Proffil Swydd/Job Profile

Teitl y Swydd – Swyddog Dynodedig ar gyfer Diogelu (DOS)
Post Title – Designated Officer for Safeguarding (DOS)

Gradd/**Grade**	Gradd | Grade L
Rhif y Swydd/**Post Number**	

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

Gweithredu fel Swyddog Dynodedig ar gyfer Diogelu (DOS) sy'n weithredol gyfrifol am reoli pryderon sy'n ymwneud â Phobl mewn swydd o ymddiriedaeth

yn unol â Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014, ei chanllawiau statudol cysylltiedig a Gweithdrefnau Diogelu Cymru.

Gweithredu fel y pwynt cyswllt canolog ar gyfer diogelu pryderon sy'n ymwneud â Phobl mewn swydd o ymddiriedaeth, darparu cyngor, cydlynu ymatebion, sicrhau cydymffurfiaeth â pholisïau, a chysylltu ag asiantaethau allanol i amddiffyn unigolion sy'n agored i niwed

Cymryd rhan mewn cyfarfodydd rheoli risg aml-asiantaeth, ymateb i gwynion gwasanaeth, cydlynu prosesau ymateb brys i hunanladdiad, a gyrru mentrau diogelu trosiannol.

Main Purpose of Job

To act as Designated Officer for Safeguarding (DOS) operationally responsible for managing concerns relating to Persons in a Position of Trust.

in accordance with the Social Services and Well- Being (Wales) Act 2014, its associated statutory guidance and Wales Safeguarding Procedures.

To act as the central point of contact for safeguarding concerns relating to Persons in a Position of Trust, providing advice, coordinating responses, ensuring compliance with policies, and liaising with external agencies to protect vulnerable individuals.

To participate in multi-agency risk management meetings, respond to service complaints, co-ordinate suicide rapid response processes, and drive transitional safeguarding initiatives.

Prif gyfrifoldebau

1. Gwasanaethu fel y Swyddog Dynodedig ar gyfer Ddiogelu (DOS), gan sicrhau cydymffurfiaeth lawn â dyletswyddau statudol a Gweithdrefnau Diogelu Cymru (Adran 5 - Pobl mewn swydd o ymddiriedaeth)

2. Darparu cyngor ac arweiniad arbenigol mewn perthynas â phryderon Diogelu/Unigolion mewn Swyddi o Ymddiriedaeth

3. Rheoli sylwadau cychwynnol ar gyfer adolygiad adran 5, gan sicrhau goruchwyliaeth drylwyr ac amserol, sy'n cydymffurfio â'r broses adolygu ranbarthol

4. Mynychu fforymau rheoli risg aml-asiantaeth gan gynnwys cyfarfodydd Trefniadau Amlasiantaethol ar gyfer Diogelu'r Cyhoedd (MAPPA), cynrychioli'r Cyngor a chyfrannu at gynlluniau rheoli risg ar gyfer unigolion agored i niwed.

5. Cefnogi Panel Sianel Sir Gaerfyrddin, gan ddarparu ymyrraeth amlasiantaethol gynnar i unigolion sy'n agored i radicaleiddio yn unol â dyletswyddau Atal a diogelu

6. Cydlynu ac ymateb i gwynion gwasanaeth yn unol â gweithdrefnau statudol

7. Goruchwylio a chydlynu prosesau ymateb cyflym mewn achosion o hunanladdiad a amheuir, gan sicrhau gweithredu aml-asiantaeth effeithiol

8. Gweithredu fel Arweinydd Diogelu Trosiannol, gan bontio gwasanaethau i bobl ifanc sy'n symud rhwng diogelu plant ac oedolion

9. Cyfrannu at y rhwydwaith LADO/DOS cenedlaethol

10. Cyfrannu at ddatblygiadau gwasanaeth a pholisi lleol, rhanbarthol a chenedlaethol

11. Rheoli'r timau diogelu a gweithredol MCA/DoLS yn absenoldeb y Rheolwr Tîm sylweddol

Yn gyfrifol am staff/ offer

1X Gweithiwr Cymdeithasol Cymwysedig

Goruchwylio swyddogaethau gweithredol y Tîm Diogelu ac MCA/DoLS Yn absenoldeb Rheolwr y Tîm Gweithredol.
Yn atebol i
Mae'r swyddog dynodedig yn cynnal llinell adrodd uniongyrchol i Swyddog Dynodedig yr Awdurdod Lleol (LADO) gan ddarparu diweddariadau gwrthrychol a rhoi sylw i faterion sensitif pan fo angen.

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant Galwedigaethol ac Aelodaethau Proffesiynol

Gradd berthnasol neu gymhwyster proffesiynol mewn gwaith cymdeithasol.

Gweithiwr Cymdeithasol sydd wedi'i gofrestru gyda Gofal Cymdeithasol Cymru.

Ein Gwerthoedd Craidd a'n Hymddygiad
Cliciwch yma i ddarllen y fframwait llawn

Un Tîm:
Addasu i Newid - Gallwch addasu i newidiadau yn y gwaith neu'r amgylchedd, gan aros yn effeithiol ac yn bositif. Rydych chi'n addasu eich arddull bersonol ar gyfer gwahanol bobl neu sefyllfaoedd, i gyflawni ar y cyd nodau neu bwrpas a rennir. Rydych chi'n gwneud defnydd cadarnhaol o newid ac ansicrwydd i hyrwyddo ac annog cydweithio a rhannu ar draws adrannau, gwasanaethau a chyda phartneriaid wrth weithio'n rhanbarthol.

Cwsmeriaid yn Gyntaf:
Canolbwyntio ar Gwsmeriaid - Rydych yn mynd ati i chwilio am farn amrywiol unigolion sy'n derbyn ein gwasanaethau, i wella'r gwasanaethau rydym yn eu darparu drwy gyfrwng y Gymraeg a'r Saesneg. Rydych chi'n cynllunio anghenion gwasanaeth ymlaen llaw, gan ystyried y ffactorau ehangach ac effaith hirdymor penderfyniadau.

Uniondeb:
Arwain a Dirprwyo - Rydych chi'n dilyn prosesau, a chanllawiau, gan herio mewn ffordd gadarnhaol os bydd materion yn codi. Rydych chi'n blaenoriaethu eich gwaith eich hun a gwaith eraill yn deg, ar sail cryfderau pobl, ac yn darparu adborth clir ac amserol. Rydych chi'n pennu ac yn cynnal cyfeiriad clir a chadarnhaol, gyda blaenoriaethau a chanlyniadau â ffocws amlwg sy'n cael eu cyfleu'n glir i'r timau.

Rhagori:
Dysgu a Datblygu - Rydych chi'n chwilio am gyfleoedd dysgu newydd ac am ffyrdd newydd o ddatblygu eich hun a'ch sgiliau Cymraeg. Rydych chi'n dangos ymrwymiad personol i ddysgu ac yn annog eraill i ystyried cyfleoedd i ddysgu. Rydych yn mynd ati mewn modd strategol i nodi a mynd i'r afael â gofynion sgiliau yn awr ac yn y dyfodol, gan alluogi diwylliant o ddysgu parhaus a chynllunio olyniaeth.

Cymryd Cyfrifoldeb:
Arddangos Cyfrifoldeb - Rydych yn dal eich hun yn atebol am yr hyn rydych wedi addo ei gyflawni, gan gynnwys tasgau a ddirprwywyd i eraill. Rydych yn defnyddio eich crebwyll ac yn dangos ymagwedd ystyriol tuag at sefyllfaoedd a thasgau wrth wneud penderfyniadau a/neu ddarparu cyngor. Rydych yn dyrannu adnoddau yn deg ac yn gwneud penderfyniadau strategol priodol i gefnogi'r broses o ddarparu'r gwasanaethau.

Gwrando:
Deall Eraill – Rydych chi'n gwrando er mwyn deall safbwyntiau ac anghenion eraill, gan ymateb yn sensitif a gwirio dealltwriaeth lle bo angen. Rydych yn hwyluso trafodaethau adeiladol ac yn gweithio gydag amrywiaeth o bobl i ddod i gytundeb. Rydych chi'n

defnyddio hunanymwybyddiaeth a lefelau uchel o ddealltwriaeth o anghenion eraill i ddylanwadu ar gytundebau strategol a chydweithredol lefel uchel a'u trafod.

Gwybodaeth

Gwybodaeth arbenigol am ddeddfwriaeth, canllawiau a gweithdrefnau diogelu Oedolion a Phlant.

Gwybodaeth am ddeddfwriaeth berthnasol arall, strategaethau cenedlaethol, a chanllawiau sy'n berthnasol i'r maes gwasanaeth, gan gynnwys:

- Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014,
- Deddf Hawliau Dynol 1998, Confensiwn Ewropeaidd ar Hawliau Dynol,
- Deddf Iechyd Meddwl 1983
- Y Ddeddf Galluedd Meddyliol 2005 a Chod/Threfniadau Diogelu wrth Amddifadu o Ryddid (Cymru)
- Trais yn erbyn Menywod, Cam-drin Domestig a Thrais Rhywiol Deddf VAWDASV (Cymru) 2015, Deddf Gwrthderfysgaeth a Diogelwch 2015, adrannau 36 a 38
- Canllawiau Dyletswydd y Sianel: Amddiffyn pobl agored i niwed rhag cael eu denu at derfysgaeth (Llywodraeth Ei Fawrhydi, 2023)
- Strategaeth Atal (Llywodraeth EM, 2011)
- Canllawiau MAPPA 2022 (Y Weinyddiaeth Gyfiawnder)

Sgiliau Penodol y Swydd

- Trefnus iawn, gyda sgiliau cynllunio a blaenoriaethu eithriadol i sicrhau effeithlonrwydd gweithredol.
- Sgiliau cyfathrebu, trafod ac ymgynghori helaeth, gan alluogi datblygu perthnasoedd gwaith cynhyrchiol gyda rhanddeiliaid mewnol ac allanol.
- Adeiladu a chynnal partneriaethau cadarnhaol, proffesiynol a dibynadwy yn gyson gydag asiantaethau a chydweithwyr o fewn a thu allan i'r sefydliad.
- Dadansoddi gwybodaeth gymhleth i gefnogi'r gwaith o wneud penderfyniadau hyderus a gwybodus.
- Dangos meddwl dadansoddol a chreadigol i yrru gwella gwasanaeth, ymateb i newidiadau yn y gweithle, a bodloni gofynion gwasanaeth wrth gadw at bolisïau a gweithdrefnau sefydledig.
- Profiad amlwg o arwain a rheoli timau yn effeithiol, gan ddangos rhinweddau arweinydd cadarn.

Profiad

- Profiad blaenorol mewn rôl diogelu statudol; rheoli cwynion; gweithio amlasiantaethol; cadeirio paneli neu gyfarfodydd; gweithio o fewn fframwaith deddfwriaethol a chefnogi pontio rhwng gwasanaethau.

- Profiad o weithio mewn tîm gwaith cymdeithasol deinamig sy'n gweithio o fewn fframwaith statudol heriol, gan gynnwys cadw at amserlenni statudol.

Meini Prawf Dymunol
• Tystiolaeth o ddatblygiad ôl-gymhwysol/cymwysterau e.e. Asesu'r Gallu i Wneud Penderfyniadau (lefel 7) Asesu Budd Pennaf (Lefel 7) • Addysgwr Ymarfer Cymwysedig • Siaradwr Cymraeg Rhugl

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 1**	**Sgiliau Ysgrifennu Lefel 1**
Saesneg	**Sgiliau Siarad Lefel 5**	**Sgiliau Ysgrifennu Lefel 5**
Arall		

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)

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 gam fanteisio (Arweiniad)
Ar gyfer y swydd hon, gofynnwn am:

Math o ddatgeliad - Datgeliad manwl gan wirio'r rhestr wahardd.

Math o weithlu - Gweithio gyda Phlant ac Oedolion.

Adnewyddu - Bydd angen i chi gynnal tanysgrifiad blynyddol gyda Gwasanaeth Diweddaru'r DBS ar eich cost eich hun.

Cyfiawnhad – Rôl Hanfodol yn Cyflawni trefniadau diogelu statudol.

UNRHYW WYBODAETH ARALL

Disgwylir i bob gweithiwr gynnal gwerthoedd craidd yr Awdurdod, sydd wedi'u hadlewyrchu yn Ein Fframwaith Gwerthoedd Craidd a'n Hymddygiad, 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. Serve as the Designated Officer for Safeguarding (DOS), ensuring full compliance with statutory duties and Wales Safeguarding Procedures (Section 5 -Persons in a Position of Trust).

2. Provide expert advice and guidance in relation to Safeguarding/ PiPOT concerns.

3. Manage initial representations for section 5 review, ensuring thorough and timely oversight, compliant with regional review process.

4. Attend multi-Agency risk management forums including, Multi Agency Public Protection Arrangements (MAPPA) meetings, representing the Council and contributing to risk management plans for vulnerable individuals.

5. Support the Carmarthenshire Channel Panel, providing early multi agency intervention for individuals susceptible to radicalisation in accordance with Prevent and safeguarding duties.

6. Co-ordinate and respond to service complaints in accordance with statutory procedures.

7. Oversee and coordinate rapid response processes in cases of suspected suicide, ensuring effective multi-agency action.

8. Act as Transitional Safeguarding Lead, bridging services for young people moving between child and adult safeguarding.

9. Contribute to the national LADO/DOS network.

10. Contribute to local, regional and national service and policy developments.

11. To manage the safeguarding and MCA/DoLS operational teams in the absence of the substantive Team Manager.

Responsible for staff/ equipment

1 x Qualified Social Worker

To oversee operational functions of the Safeguarding and MCA/DoLS Team In the absence of the Operational Team Manager.

Reporting to
The designated officer maintains direct reporting channels to the Local Authority Designated Officer (LADO) providing objective updates and escalating sensitive issues when necessary.

Essential Criteria

Qualifications, Vocational Training and Professional Memberships

Relevant degree or professional qualification in social work.

Social Worker registered with Social Care Wales.

Our Core Values and Behaviours
Click here for the full framework

One Team:
Adapting to Change - You can adapt to changes in work or environment, remaining effective and positive. You adapt your personal style to suit different people or situations, to collectively deliver shared goals or purpose. You make positive use of change and uncertainty to promote and encourage collaboration and sharing across departments, services and with partners in regional working.

Customers First:
Customer Focus - You actively seek the diverse views of individuals who use our services, to improve our service delivery through Welsh and English. You plan ahead for service needs, considering the wider factors and long-term effects of decisions.

Integrity:
Leading & Delegating - You follow processes, and guidelines, challenging in a positive way if issues arise. You prioritise your own and others' work fairly, based on people's strengths, and providing clear, timely feedback. You set and maintain a clear, positive direction, with highly focused priorities and outcomes which are clearly communicated to teams.

Excellence:
Learning & Development - You seek out new learning and look for new ways to develop yourself and your Welsh language skills. You demonstrate personal commitment to learning and encourage others to consider opportunities to learn. You take a strategic perspective to identify and address both current and future skills requirements, enabling a culture of continuous learning and succession planning.

Take Responsibility:
Demonstrates Responsibility - You hold yourself accountable for what you have promised to deliver, including tasks delegated to others. You use your judgement and take a considered approach to situations and tasks when making decisions and/or providing advice. You fairly allocate resources and make appropriate strategic decisions to support delivery of services.

Listening:
Understanding Others - You listen to understand alternative viewpoints and needs, responding sensitively and checking understanding where necessary. You facilitate constructive discussions and work with a range of people to reach an agreement. You use self-awareness and high levels of understanding of other's needs, to influence and negotiate high-level strategic and collaborative agreements.

Knowledge

Expert knowledge of Adult and Childrens safeguarding legislation, guidance and procedures.

Knowledge of other relevant legislation, national strategies, and guidance applicable to the service area, including:

- Social Services and Well-being (Wales) Act 2014,
- Human Rights Act 1998, European Convention on Human Rights (ECHR),
- Mental Health Act 1983
- Mental Capacity Act 2005 and Deprivation of Liberty Safeguards (DoLS) code of practice/regulations (Wales)
- Violence Against Women, Domestic Abuse and Sexual Violence VAWDASV (Wales) Act 2015, Counter-Terrorism and Security Act 2015, Sections 36 and 38
- Channel Duty Guidance: Protecting vulnerable people from being drawn into terrorism (HM Government, 2023)
- Prevent Strategy (HM Government, 2011)
- MAPPA Guidance 2022 (Ministry of Justice)

Job Specific Skills

- Highly organised, with exceptional planning and prioritisation skills to ensure operational efficiency.
- Advanced communication, negotiation, and consultation skills, enabling the development of productive working relationships with internal and external stakeholders.
- Consistently builds and maintains positive, professional, and trustworthy partnerships with agencies and collaborators both within and outside the organisation.
- Skilled in analysing complex information to support confident and informed decision-making.
- Demonstrates analytical and creative thinking to drive service improvement, respond to workplace changes, and meet service requirements whilst adhering to established policies and procedures.
- Proven ability to lead and manage teams effectively, demonstrating robust leadership qualities.

Experience

- Demonstrable experience in a statutory safeguarding role; managing complaints; multi-agency working; chairing panels or meetings; working within a legislative framework and supporting transitions between services.

- Experience of working in a dynamic social work team working within a demanding statutory framework, including adherence to statutory timescales.

Desirable Criteria

- Evidence of Post qualifying development/qualifications e.g. Assessing Decision Making Capacity (level 7) Assessing Best Interests (Level 7)
- Qualified Practice Educator
- Fluent Welsh Speaker

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 1**	**Written level 1**
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 - Enhanced Disclosure with Barred list check

Workforce type - Working with Children and Adults

Renewals – You will need to maintain an annual subscription with the DBS Update Service at your own cost.

Justification - Essential Role Delivering statutory safeguarding.

ANY OTHER INFORMATION

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.

Adran / **Department**	Gwasanaethau Cymdeithasol a Thai | Social Services & Housing

Is-adran/ **Division**	Adult Social Care
Rhan/ **Section**	Adult Safeguarding and Mental Capacity Act/ DoLS

Paratowyd gan/ **Prepared By**	Cathy Richards
Dyddiad/ **Date**	Awst / August, 2026