Proffil Swydd/Job Profile

Teitl y Swydd – Rheolwr Cynorthwyol y Tîm
Post Title – Assistant Team Manager

Adran	Adran Wasanaethau Cymdeithasol a Thai
Department	Social Services and Housing Department
Is-Adran/Adain	Gwasanaethau Plant a Theuluoedd
Division/Section	Children and Families Services
Gradd/Grade	K
Rhif y Swydd/Post Number	009253
Paratowyd Gan/Prepared by	Jonathan Waine
Dyddiad Paratoi/Date prepared	Hydref / October 2026

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 Ddiben y Swydd

Dirprwyo ar ran Rheolwr y Tîm, a sicrhau bod y gwasanaeth yn cael ei reoli o ddydd i ddydd. Disgwylir i'r Dirprwy Reolwr fod yn gyfrifol am lwyth achosion ychydig o gleientiaid a goruchwylio gweithwyr cymdeithasol a gweithwyr allweddol yn y tîm a chwarae rhan hanfodol o ran datblygu'r gwasanaeth. Bydd angen i'r Dirprwy fod â gwybodaeth ymarferol o blant mewn angen, plant sy'n derbyn gofal a phlant sydd mewn perygl gan sicrhau eu bod yn derbyn gwasanaeth gwaith cymdeithasol cychwynnol o safon yn unol â pholisi a strategaeth gofal plant Cenedlaethol a Lleol yn ogystal â chwrdd â'r holl ofynion strategol. Yn benodol, arwain ar ran y sir yng nghyswllt amddiffyn plant yn yr ardal benodedig.
Yn gyfrifol am oruchwylio gweithwyr cymdeithasol, gweithwyr allweddol sy'n gysylltiedig â'r Tîm, o dan arweiniad Rheolwr y Tîm. Rheoli'r Tîm a'r gwasanaeth o ddydd i ddydd a dirprwyo ar ran rheolwr y tîm fel y bo'r angen.

Prif cyfrifoldebau

- Dirprwyo ar ran Rheolwr y Tîm er mwyn sicrhau bod aelodau'r tîm yn gallu parhau i gyflawni eu dyletswyddau, a chynrychioli rheolwr y tîm a'r adran fel y bo'n ofynnol.
- Helpu Rheolwr y Tîm i reoli o ddydd i ddydd waith y Tîm gan gynnwys gwneud penderfyniadau ar lefel y risg i'r plant a'r oedolion dan sylw a'r ymyrraeth sy'n briodol er mwyn diogelu lles y person ifanc.
- Goruchwylio nifer penodedig o'r staff, yn unol â pholisïau a gweithdrefnau'r adran ar gyfer goruchwylio a datblygu'r staff. Goruchwylio staff, rheoli arfarniadau, absenoldeb salwch, gwyliau, treuliau a recriwtio.
- Rhoi cymorth i staff am gyfnod penodedig er mwyn eu helpu i gynnal safonau gwaith derbyniol mewn sefyllfaoedd lle maent yn ddibrofiad a/neu mewn achosion cymhleth eu natur.
- Cymryd cyfrifoldeb dros nifer cyfyngedig o achosion cymhleth, er mwyn sicrhau y cyrhaeddir lefelau cydnabyddedig ac y ceir y canlyniadau gorau posibl, yn unol â pholisïau a gweithdrefnau'r adran.
- Trefnu a rheoli trefniadau cyflenwi o ran gwaith maes yn y tîm, er mwyn sicrhau bod defnyddwyr y gwasanaeth ac asiantaethau eraill yn cael ymateb priodol a phrydlon.
- Cynorthwyo Rheolwr y Tîm i reoli'r system gweithwyr ar ddyletswydd a hyrwyddo egwyddorion gweithio allweddol a gweithdrefnau a pholisïau cynlluniau sy'n canolbwyntio ar yr unigolyn.
- Bod yn swyddog ymchwilio mewn cwynion/achwyniadau a all fod yn gymhleth, ac sy'n gofyn am sensitifrwydd a doethineb yn ogystal â llawer o sefydlogrwydd emosiynol
- Ymgymryd ag unrhyw dasg a allai fod yn ofynnol er mwyn hyrwyddo anghenion defnyddwyr y gwasanaeth sydd wedi dod i gysylltiad â'r Gwasanaethau Plant.

Yn gyfrifol am staff/offer

5 x Gweithiwr Cymdeithasol a 1 x Ymarferydd Plant a Theuluoedd

Yn atebol i
Rheolwr y Tîm

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiyno

- Diploma mewn Gwaith Cymdeithasol (DIPSW), Tystysgrif Cymhwyster mewn Gwaith Cymdeithasol (CQSW), Tystysgrif Gwasanaethau Cymdeithasol (CSS)
- Wedi cofrestru gyda Gofal Cymdeithasol Cymru, Wedi cwblhau neu'n ymgymryd â Rhaglen Rheoli Tîm neu gyfwerth

Y sgiliau sy'n ymwneud â'r swydd a Galluoed

- Rydych yn annog amrywiaeth, cynhwysiant a'r Gymraeg, gan hyrwyddo cyfraniad pobl a gwneud iddynt deimlo eu bod yn cael eu gwerthfawrogi.
- Y gallu i ysbrydoli cydweithwyr a staff ac i newid arferion a gwella perfformiad trwy fabwysiadu ymagwedd Un Tîm at ymarfer.
- Hyrwyddo llesiant eich staff, gan eu hannog i ddatblygu, lle mae pobl yn teimlo eu bod yn cael eu gwerthfawrogi a'u cydnabod am y gwahaniaeth maent yn ei wneud.
- Sgiliau eirioli, negodi ac ymgynghori i sicrhau hyrwyddo partneriaethau effeithiol, creu a chynnal perthynas waith gadarnhaol, broffesiynol ac ymddiriedus gyda phobl yn y gwasanaeth a'r tu allan iddo.
- Hyrwyddo diwylliant gwaith diogel sy'n annog cymryd risgiau cadarnhaol sy'n amddiffyn hawliau'r dinesydd tra'n sicrhau bod trefniadau wrth gefn ar waith ar gyfer digwyddiadau niweidiol.
- Y gallu i wrando ar a deall safbwyntiau ac anghenion eraill, gan ymateb yn sensitif a gwirio dealltwriaeth lle bo angen. Hwyluso trafodaethau adeiladol gydag amrywiaeth o bobl i ddod i gytundeb.
- Y gallu i ddatrys materion cymhleth ynghylch arferion a darparu'r gwasanaeth, gan gymryd cyfrifoldeb dros bobl a phenderfyniadau a allai olygu gwneud dewisiadau anodd neu gymryd risgiau ystyriol gan roi cyfeiriad clir.
- Rydych yn ystyried anghenion unigolion, gan fynd i'r afael â pherfformiad yn gyflym ac yn deg, gan drin camgymeriadau fel cyfleoedd dysgu. Gwella'n barhaus safon y gwasanaethau a ddarperir a meithrin cysylltiadau ag unigolion.
- Y gallu i sicrhau bod systemau'n cael eu gweithredu a'u datblygu ac y cydymffurfir â hwy, er mwyn rheoli gwybodaeth a'i defnyddio'n effeithiol.
- Y gallu i feddwl yn ddadansoddol ac yn greadigol i ddarparu atebion i wella perfformiad y gwasanaeth, addasu a chofleidio newid yn yr amgylchedd gwaith i gyflawni nodau ar y cyd.

Gwybodaeth

- Gwybodaeth ymarferol am y Ddeddfwriaeth, y Canllawiau, a'r Gweithdrefnau sy'n ymwneud â Gofal Plant a dealltwriaeth ohonynt
- Theori ac Arferion Amddiffyn Plant a Gofal Plant

Profiad

- 3 blynedd o brofiad ôl-gymhwyso mewn Gwaith Cymdeithasol
- Profiad helaeth o achosion cymhleth o ofal plant ac o waith amddiffyn plant

Rhinweddau personol
• Sgiliau llafar/ysgrifennu rhagorol • Y gallu i'ch cymell eich hunan a phobl eraill • Sgiliau cyd-drafod • Y gallu i werthfawrogi cryfderau a chyfraniad gweithwyr eraill a hyrwyddo gwaith tîm a pherthynas waith dda ag eraill
Meino Prawf Dymunol
• Dyfarniad ôl-gymhwyso mewn Gwaith Cymdeithasol

Sgiliau Iaith /Cyfathrebu

Cliciwch ar y ddolen -Beth yw lefel eich gallu?

Cymraeg	**Sgiliau Llafar Lefel 2**	**Sgiliau Ysgrifennu Lefel 1**
Saesneg	**Sgiliau Llafar Lefel 5**	**Sgiliau Ysgrifennu Lefel 5**
Arall (nodwch)		

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)

Gall fod gwiriadau DBS yn ofynnol ar gyfer rhai swyddi lle bydd angen gweithio gyda phlant ac oedolion agored i niwed. Mae'r canlynol yn ofynnol ar gyfer y swydd hon

Adran A – y math o ddatgeliad **Datgeliad Manwl gan wirio'r rhestr wahardd**

Adran B – y math o weithlu **Y gweithlu plant ac oedolion**

Adran C – A yw'n ofyniad
ar gyfer adnewyddiadau DBS 3 blynedd neu
DBS wedi cofrestru ar y gwasanaeth diweddaru **Ie**

Y RHESWM

Gweithio gyda phlant agored i niwed, pobl ifanc a'u teuluoedd

UNRHYW WYBODAETH ARALL

Disgwylir i bob gweithiwr gynnal gwerthoedd craidd yr Awdurdod, sydd wedi'u hadlewyrchu yn ein Fframwaith Ymddygiad a Gwerthoedd, a chynnal egwyddorion Polisi Cydraddoldeb ac Amrywiaeth yr Awdurdod neu, os ydynt yn gweithio mewn ysgol, Bolisi Cydraddoldeb ac Amrywiaeth yr ysgol, fel sy'n briodol i lefel atebolrwydd a chyfrifoldeb y swydd yn y sefydliad

Y gallu i deithio er mwyn cyflawni gofynion y swydd
Agwedd hyblyg tuag at ddyletswyddau'r swydd - Efallai y bydd adegau lle bydd angen i chi gael eich defnyddio i weithio mewn tîm gwahanol i fodloni gofynion ac anghenion y gwasanaeth

Angen 3 mis o rhybudd

Main Purpose of Job

Deputise for the Team Manager and ensure that the service is managed on a day to day basis. The Deputy Manager will be expected to carry a small case load and supervise social workers and key workers within the team and be an integral part of the development of the service. The Deputy will need to have a working knowledge of children in need, children looked after and children at risk ensuring they receive a quality initial social work service in accordance with the National and Local Child Care policy and strategy and to meet all statutory requirements. In particular to lead on child protection for the county in the area prescribed.
Responsible for the supervision of social workers, key workers attached to the Team under the guidance of the Team Manager. To manage the Team in the day to day running of the service and deputising for the Team Manager as required.

Key responsibilities

- To deputise for the Team Manager, to ensure that team members are able to continue to carry out their duties and represent the team manager and the department as required.
- To assist the Team Manager in the day to day operation of the Team including making decisions about the level of risk to children and adults and appropriate intervention to safeguard the young person's welfare.
- To supervise staff in accordance with the department's policies and procedures for supervision and staff development, managing appraisal, staff performance management, sickness absence, leave, expenses and recruitment.
- To support staff on a time limited basis to assist them in maintaining acceptable standards of practice where they lack experience and/or in cases of a complex nature.
- Carry case responsibility for a limited number of complex cases to ensure that recognised levels of competence and the best possible outcomes are achieved in accordance with the department's policies and procedures.
- Organise and manage fieldwork cover arrangements within the team to ensure a timely and appropriate response to users of the service and other agencies.
- Assist the Team Manager in the management of the duty system and promote the principles of key working and person-centred planning policies and procedures.
- To act as an investigating officer in complaints/grievances which may be of a complex nature and which require the exercise of sensitivity and discretion as well as a high level of emotional stability.
- To undertake any task which may be required in order to promote the needs of service users that are known to Children's Services.

Responsible for staff/equipment

5 x Social Workers and 1 x Child and Family Practitioner

Reporting to

Team Manager

Essential Criteria

Qualifications, Vocational training and Professional Memberships

- DIPSW, CQSW, CSS, Registered with Social Care Wales, Completed or undertaking Team Management Programme or equivalent

Job Related Skills and Competencies

- You encourage diversity, inclusion and Welsh language, promoting people's contribution, making them feel valued.
- The ability to inspire colleagues and staff and to change practice and improve performance by adopting a One Team approach to practice.
- To promote the well-being of your staff, encouraging them to develop, where people feel valued and recognised for the difference they make.
- Advocacy, negotiating and consultation skills to ensure the promotion of effective partnerships, creating and maintaining a positive, professional, and trusting working relationship with people within and outside the service.
- Promote a safe working culture that encourage positive risk taking that protects the rights of the citizen while ensuring contingencies are in place for adverse events.
- The ability to listen and understand alternative viewpoints and needs, responding sensitively and checking understanding where necessary. Facilitating constructive discussions with a range of people to reach an agreement.
- The ability to resolve complex issues regarding practice and service delivery, taking responsibility for people and decisions which may involve tough choices or considered risks, giving clear direction.
- You consider individual needs, addressing performance promptly & fairly, treating mistakes as learning opportunities. Continually improving the quality-of-service delivery and establish relationships with individuals.
- Ability to ensure the implementation of compliance with and development of systems to manage information and use it effectively.
- The ability to think analytically and creatively to deliver solutions to improve the service's performance, adapting and embracing change in the work environment to collectively deliver shared goals.

Knowledge

- Practical Knowledge & Understanding of Child Care Legislation, Guidance & Procedures
- Child Protection & Child Care Theory & Practice

Experience

- 3 years Post Qualifying Experience in Social Work
- Extensive Experience of Complex Child Care Cases & Child Protection Work

Personal qualities

- Excellent Written/Verbal Communication Skills
- Ability to Motivate Self & Others
- Negotiation Skills

- Ability to Value Strengths & Contributions of Others & Promote Good Working Relationships & Teamwork

Desirable Criteria

- Post Qualifying Award in Social Work

Language and Communication Skills

Click on the link What level are you?

Welsh	**Spoken Level 2**	**Written level 1**
English	**Spoken Level 5**	**Written level 5**
Other (please State)		

DISCLOSURE AND BARRING SERVICES (DBS) CHECKS

DBS Checks may be required for certain posts which work with children and vulnerable adults. This post requires:

Section A – type of disclosure **Enhanced Disclosure with Barred list check**

Section B – workforce type **Child and Adult Workforce**

Section C – Does the post require 3 yearly DBS renewals or registration with the DBS online update service? **Yes**

JUSTIFICATION

Working with vulnerable children, young people and their families

ANY OTHER INFORMATION

Every employee is expected to uphold the authority's core values reflected within our Behaviour and Values 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.

Able to Travel to Meet Requirements of the Post
Flexible Attitude Towards Duties of the Post - There may be occasions where you will need to be deployed to work in a different team to meet the demands and needs of the service

3 months notice required