Proffil Swydd/Job Profile

Teitl y Swydd - Arweinydd Dyraniadau a Mynediad at Dai
Post Title – Housing Access and Allocations Lead

Gradd/**Grade**	Gradd | Grade K
Rhif y Swydd/**Post Number**	018164

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

Gan gefnogi Rheolwr y Gwasanaeth Hwb Tai, bydd yr Arweinydd Dyraniadau a Mynediad at Dai yn darparu arweinyddiaeth strategol a gweithredol ar gyfer swyddogaethau mynediad at dai y Cyngor, gan gynnwys y Gofrestr Tai, dyraniadau tai cymdeithasol, sgrinio o ran digartrefedd, trosglwyddiadau tai, cydgyfnewidiadau, mynediad i'r sector rhentu preifat a threfniadau partneriaeth tai.

Bydd deiliad y swydd yn arwain y gwaith o ddatblygu a gweithredu Polisi Dyraniadau'r Cyngor a pholisïau mynediad at dai cysylltiedig, gan sicrhau bod gwasanaethau yn parhau i gydymffurfio'n gyfreithlon, yn canolbwyntio ar y cwsmer ac yn cyd-fynd ag amcanion strategol y Cyngor. Bydd y rôl yn goruchwylio cyllidebau mynediad at dai allweddol, yn rheoli partneriaethau â Landlordiaid Cymdeithasol Cofrestredig a darparwyr tai eraill, ac yn darparu arweinyddiaeth i dîm amlddisgyblaethol i wneud y mwyaf o gyfleoedd tai a gwella canlyniadau i aelwydydd ledled Sir Gaerfyrddin.

Main Purpose of Job

Supporting the Housing Hwb Service Manager, the Housing Access and Allocations Lead will provide strategic and operational leadership for the Council's housing access functions, including the Housing Register, social housing allocations, homelessness screening, housing transfers, mutual exchanges, private rented sector access and housing partnership arrangements.

The post holder will lead the development and implementation of the Council's Allocations Policy and associated housing access policies, ensuring services remain legally compliant, customer-focused and aligned with the Council's strategic objectives. The role will oversee key housing access budgets, manage partnerships with Registered Social Landlords and other housing providers, and provide leadership to a multidisciplinary team to maximise housing opportunities and improve outcomes for households across Carmarthenshire.

Y Prif Gyfrifoldebau

1. Arwain a rheoli Cofrestr Tai y Cyngor, dyraniadau tai, gwasanaethau trosglwyddo a chydgyfnewid, gan sicrhau gweinyddu llwybrau mynediad at dai yn effeithiol ac yn gyfreithlon yn unol â deddfwriaeth, polisi a safonau gwasanaeth.
2. Goruchwylio'r ymholiadau cychwynnol o ran tai, brysbennu a swyddogaethau sgrinio o ran digartrefedd, gan sicrhau bod cwsmeriaid yn derbyn cyngor, asesiad ac atgyfeiriad amserol at lwybrau tai a digartrefedd priodol.
3. Rheoli'r gwaith o ddyrannu enwebiadau tai cymdeithasol ar draws stoc y Cyngor a Landlordiaid Cymdeithasol Cofrestredig (RSL), gan sicrhau bod dyraniadau'n deg, yn dryloyw ac yn cael eu cyflawni yn unol â pholisi, gofynion statudol a chytundebau partneriaeth.
4. Arwain a chynnal partneriaethau strategol a gweithredol gyda Landlordiaid Cymdeithasol Cofrestredig, datblygwyr a darparwyr tai, gan wneud y mwyaf o gyfleoedd tai, gwella canlyniadau ailgartrefu a sicrhau trefniadau gweithio ar y cyd effeithiol.
5. Arwain y gwaith o adolygu, datblygu, gweithredu a monitro Polisi Dyraniadau'r Cyngor a pholisïau, gweithdrefnau a chanllawiau mynediad at dai cysylltiedig, gan sicrhau cydymffurfiaeth â deddfwriaeth, canllawiau ac arferion gorau Llywodraeth Cymru.
6. Darparu goruchwyliaeth strategol a gweithredol o'r Gwasanaeth Mynediad at Dai, gan gynnwys mynediad at y Sector Rhentu Preifat, ymgysylltu â landlordiaid, paru, cymorth ariannol, cynnal tenantiaeth a rheoli perfformiad.
7. Cynnal goruchwyliaeth o'r Gronfa Atal Digartrefedd Ddewisol (DHPF) a chyllidebau mynediad at dai eraill, gan sicrhau bod gwariant yn cael ei reoli'n effeithiol, yn dangos gwerth am arian ac yn cyfrannu at amcanion atal digartrefedd ac ailgartrefu.
8. Monitro'r galw am dai, perfformiad dyrannu, gweithgaredd y gofrestr tai, trosglwyddiadau, cydgyfnewid a chanlyniadau ailgartrefu, cynhyrchu gwybodaeth rheoli, adroddiadau perfformiad a chynlluniau gwella gwasanaethau i lywio'r gwaith o wneud penderfyniadau gweithredol a strategol.
9. Arwain, datblygu a rheoli tîm amlddisgyblaethol, gan sicrhau goruchwyliaeth effeithiol, rheoli perfformiad, datblygu'r gweithlu, gwytnwch gwasanaeth a chyflawni amcanion y cytunwyd arnynt.
10. Cynrychioli'r Cyngor mewn fforymau mewnol, rhanbarthol a phartneriaeth a darparu cyngor arbenigol i uwch-reolwyr, aelodau etholedig a sefydliadau partner, gan gyfrannu at ddatblygu a chyflawni blaenoriaethau'r Cyngor o ran tai, atal ac ailgartrefu.

Yn gyfrifol am staff/offer

2 x Uwch-ymgynghorydd Dewisiadau Tai
1 x Ymgynghorydd Dewisiadau Tai
Swyddog Trosglwyddiadau Tai a Chydgyfnewid
2 x Swyddog Tai
6 x Ymgynghorydd Hwb Tai
Swyddog Mynediad at y Sector Rhentu Preifat
Swyddog Dyraniadau a Pharu y Sector Rhentu Preifat
Swyddog Cyllid a Chymhellion y Sector Rhentu Preifat

Yn gyfrifol am offer TGCh y Cyngor.

Yn atebol i

Rheolwr Hwb Tai

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant Galwedigaethol ac Aelodaethau Proffesiynol

- Gradd berthnasol, cymhwyster proffesiynol neu brofiad cyfatebol mewn Tai, Gweinyddiaeth Gyhoeddus, Rheolaeth neu faes cysylltiedig.
- Tystiolaeth o ddatblygiad proffesiynol ac arweinyddiaeth parhaus.

Ein Gwerthoedd a'n Hymddygiad Craidd
Cliciwch yma i weld y fframwaith cyfan

Un Tîm:
Cydnabyddiaeth a Chefnogaeth - Hyrwyddo diwylliant o gydnabyddiaeth a gwerthfawrogiad trwy sicrhau bod gweithwyr yn teimlo eu bod yn cael eu gwerthfawrogi, eu cefnogi a'u cydnabod am eu cyfraniad. Datblygu staff trwy hyfforddi, mentora ac ystod o gyfleoedd datblygu, tra'n meithrin cydweithio ar draws gwasanaethau, partneriaid a ffiniau sefydliadol i gyflawni amcanion a rennir.

Cwsmeriaid yn Gyntaf:
Ffocws Cwsmeriaid - Hyrwyddo diwylliant lle mae cwsmeriaid yn dod yn gyntaf trwy ddatblygu, cyflwyno a gwerthuso cynlluniau strategol sy'n cydbwyso pwysau gweithredol â blaenoriaethau gwasanaeth hirdymor. Sicrhau bod mynediad i dai, dyraniadau a gwasanaethau ailgartrefu yn ymateb i anghenion amrywiol cwsmeriaid, cymunedau a phartneriaid wrth gefnogi amcanion strategol ehangach y Cyngor.

Uniondeb:
Arwain a Dirprwyo - Darparu cyfeiriad ac arweinyddiaeth strategol clir, gan sicrhau bod blaenoriaethau, canlyniadau a disgwyliadau yn cael eu cyfathrebu'n effeithiol. Hyrwyddo diwylliant o fod yn agored, atebolrwydd a chynhwysiant, gan sicrhau bod darpariaeth gwasanaethau yn cydymffurfio â gofynion deddfwriaethol, polisïau'r Cyngor a safonau proffesiynol tra'n cynnal safonau uchel o lywodraethu a gwneud penderfyniadau.

Rhagori:
Arloesi - Hyrwyddo diwylliant o arloesi a gwelliant parhaus, gan annog timau i nodi a gweithredu atebion creadigol i heriau tai. Defnyddio tystiolaeth, gwybodaeth am berfformiad a mewnwelediad cwsmeriaid i adolygu a gwella darpariaeth gwasanaethau, datblygu polisi a threfniadau partneriaeth, gan sicrhau bod gwasanaethau yn parhau i fod yn effeithiol, yn effeithlon ac yn ymatebol i'r galw yn y dyfodol.

Cymryd Cyfrifoldeb:
Gweithredu - Dangos atebolrwydd am staff, adnoddau, cyllidebau a chanlyniadau gwasanaeth. Creu amgylchedd lle mae gweithwyr yn cael eu grymuso i gymryd cyfrifoldeb a chyfrannu at wella gwasanaethau wrth sicrhau bod adnoddau yn cael eu dyrannu'n effeithiol, gwerth am arian yn cael ei gyflawni a thargedau perfformiad gweithredol yn cael eu cyflawni.

Gwrando:

Cyfathrebu ag Eraill - Cynrychioli'r Cyngor yn broffesiynol ac yn effeithiol gyda chydweithwyr, aelodau etholedig, partneriaid cymdeithasau tai a rhanddeiliaid allanol. Defnyddio sgiliau dylanwadu, trafod a chyfathrebu strategol i adeiladu partneriaethau, ennill ymrwymiad, datrys materion cymhleth ac annog cyfranogiad yn y gwaith o ddatblygu a darparu gwasanaethau tai.

Gwybodaeth

- Gwybodaeth fanwl am Ddeddf Tai (Cymru) 2014.
- Gwybodaeth fanwl am Ddeddf Digartrefedd a Dyraniadau Tai Cymdeithasol (Cymru) 2026.
- Gwybodaeth fanwl am ddeddfwriaeth a pholisi dyraniadau tai cymdeithasol.
- Gwybodaeth fanwl am weinyddu'r gofrestr dai a systemau gosod ar sail dewis.
- Gwybodaeth am fynediad i'r Sector Rhentu Preifat a llwybrau atal digartrefedd.
- Dealltwriaeth o ddeddfwriaeth, polisi ac ymarfer trosglwyddo a chydgyfnewid.
- Gwybodaeth am weithio mewn partneriaeth gyda Landlordiaid Cymdeithasol Cofrestredig.
- Dealltwriaeth o reolaeth ariannol awdurdodau lleol a monitro cyllideb.
- Gwybodaeth am ofynion diogelu, cydraddoldeb, rheoli risg a llywodraethu gwybodaeth.

Sgiliau Penodol y Swydd

- Y gallu i arwain gwasanaethau dyraniadau a mynediad at dai cymhleth.
- Y gallu i reoli timau gweithredol mawr a nifer o ffrydiau gwaith.
- Sgiliau partneriaeth a rheoli rhanddeiliaid cryf.
- Y gallu i ddehongli deddfwriaeth a datblygu polisi gweithredol.
- Sgiliau rheoli perfformiad a gwella gwasanaeth rhagorol.
- Sgiliau dadansoddol cryf gyda'r gallu i ddehongli data perfformiad a galw am dai.
- Y gallu i reoli cyllidebau a dangos gwerth am arian.
- Y gallu i ddylanwadu a thrafod gyda phartneriaid mewnol ac allanol.
- Sgiliau rhagorol o ran cyfathrebu, ar lafar ac yn ysgrifenedig.

Profiad

- Profiad sylweddol o reoli tai, dyraniadau, digartrefedd neu wasanaethau ailgartrefu.
- Profiad o reoli staff a pherfformiad gweithredol.
- Profiad o weithio gyda Landlordiaid Cymdeithasol Cofrestredig ac asiantaethau partner.
- Profiad o ddatblygu polisi a gwella gwasanaethau.
- Profiad o reoli adnoddau ariannol a chyllidebau.
- Profiad o ddarparu gwasanaethau o fewn fframwaith deddfwriaethol.
- Profiad o ddadansoddi gwybodaeth am berfformiad a'r galw am dai i lywio penderfyniadau strategol.
- Profiad o fynediad i'r Sector Rhentu Preifat, atal digartrefedd, ymgysylltu â landlordiaid, cynnal tenantiaeth a'r defnydd o gymorth ariannol a chynlluniau cymhelliant i sicrhau canlyniadau tai.

• Profiad o oruchwylio neu reoli gwasanaethau sy'n gweithio gyda landlordiaid preifat, asiantau gosod a darparwyr llety, gan gynnwys datrys materion tai a thenantiaeth cymhleth trwy weithio mewn partneriaeth.
Meini Prawf Dymunol
• Aelodaeth o Gorff Proffesiynol priodol.

SGILIAU IAITH A CHYFATHREBU

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

Ansicr ynghylch eich lefel? Gwirio fy lefel iaith

Cymraeg	**Sgiliau Siarad Lefel 3**	**Sgiliau Ysgrifennu Lefel 2**
Saesneg	**Sgiliau Siarad Lefel 5**	**Sgiliau Ysgrifennu Lefel 5**
Arall		

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD

Mae angen gwiriadau DBS ar gyfer rhai swyddi, yn enwedig y rhai sy'n cynnwys gweithio gyda phlant a/neu oedolion sydd mewn perygl o niwed neu gamfanteisio:(Canllawiau)
Ar gyfer y swydd hon mae angen:

Math o ddatgeliad - Nid oes angen gwiriad DBS

Math o weithlu - Ddim yn berthnasol

Adnewyddu - Dim angen adnewyddu

Cyfiawnhad -

UNRHYW WYBODAETH ARALL

Bydd disgwyl i ddeiliad y swydd ddirprwyo ar gyfer Rheolwr y Gwasanaeth Hwb Tai yn ôl yr angen, cefnogi trefniadau parhad busnes ar draws yr Hwb Tai ac ymgymryd ag unrhyw ddyletswyddau ychwanegol sy'n briodol i radd a chyfrifoldebau'r swydd.

Mae'r rôl yn gofyn am deithio'n rheolaidd ledled Sir Gaerfyrddin ac weithiau y tu hwnt i ffiniau'r sir i fynychu cyfarfodydd, fforymau partneriaeth, digwyddiadau hyfforddi, ymweliadau ag eiddo a gweithgareddau eraill sy'n gysylltiedig â gwasanaethau. Rhaid i'r deiliad swydd felly allu teithio'n annibynnol ac yn effeithiol ar draws y sir mewn modd amserol.

Bydd yn ofynnol i ddeiliad y swydd weithio'n hyblyg i ddiwallu anghenion gwasanaeth, gan gynnwys presenoldeb achlysurol y tu allan i oriau swyddfa arferol.

Disgwylir i bob gweithiwr gynnal gwerthoedd craidd yr Awdurdod, sydd wedi'u hadlewyrchu yn Ein Fframwaith Gwerthoedd ac Ymddygiad Craidd 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.

Key responsibilities

1. Lead and manage the Council's Housing Register, housing allocations, transfer and mutual exchange services, ensuring the effective and lawful administration of housing access pathways in accordance with legislation, policy and service standards.
2. Oversee the initial housing enquiry, triage and homelessness screening functions, ensuring customers receive timely advice, assessment and referral into appropriate housing and homelessness pathways.
3. Manage the allocation of social housing nominations across Council and Registered Social Landlord (RSL) stock, ensuring allocations are fair, transparent and delivered in accordance with policy, statutory requirements and partnership agreements.
4. Lead and maintain strategic and operational partnerships with Registered Social Landlords, developers and housing providers, maximising housing opportunities, improving rehousing outcomes and ensuring effective joint working arrangements.
5. Lead the review, development, implementation and monitoring of the Council's Allocations Policy and associated housing access policies, procedures and guidance, ensuring compliance with legislation, Welsh Government guidance and best practice.
6. Provide strategic and operational oversight of the Housing Access Service, including PRS access, landlord engagement, matching, financial assistance, tenancy sustainment and performance management.
7. Maintain oversight of the Discretionary Homelessness Prevention Fund (DHPF) and other housing access budgets, ensuring expenditure is effectively managed, demonstrates value for money and contributes to homelessness prevention and rehousing objectives.
8. Monitor housing demand, allocations performance, housing register activity, transfers, mutual exchanges and rehousing outcomes, producing management information, performance reports and service improvement plans to inform operational and strategic decision making.
9. Lead, develop and manage a multidisciplinary team, ensuring effective supervision, performance management, workforce development, service resilience and achievement of agreed objectives.
10. Represent the Council at internal, regional and partnership forums and provide specialist advice to senior managers, elected members and partner organisations, contributing to the development and delivery of the Council's housing, prevention and rehousing priorities.

Responsible for staff/ equipment

2 x Senior Housing Options Advisors
1 x Housing Options Advisor
Housing Transfers and Mutual Exchange Officer
2 x Housing Officers
6 x Housing Hwb Advisors
Private Rented Sector Access Officer
PRS Allocations & Matching Officer
PRS Finance and Incentives Officer

Responsible for Council ICT equipment.

Reporting to

Housing Hwb Manager

Essential Criteria

Qualifications, Vocational Training and Professional Memberships

- Relevant degree, professional qualification or equivalent experience in Housing, Public Administration, Management or related field.
- Evidence of continuous professional and leadership development.

Our Core Values and Behaviours
Click here for the full framework

One Team:
Recognition & Support - Promotes a culture of recognition and appreciation by ensuring employees feel valued, supported and recognised for their contribution. Develops staff through coaching, mentoring and a range of development opportunities, whilst fostering collaborative working across services, partners and organisational boundaries to achieve shared objectives.

Customers First:
Customer Focus - Promotes a culture where customers come first through the development, delivery and evaluation of strategic plans that balance operational pressures with long-term service priorities. Ensures housing access, allocations and rehousing services respond to the diverse needs of customers, communities and partners while supporting the Council's wider strategic objectives.

Integrity:
Leading & Delegating - Provides clear strategic direction and leadership, ensuring priorities, outcomes and expectations are effectively communicated. Promotes a culture of openness, accountability and inclusion, ensuring service delivery complies with legislative requirements, Council policies and professional standards whilst maintaining high standards of governance and decision making.

Excellence:
Innovation - Promotes a culture of innovation and continuous improvement, encouraging teams to identify and implement creative solutions to housing challenges. Uses evidence, performance information and customer insight to review and improve service delivery, policy development and partnership arrangements, ensuring services remain effective, efficient and responsive to future demand.

Take Responsibility:
Takes Action - Demonstrates accountability for staff, resources, budgets and service outcomes. Creates an environment where employees are empowered to take responsibility and contribute to service improvement whilst ensuring resources are allocated effectively, value for money is achieved and operational performance targets are delivered.

Listening:

Communication With Others - Represents the Council professionally and effectively with colleagues, elected members, housing association partners and external stakeholders. Uses influence, negotiation and strategic communication skills to build partnerships, gain

commitment, resolve complex issues and encourage participation in the development and delivery of housing services.

Knowledge

- Detailed knowledge of Housing (Wales) Act 2014.
- Detailed knowledge of Homelessness and Social Housing Allocations (Wales) Act 2026.
- Detailed knowledge of social housing allocations legislation and policy.
- Detailed knowledge of housing register administration and choice-based lettings systems.
- Knowledge of PRS access and homelessness prevention pathways.
- Understanding of transfer and mutual exchange legislation, policy and practice.
- Knowledge of partnership working with Registered Social Landlords.
- Understanding of local authority financial management and budget monitoring.
- Knowledge of safeguarding, equality, risk management and information governance requirements.

Job Specific Skills

- Ability to lead complex housing access and allocations services.
- Ability to manage large operational teams and multiple workstreams.
- Strong partnership and stakeholder management skills.
- Ability to interpret legislation and develop operational policy.
- Excellent performance management and service improvement skills.
- Strong analytical skills with the ability to interpret housing demand and performance data.
- Ability to manage budgets and demonstrate value for money.
- Ability to influence and negotiate with internal and external partners.
- Excellent written and verbal communication skills.

Experience

- Significant experience managing housing, allocations, homelessness or rehousing services.
- Experience of managing staff and operational performance.
- Experience of working with Registered Social Landlords and partner agencies.
- Experience of policy development and service improvement.
- Experience of managing financial resources and budgets.
- Experience of delivering services within a legislative framework.
- Experience of analysing housing demand and performance information to inform strategic decision-making.
- Experience of Private Rented Sector access, homelessness prevention, landlord engagement, tenancy sustainment and the use of financial assistance and incentive schemes to secure housing outcomes.
- Experience of overseeing or managing services that work with private landlords, letting agents and accommodation providers, including resolving complex housing and tenancy issues through partnership working.

Desirable Criteria

- Membership of an appropriate professional body.

LANGUAGE AND COMMUNICATION SKILLS

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

Unsure what level you are? Check my language level

Welsh	**Spoken Level 3**	**Written level 2**
English	**Spoken Level 5**	**Written level 5**
Other		

DISCLOSURE AND BARRING SERVICES (DBS) CHECKS

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

Type of disclosure - No DBS check required

Workforce type - Not Applicable

Renewals – No renewal required

Justification -

ANY OTHER INFORMATION

The postholder will be expected to deputise for the Housing Hwb Service Manager as required, support business continuity arrangements across Housing Hwb and undertake any additional duties appropriate to the grade and responsibilities of the post.

The role requires regular travel throughout Carmarthenshire and occasionally beyond county boundaries to attend meetings, partnership forums, training events, property visits and other service-related activities. The postholder must therefore be able to travel independently and effectively across the county in a timely manner.

The postholder will be required to work flexibly to meet service needs, including occasional attendance outside normal office hours.

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

AT DDEFNYDD Y SWYDDFA'N UNIG / **FOR OFFICE USE ONLY**	
Adran / **Department**	Gwasanaethau Cymdeithasol a Thai | Social Services & Housing

Is-adran/ **Division**	Tai / Housing
Adain / **Section**	Hwb Tai / Housing Hwb

Paratowyd gan/ **Prepared By**	Rachel Parkinson
Dyddiad/ **Date**	Medi / September, 2026