

Disgrifiad Swydd a Manyleb y Person



MANYLION Y SWYDD

Teitl y Swydd:	Arweinydd Ymgysylltu a Monitro
Rhif Adnabod Gwerthuso Swydd:	2860CE
Gradd:	9
Cyfadrn:	Addysg a Gwasanaethau Corfforaethol
Adran:	Gwasanaethau Trawsnewid
Is-adran:	Gwella Gwasanaethau a Phartneriaethau
Lleoliad:	Tŷ Penallta
Yn atebol i:	Rheolwr Trawsnewid – Mewnwelediadau a Gwybodaeth

DIBEN Y SWYDD

Gan adeiladu ar yr egwyddorion yn Fframwaith Ymgynghori ac Ymgysylltu'r Cyngor, cymryd cyfrifoldeb am gyflawni allbynnau a chanlyniadau ymgysylltu a monitro yn ôl themâu allweddol drwy raglen Cronfa Ffyniant Gyffredin y Cyngor.

Sicrhau bod yr amcanion ymgynghori/ymgysylltu a monitro yn cael eu hintegreiddio'n llawn i ddatblygu strategaethau corfforaethol y Cyngor, gan ddefnyddio data a mewnwelediad i lywio'r prosesau hynny.

Gan weithio fel rhan o'r tîm ymgysylltu corfforaethol ehangach, adeiladu ar y ddeialog bresennol gyda'r cymunedau rydyn ni'n eu gwasanaethu, gan ymgysylltu â thrigolion a rhanddeiliaid eraill a'u cynnwys nhw wrth ddarparu rhaglenni newid allweddol – yn enwedig cynllun buddsoddi lleol y Gronfa Ffyniant Gyffredin – a thynnu sylw at gyfleoedd sy'n bodoli i gymryd rhan mewn penderfyniadau a'u dylanwadu nhw ar draws y meysydd hyn.

Gweithio ochr yn ochr â'r tîm cyflawni ehangach i fonitro a gwerthuso perfformiad prosiectau, gan ddefnyddio data a mewnwelediad rhanddeiliaid i sicrhau bod allbynnau a chanlyniadau'n cael eu cyflawni yn unol â dyheadau rhanddeiliaid, yn ogystal â gofynion perfformio a thelerau'r contract neu gytundeb perthnasol.

Mae'r swydd yn cael ei hariannu gan Gronfa Ffyniant Gyffredin y DU.

MEYSYDD CANLYNIADAU ALLWEDDOL

Gan weithio'n uniongyrchol ochr yn ochr â'r Rheolwr Trawsnewid – Mewnwelediadau a Gwybodaeth a Rheolwr Tîm Menter Fusnes ac Adnewyddu, arwain y gwaith ymgysylltu a monitro cysylltiedig yn llwyddiannus o ran cynllun buddsoddi Cronfa Ffyniant Gyffredin y Cyngor.

Adeiladu a chynnal perthnasoedd cryf gydag ystod eang o rhanddeiliaid – gan gynnwys yr Aelod o'r Cabinet a'r Cyfarwyddwr Corfforaethol, partneriaethau'r sector cyhoeddus, Llywodraeth y DU, y gymuned fusnes, cymunedau a'r sector gwirfoddol.

Defnyddio dulliau arloesol i ddatblygu strategaethau ymgysylltu i sicrhau bod data a mewnwelediad cwsmeriaid/rhanddeiliaid yn ganolog wrth wneud penderfyniadau sy'n cyd-fynd â chynllun buddsoddi lleol y Gronfa Ffyniant Gyffredin.

Hyrwyddo egwyddorion ymgynghori ac ymgysylltu effeithiol ac ystyrion ar draws y Cyngor, gan ganolbwyntio'n benodol ar yr adran Adfywio a Chynllunio – y gwasanaeth cyflawni arweiniol ar gyfer y Gronfa Ffyniant Gyffredin. Cynorthwyo arferion gorau a gweithio ochr yn ochr â chydweithwyr yn y tîm Cydraddoldeb a'r Gymraeg i sicrhau cadw at y safonau uchaf.

Rhoi gwybod i'r rhanddeiliaid mewnol allweddol am y dulliau mwyaf effeithiol o ymgysylltu a monitro ansawdd, gan gynnwys negeseuon a thechnegau priodol. Sicrhau bod data a mewnwelediad yn ganolog i lywio ymyriadau sydd wedi'u hariannu gan y Gronfa Ffyniant Gyffredin a themau ehangach y rhaglen, a bod monitro effeithiol yn cael ei wneud yn unol â dyheadau'r cymunedau a gofynion perfformio.

Sicrhau bod gweithgareddau ymgynghori yn cael eu cynnal i'r safon uchaf, yn unol â'r Egwyddorion Cenedlaethol ar gyfer Ymgynghori â'r Cyhoedd yng Nghymru a'r Egwyddorion Gunning.

Gweithio ochr yn ochr â'r tîm ymgysylltu corfforaethol ehangach i ddatblygu 'Trafodaeth Caerffili' parhaus y Cyngor ymhellach – gan ychwanegu gallu ac arbenigedd a sicrhau bod themau canolog y Gronfa Ffyniant Gyffredin yn cael eu cyfleu drwy gydol y drafodaeth barhaus gydag ystod o randdeiliaid.

PROFFIL MANWL O'R DASG

Sicrhau bod amcanion ymgynghori/ymgysylltu a threfniadau monitro effeithiol wedi'u hintegreiddio'n llawn i ddatblygu nifer o raglenni strategol – yn enwedig y rhai sy'n cyd-fynd â chynllun buddsoddi lleol y Gronfa Ffyniant Gyffredin a'i ymyriadau cysylltiedig.

Darparu cyngor ac arweiniad proffesiynol i gydweithwyr ar draws y sefydliad, ond yn enwedig yr adran arweiniol ar gyfer cyflawni'r Gronfa Ffyniant Gyffredin ar weithgareddau ymgynghori, ymgysylltu a monitro effeithiol.

Datblygu rhaglen o weithgareddau ymgysylltu, sy'n cyd-fynd â themâu allweddol y Gronfa Ffyniant Gyffredin, sy'n dangos arferion gorau – gan weithio ochr yn ochr â chydweithwyr yn y tîm Ymgysylltu Corfforaethol a'r tîm Cydraddoldeb a'r Gymraeg i sicrhau hyn.

Defnyddio arbenigedd proffesiynol i ddarparu adroddiadau i'r Tîm Rheoli Corfforaethol, yr Aelod o'r Cabinet a'r tîm cyflawni ehangach yn ôl yr angen, gan dynnu sylw at ba mor effeithiol yw gweithgareddau ymgysylltu â rhanddeiliaid a monitro wrth sicrhau bod ymyriadau yn cyd-fynd â dyheadau'r gymuned.

Trwy arolygon cwsmeriaid a rhai mewnol, casglu mewnwelediad a data a fydd yn llywio ymyriadau/prosiectau unigol ac yn olrhain gwelliannau mewn perfformiad/canlyniadau enw da i gymunedau.

Dylunio a helpu i gyflawni'r prif weithgaredd corfforaethol i ymgysylltu â thrigolion, 'Trafodaeth Caerffili', i sicrhau ei fod yn casglu'r mewnwelediad a'r wybodaeth sydd eu hangen i fesur cynnydd a llywio newid mewn gwasanaethau ar draws y sefydliad.

Defnyddio meddalwedd ymgysylltu'n effeithiol, gan gynnwys platfform ymgysylltu digidol y Cyngor, Engagement HQ, i ddatblygu rhaglenni ymgysylltu amlochrog sydd â gwerthuso effeithiol a chwmpas i ddylanwadu ar y broses o wneud penderfyniadau wrth ei wraidd.

Gweithio fel rhan o'r tîm ymgysylltu corfforaethol ehangach i gymryd dull blaengynllunio ar gyfer cynllunio gweithgareddau ymgysylltu er mwyn sicrhau bod mewnwelediadau a gwybodaeth yn cael eu coladu ar y cam ffurfiannol, gan sicrhau bod allbynnau'n cael eu hoptimeiddio wrth helpu i lunio a llywio rhaglenni newid ar draws y Cyngor.

Gweithio'n agos gyda chydweithwyr yn yr adran adfywio a chynllunio i sicrhau bod mewnwelediad cwsmeriaid yn cael ei fwydo'n gyson i raglen waith y tîm.

Gweithio ochr yn ochr â'r Rheolwr Trawsnewid – Mewnwelediadau a Gwybodaeth i ddatblygu prosesau ymhellach ar gyfer 'cau'r ddolen,' gan sicrhau bod grwpiau rhanddeiliaid yn ymwybodol o'r rôl bwysig y mae eu lleisiau, eu syniadau a'u barn nhw wedi chwarae wrth lunio prosiectau ac ymyriadau, yn enwedig y rhai sy'n cyd-fynd â chynllun buddsoddi lleol y Gronfa Ffyniant Gyffredin. Mae hyn yn allweddol wrth helpu datblygu perthnasoedd dibynadwy ymhellach gyda grwpiau rhanddeiliaid amrywiol, gan gynnwys trigolion.

Dirprwyo ar gyfer y Rheolwr Trawsnewid – Mewnwelediadau a Gwybodaeth ac Arweinydd Tîm Menter Fusnes ac Adnewyddu (sy'n berthnasol i'r agenda ymgysylltu a monitro) yn ôl yr angen.

PERTHNASOEDD GWEITHIO ALLWEDDOL

Rheolwr Trawsnewid – Rheolwr llinell uniongyrchol Mewnwelediadau a Gwybodaeth.

Arweinydd Tîm Menter Fusnes ac Adnewyddu – swyddog arweiniol ar gyfer cyflawni'r Gronfa Ffyniant Gyffredin.

Aelod o'r Cabinet a'r Cyfarwyddwr Corfforaethol.

Penaethiaid Gwasanaethau perthnasol.

Rheolwyr Gwasanaethau.

Yr adran Adnewyddu a Chynllunio a'r tîm Gwella Gwasanaethau a Phartneriaethau.

Grwpiau amrywiol o randdeiliaid allanol gan gynnwys trigolion, y gymuned fusnes, grwpiau cymunedol a sefydliadau'r sector gwirfoddol.

Sefydliadau partner allweddol gan gynnwys Llywodraeth y DU (partner cyllido), Llywodraeth Cymru, awdurdodau lleol eraill a sefydliadau partner amrywiol y Bwrdd Gwasanaethau Cyhoeddus.

Darparwyr allweddol a phartneriaid caffael yn ôl yr angen.

CYFRIFOLDEBAU AM STAFF

Teitlau Swyddi, Niferoedd a Lefel Atebolrwydd

Nid oes unrhyw gyfrifoldeb rheolwr llinell uniongyrchol, fodd bynnag, bydd angen helpu cydweithwyr a gweithwyr newydd i ymgysylltu â'u gwaith nhw.

Bydd hefyd angen cynnig cyngor ac arweiniad mewn meysydd perthnasol o arbenigedd i gydweithwyr ac aelodau iau yn y tîm.

CYFRIFOLDEBAU AM ADNODDAU

Cyllid, Peiriannau, Adeiladau neu Gyfarpar

Cyfrifoldeb am reoli cyfarpar TG ac adnoddau digidol y swyddfa a chyfarpar ystwyth sy'n cael eu defnyddio gan y tîm.

Systemau Data

Yn gyfrifol am gynnal cofnodion digidol o weithgareddau ymgysylltu a monitro, yn ogystal â nifer o offer ymgysylltu digidol allweddol megis plattform ymgysylltu digidol y Cyngor, Engagement HQ.

AMGYLCHEDD GWAITH

Swydd hyblyg yn unol â Pholisi Gweithio Ystwyth y Cyngor. Mae'r tîm yn gweithio ar sail ystwyth rhwng y swyddfa a'r cartref. Mae'r tîm yn mynychu swyddfeydd y Cyngor pan maen nhw'n cael eu gofyn i wneud hynny ar gyfer cyfarfodydd, tasgau penodol, goruchwyliaeth ac arfarniadau.

Gofyniad achlysurol i ymweld â swyddfeydd eraill y Cyngor a lleoliadau cymunedol.

Gofyniad achlysurol i fynychu gweithgareddau ymgysylltu â'r gymuned y tu allan i oriau swyddfa arferol.

Bydd angen mynychu cyfarfodydd cyhoeddus/cymunedol a chynnal ymarferion ymgysylltu â'r cyhoedd hefyd, yn ogystal â mynychu cyfarfodydd rhanbarthol gyda chyrrff ariannu neu bartneriaid ar sail ad hoc.

GOFYNION YCHWANEGOL

Cyfyngiad Gwleidyddol:	Nac oes
Gwiriad y Gwasanaeth Datgelu a Gwahardd:	Nac oes
Gwiriad y Rhestr Wahardd:	Nac oes
Asesiad Meddygol Sylfaenol Cyn Cyflogaeth:	Nac oes
Cofrestru:	Nac oes

Yn deall ac yn gallu dangos egwyddorion cyfrinachedd.

Yn gweithio o fewn polisïau a gweithdrefnau'r Cyngor, gan gynnwys cydnabod y ddyletswydd i ddiogelu oedolion, plant a phobl ifanc sy'n agored i niwed.

Yn deall ac yn dangos ymrwymiad i bolisïau'r Cyngor.

Yn dangos ymrwymiad i ddatblygiad personol parhaus.

Mae'r dyletswyddau a chyfrifoldebau yn anodd eu diffinio'n fanwl a gallen nhw amrywio o dro i dro heb newid natur gyffredinol y dyletswyddau neu lefel y cyfrifoldebau dan sylw. Felly, mae disgwyl i ddeiliad y swydd ymgymryd â dyletswyddau eraill yn ôl y gofyn ar yr amod na fydd natur gyffredinol y dyletswyddau na lefel y cyfrifoldebau yn newid.

MANYLEB Y PERSON

	HANFODOL	DELFRYDOL
CYMWYSTERAU	<p>Cymhwyster Lefel 6 (Gradd) perthnasol ar Fframwaith Credydau a Chymwysterau Cymru.</p>	<p>Cymhwyster ôl-raddedig perthnasol neu yn aelod o gorff proffesiynol perthnasol.</p> <p>Tystiolaeth o ddatblygiad proffesiynol parhaus.</p>
GWYBODAETH	<p>Dealltwriaeth fanwl o lywodraeth leol a'r sector cyhoeddus ehangach.</p> <p>Dealltwriaeth glir o ddatblygu economaidd ac adfywio yng nghyd-destun y sector cyhoeddus.</p> <p>Profiad ymarferol amlwg o dechnegau ymgysylltu/cynnwys y gymuned.</p> <p>Yr wybodaeth ddiweddaraf o'r egwyddorion cenedlaethol ar gyfer ymgysylltu a'r cyhoedd yng Nghymru, egwyddorion Gunning a'r athrawiaeth disgwyliad dilys.</p> <p>Dealltwriaeth gadarn o arfer dda a'r materion sy'n ymwneud ag amrywiaeth, cydraddoldeb a chydlyniant cymunedol a sut mae'r rhain yn effeithio ar ddarparu gweithgareddau ymgysylltu cymunedol.</p>	<p>Gwybodaeth amlwg am wyddoniaeth newid ymddygiad.</p> <p>Dealltwriaeth amlwg o feddalwedd ymgysylltu digidol a chyfryngau digidol eraill fel offer ymgysylltu effeithiol.</p>
SGILIAU	<p>Yn fedrus mewn datblygu a gweithredu strategaethau ymgynghori, ymgysylltu a monitro effeithiol ar gyfer amrywiaeth o grwpiau rhanddeiliaid.</p> <p>Sgiliau trefnu a chadw amser rhagorol.</p> <p>Y gallu i flaenoriaethu gwaith i fodloni amserlenni tynn.</p> <p>Sgiliau cyflwyno rhagorol yn ysgrifenedig ac ar lafar, gyda'r gallu i ymgysylltu â chynulleidfaoedd gwahanol ac amrywiol gan ddefnyddio amrywiaeth o lwyfannau.</p>	<p>Sgiliau Cymraeg.</p> <p>Tystiolaeth o weithio'n ochrol gyda gwahanol randdeiliaid neu bartneriaid.</p> <p>Yn gallu rheoli perthnasoedd rhanddeiliaid cymhleth er mwyn sicrhau consensws a gweithredu.</p>

	HANFODOL	DELFRYDOL
	Y gallu i ddefnyddio meddalwedd yn effeithiol i ddatblygu arolygon a dadansoddi data.	
PROFIAD	<p>Profiad o weithio mewn sefydliad mawr a chymhleth a phrofiad o weithio mewn amgylchedd gwleidyddol.</p> <p>Profiad o ymgysylltu a chynnwys ystod o grwpiau rhanddeiliaid mewn gweithgareddau i lywio newid.</p> <p>Profiad o weithredu gweithgareddau ymgysylltu, gan ddefnyddio gwahanol offer ymgysylltu, gan reoli ei weithredu ar draws amrywiaeth o sianeli a dulliau.</p> <p>Profiad o ddefnyddio setiau data a mewnwelediad i ddatblygu adroddiadau monitro a gwerthuso.</p> <p>Profiad o wneud gwybodaeth gymhleth yn atyniadol ac yn hawdd i'w deall ar gyfer amrywiaeth o gynulleidfaoedd.</p>	<p>Profiad o weithio ochr yn ochr â phartneriaid a chyrrff ariannol allanol – gan gynnwys Llywodraeth y DU, Llywodraeth Cymru, partneriaid y Bwrdd Gwasanaethau Cyhoeddus ac awdurdodau lleol eraill.</p> <p>Perthnasoedd gweithio presennol gyda'r sectorau gwirfoddol a chymunedol yng Nghymru.</p>
ARALL	<p>Trwydded yrru lawn y DU Categori B (ceir) a defnydd o gerbyd modur wedi'i yswirio at ddibenion busnes/gwaith i deithio ledled y Fwrdeistref Sirol i ymweld â safleoedd a mynychu cyfarfodydd/gweithgareddau ymgysylltu.</p> <p>Hyblygrwydd i weithio y tu allan i oriau swyddfa arferol o bryd i'w gilydd, gan gynnwys ar y penwythnos yn ôl yr angen.</p>	

AWDURDODI'R SWYDD

PENNAETH GWASANAETH:	Susan Richards	DYDDIAD:	22/08/2023
RHEOLWR:	Hayley Lancaster	DYDDIAD:	22/08/2023
ADNODDAU DYNOL:	Janine Harrington	DYDDIAD:	22/08/2023

ADOLYGU'R SWYDD

SWYDDOG:		DYDDIAD:	
SWYDDOG:		DYDDIAD:	
SWYDDOG:		DYDDIAD:	

Job Description and Person Specification



POST IDENTIFICATION

Post Title:	Engagement and Monitoring Lead
Job Evaluation ID:	2860CE
Grade:	9
Directorate:	Education and Corporate Services
Division:	Transformation Services
Section:	Service Improvement and Partnerships
Location:	Penallta House
Responsible to:	Transformation Manager – Insights and Intelligence

JOB PURPOSE

Building on the principles within the Council's Consultation and Engagement Framework, taking responsibility for delivering engagement and monitoring outputs and outcomes against key themes through the Council's Shared Prosperity Fund programme.

Ensure consultation/engagement and monitoring objectives are fully integrated into the development of the Council's corporate strategies, using data and insight to drive those processes.

Working as part of the wider corporate engagement team, build upon existing dialogue with the communities we serve, engaging with and involving residents and other stakeholders in the delivery of key change programmes – particularly the Shared Prosperity Fund local investment plan – and highlighting opportunities that exist to participate in and influence decision making across these areas.

Work alongside the wider delivery team to monitor and evaluate project performance, using stakeholder data and insight to ensure outputs and outcomes are carried out in accordance with stakeholder aspirations, as well as the performance requirements and terms of the relevant contract or agreement.

This post is funded through the UK Government Shared Prosperity Fund.

KEY RESULT AREAS

Working directly alongside the Transformation Manager – Insights and Intelligence and the Business Enterprise Renewal Team Leader, successfully lead on the stakeholder engagement and associated monitoring of the Council's Shared Prosperity Fund local investment plan.

Build and maintain strong relationships with a wide range of stakeholders – including the Cabinet Member and Corporate Director, public sector partners, UK Government, business community, communities, and the voluntary sector.

Use innovative approaches to develop engagement strategies to ensure customer/stakeholder data and insight is central to decision making aligned to the Shared Prosperity Fund local investment plan.

Promote the principles of effective and meaningful consultation and engagement across the Council, with particular focus within the Regeneration and Planning division – the lead delivery service for the Shared Prosperity Fund. Support best practice and work alongside colleagues in equalities and Welsh language to ensure the highest standards are adhered to.

Advise key internal stakeholders on the most effective approaches to quality engagement and monitoring, including appropriate messaging and techniques. Ensure data and insight are central to shaping Shared Prosperity Fund funded interventions and the programme's wider themes, and that effective monitoring is carried out in accordance with the communities' aspirations and performance requirements.

Ensure consultation activity is carried out to the highest standard, in line with the National Principles for Public Consultation in Wales and the Gunning Principles.

Work alongside the wider corporate engagement team to further develop the Council's ongoing 'Caerphilly Conversation' – adding capacity and expertise and ensuring the Shared Prosperity Fund central themes are captured throughout the ongoing conversation with a range of stakeholders.

DETAILED TASK PROFILE

Ensure consultation/engagement objectives and effective monitoring arrangements are fully integrated into the development of a number of strategic programmes – particularly those aligned to the Shared Prosperity Fund local investment plan and its associated interventions.

Provide professional advice and guidance to colleagues across the organisation, but particularly the lead division for the Shared Prosperity Fund delivery on effective consultation, engagement, and monitoring activity.

Develop a programme of engagement activity, aligned to the Shared Prosperity Fund key themes, which demonstrate best practice – working alongside colleagues in the corporate engagement team, equalities, and Welsh language to ensure this.

Use professional expertise to provide reports to Corporate Management Team, the Cabinet Member and wider delivery team as required, highlighting how effective stakeholder engagement and monitoring activity is ensuring interventions are in line with community aspirations.

Through customer and internal surveys, gather insight and data that will shape individual interventions/projects and track improvements in reputational performance/outcomes for communities.

Design and help to deliver the main corporate resident engagement activity the 'Caerphilly Conversation' to ensure it gathers insight and intelligence needed to measure progress and inform service change across the organisation.

Effectively use engagement software, including the Council's digital engagement platform, Engagement HQ, to develop multi-faceted engagement programmes that have effective evaluation and scope to influence the decision-making process at its heart.

Work as part of the wider corporate engagement team to take a forward planning approach to designing engagement activity in order that insights and intelligence are collated at the formative stage, ensuring that outputs are maximised in helping shape and inform change programmes across the Council.

Work closely with colleagues within the regeneration and planning division to ensure customer insight is consistently fed into the team's programme of work.

Working alongside the Transformation Manager – Insights and Intelligence to further develop processes for 'closing the loop,' ensuring stakeholder groups are aware of the important role their voices, ideas and opinions have played in shaping projects and interventions, particularly those aligned to the Shared Prosperity Fund local investment plan. This is key in helping further develop trusted relationships with various stakeholder groups, including residents.

Deputise for the Transformation Manager – Insights and Intelligence and the Business Enterprise Renewal Team Leader (relevant to the engagement and monitoring agenda) as required.

KEY WORKING RELATIONSHIPS

Transformation Manager – Insights and Intelligence direct line manager.

Business Enterprise Renewal Team Leader – lead officer for Shared Prosperity Fund delivery.

Cabinet Member and Corporate Director.

Relevant Heads of Service.

Service Managers.

Regeneration and Planning division and Service Improvement and Partnerships team.

Various external stakeholder groups including residents, the business community, community groups and voluntary sector organisations.

Key partner organisations including UK Government (funding partner), Welsh Government, other local authorities and various Public Services Board partner organisations.

Key suppliers and procurement partners as required.

RESPONSIBILITIES FOR STAFF

Post Titles, Numbers and Level of Accountability

No direct line management responsibility, however, will be required to assist in work familiarisation of colleagues and new recruits.

Will also be required to offer advice and guidance in relevant areas of expertise to more junior colleagues and team members.

RESPONSIBILITIES FOR RESOURCES

Financial; Plant; Buildings or Equipment

Responsibility for managing office-based and agile IT equipment and digital resources used by the team.

Data Systems

Responsible for maintaining digital records of engagement and monitoring activity, as well as a number of key digital engagement tools such as the Council's digital engagement platform Engagement HQ.

WORKING ENVIRONMENT

Flexible post in accordance with the Council's Agile Working Policy. The team work on an agile basis between the office and home. The team attend the Council offices when asked to do so for meetings, specific tasks, supervision and appraisals.

Occasional requirement to visit other Council offices and community locations.

Occasional requirement to attend community engagement activities and meetings outside of office hours.

Attending public/community meetings and running public engagement exercises will also be required, as will attendance at regional meetings with funding bodies or partners on an ad hoc basis.

ADDITIONAL REQUIREMENTS

Politically Restricted:	No
Disclosure and Barring Service Check:	No
Barred List Check:	No
Baseline Pre-Employment Medical Assessment:	No
Registration:	No

ORGANISATIONAL RESPONSIBILITIES

Understands and demonstrates the principles of confidentiality.

Work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.

Understands and demonstrates commitment to the Council's policies.

Demonstrate commitment to ongoing personal development.

The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>Relevant Level 6 (Degree) qualification on the Credit and Qualifications Framework for Wales.</p>	<p>Relevant post-graduate qualification or membership of a relevant professional body.</p> <p>Evidence of continuing professional development.</p>
KNOWLEDGE	<p>In-depth understanding of local government and the wider public sector.</p> <p>Clear understanding of economic development and regeneration in the context of the public sector.</p> <p>Demonstrable practical experience of community engagement/involvement techniques.</p> <p>Up-to-date knowledge of the national principles for public engagement in Wales, Gunning Principles and the doctrine of legitimate expectation.</p> <p>A strong understanding of good practice and the issues relating to diversity, equalities and community cohesion and how these impact on the delivery of community engagement activity.</p>	<p>Demonstrable knowledge of behaviour change science.</p> <p>Demonstrable understanding of digital engagement software and other digital media as effective engagement tools.</p>
SKILLS	<p>Skilled in developing and implementing effective consultation, engagement and monitoring strategies for a variety of stakeholder groups.</p> <p>Excellent organisational and time-keeping skills.</p> <p>Ability to prioritise work to meet tight timescales.</p> <p>Excellent written and oral presentation skills, with the ability to engage with different and diverse audiences using a variety of platforms.</p>	<p>Welsh language skills.</p> <p>Demonstration of laterally working with different stakeholders or partners.</p> <p>Able to manage complex stakeholder relationships to achieve consensus and action</p>

	ESSENTIAL	DESIRABLE
	Ability to effectively utilise software to develop surveys and analyse data.	
EXPERIENCE	<p>Experience of working in a large and complex organisation and experience of working in a political environment.</p> <p>Experience of engaging and involving a variety of stakeholder groups in activity to inform change.</p> <p>Experience of executing engagement activity, using various tools of engagement, managing its implementation across a variety of channels and methods.</p> <p>Experience of using datasets and insight to develop monitoring and evaluation reports.</p> <p>Experience of making complex information engaging and easy to understand for a range of audiences.</p>	<p>Experience of working alongside external partners and funding bodies – including UK Government, Welsh Government, Public Services Board partners and other local authorities.</p> <p>Existing working relationships with the voluntary and community sectors in Wales.</p>
OTHER	<p>Full UK Category B (cars) driving licence and the use of a motor vehicle insured for business/work purposed to travel throughout the county borough to visit sites and attend meetings/engagement activities.</p> <p>Flexibility to work outside of normal office hours, including occasional weekends as required.</p>	

POST AUTHORISATION

HEAD OF SERVICE:	Susan Richards	DATE:	22/08/2023
MANAGER:	Hayley Lancaster	DATE:	22/08/2023
HR:	Janine Harrington	DATE:	22/08/2023

POST REVIEW

OFFICER:		DATE:	
OFFICER:		DATE:	
OFFICER:		DATE:	