

Disgrifiad Swydd a Manyleb y Person



MANYLION Y SWYDD

Teitl y Swydd:	Swyddog Data
Rhif Adnabod Gwerthuso Swydd:	2641ED
Gradd:	6
Cyfadrn:	Addysg a Gwasanaethau Corfforaethol
Adran:	Dysgu, Addysg a Chynhwysiant
Is-adran:	Gwasanaeth y Blynyddoedd Cynnar
Lleoliad:	Lleoliadau amrywiol ledled Bwrdeistref Sirol Caerffili
Yn atebol i:	Cydlynnydd Gwybodaeth a Data

DIBEN Y SWYDD

Helpu gyda'r gwaith o ddatblygu a chynorthwyo'r ystod amrywiol o systemau gwybodaeth sy'n cael eu defnyddio ar draws Gwasanaeth y Blynyddoedd Cynnar, gan sicrhau bod gwybodaeth yn gywir ac yn hygyrch.

MEYSYDD CANLYNIADAU ALLWEDDOL

Darparu cymorth technegol ar gyfer systemau rheoli gwybodaeth sy'n cael eu defnyddio gan Dîm y Blynyddoedd Cynnar y Cyngor, gan gynnwys Gweithwyr Iechyd Proffesiynol, gan sicrhau bod gwybodaeth yn cael ei chadw yn unol â gofynion rheoleiddio, a'i bod yn gywir ac yn addas i fodloni gofynion adrodd.

Yn gyfrifol am goladu, cofnodi a rheoli data ar draws systemau rheoli gwybodaeth iechyd ac awdurdodau lleol lluosog.

Yn gyfrifol am sicrhau bod data ar draws systemau rheoli gwybodaeth iechyd ac awdurdodau lleol lluosog yn gywir.

Datblygu, cynhyrchu a dadansoddi gwybodaeth perfformiad i gynorthwyo rheolaeth weithredol a bodloni gofynion corfforaethol a statudol.

PROFFIL MANWL O'R DASG

Darparu cymorth technegol ar gyfer amrywiaeth o systemau rheoli gwybodaeth sy'n cael eu defnyddio gan Dîm y Blynyddoedd Cynnar y Cyngor, gan gynnwys Gweithwyr Iechyd Proffesiynol, gan sicrhau bod gwybodaeth yn cael ei chadw yn unol â gofynion rheoleiddio, a'i bod yn gywir ac yn addas i fodloni gofynion adrodd

- Cynorthwyo timau rheng flaen gyda'r gwaith o gofnodi setiau data a gwybodaeth ar lefel teulu/plant gan gynnwys ymwelwyr iechyd, bydwragedd, timau ymyrraeth gynnar a hyfforddiant/mentora i ddefnyddio'r system electronig.

- Gweithio ar draws ieched ac awdurdod lleol i sicrhau bod ffurflenni priodol gan gynnwys ffurflenni cofrestru/ffurfleni cais am gymorth yn cael eu cofnodi yn unol â'r Protocol Rhannu Gwybodaeth.
- Lledaenu hyfforddiant ar gyfer systemau presennol a newydd gan gynnwys cynorthwyo gyda chynhyrchu canllawiau a gweithdrefnau i ddefnyddwyr.
- Darparu cymorth o ddydd i ddydd i ddefnyddwyr systemau gwybodaeth allweddol.

Yn gyfrifol am goladu, cofnodi a rheoli data ar draws systemau rheoli gwybodaeth ieched ac awdurdodau lleol lluosog

- Cydgysylltu'n rhagweithiol gyda'r staff i ddatblygu, gwerthuso a gwella systemau a gweithdrefnau casglu data.
- Sicrhau bod yr holl ddata rheoli perfformiad a gwaith papur yn cael eu cwblhau a'u dychwelyd gan asiantaethau partner mewn modd amserol a chywir.
- Creu, cynnal a diweddarau cofnodion a gwybodaeth bersonol sensitif am deuluoedd at ddibenion ymyriadau cymorth, olrhain a monitro, croesgyfeirio gwybodaeth mewn systemau rheoli gwybodaeth ieched ac awdurdodau lleol lluosog.
- Sicrhau bod gan y systemau rheoli gwybodaeth awdurdodau lleol ac ieched cofnodion plant wedi'u diweddarau a sicrwydd ansawdd er mwyn sicrhau bod yr holl dimau addysg perthnasol yn gallu cael gafael ar yr wybodaeth ddiweddaraf am blentyn/teulu.
- Cael mynediad at systemau rheoli gwybodaeth ieched ac awdurdodau lleol i sicrhau bod gwiriadau cefndir/sgrinio priodol yn cael eu cynnal i gynorthwyo swyddogion i sicrhau bod y cymorth cywir yn cael ei weithredu ar gyfer y teulu.
- Diweddarau cofnodion plant trwy lwytho, glanhau a dad-ddyblygu gwybodaeth o amrywiaeth o ffynonellau ac ystod o fformatau ffeil.

Yn gyfrifol am sicrhau bod data ar draws systemau rheoli gwybodaeth ieched ac awdurdodau lleol lluosog yn gywir

- Nodi a datrys data llwgr, anghywir neu amherthnasol o fewn systemau rheoli gwybodaeth awdurdodau lleol ac ieched.
- Rheoli'r data sy'n cael eu cynnal a sicrhau bod yr wybodaeth yn gyfredol ac yn unol â chanllawiau Rheoliadau Diogelu Data Cyffredinol.
- Cyflawni tasgau cymhennu er mwyn i systemau aros yn sefydlog, yn ddiogel ac yn wydn.
- Cynorthwyo gyda'r gwaith o reoli IDOX, gan sicrhau cydymffurfio â BS 10008:2008 rhan 1 a chyfreithlondeb gwybodaeth wedi'i sganio.
- Cymryd rhan mewn datrys problemau i ddatrys materion sy'n ymwneud â systemau a pherfformiad a gwella'r gwasanaethau sy'n cael eu darparu.

Datblygu, cynhyrchu a dadansoddi gwybodaeth perfformiad i gynorthwyo rheolaeth weithredol a bodloni gofynion corfforaethol a statudol

- Casglu a pharatoi data er mwyn darparu adroddiadau a datganiadau ystadegol cywir, cyson ac amserol.

PERTHNASOEDD GWEITHIO ALLWEDDOL

Cyfathrebu'n effeithiol ar bob lefel a sefydlu cysylltiadau effeithiol â staff mewnol ac allanol, partneriaid, asiantaethau atgyfeirio a defnyddwyr gwasanaethau unigol, gan gynnwys swyddogion o fewn yr Awdurdod Lleol, gweithwyr ieched proffesiynol, staff gofal plant, staff rheng flaen sefydliadau'r sector gwirfoddol, ymholiadau cyhoeddus a theuluoedd, yn ogystal ag unrhyw Aelodau Etholedig, Llywodraeth Cymru neu swyddog gweinidogol.

Cydgysylltu'n sensitif ac yn briodol â phartneriaid rhaglen Dechrau'n Deg, y Blynyddoedd Cynnar, Gofal Plant a Chymorth i Deuluoedd.

Darparu cymorth a hyfforddiant i staff mewnol a lleoliadau gofal plant allanol/partneriaid allanol ar brosesau gweinyddol, gan weithio gyda grwpiau bach ac unigolion.

CYFRIFOLDEBAU AM STAFF

Teitlau Swyddi, Niferoedd a Lefel Atebolrwydd

Nid oes unrhyw gyfrifoldeb rheolwr llinell uniongyrchol heblaw am helpu cydweithwyr a gweithwyr newydd i ymgyswngtu â'u gwaith nhw.

CYFRIFOLDEBAU AM ADNODDAU

Cyllid, Peiriannau, Adeiladau neu Gyfarpar

Cyfrifoldeb unigol am liniadur/gyfrifiadur personol ac unrhyw gyfarpar TG eraill sydd ei angen er mwyn cyflawni'r rôl yn effeithiol.

Systemau Data

Defnyddio, cynorthwyo a chynnal nifer o systemau data sy'n cynnwys gwybodaeth bersonol a busnes-sensitif:

- System Addysg Synergy – Rhannu cyfrifoldeb am yr holl ddata sy'n cael eu storio ynghylch y Blynyddoedd Cynnar gan gynnwys cymorth cymwysiadau. Mae'r wybodaeth sy'n cael ei storio yn cynnwys data hynod gyfrinachol a sensitif.
- System Rheoli Gwybodaeth Iechyd – Rhannu cyfrifoldeb am yr holl ddata sy'n cael ei storio ynghylch y Blynyddoedd Cynnar. Mae'r wybodaeth sy'n cael ei storio yn cynnwys data hynod gyfrinachol a sensitif.
- Cronfeydd data sy'n olrhain data sylfaenol disgyblion, ymyriadau a chanlyniadau – Rhannu cyfrifoldeb am gynnal a chadw cyffredinol.
- Rheoli delweddau dogfen Idox – Rhannu cyfrifoldeb am gymorth cymwysiadau ar gyfer defnyddwyr gwasanaeth y Blynyddoedd Cynnar.
- Cronfa ddata Gwasanaethau Cymdeithasol System Wybodaeth Gofal Cymunedol Cymru – Rhannu cyfrifoldeb am ddata sy'n cael eu storio ynghylch y Blynyddoedd Cynnar gan gynnwys cymorth cymwysiadau, creu adroddiadau a dileu cofnodion dyblyg. Mae'r wybodaeth sy'n cael ei storio yn cynnwys data hynod gyfrinachol a sensitif.

AMGYLCHEDD GWAITH

Hyblyg gan gynnwys yn y swyddfa, gartref ac ar hyd a lled lleoliadau amrywiol ledled Bwrdeistref Sirol Caerffili. Er enghraifft, Canolfannau Plant Integredig, Meddygfeydd, hybiau cymunedol wedi'u rhannu.

Gofyniad achlysurol i weithio y tu allan i oriau swyddfa arferol er mwyn cynnal lefelau gwasanaeth a lleihau cyfnodau pan na fydd y system ar gael. Bydd y gofyniad hwn yn dibynnu ar y tasgau sydd angen eu cyflawni a gall gynnwys gweithio gyda'r nos ac ar y penwythnos yn achlysurol.

Bydd cyfyngiadau o ran cymeradwyo blociau di-dor o wyliau blynyddol (1 wythnos a 2 wythnos) yn ystod cyfnodau hanfodol ac yn ystod tymhorau ysgol.

GOFYNION YCHWANEGOL

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

CYFRIFOLDEBAU CYFUNDREFNOL

Yn deall ac yn gallu dangos egwyddorion cyfrinachedd.

Yn gweithio o fewn polisiau 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 bolisiau'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	Cymhwyster Lefel 4 perthnasol ar Fframwaith Credydau a Chymwysterau Cymru.	Cymwysterau Datblygiad Personol Parhaus pellach mewn busnes, gweinyddu neu systemau TG.
GWYBODAETH	<p>Dealltwriaeth o Reoliadau Diogelu Data Cyffredinol, Protocolau Rhannu Gwybodaeth a Chytundeb Rhannu Gwybodaeth Personol Cymru.</p> <p>Gwybodaeth fanwl gyfredol am systemau rheoli gwybodaeth Iechyd, Addysg a Gofal Cymdeithasol.</p> <p>Gwybodaeth am amrywiaeth eang o gymwysiadau meddalwedd a phrofiad ohonyn nhw, gan roi pwyslais arbennig ar y Microsoft Office Suite.</p> <p>Dealltwriaeth o'r gwahanol dimau mewn Bydwreigiaeth a'r Blynnyddoedd Cynnar gan gynnwys timau Iechyd, awdurdodau lleol a thimau'r sector gwirfoddol.</p> <p>Dealltwriaeth ardderchog o gasglu data.</p> <p>Dealltwriaeth o ofynion diogelu data.</p> <p>Gwybodaeth o bolisiau, codau ymarfer a deddfwriaeth berthnasol.</p>	
SGILIAU	<p>Yn rhoi sylw i'r manylion a chywirdeb.</p> <p>Y gallu i hunanwerthuso anghenion dysgu a mynd ati i chwilio am gyfleoedd dysgu.</p> <p>Y gallu i gynllunio a datblygu systemau.</p> <p>Yn hyddysg mewn cyfrifiadura, gan gynnwys bod yn gyfarwydd â meddalwedd Microsoft Office.</p>	Sgiliau Cymraeg.

	HANFODOL	DELFRYDOL
	<p>Sgiliau cyfathrebu a rhyngpersonol effeithiol.</p> <p>Hyfedredd gyda thaenlenni, mewnbynnu data, a rhaglenni dadansoddi data ynghyd â'r holl raglenni TG sy'n cael eu defnyddio'n gyffredin.</p> <p>Sgiliau dadansoddi a gwerthuso.</p> <p>Yn dangos y gallu i feddwl yn rhesymegol i ddod o hyd i atebion i broblemau.</p> <p>Chwaraewr tîm da a pharodrwydd i weithio gydag eraill.</p> <p>Y gallu i fodloni amserlenni tynn a gweithio dan bwysau.</p> <p>Llwyddiant blaenorol o weithio mewn partneriaeth ag ystod o asiantaethau.</p> <p>Y gallu i weithio ar eich liwt eich hun o fewn paramedrau wedi'u cytuno ac fel rhan o dîm.</p> <p>Yn gallu gweithio dan bwysau, blaenoriaethu a threfnu amserlen gwaith i fodloni terfynau amser tynn.</p>	
PROFIAD	<p>Profiad o ddefnyddio a chynnal systemau rheoli gwybodaeth amrywiol ar draws iechyd ac awdurdod lleol.</p> <p>Profiad o gadw ffeiliau cywir, diweddar a hawdd eu cyrchu, gan wneud defnydd effeithiol o TG lle bo hynny'n briodol.</p> <p>Profiad o weithio mewn amgylchedd swyddfa.</p> <p>Profiad o gynllunio a rheoli tasgau hyd at ddiwedd glo llwyddiannus.</p> <p>Profiad o ymdrin ag ymholiadau a gohebiaeth yn sensitif.</p>	

	HANFODOL	DELFRYDOL
ARALL	<p>Yn gallu parchu natur gyfrinachol y gwaith.</p> <p>Ymrwymiad i gyflawni a chynnal safonau uchel.</p> <p>Yn dangos agwedd broffesiynol, hyblyg ac ymroddedig at waith.</p> <p>Ymrwymiad i hyfforddiant a datblygiad personol parhaus.</p>	<p>Trwydded yrru lawn Categori B yn y DU (Ceir) a defnydd o gerbyd modur wedi ei yswirio at ddibenion busnes/gwaith i fynychu cyfarfodydd cenedlaethol, rhanbarthol a Chymru gyfan a chynrychioli'r Awdurdod.</p>

AWDURDODI'R SWYDD

PENNAETH GWASANAETH:	Keri Cole	DYDDIAD:	19/12/2022
RHEOLWR:	Sarah Mutch	DYDDIAD:	19/12/2022
ADNODDAU DYNOL:	Janine Harrington	DYDDIAD:	19/12/2022

ADOLYGU'R SWYDD

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

Job Description and Person Specification



POST IDENTIFICATION

Post Title:	Data Officer
Job Evaluation ID:	2641ED
Grade:	6
Directorate:	Education and Corporate Services
Division:	Learning, Education and Inclusion
Section:	Early Years Service
Location:	Various locations across Caerphilly County Borough
Responsible to:	Information and Data Coordinator

JOB PURPOSE

Assist in the development and support of the diverse range of information systems used across the Early Years' Service, ensuring that information is accurate and accessible.

KEY RESULT AREAS

Provide technical support for information management systems used by the Caerphilly CBC Early Years Team, including Health Professionals, ensuring that information is held in accordance with regulatory requirements, and is accurate and suitable to meet reporting requirements.

Responsible for collating, recording, and managing data across multiple health and local authority information management systems.

Responsible for ensuring data across multiple health and local authority information management systems is accurate.

Develop, produce and analyse performance information to support operational management and meet corporate and statutory requirements.

DETAILED TASK PROFILE

Provide technical support for a range of information management systems used by the Caerphilly CBC Early Years Team, including Health Professionals, ensuring that information is held in accordance with regulatory requirements, and is accurate and suitable to meet reporting requirements.

- Support frontline teams in the recording of datasets and family / child level information including health visitors, midwives, early interventions teams and training / mentoring all to use the electronic system.
- Work across health and local authority to ensure appropriate forms including registration / request for support forms are recorded compliant with the Information Sharing Protocol.
- Disseminate training for existing and new systems including assisting in the production of user guides and procedures.

- Provide day to day support for users of key information systems.

Responsible for collating, recording, and managing data across multiple health and local authority information management systems.

- Proactively liaise with the staff to develop, evaluate and improve data collection systems and procedures.
- Ensure all performance management data and paperwork is completed and returned by partner agencies in a timely and accurate manner.
- Create and maintain updated records and personal sensitive information on families for support interventions, tracking and monitoring purposes, cross referencing information in multiple health and local authority information management systems.
- Ensure the health and local authority information management systems have updated quality assured children's records to ensure all relevant Education teams have access to the most up-to-date information on a child / family.
- Access health and local authority information management systems to ensure appropriate background / screening checks are undertaken to support officers to ensure the right support is put in place for the family.
- Update children's records by loading, cleansing and de-duplicating information from a variety of sources and a range of file formats.

Responsible for ensuring data across multiple health and local authority information management systems is accurate.

- Identify and resolve corrupt, inaccurate or irrelevant data within health and local authority information management systems.
- Manage the data held and ensure information is up to date and in accordance with GDPR guidelines.
- Carry out housekeeping tasks so systems remain stable, secure, resilient.
- Assist in managing IDOX, ensuring compliance with BS 10008:2008 part 1 and legality of scanned information.
- Engage in problem solving to resolve system and performance related problems and improve service delivery.

Develop, produce and analyse performance information to support operational management and meet corporate and statutory requirements.

- Collate and prepare data in order to provide accurate, consistent and timely reports and statistical returns.

KEY WORKING RELATIONSHIPS

Communicate effectively at all levels and establish effective links with internal and external staff, partners, referral agencies and individual service users, including officers within the local authority, Health professionals, childcare staff, voluntary sector organisations front line staff, public enquiries, and families, as well as any Elected Members, Welsh Government or ministerial official.

Liaise sensitively and appropriately with Flying Start, Early Years, Childcare and Family Support programme partners.

Provide support and training to internal staff and external childcare settings / external partners on administration processes, working with small groups and individuals.

RESPONSIBILITIES FOR STAFF

Post Titles, Numbers and Level of Accountability

No direct line management responsibility other than assisting in work familiarisation of colleagues and new recruits.

RESPONSIBILITIES FOR RESOURCES

Financial; Plant; Buildings or Equipment

Sole responsibility for a laptop / pc and other IT equipment required to deliver the role effectively.

Data Systems

Use, support and maintenance of a number of data systems containing personal and business-sensitive information:

- Synergy Education System – Shared responsibility for all data stored in relation to Early Years including application support. Information stored contains highly confidential and sensitive data.
- Health Information Management System – Shared responsibility for all data stored in relation to Early Years. Information stored contains highly confidential and sensitive data.
- Databases tracking pupil baseline, interventions and outcomes – Shared responsibility for overall maintenance.
- Idox document image management – Shared responsibility for application support for Early Years' service users.
- Social Services database Welsh Community Care Information System (WCCIS) – Shared responsibility for data stored in relation to Early Years including application support, report creation and removal of duplicate records. Information stored contains highly confidential and sensitive data.

WORKING ENVIRONMENT

Flexible including office, home and out and about working at various locations across the Caerphilly County Borough. For example Integrated Childrens Centres, GP Surgeries, shared community hubs.

Occasional requirement to work outside normal office hours in order to maintain service levels and minimise periods of system unavailability. This requirement will be dependent on the tasks required and may include evenings and weekends occasionally.

There will be restrictions in respect of the approval of continuous blocks of annual leave (1 week and 2 weeks) during critical periods and school term times.

ADDITIONAL REQUIREMENTS

Politically Restricted:	No
Disclosure and Barring Service Check:	Enhanced
Barred List Check:	Children
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	Relevant Level 4 qualification on the Credit and Qualifications Framework for Wales.	Further CPD qualifications in business, administration or IT systems.
KNOWLEDGE	<p>Understanding of GDPR, Information Sharing Protocols and WASPI.</p> <p>Current detailed knowledge of Health, Education and Social Care information management systems.</p> <p>Knowledge and experience of a wide variety of software applications paying particular emphasis to the Microsoft Office Suite.</p> <p>Understanding of the different teams in Midwifery and Early Years including health teams, local authority and voluntary sector teams.</p> <p>An excellent understanding of data collection.</p> <p>An understanding of data protection requirements.</p> <p>Knowledge of relevant policies, codes of practise and relevant legislation.</p>	
SKILLS	<p>Attention to detail and accuracy.</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities.</p> <p>Ability to plan and develop systems.</p> <p>Computer literate, including familiarity with Microsoft Office applications.</p> <p>Effective communication and interpersonal skills.</p>	Welsh language skills.

	ESSENTIAL	DESIRABLE
	<p>Proficiency with spreadsheets, data entry, and data analysis programmes along with all commonly used IT programmes.</p> <p>Analytic and evaluation skills.</p> <p>Demonstrate an ability to think logically to find solutions to issues.</p> <p>Good team player and a willingness to work with others.</p> <p>Ability to meet tight timescales and work under pressure.</p> <p>Proven ability to work in partnership with a range of agencies.</p> <p>Ability to work on own initiative within set parameters and as part of a team.</p> <p>Able to work under pressure, prioritise and organise work schedule to meet deadlines and tight timescales.</p>	
EXPERIENCE	<p>Experience of using and maintaining various information management systems across health and local authority.</p> <p>Experience of keeping accurate, up-to-date, and easily accessible files, making effective use of IT where appropriate.</p> <p>Experience of working in an office environment.</p> <p>Experience of planning and managing tasks to a successful conclusion.</p> <p>Experience of dealing sensitively with enquiries and correspondence.</p>	
OTHER	<p>Ability to respect the confidential nature of the work.</p> <p>Committed to achieving and maintaining high standards.</p>	<p>Full UK Category B (Cars) driving licence and the use of a motor vehicle insured for business / work purposes to attend national,</p>

	ESSENTIAL	DESIRABLE
	<p>Demonstrate a professional, flexible and committed approach to work.</p> <p>Committed to ongoing personal training and development.</p>	<p>regional and Wales wide meetings and represent the Authority.</p>

POST AUTHORISATION

HEAD OF SERVICE:	Keri Cole	DATE:	19/12/2022
MANAGER:	Sarah Mutch	DATE:	19/12/2022
HR:	Janine Harrington	DATE:	19/12/2022

POST REVIEW

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