|  |  |  |
| --- | --- | --- |
| **Cydlynydd Busnes ar gyfer Bwrdd Diogelu Plant Gogledd Cymru****Cyfeirnod y swydd: CSSN00007SJE****Lleoliad: Neuadd y Sir, Rhuthun** **(gweithio ystwyth)****Cyflog: Gradd 7 - £24,717- £27,394****Oriau: 37 awr yr wythnos****Parhaol**  |  | **Business Co-ordinator for the North Wales Safeguarding Children’s Board****Job reference: CSSN00007SJE****Location: County Hall, Ruthin**  **(agile working)****Salary: Grade 7 £24,717 - £27,394****Hours: 37 hours per week****Permanent**  |
| Mae'r Byrddau Diogelu Rhanbarthol yn fforymau aml-asiantaethol ar gyfer cytuno ar sut y dylai gwasanaethau diogelu gael eu cynllunio, eu darparu a'u monitro ar draws Gogledd Cymru. Mae'r rhain yn Fyrddau statudol sy'n gyfrifol am amddiffyn oedolion, plant a phobl ifanc rhag niwed sylweddol ac am hybu eu lles. Rydym yn chwilio am Gydlynydd Busnes i gefnogi gwaith Bwrdd Gogledd Cymru Diogelu Plant.Bydd gan ddeiliad y swydd angerdd clir ar gyfer gwasanaethau o ansawdd dâ a ffocws ar weithio aml-asiantaethol.Gwahoddir ceisiadau gan unigolion sydd â chefndir a phrofiad o weithio o fewn maes diogelu plant / oedolion.Mae'r gall i yrru a defnydd o gâr yn angenrheidiol neu'r gallu i deithio ar draws Gogledd Cymru i fynychu cyfarfodydd.Penodiad yn amodol ar glihrâd Gwasanaeth Datgelu a Gwahardd a geirdaon boddhaol.Mae'r gall i gyfathrebu trwy gyfrwng y Gymraeg yn hanfodol ar gyfer y swydd hon.Am drafodaeth am y swydd hon, cysylltwch â Bethan Jones Edwards, Pennaeth Cydweithredu Rhanbartholbethan.m.jones edwards@sirddinbych.gov.uk ar 01824 712037.Os oes gennych ddiddordeb yn y swydd wâg 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 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: 10fed o Ebrill 2017** |  | The Regional Safeguarding Boards are multi-agency forums for agreeing how safeguarding services should be planned, delivered and monitored across North Wales. These are statutory Boards responsible for protecting adults, children and young people from significant harm and for promoting their welfare. We are seeking a Business Co-ordinator to support the work of the North Wales Safeguarding Children’s Board. The post holder will have a clear passion for good quality services and a focus on multi-agency working. Applications are invited from individuals with a background and experience in working within the child/adult safeguarding arena. The ability to drive and use of a car is required or the ability to travel across North Wales to attend meetings. Appointment subject to Disclosure and Barring Service clearance and satisfactory references. The ability to communicate through the medium of welsh is essential for this post. For a discussion regarding this post please contact Bethan Jones Edwards,Head of Regional Collaboration bethan.m.jonesedwards@denbighshire.gov.uk on 01824 712037. 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 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: 10th April 2017** |
| **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.** |  | **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:**  | **Cydlynydd Busnes ar gyfer Bwrdd Diogelu Plant Gogledd Cymru** |
| **Graddfa:**  | **Grâdd 7**  |
| **Gwasanaeth:**  | **Gwasanaeth Cefnogi’r Gymuned** |
| **Maes Gwasanaeth:**  | **Cydweithredu Rhanbarthol** |
| **Yn atebol i:**  | **Rheolwr Busnes – Bwrdd Diogelu Plant Gogledd Cymru** |
| **Cyfeirnod y Swydd / Dyddiad cyhoeddi:**  | **03141 / Ionawr 2017** |
| **Pwrpas y Swydd** |
| Pwrpas rôl Bwrdd Diogelu Rhanbarthol Gogledd Cymru yw datblygu a meithrin cyswllt effeithiol a chydweithio gwasanaethau aml-asiantaethol sy'n blaenoriaethu'r diogelu ac yn hyrwyddo lles oedolion a phlant a phobl ifanc yn y Gogledd.Dan gyfarwyddyd y Rheolwr Busnes Rhanbarthol, rôl y swyddog Bwrdd Diogelu yw:• Cynorthwyo i ddatblygu Strategaeth Diogelu cydlynol• Cefnogi datblygiad a gweithrediad y Cynllun Busnes Blynyddol• Cefnogi rheoli perfformiad a sicrhau ansawdd ar waith fframwaith• Cydlynu Is-grwpiauCyflawni a chefnogi gweithredu eu Rhaglenni Gwaith unigol        • Cydlynu a chefnogi'r broses Adolygu Ymarfer ar gyfer oedolion / plant• Hwyluso a mynychu digwyddiadau a chyfarfodyddCynorthwyo gyda datblygiadau newydd ac chynghori'r Byrddau Diogelu Gogledd Cymru ar weithredu deddfwriaeth, cynlluniau a pholisi newydd ar waith. |
| **Prif Gyfrifoldebau**  |
| 1. Cefnogi'r Bwrdd Diogelu perthnasol yn y broses o welliant barhaol Diogelwch o fewn fframwaith busnes cydweithredol, cydlynol ac effeithiol.  2. Cefnogi, cydlynu a chynghori'r Grwpiau Cyflawni a Is-grwpiau a cefnogi a sicrhau gweithrediad eu Rhaglenni Gwaith priodol. 3. Cefnogi a chyd drefnu Paneli Adolygu a gweithredu fel pwynt canolog cyfathrebu mewn perthynas ag adolygiadau yng Ngogledd Cymru.4. Cytuno a sefydlu Agenda ar gyfer pob un o'r Grwpiau Cyflenwi Lleol ac Is-grwpiau gyda'r cadeirydd perthnasol.5. Cefnogi'r Rheolwr Busnes rhanbarthol i ddatblygu Cynllun Busnes Blynyddol Bwrdd Diogelu, cefnogi a sicrhau ei gyflawni a monitro ei gweithredu.6. Cefnogi'r Rheolwr Busnes Rhanbarthol i reoli Cyllidebol Blynyddol y Byrddau Diogelu yn cynnwys cefnogi comisiynu gwasanaethau perthnasol a gweithgareddau.7. Monitro a dadansoddi dangosyddion perfformiad sy'n berthnasol i weithgareddau'r  Byrddau ac adroddiad Diogelu rheolaidd ar y rhain i'r Bwrdd, Grwpiau Cyflenwiac Is-grwpiau.8. Adolygu, craffu a goruchwylio datblygiad deddfwriaeth yn genedlaethol ac yn lleol yn gysylltiedig â'r agenda Diogelu.9. Monitro ac adrodd ar y cais cyson a chadarn o chenedlaethol  polisïau / canllawiau a rhai a ddatblygwyd yn rhanbarthol ac a fabwysiadwyd gan y Byrddau Diogelu.10. Cefnogi'r gwaith o ddatblygu, gweithredu a monitro perfformiadFframwaith11. Cefnogi datblygiad y wefan ac i ddiweddaru'r wefan.12. Cefnogi a datblygu polisi a dogfennau sy'n ymwneud â swyddogaethau busnes y Byrddau Diogelu                  13. Darparu cyfnod sefydlu a chefnogaeth i aelodau newydd y Datblygiad neu'r Is-Grwpiau y Byrddau Diogelu.14. Ymateb i geisiadau am wybodaeth ac adrodd ar y gwaith a gweithgareddau Byrddau Lleol gyda chefnogaeth y Rheolwr Busnes Rhanbarthol.15. Cefnogi'r Rheolwr Busnes Rhanbarthol yn rheoli ceisiadau a wnaed i'r Byrddau Diogelu i graffu meysydd gwasanaeth eraill mewn perthynas â diogelu. 16. Sefydlu a chynnal perthynas waith gadarnhaol ag ystod amrywiol o Rhanddeiliaid yn y rhanbarth i gefnogi gwaith y Byrddau Diogelu.17. rheoli'n effeithiol y rhyngwyneb y Byrddau Diogelu ac partner allweddol asiantaethau ar draws Gogledd Cymru.18. Cysylltu â Llywodraeth Cymru - o ran datblygu a gweithredu Plentyn Adolygiadau / Arferion i Oedolion, Adolygiadau Marwolaethau Plant a datblygiad canllawiau cenedlaethol eraill etc.19. Sicrhau bod trefniadau gwaith yn unol â ac yn hyrwyddo  anghenion ieithyddol defnyddwyr a staff yn unol â "Mwy na Geiriau" ac polisïau dwyieithog asiantaethau partner '.20. Dirprwyo fel y bo'n briodol ar gyfer y Rheolwr Busnes Rhanbarthol.21. Sicrhau bod adroddiadau yn cael eu cwblhau o fewn amserlenni ac yn cael eu gosod ar y bo'n briodol agendâu.22. Fel sy'n ofynnol yn gyfrifol am gynnal cysylltiadau gyda'r holl asiantaethau perthnasol, teuluoedd a buddiannau eraill mewn perthynas ag adolygiadau ymarfer parhaus ar draws y rhanbarth.23. Fel sy'n ofynnol darparu cymorth ymarferol i'r panel adolygu ymarfer a gwaith agos gyda'r paneli o ran adolygiadau ymarfer..**Dyletswyddau a Chyfrifoldebau - Corfforaethol**1. Bod yn gyfrifol am sefydlu perthnasau gwaith da yn fewnol ac yn allanol.2. Cydymffurfio â Pholisïau a Threfnau'r Awdurdod a rhoi gwybod i UwchSwyddogion am unrhyw feysydd nad ydynt yn cael eu trin yn ddigonol.3. Gweithio mewn modd sy'n gefnogol i egwyddorion ac ymarferion cydraddoldeb yr Awdurdodcyfartal fel sydd wedi'i amlinellu yn y Polisi Cyfleoedd Cyfartal.4. Bod yn gyfrifol am ymlynu wrth arferion Iechyd a Diogelwch yn eich dyddiolgweithrediadau, gan rannu cyfrifoldeb am Iechyd a Diogelwch yn yr adran, y gyfarwyddiaeth a'r Awdurdod yn gyffredinol.5. Bydd yn rhaid i weithwyr roi gwybodaeth benodol amdanynt eu hunain er mwyny gall yr Awdurdod allu cyflawni ei ddyletswyddau, ei hawliau a'i gyfrifoldebau fel cyflogwr. Bydd yr Awdurdod yn prosesu a rheoli data o'r fath yn bennaf at ddibenion personél, gweinyddol a chyflogau.6. Fel un o'ch amodau cyflogaeth ac er mwyn cynnal adran yn gweithio'n effeithiolgweithrediadau, efallai y bydd rhaid i chi gyflawni unrhyw dasg resymol arall, sy'n gymesur â'ch graddfa, fel y pennir gan eich Rheolwr Atebol neu Bennaeth Gwasanaeth. |
| **Adnoddau / Offer / Deunyddiau** |
| Defnydd TGChFfôn |
| **Goruchwylio / Rheoli Pobl** |
| Dim |
| **Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad** |
| Gwybodaeth ddâ am Byrddau Diogelu a'r gofynion yn y Gwasanaethau Cymdeithasol a Deddf Lles (Cymru) 2014.Ymwybyddiaeth o'r cyd-destun ehangach o newid a datblygiad ym maes diogelu Oedolion / Plant.Ymwybyddiaeth am y gofynion statudol mewn perthynas ag adolygiadau Ymarfer Plant / Oedolion. |
| **Amodau Gwaith Arbennig** |
| Y gall i weithio ar draws Gogledd Cymru o wahanol leoliadau.Y g all i deithio ledled y rhanbarth ac ymhellach yn ôl y gofyn. |
| **Archwiliadau Cyflogaeth / Gofynion Penodol** |
| Clirhâd DBS. Geirdaon boddhaol. |
| **Gweledigaeth / Cyd-destun** |
| Mae'r swydd Cydlynudd Busnes wedi ei greu i alluogi busnes y Gogledd Byrddau Diogelu i'w datblygu, eu rheoli a'u monitro'n effeithiol. |

|  |
| --- |
| **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:**  | **Cydlynydd Busnes ar gyfer Bwrdd Diogelu Plant Gogledd Cymru** |
| **Gwasanaeth:** | **Gwasanaeth Cefnogi’r Gymued** |
| **Graddfa:**  | **Grâdd 7** |
| **MEINI PRAWF** | **HANFODOL** | **DYMUNOL** | **DULL ASESU**Ffurflen Gais / Cyfweliad / Cyflwyniad / Geirda ac ati |
| 1. **ADDYSG A CHYMWYSTERAU**
 | Grâdd (neu'n gweithio tuag at) neu gyfwerth mewn Gwaith Cymdeithasol neu gymhwyster proffesiynol eraill sydd â phrofiad penodol yn Diogelu Plant neu Oedolion ee RGN / RHV, yr Heddlu, y Gwasanaeth Prawf, Iechyd y Cyhoedd.*neu*Profiad perthnasol (mwy na 3 blynedd) yn un o'r disgyblaethau hyn. |  | Ffurflen Gais |
| 1. **PROFIAD PERTHNASOL**
 | Profiad o ddatblygu taenlenni.Profiad o ddatblygu adroddiadau perfformiad rheoli a gwerthuso.Y gall i greu e -bulletins a chyfrannu at gylchlythyrau i'w gylchredeg ar y wefan.Y gall i gynhyrchu taflenni gwerthuso ar gyferdigwyddiadau hyfforddi a Chynhadledd Flynyddol aparatoi adroddiadau gwerthuso ar ôl hynny.Y gall i wneud penderfyniadau o fewn maes cyfrifoldeb.Y gall i nodi meysydd risg a chymryd camau priodol.Cynghori'r Byrddau Diogelu ar faterion allweddol. | Y gall i ddiweddaru swyddi greadigol a ‘tweets’ ar gyfryngau cymdeithasol.Gallu cyfrannu at gynhyrchu dogfennau marchnata, er enghraifft taflenni | Ffurflen Gais |
| 1. **GWYBODAETH A SGILIAU CYSYLLTIEDIG Â’R SWYDD**
 | Gwybodaeth ddâ o agweddau damcaniaethol o ddiogelu deddfwriaeth ac arfer i blant. Ymwybyddiaeth o'r cyd-destun ehangach o newid a datblygiad ym maes diogelu Oedolion a Phlant.Gwybodaeth ddâ o gyfrifoldebau statudol y Byrddau Plant a'r agenda genedlaethol ar gyfer newid Diogelu.Gwybodaeth ddâ o gyfrifoldebau a swyddogaethau adran Gwasanaethau Plant statudol ac asiantaethau eraill sy'n aelodau rolau a chyfrifoldebau diogelu.Gwybodaeth dda o rôl, swyddogaeth a chyfrifoldebau'r Awdurdod Lleol mewn perthynas â diogelu plant.Dealltwriaeth dda o waith mewn cyd-destun aml-asiantaeth a gallu i weithio ar draws ffiniau proffesiynol.Dealltwriaeth dda o ddatblygu systemau, gweithdrefnau a chronfeydd data. | Dealltwriaeth ddâ o reoli prosiectau mewn amgylchedd aml-asiantaeth.Dealltwriaeth ddâ o systemau archwilio asiantaeth a sicrhau ansawdd aml.Gwybodaeth am reolaeth gyllidebol. | Ffurflen GaisCyfweliad |
| 1. **NODWEDDION PERSONOL**
 | Y gall i gyfrannu'n gadarnhaol at ydatblygu ymarfer a chynnal safonau yn yDiogelu Plant a / neu ddiogeluOedolion.Y gall i weithio dan bwysau ac i lynuo fewn terfynau amser ar gyfer cwblhau tasg.Y gall i hunan-reoli a hunan ysgogi ac i reoli llwyth gwaith yn annibynnol.Sgiliau trefnu da.Sgiliau TG cryf, yn enwedig Outlook, Wordac Excel.Y gall i ddiweddaru'r wefan yn rheolaidd ac yn gallu maes o law icyfrannu at ddatblygiad y wefan.Y gallu i gyfathrebu trwy gyfrwng y Gymraeg a'r Saesneg (ar lafar ac yn ysgrifenedig). | Gwybodaeth am ddatblygu strategolcynlluniau gweithredol / busnes.Y gall i weithredu perfformiadsystemau rheoli i gyflwyno gwasanaethgwelliannau.Sgiliau hwyluso da i gefnogi'rRheolwr Busnes a Chadeiryddion IsGrwpiau mewn gweithdai a digwyddiadau.Gwybodaeth ddâ a diddordeb yn y defnydd o gyfryngau cymdeithasol ac ymwybyddiaeth o sut ygallai Facebook a Twitter gael ei ddefnyddio igysylltu â defnyddwyr gwasanaethau ac ymarferwyr. | Ffurflen GaisCyfweliad |
| 1. **GOFYNION ERAILL**
 | Empathi gyda’r Gymraeg a diwylliant Cymru. Yn rhugl yn y Gymraeg.Sgiliau ysgrifennedig cryf i allu paratoi adroddiadau o'r fath fel adroddiadau amlygu briffio gan y grwpiau Cyflenwi Lleol ar gyfer y Byrddau Diogelu. | Profiad o geisio barn dinasyddion (oedolion a phlant / pobl ifanc). | Ffurflen GaisCyfweliad |

|  |
| --- |
| **DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION** |
| **Job Title:**  | **Business Co-ordinator for North Wales Safeguarding Board** |
| **Grade:**  | **Grade 7** |
| **Service:**  | **Community Support Services** |
| **Service Area:**  | **Regional Collaboration** |
| **Responsible to:**  | **Business Manager – North Wales Safeguarding Board** |
| **Job ID Number/Date Issued:**  | **03141 / January 2017** |
| **Job Purpose** |
| The role of the North Wales Regional Safeguarding Board is to develop and foster effective liaison and co-operation of multi-agency services which prioritise the safeguarding and promotes the welfare of adults and children and young people in North Wales.Under the direction of the Regional Business Manager the role of the Safeguarding Board officer is:• Assist to develop a coherent Safeguarding Strategy• Support the development and implementation of the Annual Business Plan• Support the implementation of performance management and quality assurance  framework• Co-ordinate the Delivery and Sub groups and support the implementation of their respective Work Programmes• Co-ordinate and support the Practice Review process for adults/children• Facilitate and attend events and meetingsAssist with new developments and advise the NW Safeguarding Boards on the implementation of new legislation, plans and policy. |
| **Principal Accountabilities and Responsibilities** |
| 1. To support the respective Safeguarding Board in the process of continuous

 improvement of Safeguarding within a collaborative, coherent and effective  business framework.1. To support, coordinate and advise the Delivery Groups and Sub Groups and

 support and ensure the implementation of their respective Work Programmes.1. To support and co ordinate the Review Panels and act as the central point of

 communication in relation to reviews in North Wales.1. To agree and establish an Agenda for each of the Local Delivery Groups and Sub Groups with the relevant chair.
2. To support the regional Business Manager to develop the Safeguarding Board’s

 Annual Business Plan, support and ensure its delivery and monitor its  implementation.1. To support the Regional Business Manager to manage the Annual Budget of the

 Safeguarding Boards including supporting commissioning relevant services and  activities.1. To monitor and analyse performance indicators relevant to the activities of the

 Safeguarding Boards and report regularly on these to the Board, Delivery Groups  and Sub Groups.1. To review, scrutinise and oversee the development of legislation both nationally and locally associated with the Safeguarding agenda.
2. To monitor and report on the consistent and robust application of national

 polices/guidance and those developed regionally and adopted by the  Safeguarding Boards.1. To support the development, implementation and monitoring of a performance

Framework. 11. To support the development of the website and to update the Website. 12. To support and develop Policy and documents relating to the business functions  of the Safeguarding Boards. 13. To provide induction and support to new members of the Development or Sub  Groups of the Safeguarding Boards. 14. To respond to requests for information and reports on the work and activities of  the Local Boards with the support of the Regional Business Manager. 15. To support the Regional Business Manager manage requests made to the  Safeguarding Boards to scrutinise other service areas in relation to Safeguarding. 16. To establish and maintain positive working relationships with a diverse range of  Stakeholders in the Region to support the work of the Safeguarding Boards. 17. To manage effectively the interface of the Safeguarding Boards and key partner  agencies across North Wales. 18. Liaise with Welsh Government - in respect of developing and implementing  Child/Adult Practice Reviews, Child Death Reviews and the development of  other national guidance etc. 19. Ensure that working arrangements are in accordance with and promote the  linguistic needs of users and staff in accordance with "More than Words" and  partner agencies' bilingual policies. 20. Deputise as and when appropriate for the Regional Business Manager. 21. Ensure reports are completed within timescales and are placed on appropriate  agendas. 22. As required be responsible for maintaining links with all relevant agencies, families  and other interests in relation to ongoing practice reviews across the region. 23. As required provide practical support to the practice review panel and work  closely with the panels in respect of practice reviews. **Duties and Responsibilities – Corporate**1. To be responsible for establishing good working relationships both internally and

externally.1. Compliance with the Authority's Policies and Procedures and to make known to Senior

Officers any areas which are not adequately covered.1. To participate actively in supporting the Authority's principles and practices of equality

of opportunity as laid down within the EqualOpportunities Policy.1. To be responsible for the application of Health & Safety practices within the daily

operations, sharing a common responsibility for Health & Safety across the department, directorate and Authority as a whole.1. Employees will be required to give certain information relating to themselves in order

that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes.1. As a term of your employment and in order to maintain effective departmental

operations, you may be required to undertake any other reasonable task, commensurate with your grade, as determined by your Line Manager or Head of Service. |
| **Resources/Equipment/Material** |
| IT KitPhone |
| **Supervision/Management of People** |
| None |
| **Knowledge, Skills, Training and Experience** |
| Good knowledge of Safeguarding Boards and the requirements in the Social Services and Well-Being (Wales) Act 2014. Awareness of the wider context of change and development in the field of safeguarding of Adults/Children.Awareness of the statutory requirements in relation to Child/Adult Practice reviews. |
| **Special Working Conditions** |
| Ability to work across North wales from various locations. Ability to travel across the region and further afield as required.  |
| **Employment Checks/ Specific Requirements** |
| DBS Clearance. Satisfactory references. |
| **Vision/Context** |
|  The Board Co-ordinator post was created to enable the business of the North Wales Safeguarding Boards to be developed, managed and monitored effectively.  |

|  |
| --- |
| **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:**  | **Business Co-ordinator for North Wales Safeguarding Board** |
| **Service** | **Community Support Services** |
| **Grade:**  | **Grade 7** |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT**Application Form / Interview / Presentation / References etc |
| 1. **EDUCATION & QUALIFICATIONS**
 | Degree (or working towards) or equivalent in Social Work or other professional qualification with specific experience in Safeguarding Children or Adults e.g. RGN/RHV, Police, Probation, Public Health. *or*Relevant experience (in excess of 3 years) in one of these disciplines. |  | Application Form |
| 1. **RELEVANT EXPERIENCE**
 | Experience of developing spreadsheets.Experience of developing performancemanagement and evaluation reports.Ability to create e -bulletins and contribute to newsletters for circulation on the website.Ability to produce evaluation sheets fortraining events and Annual Conference andto prepare evaluation reports thereafter.Ability to make decisions within area of responsibility.Ability to identify risk areas and take appropriate actions.Advise the Safeguarding Boards of key issues. | Ability to creatively update posts and tweets on social media.Ability to contribute to the production of marketing documentation for example flyers | Application Form |
| 1. **JOB RELATED KNOWLEDGE & SKILLS**
 | Good knowledge of the theoretical aspects of safeguarding children legislation and practice. An awareness of the wider context of change and development in the field of safeguarding Adults and Children.Good knowledge of the statutory responsibilities of Safeguarding Children Boards and the national agenda for change.Good knowledge of the statutory responsibilities and functions of a Children's Services department and other member agencies safeguarding roles and responsibilities.Good knowledge of the role, function and responsibilities of the Local Authority in respect of safeguarding children.Good understanding of work in a multi- agency context and an ability to work across professional boundaries.Good understanding of the development of systems, procedures and databases. | Good understanding of managing projects in a multi agency environment.Good understanding of multi agency audit and quality assurance systems.Knowledge of budgetary management. | Application Form |
| 1. **PERSONAL QUALITIES**
 | The ability to contribute positively to thedevelopment of practice and the maintenance of standards in theSafeguarding Children and/or SafeguardingAdults arena.Ability to work under pressure, and to adhereto deadlines for task completion.Ability to self manage and self motivate andto manage workloads independently.Good organisational skills.Strong IT skills, in particular Outlook, Wordand Excel. Ability to update the websiteregularly and in due course ability tocontribute to the development of the website.Ability to communicate through the mediumof Welsh and English (verbal and written). | Knowledge of developing strategicoperational/business plans.Ability to implement performancemanagement systems to deliver serviceimprovements.Good facilitation skills to support theBusiness Manager and Chairs of SubGroups at workshops and events.Good knowledge and an interest in the use of social media and an awareness of howFacebook and Twitter could be used toconnect with service users and practitioners. | Application FormInterview |
| 1. **OTHER REQUIREMENTS**
 | Empathy with the Welsh Language and Culture.Fluent in Welsh language.Strong writing skills to be able to prepare reports such as highlight repots, briefing reports from the Local Delivery groups for the Safeguarding Boards.Good people skills and be able to network between the stakeholders and third sector effectively and efficiently within the setting of the Delivery groups and sub-groups.Able to represent and market the Safeguarding Boards in the community as required.Ability to travel across and beyond the county to fulfil work demands.Ability to travel to various locations across Wales and attend scheduled appointments withinAgreed timescales.The ability to work outside normal office hours if required.  | Experience of seeking the views of citizens (adults and children/young people). | Application FormInterview |