

| | |
|--|--|
| Meeting of: | Senior Management Appointment Committee |
| Date of Meeting: | Thursday, 24 March 2022 |
| Relevant Scrutiny Committee: | No Relevant Scrutiny Committee |
| Report Title: | Recruitment and Selection Arrangements for the Director of Corporate Resources |
| Purpose of Report: | To ask the Committee to identify and confirm (following interview) a suitable candidate for appointment for the post of Director of Corporate Resources |
| Report Owner: | R Thomas, Chief Executive - Tel 01446 709202 |
| Responsible Officer: | R Thomas, Chief Executive - Tel 01446 709202 |
| Elected Member and Officer Consultation: | M James - Lifecycle Manager - Tel 01446 709527 |
| Policy Framework: | The final decision of the Senior Management Appointments Committee will be referred for information to Council. |
| Executive Summary: | <ul style="list-style-type: none"> • This report sets out the final interview schedule for the above position. • Members are asked to identify and confirm (following interview) a suitable candidate for appointment. • A separate Part II report has been provided containing details of the shortlisted applicants at the Final Interview Stage including Application forms. |

Recommendations

- 1.** To conduct interviews on the 24th March 2022 in relation to the post of Director of Corporate Resources and to make a final determination to appoint a suitable candidate.
- 2.** To delegate residual appointment details, as appropriate, to the Chief Executive, in consultation with the Leader if a suitable applicant is confirmed by members.

Reasons for Recommendations

- 1.** To ensure an appointment to the post is conducted in accordance with the Council's constitution.
- 2.** To ensure that all Council functions are met within this area.

1. Background

- 1.1** The Senior Management Appointment Committee met on 17th December 2021 and approved the arrangements to fill the position of Director of Corporate Resources role.
- 1.2** Members will recall that this position is an important appointment and will provide capacity and resilience at a time when the organisation continues to plan for significant challenges.
- 1.3** The Cabinet decision in response to the report of 12 May 2021 authorised the Head of Human Resources and Organisational Development in conjunction with the Leader to commission an external review of the Council's senior management arrangements. This was in the light of new legislation, the strategic demands of the Corporate Plan 2020-25 and learning from the delivery of services during the pandemic.
- 1.4** Following an objective procurement process this piece of work was commissioned from the Society of Local Authority Chief Executives (Solace), a not for profit organisation created to support local authorities on a range of Human Resources and Organisational Development projects.
- 1.5** At the Special Council Meeting held on 28th September 2021, it was resolved, in summary that two Director jobs would be created, and a consultation process commence with staff.
- 1.6** Following the consultation process, which was held between 8th October and 8th November 2021, responses were received from a number of staff/teams.
- 1.7** These responses were presented to Full Council on the 6th December 2021.
- 1.8** Following an assessment process undertaken by the Head of Human Resources in consultation with the Chief Executive, it has been determined to invite candidate

(s) to attend for final interview on 17 December 2021 (details can be found in separate Part II report).

- 1.9 For the information and consideration of Members a copy of the agreed Job Description and Person Specification in respect of the post of Director of Corporate Resources are attached at Appendix A of this report.

2. Key Issues for Consideration

- 2.1 In accordance with the prior approval of the Committee the post of Director of Corporate Resources was advertised externally from 25th January 2022 to 16th February 2022.
- 2.2 Following an assessment process, the Chief Executive, in consultation with colleagues also involved in that assessment, has identified candidate (s) that will be invited to the final interview stage with members. The details of those candidates are included in Part II of this report along with the application forms.
- 2.3 At the final interview stage, it is suggested that Members of this Committee interview the short listed applicant (s) and that Members then determine if any candidate is suitable for appointment to the post.
- 2.4 A list of the suggested questions and presentation topic will be circulated for consideration and determination by Members.
- 2.5 Interviews will be conducted under "Part II" provisions of Access to Information legislation.
- 2.6 Assessment forms will be provided at the Final Interview for Members to complete as part of the assessment.
- 2.7 Members are asked to delegate residual appointment details, as appropriate, to the Chief Executive if a suitable applicant is confirmed by members.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

- 3.1 This recruitment and selection exercise will be for a permanent appointment.
- 3.2 The Well-being of Future Generations (Wales) Act will be considered fully during this exercise.

4. Resources and Legal Considerations

Financial

- 4.1 It is requested that approval for costs associated with the recruitment exercise is delegated to the Chief Executive in consultation with Human Resources colleagues and the Leader.

- 4.2** Appointment to this position will be on terms and conditions as prescribed by the Joint Negotiating Committee for Chief Officers of Local Authorities and on the current Head of Service salary range of between £96,532 and £107,257.

Employment

- 4.3** There are no employment issues.

Legal (Including Equalities)

- 4.4** This recruitment process is compliant with Local Government, Employment and Equalities legislation.
- 4.5** The recruitment process will be managed in accordance with the Council's equality proofed recruitment and selection policy and the provisions of the Local Authorities (Standing Orders) (Wales) Regulations 2014.

5. Background Papers

Appendix A - Director of Corporate Resources JD and PS

The Vale of Glamorgan Council / Cyngor Bro Morgannwg

JOB PACK / PECYN SWYDD

Director of Corporate Resources

Cyfarwyddwr Adnoddau Corfforaethol



VALE of GLAMORGAN



BRO MORGANNWG

Introduction

from the Chief Executive



Thank you for your interest in the Director of Corporate Resources role. The Vale of Glamorgan Council has consistently been recognised as the top performing local authority in Wales. We are adding this key post to our strategic leadership team to enable us to build on this track record of success and accelerate the transformation of the organisation.

Our vision is of a council that does more than provide first class services. We are an organisation that thinks long-term and is committed to building a legacy of vibrant and sustainable communities in the Vale. We have set out our vision for strong communities with a bright future in our corporate plan, along with our four overarching wellbeing objectives:

- To work with and for our communities
- To support learning, employment and sustainable economic growth
- To support people at home and in their community
- To respect, enhance and enjoy our environment

As Chief Executive it is my role to lead the delivery of this plan. I believe passionately that public service is about working to foster strong communities, to safeguard those that are vulnerable, to give people greater life choices, and help everybody to achieve their potential.

To do so I need a core team of leaders that can drive change within and outside the organisation in line with these principles.

It is a more challenging time than ever to work in local government. A decade of austerity and a global pandemic have stretched many of our services to the extreme. But in responding to these we have seen the true potential of our organisation and our network of partners locally, regionally and nationally. Our 5,000 strong workforce is capable of incredible things. I am proud to work with people who demonstrate time and again their capacity to innovate the way in which we deliver our services in order to support the people we are here to serve.

You will never be able to make a greater difference as a senior leader in public service than right now. We are looking for an experienced and innovative leader. This role requires someone who understands the context within which we are working and is as passionate about working to achieve better outcomes for our citizens as we are.

If this sounds like you, I would welcome an informal conversation about the role and the chance to talk in more detail about what lies ahead for the Vale of Glamorgan Council. You can contact me on 07976 112338 or DRThomas@valeofglamorgan.gov.uk.

We look forward to receiving your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'DR Thomas', with a long, sweeping underline.

*Rob Thomas
Chief Executive, Vale of Glamorgan Council*



Director of Corporate Resources

Job Description



| | | |
|------------------------|--|--|
| Job Title | Director of Corporate Resources | |
| Post Reference | D-CR-AA001 | |
| Grade | Director Grade | |
| Directorate | Directorate of Corporate Resources | |
| Location | Civic Offices, Barry | |
| Responsible to | Chief Executive | |
| Responsible for | Strategic Leadership of a range of Corporate services, including the Council's Transformation agenda and policy approach to key challenges and opportunities as the organisation continues to develop and transform. | |
| Our Values: | Behaviour | What it means to us |
| AMBITIOUS | Forward thinking, embracing new ways of working and investing in our future. | Ambitious is about challenging ourselves as individuals and as an organisation to do better and to change where required. |
| OPEN | Open to different ideas and being accountable for the decisions we take. | Open is about how we are transparent in our actions, decisions and communications ensuring openness and honesty with our colleagues, customers and communities. |
| TOGETHER | Working together as a team that engages with our customers and partners, respects diversity and is committed to quality services. | Together is about the ability of an individual to embrace teamwork, to share a common goal with colleagues and to work in collaboration with others. |
| PROUD | Proud to serve our communities and to be part of the Vale of Glamorgan Council. | Proud is about recognising the importance of highly valued and essential public services we provide to communities and individuals and the satisfaction someone gains in carrying out their role to the best of their ability. |

Role Overview

The Director of Corporate Resources is responsible for the financial and performance management of the Council, the delivery of all professional support services and for championing customer service.

Reporting directly into the Chief Executive, you will play a pivotal role on the Senior Leadership Team (SLT) of the Council, leading on all matters relating to the allocation and prioritisation of resources across the Council through the annual budget setting process and ensuring value for money and continuous improvement throughout the system.





Director of Corporate Resources Job Description (continued)

This role has overall responsibility for all of the Council's professional and support services and platforms (e.g. customer services), performance improvement, programme delivery, performance and financial management, assurance and governance arrangements and will lead and direct the strategic delivery of a range of professional and advisory activities for the council ensuring they fully support the delivery of the Corporate Plan and support the effective operational delivery of services.

The Director of Corporate Resources will lead the effective governance of the authority through development of corporate governance arrangements, risk management, reporting frameworks and corporate decision-making arrangements. This includes the development of a medium-term financial strategy and the annual budgeting process to ensure financial balance and monitoring process.

The Director of Corporate Resources will also ensure the Council's statutory responsibilities are delivered effectively within the remit of the role, specifically S151 and Monitoring Officer responsibilities, albeit these two statutory roles will report directly to the Chief Executive on S151 and monitoring issues as required.


The Director will provide leadership, management and direction to corporate transformation and change programmes. The Director will work with leadership colleagues and service teams to drive transformational change and improvement activity across the organisation and deliver organisational and service changes on time and to budget.

As a Senior Leader in the Council, you will support the continued improvement of our cultural aspirations, role-modelling and embedding our values, driving engagement and innovation and promoting diversity and inclusion.

Key Responsibilities **Leadership:**

- To contribute towards the corporate management and leadership of the Council as a member of the Senior Leadership Team, ensuring policy objectives are achieved and services planned, commissioned and delivered in an efficient and effective way.
- To act as lead Director on corporate areas of activity, policy and organisational development as required.
- To support the delivery of the Council's budget priorities and the effective use of the Council resources.
- To develop a culture of collaborative working relationships with colleagues from other agencies to ensure the effective delivery of services and management of resources.





Director of Corporate Resources Job Description (continued)



Key Responsibilities **Strategic:**

- To oversee an integrated suite of services (finance, legal, ICT, policy, business transformation, HR, procurement etc.), that drives how the Council manages its finances, people, assets and third parties in support of the Council's Corporate Plan to drive continual improvement and delivery.
- Develop and implement the annual finance and business planning processes that enables the leadership team to set objectives and performance standards for the Council in line with the Corporate Plan.
- Develop and lead an integrated monthly performance management process that tests delivery against budget, objectives and performance standards as well as other relevant measures. The Director will also lead an integrated monthly assurance process that tests the Council's compliance with key statutory and other regulatory requirements.
- Act as the client or client-side advisor for all corporate contracts and provide professional leadership for all commercial matters in the Council, which includes providing advice, guidance and support to the Chief Executive and Members in their dealings with wholly owned and third-party commercial entities. This may include the effective and efficient running of the commercial activities of the Council, including the provision of specific operational services to partners and customers.

Key Responsibilities **Service:**

- To co-ordinate the translation of the Council's vision and Corporate Plan into a framework of coherent and aligned strategies across the Council's support services.
- To provide high-quality advice and insight for the Cabinet regarding the most effective models for support services to facilitate the outcomes stated in the Council's Corporate Plan and their delivery together with other emerging priorities.
- To take a lead role in the scoping and implementation of any alternative service delivery models for support services.
- To lead the efficiency agenda across the Council ensuring synergies are identified and realised. Specifically, to lead on the financial planning, HR, procurement, digital and business transformation delivery plan elements of the agenda.
- To identify and make the most of existing and potential synergies across the work of the Council's support service areas, plus those of existing or potential partner organisations, to deliver improved outcomes.
- To assess the strategic and organisational impact of growing service demand, increased financial pressures and a commitment to the provision of improving services; and to advise on all of the options (including innovative responses) and associated implications.
- To promote a strong culture of performance management across the Council and Resources Directorate to ensure high levels of performance, the meeting of performance targets and the continuous improvement and development of services.
- Effective co-ordination of resources across support services, improving service performance, whilst achieving budget control.
- Provide assurance to Cabinet, Chief Executive and Members that the quality of advice offered in relation to key strategic choices is of the highest quality. Ensuring compliance with legal, regulatory and best practice principles in the delivery of support service provision.



Director of Corporate Resources Job Description (continued)



Key Responsibilities **General Duties:**

- To ensure a responsive customer focused approach in the planning, commissioning and delivery of services.
- To explore opportunities to improve the effectiveness and efficiency of services through collaboration and partnership working.
- To ensure that there is clear communication and well-defined accountability within the Directorate.
- Facilitate and participate in the introduction of policies, procedures and practice to support the achievement of the objectives of the Council.
- To ensure that the principles of equality of opportunity are integrated and actively pursued both within the Directorate and in all areas of service provision.
- To perform any other duties imposed by law, or which the Chief Executive may reasonably require.





Director of Corporate Resources Person Specification

| | ESSENTIAL | DESIRABLE | ASCERTAINED BY |
|----------------------|---|---|---|
| 1. Experience | <ul style="list-style-type: none"> ● Significant and relevant experience at a strategic level within a large and complex organisation. ● A strong track record in being innovative and results driven, leading others to innovate and change. ● Commercially aware, with an understanding of how to maximise opportunities for growth and investment. ● Experience of managing and improving financial processes and frameworks within a complex environment. ● Experience of effectively managing a range of different functions within an organisation. ● Experience of managing and improving performance management processes and frameworks within an organisation. ● Experience of building high performing teams and providing inspirational leadership to the wider organisation that drives a high-performance culture. | <ul style="list-style-type: none"> ● Local Government and/or Public Sector experience. ● Experience of working with Elected Members and of dealing with politically sensitive issues. | <ul style="list-style-type: none"> ● Application Form. ● Interview. |
| 2. Knowledge | <ul style="list-style-type: none"> ● Excellent knowledge and understanding of financial and governance procedures. ● Knowledge and understanding of local government finance, legislation and democratic processes. ● Knowledge and understanding of the current Local Government landscape and the challenges facing Local Authorities in Wales. ● Knowledge of established best practice in service delivery and human resource management. | <ul style="list-style-type: none"> ● Understanding of the wider social and economic environment within the Vale of Glamorgan. | <ul style="list-style-type: none"> ● Application Form. ● Interview. |



Director of Corporate Resources Person Specification (continued)

| | | | |
|-------------------------|--|---|--|
| 3. Skills and Aptitudes | <p>ESSENTIAL</p> <ul style="list-style-type: none"> ● Excellent leadership skills, able to provide clarity to your team on the vision and purpose of their work and delegate effectively. ● Excellent analytical skills with the ability to interpret and deploy complex data and translate complex financial information. ● Strong track record of building and nurturing productive working relationships, able to influence at the most senior levels both inside and outside the organisation. ● Ability to provide insight and strategic understanding around business transformation and innovation that aids understanding across the wider organisation. ● Highly effective communication skills, able to influence others with impact and professional credibility. | <p>DESIRABLE</p> | <p>ASCERTAINED BY</p> <ul style="list-style-type: none"> ● Application Form. ● Interview. |
| | 4. Qualifications and Training | <p>ESSENTIAL</p> <ul style="list-style-type: none"> ● Professional Qualifications e.g. CIPD / recognised Chartered Accountancy Body (CCAB) / Other. | <p>DESIRABLE</p> <ul style="list-style-type: none"> ● Professional senior management qualification |



Director of Corporate Resources Person Specification (continued)

| | ESSENTIAL | DESIRABLE | ASCERTAINED BY |
|-----------------------------------|--|---|---|
| 5. Attitude and Motivation | <ul style="list-style-type: none"> ● Highly motivated senior leader, able to act as a role model to team members and peers. ● Adaptable and flexible to meet a variety of challenges. ● An inspiring leader, able to engage team members to deliver exceptional performance in a challenging environment. ● Innovative, change champion, who is happy to challenge the status quo to deliver on strategic objectives. ● A passionate role model of the values of the Council. | | <ul style="list-style-type: none"> ● Interview. |
| 6. Other | <ul style="list-style-type: none"> ● Personal and professional credibility. ● Drive, energy and enthusiasm to sustain an extensive agenda. ● Capacity to work outside of normal office hours and attend evening meetings as and when required. ● Ability to drive/travel throughout the Vale or between locations as appropriate. | <ul style="list-style-type: none"> ● Ability to communicate through the medium of Welsh or a willingness to learn to communicate in Welsh. | <ul style="list-style-type: none"> ● Application Form. |

Diolch am eich diddordeb yn y rôl Cyfarwyddwr Adnoddau Corfforaethol. Mae Cyngor Bro Morgannwg wedi ei gydnabod yn gyson fel yr Awdurdod Lleol mwyaf effeithiol yng Nghymru. Rydym yn ychwanegu'r swydd allweddol hon at ein tîm arweinyddiaeth strategol i'n galluogi i adeiladu ar y hanes hwn o lwyddiant a chyflymu'r broses o drawsnewid y sefydliad.

Ein gweledigaeth yw cyngor sy'n gwneud mwy na darparu gwasanaethau o'r radd flaenaf. Rydym yn sefydliad sy'n meddwl yn y tymor hir ac sydd wedi ymrwymo i adeiladu etifeddiaeth o gymunedau bywiog a chynaliadwy yn y Fro. Rydym wedi nodi ein gweledigaeth ar gyfer cymunedau cryf sydd â dyfodol disglair yn ein cynllun corfforaethol, ynghyd â'n pedwar amcan lles cyffredinol:

- Gweithio gyda a thros ein cymunedau
- Ategu dysgu, cyflogaeth a thwf economaidd cynaliadwy
- Cynorthwyo pobl gartref ac yn eu cymuned
- Parchu, gwella a mwynhau ein hamgylchedd

Fel Prif Weithredwr, fy rôl i yw arwain y gwaith o gyflawni'r cynllun hwn. Credaf yn angerddol fod gwasanaeth cyhoeddus yn ymwneud â gweithio i feithrin cymunedau cryf, diogelu'r rhai sy'n agored i niwed, rhoi mwy o ddewisiadau bywyd i bobl, a helpu pawb i gyflawni eu potensial.

I wneud hynny, mae angen tîm craidd o arweinwyr arnaf a all sbarduno newid o fewn a'r tu allan i'r sefydliad yn unol â'r egwyddorion hyn.

Mae'n gyfnod mwy heriol nag erioed i weithio mewn llywodraeth leol. Mae degawd o gyni a phandemig bydeang wedi ymestyn llawer o'n gwasanaethau i'r eithaf. Ond wrth ymateb i'r rhain rydym wedi gweld gwir botensial ein sefydliad a'n rhwydwaith o bartneriaid yn lleol, yn rhanbarthol ac yn genedlaethol. Mae ein 5,000 o aelodau gweithlu yn gallu gwneud pethau anhygoel. Rwy'n falch o weithio gyda phobl sy'n dangos dro ar ôl tro eu gallu i arloesi'r ffordd yr ydym yn darparu ein gwasanaethau er mwyn cefnogi'r bobl yr ydym yma i'w gwasanaethu.

Chewch chi fyth gyfle i wneud mwy o wahaniaeth fel uwch arweinydd mewn gwasanaeth cyhoeddus nag y cewch ar hyn o bryd. Rydym yn chwilio am arweinydd profiadol ac arloesol. Mae'r rôl hon yn gofyn am rywun sy'n deall y cyd-destun yr ydym yn gweithio ynddo ac sydd mor angerddol am weithio i sicrhau canlyniadau gwell i'n dinasyddion ag yr ydym ni.

Os yw hyn yn swnio fel chi, byddwn yn croesawu sgwrs anffurfiol am y rôl a'r cyfle i siarad yn fanylach am yr hyn sydd o'n blaenau fel Cyngor Bro Morgannwg. Gallwch gysylltu â mi ar 07976 112338 neu DRThomas@valeofglamorgan.gov.uk.

Edrychwn ymlaen at dderbyn eich cais.

Yn gywir,



Rob Thomas
Prif Weithredwr, Cyngor Bro Morgannwg



Cyfarwyddwr Adnoddau Corfforaethol

Swydd Ddisgrifiad



| | | |
|--------------------------|--|---|
| Teitl y Swydd | Cyfarwyddwr Adnoddau Corfforaethol | |
| Cyfeirnod y Swydd | D-CR-AA001 | |
| Gradd | Gradd Cyfarwyddwr | |
| Cyfarwyddiaeth | Y Gyfarwyddiaeth Adnoddau Corfforaethol | |
| Lleoliad | Swyddfeydd Dinesig, Y Barri | |
| Yn atebol i'r | Prif Weithredwr | |
| Yn gyfrifol am | Arweinyddiaeth Strategol ystod o wasanaethau Corfforaethol, gan gynnwys agenda Trawsnewid y Cyngor a'i dull polisi o ymdrin â heriau a chyfleoedd allweddol wrth i'r sefydliad barhau i ddatblygu a thrawsnewid. | |
| Ein Gwerthoedd: | Ymddygiad | Beth mae'n ei olygu i ni |
| UCHELGEISIOIOL | Meddwl â golwg ar y dyfodol, gan groesawu ffyrdd newydd o weithio a buddsoddi yn ein dyfodol. | Mae uchelgeisiol yn ymwneud â herio ein hunain fel unigolion ac fel sefydliad i wneud yn well ac i newid lle bo angen |
| AGORED | Agored i syniadau gwahanol a bod yn atebol am y penderfyniadau yr ydym yn eu gwneud. | Mae bod agored yn ymwneud â sut rydym yn dryloyw yn ein gweithredoedd, ein penderfyniadau a'n cyfathrebu gan sicrhau ein bod yn agored ac yn onest gyda'n cydweithwyr, ein cwsmeriaid a'n cymunedau. |
| GYDA'N GILYDD | Gweithio fel tîm sy'n ymgysylltu â'n cwsmeriaid a phartneriaid, sy'n parchu amrywiaeth ac sydd wedi ymrwymo i wasanaethau o safon. | Mae gyda'n gilydd yn ymwneud â gallu unigolyn i gofleidio gwaith tîm, i rannu nod cyffredin gyda chydweithwyr ac i weithio ar y cyd ag eraill |
| BALCH | Balch i wasanaethu ein cymunedau ac i fod yn rhan o Gyngor Bro Morgannwg. | Mae bod yn falch yn ymwneud â chydabod pwysigrwydd y gwasanaethau cyhoeddus gwerthfawr a hanfodol a ddarparwn i gymunedau ac unigolion a'r boddhad y mae rhywun yn ei ennill wrth gyflawni ei rôl hyd eithaf ei allu. |

Trosolwg o'r rôl

Mae'r Cyfarwyddwr Adnoddau Corfforaethol yn gyfrifol am reoli arian a pherfformiad y Cyngor, am ddarparu'r holl wasanaethau cymorth proffesiynol ac am hyrwyddo gwasanaeth cwsmeriaid.

Gan adrodd yn uniongyrchol i'r Prif Weithredwr, byddwch yn chwarae rhan ganolog yn Uwch Dîm Arwain (UDA) y Cyngor, gan arwain ar bob mater sy'n ymwneud â dyrannu a blaenoriaethu adnoddau ar draws y Cyngor drwy'r broses flynyddol o bennu cyllidebau a sicrhau gwerth am arian a gwelliant parhaus drwy'r system gyfan.





Cyfarwyddwr Adnoddau Corfforaethol Swydd Ddisgrifiad (parhau)

Mae'r rôl hon yn cynnwys cyfrifoldeb cyffredinol dros holl wasanaethau a llwyfannau proffesiynol a chymorth y Cyngor (e.e. gwasanaethau cwsmeriaid), gwella perfformiad, darparu rhaglenni, rheoli perfformiad ac arian, trefniadau sicrwydd a llywodraethu a bydd yn cynnwys arwain a rheoli'r gwaith strategol o gynnal ystod o weithgareddau proffesiynol a chynghori ar gyfer y Cyngor gan sicrhau eu bod yn cefnogi'n llawn y gwaith o gyflawni'r Cynllun Corfforaethol ac yn cefnogi'r gwaith o ddarparu gwasanaethau'n effeithiol.

Bydd y Cyfarwyddwr Adnoddau Corfforaethol yn arwain y gwaith o lywodraethu'r awdurdod yn effeithiol drwy ddatblygu trefniadau llywodraethu corfforaethol, rheoli risg, fframweithiau adrodd a threfniadau gwneud penderfyniadau corfforaethol. Mae hyn yn cynnwys datblygu strategaeth ariannol tymor canolig, a'r broses cyllidebu flynyddol i sicrhau cydbwysedd ariannol a phroses monitro.

Bydd y Cyfarwyddwr Adnoddau Corfforaethol hefyd yn sicrhau bod cyfrifoldebau statudol y Cyngor yn cael eu cyflawni'n effeithiol o fewn cylch gwaith y rôl, yn benodol cyfrifoldebau A151 a chyfrifoldebau'r Swyddog Monitro, er y bydd y ddwy rôl statudol hyn yn adrodd yn uniongyrchol i'r Prif Weithredwr ar A151 a materion monitro yn ôl yr angen.

Bydd y Cyfarwyddwr yn arwain ac yn rheoli rhaglenni trawsnewid a newid corfforaethol. Bydd y Cyfarwyddwr yn gweithio gyda chydweithwyr arwain a thimau gwasanaethau i sbarduno newid trawsnewidiol a gweithgarwch gwella ar draws y sefydliad ac i gyflawni newidiadau sefydliadol a newidiadau i wasanaethau ar amser ac yn unol â'r gyllideb.

Fel Uwch Arweinydd yn y Cyngor, byddwch yn cefnogi gwelliant parhaus ein dyheadau diwylliannol gan ddangos esiampl ac ymwreiddio ein gwerthoedd, ysgogi ymgysylltiad ac arloesedd a hyrwyddo amrywiaeth a chynhwysiant.

Prif Gyfrifoldebau Arwain:

- Cyfrannu at y gwaith o reoli ac arwain y Cyngor yn gorfforaethol fel aelod o'r Uwch Dîm Arwain, gan sicrhau y caiff nodau polisi eu cyflawni a gwasanaethau eu cynllunio, eu comisiynu a'u darparu'n effeithlon ac yn effeithiol.
- Gweithredu fel y Cyfarwyddwr arweiniol ym meysydd gweithgarwch, polisi a datblygu corfforaethol sefydliadol yn ôl yr angen
- Cefnogi'r gwaith o gyflawni blaenoriaethau cyllidebol y Cyngor a'r defnydd effeithiol o adnoddau'r Cyngor.
- Datblygu diwylliant ar sail perthnasau gwaith cydweithredol gyda chydweithwyr asiantaethau eraill i sicrhau y caiff gwasanaethau eu darparu'n effeithiol ac y caiff adnoddau eu rheoli'n effeithiol.



Cyfarwyddwr Adnoddau Corfforaethol

Swydd Ddisgrifiad (parhau)



Prif Gyfrifoldebau Strategol:

- Goruchwylio cyfres integredig o wasanaethau (cyllid, cyfreithiol, TGCh, polisi, trawsnewid busnes, Adnoddau Dynol, caffael ac ati), sy'n gyrru sut mae'r Cyngor yn rheoli ei gyllid, ei bobl, ei asedau a'i drydydd partïon i gefnogi Cynllun Corfforaethol y Cyngor i ysgogi gwelliant a darpariaeth barhaus.
- Datblygu a gweithredu'r prosesau cyllid a chynllunio busnes blynyddol sy'n galluogi'r tîm arwain i bennu amcanion a safonau perfformiad ar gyfer y Cyngor yn unol â'r Cynllun Corfforaethol.
- Datblygu ac arwain proses rheoli perfformiad fisol integredig sy'n profi cyflawni yn erbyn y gyllideb, amcanion a safonau perfformiad yn ogystal â mesurau perthnasol eraill. Bydd y Cyfarwyddwr hefyd yn arwain proses sicrwydd fisol integredig sy'n profi cydymffurfiaeth y Cyngor â gofynion statudol allweddol a gofynion rheoleiddio eraill.
- Gweithredu fel y cleient neu ymgynghorydd y cleient ar gyfer pob contract corfforaethol ac arwain yn broffesiynol bob mater masnachol yn y Cyngor, sy'n cynnwys rhoi cyngor, arweiniad a chefnogaeth i'r Prif Weithredwr a'r Aelodau wrth iddynt ddelio ag endidau masnachol a berchenogir yn llwyr a rhai trydydd parti. Gall hyn gynnwys rhedeg gweithgareddau masnachol y Cyngor yn effeithiol ac yn effeithlon, gan gynnwys darparu gwasanaethau gweithredol penodol i bartneriaid a chwsmeriaid.

Prif Gyfrifoldebau Gwasanaeth:

- Cydlynu'r gwaith o droi gweledigaeth a Chynllun Corfforaethol y Cyngor yn fframwaith o strategaethau cyson ym mhob rhan o wasanaethau cymorth y Cyngor.
- Cynnig cyngor a gwybodaeth o'r safon uchaf i'r Cabinet o ran y modelau mwyaf effeithiol ar gyfer gwasanaethau cymorth er mwyn hwyluso a chyflawni'r canlyniadau a fynegwyd yng Nghynllun Corfforaethol y Cyngor ynghyd â blaenoriaethau eraill sy'n dod i'r amlwg.
- Chwarae rôl flaenllaw wrth bennu cwmpas a gweithredu unrhyw fodelau amgen o ran darparu gwasanaethau cymorth.
- Arwain yr agenda effeithlonrwydd ym mhob rhan o'r Cyngor gan sicrhau bod unrhyw gyfleoedd i weithio mewn modd synergidd yn cael eu nodi a'u gweithredu. Yn benodol, arwain elfennau cynllunio ariannol, Adnoddau Dynol, caffael, digidol a thrawsnewid busnes yr agenda.
- Nodi a manteisio i'r eithaf ar synergeddau posibl a'r rheiny sy'n bodoli eisoes ym mhob rhan o waith gwasanaethau cymorth y Cyngor, yn ogystal â'r rheiny gyda sefydliadau partner posibl a'r rheiny sy'n bodoli eisoes, i sicrhau canlyniadau gwell.
- Asesu effaith strategol y galw cynyddol am wasanaethau, pwysau ariannol cynyddol ac ymrwymiad i wella gwasanaethau ar y sefydliad; a chynnig cyngor ar yr holl opsiynau (gan gynnwys ymatebion arloesol) a'r goblygiadau cysylltiedig.
- Hyrwyddo diwylliant cryf o reoli perfformiad ym mhob rhan o'r Cyngor a'r Gyfarwyddiaeth Adnoddau i sicrhau lefelau uchel o berfformiad, bod targedau perfformiad yn cael eu bwrw a bod gwasanaethau'n cael eu gwella a'u datblygu'n barhaus.
- Cydlynu adnoddau'n effeithiol yn y gwasanaethau cymorth gan wella perfformiad y gwasanaeth tra'n rheoli'r gyllideb hefyd.
- Rhoi sicrwydd i'r Cabinet, y Prif Weithredwr a'r Aelodau fod ansawdd y cyngor a gynigir mewn perthynas â dewisiadau strategol allweddol o'r safon uchaf. Sicrhau cydymffurfiaeth ag egwyddorion cyfreithiol, rheoliadol ac arfer gorau wrth ddarparu gwasanaethau cymorth.



Prif Gyfrifoldebau Dyletswyddau Cyffredinol:

- Sicrhau agwedd ymatebol sy'n canolbwyntio ar y cwsmer wrth gynllunio, comisiynu a darparu gwasanaethau.
- Ystyried cyfleoedd i wella effeithiolrwydd ac effeithlonrwydd y gwasanaethau trwy gydweithio a gweithio mewn partneriaeth.
- Sicrhau bod cyfathrebu clir ac atebolrwydd wedi'i ddiffinio'n dda yn y Gyfarwyddiaeth.
- Hwyluso'r broses o gyflwyno polisiau, gweithdrefnau ac arfer i gefnogi'r gwaith o gyflawni amcanion y Cyngor a chymryd rhan yn y broses honno.
- Sicrhau y caiff egwyddorion cyfle cyfartal eu hintegreiddio a'u dilyn yn weithredol yn y Gyfarwyddiaeth ac ym mhob rhan o'r gwasanaeth.
- Cyflawni unrhyw ddyletswyddau eraill sy'n ofynnol gan y gyfraith neu yn ôl cyfarwyddyd y Prif Weithredwr.





Cyfarwyddwr Adnoddau Corfforaethol

Manyleb y Person

1. Profiad

HANFODOL

- Hanes cryf o fod yn arloesol ac o gael ei sbarduno gan ganlyniadau, gan arwain erilli i arloesi a newid.
- Yn fasnachol ymwybodol, gyda dealltwriaeth o sut i fanteisio i'r eithaf ar gyfleoedd i dyfu a buddsoddi.
- Profiad o reoli a gwella prosesau a fframweithiau ariannol mewn amgylchedd cymhleth.
- Profiad o reoli ystod o wahanol swyddogaethau yn effeithiol o fewn sefydliad.
- Profiad o reoli a gwella prosesau a fframweithiau rheoli perfformiad o fewn sefydliad.
- Profiad o adeiladu timau sy'n perfformio'n dda ac o arwain y sefydliad ehangach yn ysbrydoledig mewn ffordd sy'n gyrru diwylliant sy'n perfformio'n dda.

DYMUNOL

- Profiad o weithio mewn Llywodraeth Leol a/neu yn y Sector Cyhoeddus.
- Profiad o weithio gydag Aelodau Etholedig ac o ymdrin â materion gwleidyddol sensitif.

PROFIR TRWY

- Ffurflen Gais.
- Cyfweliad.

2. Gwybodaeth

HANFODOL

- Gwybodaeth a dealltwriaeth ragorol o weithdrefnau ariannol a llywodraethu.
- Gwybodaeth a dealltwriaeth o'r dirwedd Llywodraeth Leol gyfredol a'r heriau sy'n wynebu Awdurdodau Lleol yng Nghymru.
- Gwybodaeth am y dirwedd Llywodraeth Leol bresennol a'r heriau sy'n wynebu Awdurdodau Lleol yng Nghymru a dealltwriaeth o'r rheiny.
- Gwybodaeth am arfer gorau sefydledig o ran darparu gwasanaethau a rheoli adnoddau dynol.

DYMUNOL

- Deall yr amgylchedd cymdeithasol ac economaidd ehangach ym Mro Morgannwg.

PROFIR TRWY

- Ffurflen Gais.
- Cyfweliad.



Cyfarwyddwr Adnoddau Corfforaethol

Manyleb y Person (parhau)

| | | | |
|--------------------------------------|--|---|--|
| 3. Sgiliau a rhinweddau | <p>HANFODOL</p> <ul style="list-style-type: none"> ● Sgiliau arwain rhagorol gyda'r gallu i roi eglurder i'r tîm ar weledigaeth a phwrpas ei waith ac i ddirprwyo'n effeithiol. ● Sgiliau dadansoddol ardderchog gyda'r gallu i ddehongli a defnyddio data cymhleth a dehongli gwybodaeth ariannol gymhleth. ● Hanes cryf o adeiladu a meithrin perthnasoedd gwaith cynhyrchiol ac o allu dylanwadu ar y lefelau uchaf y tu mewn a'r tu allan i'r sefydliad. ● Y gallu i ddarparu mewnwelediad a dealltwriaeth strategol o drawsnewid busnes ac arloesi sy'n cynorthwyo dealltwriaeth ar draws y sefydliad ehangach. ● Sgiliau cyfathrebu hynod effeithiol gyda'r gallu i ddylanwadu ar eraill yn effeithiol a gyda hygyrddedd proffesiynol. | <p>DYMUNOL</p> | <p>PROFIR TRWY</p> <ul style="list-style-type: none"> ● Ffurflen Gais. ● Cyfweliad. |
| 4. Cymwysterau a hyfforddiant | <p>HANFODOL</p> <ul style="list-style-type: none"> ● Cymhwyster Proffesiynol e.e. Sefydliad Siartredig Personél a Datblygu / Corff Cyfrifeg Siartredig cydnabyddedig. | <p>DYMUNOL</p> <ul style="list-style-type: none"> ● Cymhwyster uwch reolwyr proffesiynol. | <p>PROFIR TRWY</p> <ul style="list-style-type: none"> ● Ffurflen Gais. |



Cyfarwyddwr Adnoddau Corfforaethol Manyleb y Person (parhau)



| | | | |
|-----------------------------------|--|--|--|
| 5. Agwedd a chymhelliant | <p>HANFODOL</p> <ul style="list-style-type: none"> ● Uwch arweinydd brwdfrydig iawn, sy'n gallu dangos esiampl i aelodau o'r tîm ac i gyfoedion. ● Yn gallu addasu a bod yn hyblyg i ateb amryw heriau. ● Arweinydd ysbrydoledig, sy'n gallu ennyn diddordeb aelodau o'r tîm i berfformio'n eithriadol mewn amgylchedd heriol. ● Hyrwyddwr newid arloesol, sy'n hapus i herio'r sefyllfa bresennol i gyflawni amcanion strategol. ● Brwdfrydig wrth ddangos esiampl o ran gwerthoedd y Cyngor. | <p>DYMUNOL</p> | <p>PROFIR TRWY</p> <ul style="list-style-type: none"> ● Cyfweliad. |
| 6. Arall (rhowch fanylion) | <p>HANFODOL</p> <ul style="list-style-type: none"> ● Hygrededd personol a phroffesiynol. ● Meddu ar gymhelliant, ynni a brwdfrydedd i gynnal agenda eang. ● Y gallu i weithio y tu allan i oriau swyddfa arferol a mynd i gyfarfodydd gyda'r nos pan fo angen. ● Gallu gyrru / teithio ar hyd a lled y Fro neu rhwng lleoliadau fel y bo'n briodol. | <p>DYMUNOL</p> <ul style="list-style-type: none"> ● Y gallu i gyfathrebu yn Gymraeg neu barodrwydd i ddyngu sut i gyfathrebu yn Gymraeg. | <p>PROFIR TRWY</p> <ul style="list-style-type: none"> ● Ffurflen Gais. |