gorfodi ac ymholiadau cyhoeddus, cynghori'r pwyllgor cynllunio a phwyllgorau eraill fel ymgynghorydd cyfreithiol y Cyngor, yn ogystal â materion cyfreithiol eraill Llywodraeth Leol nad ydynt yn ddadleuol; a chyflawni unrhyw waith cyfreithiol angenrheidiol arall ar gyfer cyflawni swyddogaethau cyfreithiol.

Prif Gyfrifoldebau

1.1 Darparu cyngor a drafftio dogfennaeth gyfreithiol briodol yn ymwneud â materion cyfraith eiddo, caffael a chontractau (gan gynnwys trosglwyddiadau eiddo cymhleth ac uchel eu werth, caffael a threfniadau gweithio mewn partneriaeth / cydweithio yn enwedig o safbwynt trafodion trawsgludo masnachol, cytundebau datblygu, contractau adeiladu a dogfennaeth contractau eraill sy'n ymwneud â phrosiectau adeiladu).

1.2 Darparu cyngor a drafftio dogfennaeth gyfreithiol briodol yn ymwneud â materion cyfreithiol eraill nad ydynt yn ddadleuol megis y gyfraith yn ymwneud â llywodraeth leol, priffyrdd, cwmnïau, ymddiriedolaethau, gwastraff, eiddo a materion cynllunio.

1.3 Mynychu Pwyllgorau'r Cyngor fel cynghorwr cyfreithiol a dirprwyo ar gyfer yr Arweinydd Tîm yn y Pwyllgor Cynllunio o dro i dro.

1.4 Sicrhau safonau uchel o ymarfer a foderneiddiwyd a gwelliant parhaus, presenoldeb mewn digwyddiadau datblygu, a hunan-ddysgu.

1.5 Cyflawni hyfforddiant o fewn meysydd ymarfer, a chefnogi a rhannu gwybodaeth gydag aelodau iau o staff.

1.6 Datblygu ymddiriedaeth ac ymarferion gweithio cydweithredol gyda'r holl bartneriaid a budd-ddeiliaid.

1.7 Cydweithio gyda gwasanaethau i sicrhau dull gweithredu cyson ar draws y cyngor.

1.8 Dirprwyo ar gyfer rheolwyr fel bo'r angen a chyflawni dyletswyddau eraill, gan gynnwys mynychu pwyllgorau'r cyngor o dro i dro, a dyletswyddau eraill sy'n gymesur â'r swydd.

Adnoddau / Offer / Deunyddiau

Gliniadur, ffôn symudol, defnydd o systemau rheoli achosion electronig.

Goruchwylio / Rheoli Pobl

Dim gwaith goruchwylio na rheoli llinell.

Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad

Rhaid i ddeiliad y swydd fod yn weithiwr cyfreithiol proffesiynol â chymhwyster proffesiynol perthnasol ym maes ymarfer y gwasanaeth, ac wedi cofrestru gyda'r corff perthnasol.

Rhaid i ddeiliad y swydd fod yn greadigol a hyblyg gyda sgiliau cyfathrebu llafar ac ysgrifenedig gwych, brwdfrydedd dros ddatblygiad personol, a hanes o gyflawni pethau.

Amodau Gwaith Arbennig

Gweithio'n hyblyg.
Gweithio oriau estynedig o dro i dro i gyrraedd terfynau amser pwysig.
Y gallu i deithio i leoliadau eraill yn y Sir ac yng Ngogledd Cymru o dro i dro.

Archwiliadau Cyflogaeth / Gofynion Penodol

Mae'n ofynnol i bob aelod newydd o staff fynd drwy ein gwiriadau recriwtio mwy diogel; 2 eirda boddhaol yn cwmpasu 3 blynedd o gyflogaeth, tystiolaeth o gymwysterau hanfodol, tystiolaeth o'r Hawl i Weithio yn y DU.

Mae Cyngor Sir Ddinbych yn cydnabod ei rwymedigaethau i ddiogelu plant ac atal caethwasiaeth a masnachu mewn pobl, gan wneud popeth o fewn ei allu i atal caethwasiaeth a masnachu mewn pobl o fewn ei fusnesau. Mae sawl math o gaethwasiaeth modern, gan gynnwys masnachu mewn pobl, llafur gorfodol, caethiwed a chaethwasiaeth.

Mae diogelwch yn bwysig i bawb, ac mae gofyn i holl gyflogeion Sir Ddinbych weithio yn unol â pholisïau a gweithdrefnau Diogelu Oedolion / Plant y Cyngor, mae dyletswydd arnynt i roi gwybod am unrhyw bryderon sy'n codi yn ystod eu dyletswyddau a bod yn ymwybodol o arwyddion camfanteisio. Dylid codi unrhyw bryderon â'r Rheolwr Diogelu Penodedig er mwyn i'r Cyngor allu gweithredu pan gaiff camfanteisio ei adnabod.

Gweledigaeth / Cyd-destun
Bydd y rôl hon yn cefnogi blaenoriaethau corfforaethol y Cyngor ac yn cefnogi Gwasanaethau i'w galluogi i fodloni'r blaenoriaethau hynny o safbwynt tai a datblygu, cysylltu cymunedau, sicrhau fod amgylchedd y Cyngor yn atyniadol ac yn cael ei warchod, cefnogi lles a ffyniant economaidd, a sicrhau fod y Sir yn lle ble bydd pobl iau eisiau byw a gweithio.

CYNGOR SIR DDINBYCH MANYLION AM YR UNIGOLYN

Mae'r Manylion yn nodi'r sgiliau, yr wybodaeth a'r profiad a ystyrir yn hanfodol er mwyn ymgymryd â dyletswyddau'r swydd yn effeithiol. Caiff ei defnyddio wrth lunio rhestr fer ac ar gyfer y broses o gyfweld am y swydd hon. Dylech ddangos ar eich ffurflen gais sut rydych yn bodloni'r meini prawf hyn. Byddwch ddim ond yn cael eich cynnwys ar y rhestr fer os ydych yn bodloni pob un o'r meini prawf hanfodol (â'r meini prawf dymunol lle bo'n berthnasol).

Teitl y Swydd:	**Cyfreithiwr**
Gwasanaeth:	**Gwasanaethau Cyffreithiol, AD a Democrataidd**
Graddfa:	**11**

MEINI PRAWF	**HANFODOL**	**DYMUNOL**	**DULL ASESU** Ffurflen Gais / Cyfweliad / Cyflwyniad / Geirda ac ati
1. ADDYSG A CHYMWYSTERAU	Gradd yn y Gyfraith (neu gyfwerth / uwch) Cymwysedig fel Cyfreithiwr neu Bargyfreithiwr gyda thystysgrif ymarfer gyfredol	Addysg hyd at lefel Meistr	Ffurflen Gais
2. PROFIAD PERTHNASOL	Profiad o weithio fel cyfreithiwr cymwysedig yn cynghori ar ac yn gweithio o fewn un o leiaf o'r meysydd cyfreithiol canlynol: (i) gwaith cyfraith caffael, gan gynnwys cynghori ar gaffael a reoleiddir gan Reoliadau Contractau Cyhoeddus 2015 a / neu (ii) trafodion eiddo masnachol a delio gyda datblygiadau cymhleth ac uchel eu gwerth a / neu (iii) drafftio contractau Adeiladu - ffurflenni safonol a'u diwygio	Profiad o fynychu a chynghori mewn pwyllgorau cynllunio neu drwyddedu Profiad o heriau caffael neu ymgyfreitha ynglŷn ag eiddo Profiad o reoli prosiectau ac ymarferion caffael uchel eu gwerth	Ffurflen Gais / Cyfweliad / Cyflwyniad

	(iv) Gweithdrefnau ac Ymarfer cyfraith cynllunio Gallu drafftio dogfennau yn ofalus, yn drefnus, gyda chywirdeb ac ar amser Gallu delio efo trydydd partïon a chleientiaid sy'n gofyn llawer Datblygu perthnasau gweithio cadarnhaol gyda chysylltiadau mewnol ac allanol		
3. GWYBODAETH A SGILIAU CYSYLLTIEDIG Â'R SWYDD	Gwybodaeth gyfreithiol arbenigol a phrofiad ymarfer mewn maes perthnasol Gallu gweithio'n hyblyg ac adeiladu cysylltiadau cadarn ac effeithiol, gan awdurdodi hygrededd proffesiynol ar draws partneriaid ac asiantaethau Y gallu i weithio o dan bwysau ac weithiau i ddyddiadau cau tyn heb fawr ddim goruchwyliaeth	Dealltwriaeth fanwl o gysyniadau a thrafodion cyfraith eiddo Gwybodaeth fanwl o ymarfer a chyfraith eiddo Gwybodaeth fanwl am gaffael a rheoliadau cysylltiedig a datganiadau polisi Llywodraeth Cymru Gallu paratoi adroddiadau ar bolisïau a chyflwyno'r cysyniadau i uwch gydweithwyr, cynghorwyr a gweithdai	Ffurflen Gais / Cyfweliad / Cyflwyniad
4. NODWEDDION PERSONOL	Gallu addasu steil personol i sefyllfaoedd penodol Cyfathrebwr da a dilys gyda'r gallu i amddiffyn sefyllfa ble fo angen, ond yn agored ac yn derbyn her Gallu cwblhau tasgau cymhleth gydag ychydig iawn o oruchwyliaeth a thalu sylw i fanylion	Deallusrwydd emosiynol uchel Ymwybyddiaeth o, a sensitifrwydd tuag at ddyheadau gwleidyddol aelodau	Ffurflen Gais / Cyfweliad / OPQ

	Sgiliau trefnu rhagorol a'r gallu i ddelio â materion cymhleth mewn modd call a sicr Ymrwymiad i weithio i safon uchel Ymrwymiad i weithio fel rhan o dîm		
5. GOFYNION ERAILL	Empathi at y Gymraeg a diwylliant Cymreig	Rhugl yn y Gymraeg	Ffurflen Gais

DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

Job Title:	**Solicitor**
Grade:	**11**
Service:	**Corporate Support Service: People**
Service Area:	**Legal Services**
Responsible to:	**Team Leader**
Job ID Number / Date Issued:	
Welsh Language Category:	Welsh language skills are essential – level 2 Welsh Language Levels

Job Purpose

To undertake legal work within the relevant functional area, or such other areas within Legal Services as may be required from time to time, to advise on legal matters; to act on the Council's instructions and where necessary and appropriate to represent the Council from time to time in Court and at tribunals, hearings, mediations and inquiries.

The work will include; advising on, Planning, law matters with particular focus on drafting and negotiating Section 106 Agreements and planning obligations, advising on enforcement actions and public inquiries, advising planning committee and other committees as the Council's legal advisor, as well as other non-contentious Local Government law matters; and carrying out any other legal work necessary for the performance of the legal function. ** Some experience in commercial property matters as the role could be varied?

Principal Accountabilities and Responsibilities

1.1 To provide advice and draft appropriate legal documentation in relation to property, procurement and contract law matters, (including complex and high value property transactions, procurements and partnership/collaborative working arrangements with particular reference to commercial conveyancing transactions, development agreements, construction contracts and other contract documentation relating to construction projects).

1.2 To provide advice and draft appropriate legal documentation in relation to other non-contentious law matters such as the law relating to; local government, highways, companies, trusts, waste, property and planning matters. To advise upon and draft statutory orders and other legal documentation.

1.3 To attend Council Committees as legal advisor and deputise for the Team Leader at Planning Committee from time to time.

1.4 To ensure high standards of modernised practice and continuous improvement, attendance at development events and self-learning.

1.5 To deliver training within areas of practice, and to support and share knowledge with more junior members of staff.

1.6 To build trust and co-operative working practices with all partners and stakeholders.

1.7 To work collaboratively with services to ensure a one council approach.

1.8 To deputise for management as required and perform other duties, including occasional attendance at council committees and other duties commensurate with the role.

Resources/Equipment/Material

Laptop, mobile phone, use of electronic case management systems.

Supervision/Management of People

No supervision or line management required.

Knowledge, Skills, Training and Experience

The post holder must be a qualified legal professional and hold a current qualification and be registered with the relevant body.

The post holder must be creative and flexible with excellent verbal and written communication skills, a passion for personal development and a proven track record for getting things done.

Special Working Conditions

Flexible working.
Working extended hours from time to time to meet critical deadlines.
The ability to travel to other locations within the County and the North Wales region, from time to time.

Employment Checks/ Specific Requirements

All new starters are required to undergo our standard safer recruitment checks; 2 satisfactory references covering 3 years employment, evidence of essential qualifications, evidence of Right to Work in the UK.

Denbighshire County Council recognises its obligations to safeguard children and adults together with preventing slavery and human trafficking and will do all in its power to prevent slavery and human trafficking within its business. Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery.

Safeguarding is everyone's business and all Denbighshire employees are required to work in accordance with the Council's Child / Adult Safeguarding policies and procedures and have a duty to report any concerns which may be noted during the course of their duties and are asked to be alert to the signs of exploitation. Concerns should be raised via their

Designated Safeguarding Manager in order that the Council can take prompt action when exploitation is identified.
Vision/Context
This role will support the Council's corporate priorities and support Services to enable them to meet those priorities in respect of housing and development, connected communities and the County's environment being attractive and protected, supporting wellbeing and economic prosperity and a place where younger people will want to live and work.

DENBIGHSHIRE COUNTY COUNCIL PERSON SPECIFICATION

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable).

Post Title:	**Solicitor**
Service:	**Corporate Support Service: People**
Grade:	**11**

CRITERIA	**ESSENTIAL**	**DESIRABLE**	**METHOD OF ASSESSMENT** Application Form / Interview / Presentation / References etc
1. EDUCATION & QUALIFICATIONS	Law degree (or equivalent/higher) Qualified as a Solicitor or Barrister holding a current practising certificate	Educated to Masters level	Application Form
2. RELEVANT EXPERIENCE	Experience of working as a qualified lawyer advising on and undertaking at least one of the following legal areas: (v) procurement law work, including advising on procurements regulated by the Public Contracts Regulations 2015 and/or (vi) commercial property transactions and dealing with high value and complex developments and/or (vii) the drafting of Construction contracts -standard	Experience of attending and advising at planning or licensing committee Experience of procurement challenges or property litigation Experience in project management and high value procurement exercises	Application Form / Interview / Presentation

	forms and amending the same (viii) Planning law practice and procedure Able to draft documents; carefully, methodically, with accuracy and in timely fashion Ability to deal with demanding clients and third parties Building positive working relationships with internal colleagues or members and external contacts		
3. JOB RELATED KNOWLEDGE & SKILLS	Expert legal knowledge and practice in a relevant area Ability to work flexibly and build strong and effective relationships; commanding professional credibility across services, partners and external agencies Ability to work under pressure and to sometimes tight deadlines with minimal supervision	In depth knowledge of property law concepts and transactions In depth knowledge of planning law and practice I Ability to prepare reports on policies and presentation of the concepts to senior colleagues, councilors and workshops	Application Form / Interview / Presentation
4. PERSONAL QUALITIES	Ability to adapt personal style to particular situations Authentic, good communicator with ability to defend position where required, but is open and accepting to challenge Ability to complete complex tasks with	High emotional intelligence (EQ) Awareness of and sensitivity to the political aspirations of members	Application Form / Interview / OPQ

	minimal supervision and attention to detail Excellent organisational skills and the ability to deal with complex issues in a calm and assured manner Commitment to working to a high standard Commitment to working as part of a team		
5. OTHER REQUIREMENTS	Empathy with the Welsh Language and Culture	Fluent in Welsh language	Application Form