

Proffil Swydd/Job Profile

Teitl y Swydd – Pennaeth Plant a Theuluoedd

Post Title – Head of Children & Families

Gradd/Grade	Pennaeth Gwasanaeth (1) Head of Service (1)
Rhif y Swydd/Post Number	011868

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

- Cefnogi a chynghori'r Tîm Rheoli Corfforaethol ac Aelodau Etholedig o ran y gwaith cyffredinol o reoli'r Cyngor yn strategol.
- Sicrhau diwylliant o reoli perfformiad, gwella gwasanaethau'n barhaus, gwerthuso ac adolygu perfformiad, a sicrhau bod adnoddau'n cael eu defnyddio'n ddarbodus, yn effeithlon ac yn effeithiol.
- Cyfrannu at Dîm Rheoli Adrannol y Gwasanaethau Cymdeithasol a Thai trwy gymryd yr awenau ar faterion sydd wedi'u dyrannu fel rhan o bortffolio corfforaethol y swydd; a chyfrannu at y Tîm Rheoli Corfforaethol yn ôl yr angen gan Gyfarwyddwr Statudol y Gwasanaethau Cymdeithasol.
- Arwain y Gwasanaethau Plant yn strategol o fewn yr Awdurdod a chyfarwyddo'r gwaith o reoli gwasanaethau o'r fath gan sicrhau bod pob gwasanaeth yn cyfrannu at wella canlyniadau i blant a phobl ifanc ac yn cyflawni rhwymedigaethau cyfreithiol a statudol.
- Arwain ymarfer gwaith cymdeithasol proffesiynol mewn perthynas â Gofal Cymdeithasol i Blant.
- Arwain, llywio a sicrhau bod holl gyfrifoldebau statudol y Cyngor Sir dros ddiogelu plant yn cael eu cyflawni'n effeithiol.
- Cydweithio'n effeithiol â Phenaethiaid Gwasanaeth ac Uwch-reolwyr eraill i sicrhau bod gweithgareddau ar draws y portffolio Plant a Theuluoedd yn cael eu deall yn llawn ar draws yr awdurdod gyda'r nod o hyrwyddo dau brif amcan yr Adran o ddiogelu plant a phobl ifanc a gwella canlyniadau ar gyfer plant sy'n derbyn gofal.
- Bod yn gyfrifol am lywio a gwella canlyniadau lles pob plentyn a pherson ifanc.
- Cefnogi'r Aelod Arweiniol, a Chyfarwyddwr Statudol y Gwasanaethau Cymdeithasol i gyflawni eu rhwymedigaethau statudol yn effeithiol.
- Bod yn gyfrifol am wneud penderfyniadau ynghylch materion penodol fel y nodwyd yn y cynlluniau dirprwyo corfforaethol ac adrannol.
- Datblygu a chynnal partneriaethau cenedlaethol a rhanbarthol effeithiol yn rhagweithiol gyda sefydliadau allweddol eraill gyda'r bwriad o wella canlyniadau i blant, pobl ifanc a theuluoedd.

Y Prif Gyfrifoldebau

- Gweithredu fel model rôl i staff, gan osod agenda glir ar gyfer y gwasanaeth, gan gyfrannu ymdeimlad o bwrpas cyffredin ymhlith holl staff y Gwasanaethau Plant a Theuluoedd.
- Gweithredu fel arweinydd ar ddiogelu plant, plant sy'n derbyn gofal a phlant, pobl ifanc a theuluoedd eraill sy'n agored i niwed.
- Sicrhau bod llais plant, pobl ifanc a theuluoedd wrth wraidd popeth a wnawn.
- Hyrwyddo anghenion a dyheadau plant, pobl ifanc a theuluoedd ar draws yr ystod lawn o wasanaethau cyhoeddus lleol, gan gynnwys cynllunio, tai, trafnidiaeth a hamdden.
- Arwain diwylliant o welliant parhaus o fewn y gyfarwyddiaeth sy'n annog creadigrwydd ac arloesedd a throsi'r llw o alwadau strategol yn bolisiau, prosiectau a rhaglenni pendant a mesuradwy sy'n ychwanegu gwerth.
- Eirioli dros bŵer ymyrraeth gynnwys ac atal, sy'n darparu gwasanaethau hanfodol trwy fodel sy'n gwella canlyniadau hirdymor i blant a phobl ifanc, ac yn lleihau cost darparu gwasanaethau.
- Cynnal a chymhwyso gwybodaeth gyfredol am feddwl a datblygiadau cyfredol yn eu hardal broffesiynol gyda'r gallw i wneud y mwyaf o'u cyfraniad drwy gael golwg ehangach na'u proffesiwn eu hunain.
- Hyrwyddo a darparu atebion cadarnhaol i sicrhau amrywiaeth, cyfle cyfartal ac atal gwahaniaethu.
- Cadw plant, teuluoedd a rhieni wrth wraidd popeth a sicrhau bod plant a phobl ifanc yn cael eu cynnwys yn y gwaith adolygu, datblygu a darparu gwasanaethau lleol.
- Cydweithio ag eraill i gynllunio a datblygu modelau gwasanaeth newydd ac i lunio a chomisiynu gwasanaethau o ansawdd uchel.
- Cynrychioli Gwasanaethau Plant y Sir ar y Bwrdd Diogelu Rhanbarthol a'i nifer o ffrydiau gwaith.
- Datblygu amrywiaeth o fecanweithiau i feithrin talent a datblygu unigolion drwy gydol y gwasanaeth a pharhau i ddatblygu gweithlu medrus a deinamig.

Yn gyfrifol am staff/offer

Mae'r Is-adran yn cyflogi oddeutu 519 aelod o staff gyda chyllideb net o fwy na £45m.

Yn atebol i

Cyfarwyddwr y Gwasanaethau Cymdeithasol a Thai.

Meini Prawf Hanfodol

Cymwysterau, Hyfforddiant Galwedigaethol ac Aelodaethau Proffesiynol

Gweithiwr Cymdeithasol Cymwysedig

Cymhwyster rheoli perthnasol neu dystiolaeth bendant o ddatblygiad proffesiynol parhaus a / neu brofiad o uwch-reoli.

Ein Gwerthoedd a'n Hymddygiad Craidd

[Cliciwch yma i weld y fframwaith cyfan](#)

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:

Ffocws ar Gwsmeriaid - Rydych chi'n chwilio am farn amrywiol unigolion sy'n defnyddion ein gwasanaethau, i wella ein darpariaeth drwy'r Gymraeg a'r Saesneg. Rydych chi'n cynllunio anghenion gwasanaeth ymlaen llaw, gan ystyried y ffactorau ehangach ac effaith hirdymor penderfyniadau. Rydych chi'n datblygu, yn cyflawni ac yn gwerthuso cynlluniau strategol, gan gydbwyso pwysau tymor byr â nodau tymor hir, yn unol â gweledigaeth y Cyngor, sy'n mynd i'r afael ag anghenion gwasanaeth amrywiol, gan gynnwys y Gymraeg a diwylliant Cymru.

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 chi'n 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.

Dadansoddi - Rydych chi'n ymdrin â phroblemau'n gadarnhaol ac yn canfod ffyrdd o nodi atebion addas. Rydych chi'n ymchwilio ac yn dadansoddi gwybodaeth a data rhifiadol ac ysgrifenedig o ystod o ffynonellau er mwyn llywio penderfyniadau seiliedig ar dystiolaeth. Rydych chi'n chwilio am ragor o wybodaeth neu ddealltwriaeth o broblem, gan gydnabod sut y gallai un mater fod yn rhan o system fwy a dod i gasgliadau rhesymegol.

Cymryd Cyfrifoldeb:

Rheoli perfformiad - Rydych chi'n ystyried eich perfformiad yn onest, gan nodi beth gellid ei ddatblygu neu ei newid yn y dyfodol. Rydych chi'n ystyried anghenion unigolion, gan roi sylw i berfformiad yn gyflym ac yn deg, a thrin camgymeriadau fel cyfleoedd dysgu. Rydych chi'n creu amgylchedd lle mae pobl yn teimlo eu bod wedi'u grymuso i wneud penderfyniadau, gan annog syniadau, gwelliannau a chymryd risgiau mewn modd pwylllog.

Gwranddo:

Cyfathrebu ag eraill - Rydych yn cyfleu syniadau mewn ffordd glir er mwyn sicrhau bod eraill yn gallu deall ac yn eu dewis iaith. Rydych yn creu a chynnal perthynas waith gadarnhaol broffesiynol a llawn ymddiriedaeth â phobl yn y gwasanaeth a'r tu allan iddo. Rydych yn dangos ymwybyddiaeth wleidyddol a diwylliannol, gan adlewyrchu ein gwerthoedd drwy gyfathrebu â gwahanol gynulleidfaoedd gyda gonestrwydd, uniondeb, didueddrwydd a gwrthrychedd, i feithrin ymddiriedaeth a sicrhau ymrwymiad eraill.

Gwybodaeth

Gwybodaeth drylwyr am y fframwaith polisi cenedlaethol y mae'r Cyngor Sir yn gweithredu ynddo. Dealltwriaeth gynhwysfawr o'r ddeddfwriaeth a'r canllawiau sy'n ymwneud â diogelu plant, Plant sy'n Derbyn Gofal a'r fframwaith polisi cenedlaethol cysylltiedig.

Gwybodaeth arbenigol am gyfrifoldebau awdurdod lleol dros ddiogelu plant a phobl ifanc a sut i gyflawni a datblygu'r rhain yn effeithiol a gwella canlyniadau.

Dealltwriaeth fanwl o brosesau rheoli perfformiad a chynllunio busnes a'r gallu i gyfeirio'r wybodaeth hon er mwyn sbarduno perfformiad sy'n gwella'n barhaus.

Dealltwriaeth o'r broses gwneud penderfyniadau mewn amgylchedd gwleidyddol.

Dealltwriaeth glir o agenda'r Llywodraeth ar gyfer Llywodraeth Leol, yng Nghymru ac yn y Deyrnas Unedig.

Sgiliau Penodol y Swydd

Rheoli materion sensitif a gwleidyddol yn hyderus gan weithio'n ddiplomataidd i gyflawni canlyniadau positif ar gyfer defnyddwyr gwasanaeth.

Able i greu amgylchedd o ymddiriedaeth, agoredrwydd ac anghyfiawnder drwy ryngweithio â phobl o gefndiroedd cymdeithasol, diwylliannol, economaidd ac addysgol amrywiol.

Arddangos sgiliau rhyngpersonol gwyb sy'n eich galluogi i feithrin cysylltiadau cadarnhaol gyda rhanddeiliaid/partneriaid perthnasol, gan gynnwys Undebau Llafur.

Profiad

Profiad helaeth o reoli a gwella gwasanaethau awdurdod lleol ar gyfer plant a phobl ifanc.

Profiad amlwg o lwyddo i ddatblygu a darparu rhaglenni a pholisïau strategol corfforaethol ac integredig.

Profiad o arwain a rheoli'r gwaith o ddatblygu a chyflawni rhaglenni cymhleth, yn brydlon ac yn unol â'r gyllideb.

Profiad helaeth o reoli adnoddau dynol ac ariannol ar raddfa helaeth.

Profiad o arwain a rheoli timoedd amlddisgyblaethol yn llwyddiannus er mwyn cyflawni newid cadarnhaol yn effeithiol mewn amgylchedd heriol yn y gwasanaethau cyhoeddus.

Tystiolaeth o arwain newid sylweddol mewn trefniadaeth a gwasanaethau a rheoli'n llwyddiannus y goblygiadau o ran rheoli pobl.

Meini Prawf Dymunol

SGILIAU IAITH A CHYFATHREBU

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

Ansicr ynghylch eich lefel? [Gwirio fy lefel iaith](#)

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

GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD

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

Gall fod gwiriadau DBS yn ofynnol ar gyfer rhai swyddi lle bydd angen gweithio gyda phlant ac oedolion agored i niwed. Mae'r canlynol yn ofynnol ar gyfer y swydd hon

Adran A – y math o ddatgeliad **Datgeliad Manwl gan wirio'r rhestr wahardd**

Adran B – y math o weithlu **Y gweithlu plant ac oedolion**

UNRHYW WYBODAETH ARALL

Swydd dan gyfyngiadau gwleidyddol, sy'n ei gwneud yn ofynnol i ddeiliad y swydd fod yn wleidyddol ddi-dduedd.

Disgwylir i bob gweithiwr gynnal gwerthoedd craidd yr Awdurdod, sydd wedi'u hadlewyrchu yn ein [Fframwaith Ymddygiad a Gwerthoedd Craidd](#), a chynnal egwyddorion [Polisi Cydraddoldeb ac Amrywiaeth](#) yr Awdurdod neu, os ydynt yn gweithio mewn ysgol, [Bolisi Cydraddoldeb ac Amrywiaeth](#) yr ysgol, fel sy'n briodol i lefel atebolrwydd a chyfrifoldeb y swydd yn y sefydliad.

Adran Department	Gwasanaethau Cymdeithasol a Thai Social Services & Housing
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Is-adran Division	Plant a Theuluoedd
Rhan Section	Ddim yn berthnasol

Paratowyd gan Prepared By	Darren Mutter
Dyddiad Date	Mai / May, 2026

Main Purpose of Job

- To support and advise the Corporate Management Team and Elected Members in the overall strategic management of the Council.
- To ensure a culture of performance management, continuous service improvement, evaluation and performance review, and to ensure that resources are used economically, efficiently and effectively.
- To contribute to the Social Services and Housing Departmental Management Team (DMT) by taking the lead on issues allocated as part of the post's corporate portfolio; and contribute to the Corporate Management Team as and when required by the Statutory Director of Social Services.
- To strategically lead Children's Services within the Authority and to direct the management of such services ensuring all services contribute to improving outcomes for children and young people and meet legal and statutory obligations.
- To lead professional social work practice in relation to Children's Social Care.
- To lead, direct and ensure the effective discharge of all the County Council's statutory responsibilities for safeguarding children.
- To co-operate effectively with other Heads of Service and Senior Managers to ensure that activities across the Children and Families portfolio are fully understood across the authority with the aim of furthering the Department's twin primary objectives of safeguarding children and young people and improving outcomes for looked after children.
- To be responsible for directing the improvement of well-being outcomes for all children and young people.
- To support the Lead Member, and the statutory Director of Social Services in effectively discharging their statutory obligations.
- To be responsible for making decisions on specific issues as set out in the corporate and departmental schemes of delegation.
- To proactively develop and sustain effective national and regional partnerships with other key organisations with a view to improving outcomes for children, young people and families.

Key responsibilities

- Act as a role model to staff, setting a clear agenda for the service, contributing a sense of common purpose amongst all Children and Family Services staff.
- Act as the lead on children's safeguarding, children looked after and other vulnerable children, young people and families
- Ensure the voice of children, young people and families is at the heart of everything we do.
- Champion the needs and aspirations of children, young people and families across the full range of local public services, including planning, housing, transport and leisure
- Lead a culture of continuous improvement within the directorate that encourages creativity and innovation and translate the plethora of strategic demands into tangible and measurable policies, projects and programmes that add value.
- Advocate for the power of early intervention and prevention, which delivers the provision of essential services through a model that improves long term outcomes for children and young people, and reduces the cost of providing services,
- Maintain and apply an up-to-date knowledge of current thinking and developments within their professional area with an ability to maximise their contribution by having a broader outlook than their own profession
- Promote and deliver positive solutions to achieve diversity, equality of opportunity and prevent discrimination.
- Keep children, families and parents at the centre of everything and ensure that children and young people are involved in the review, development and delivery of local services.
- Collaborate with others to design and develop new service models and to shape and commission high quality services.
- Represent the County's Children's Services on the Regional Safeguarding Board and its multiple workstreams.
- Develop a range of mechanisms to grow talent and develop individuals throughout the service and continue to develop a skilled and dynamic workforce.

Responsible for staff / equipment

The Division employs approximately 519 members of staff with a net budget exceeding £45m.

Reporting to

Director of Social Services and Housing.

Essential Criteria

Qualifications, Vocational Training and Professional Memberships

Qualified Social Worker.

A relevant management qualification or demonstrable evidence of continuing professional development and / or experience of senior management.

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. You develop, deliver and evaluate strategic plans, balancing short term pressure with long term goals, aligned to the Council's vision, which address diverse service needs including Welsh language and culture.

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.

Analysing - You take a positive approach to deal with problems and find ways to identify suitable solutions. You research and analyse numerical and written information and data from a range of sources to inform evidence-based decisions. You probe for further information or understanding of a problem, recognising how one issue may be part of a larger system and making rational conclusions.

Take Responsibility:

Manages Performance - You reflect honestly on your own performance, identifying what could be developed or done differently in the future. You consider individual needs, addressing performance promptly & fairly, treating mistakes as learning opportunities. You create an environment where people feel empowered to make decisions, encouraging ideas, improvements and measured risk taking.

Listening:

Communication With Others - You communicate your thoughts and ideas clearly so others can understand and in their language of choice. You create and maintain positive, professional, and trusting working relationships with people within and outside the service. You demonstrate political and cultural awareness, reflecting our values by communicating to different audiences with honesty, integrity, impartiality and objectivity, to build trust and gain the commitment of others.

Knowledge

A thorough knowledge of the national policy framework within which the County Council operates.

A comprehensive understanding of legislation and guidance governing the protection of children, Children Looked After and the associated national policy framework.

An expert knowledge of local authority responsibilities for safeguarding children and young people and how to discharge and develop these effectively with improving outcomes.

A deep understanding of performance management and business planning processes and the ability to direct this knowledge to drive continuously improving performance.

Understanding of the decision-making process in a political environment.

A clear understanding of the Government's agenda for Local Government at both UK and Wales levels.

Job Specific Skills

To confidently manage sensitive and political issues with effective use of diplomacy to achieve positive outcomes for service users.

Able to create an environment of trust, openness and equality by interacting with people of various social, cultural, economic and educational backgrounds.

Demonstrate excellent interpersonal skills that enable positive relationships with relevant stakeholders/partners, including Trade Unions.

Experience

Extensive experience in the management and improvement of local authority services for children and young people.

Demonstrable experience in the successful development and delivery of corporate and integrated strategic policies and programmes.

Experience in leading and managing the development and delivery of complex programmes, to time and within budget.

Extensive experience of the management of large-scale human and financial resources.

Experience of successfully leading and managing multi-disciplinary teams to effectively achieve positive change in a challenging public service environment.

Evidence of leading significant organisational and service change together with successfully managing the People Management implications.

Desirable Criteria

The ability to speak Welsh.

LANGUAGE AND COMMUNICATION SKILLS

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

Unsure what level you are? [Check my language level](#)

Welsh	Spoken Level 3	Written level 3
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:

DBS Checks may be required for certain posts which work with children and vulnerable adults. This post requires:

Section A – type of disclosure **Enhanced Disclosure with Barred list check**

Section B – workforce type **Child and Adult Workforce**

The postholder will have unsupervised access to children and vulnerable adults.

ANY OTHER INFORMATION

Politically Restricted Post, which requires the postholder to be politically neutral.

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.