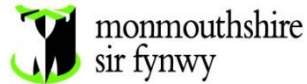


# Public Document Pack



County Hall  
Rhadyr  
Usk  
NP15 1GA

12<sup>th</sup> June 2026

## Notice of Meeting

### Appointments Committee

Friday, 12th June, 2026 at 2.00 pm,  
Council Chamber, County Hall, The Rhadyr USK

### AGENDA

Item No	Item	Pages
1.	Apologies for absence	
2.	Declarations of interest	
3.	To exclude the press and public from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information.	1 - 2
4.	Appointment of Head of Service for Waste & Decarbonisation	3 - 32

**Paul Matthews**  
Chief Executive

MONMOUTHSHIRE COUNTY COUNCIL  
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillor Rachel Buckler  
County Councillor Catrin Maby  
County Councillor Phil Murphy  
County Councillor Sue Riley  
County Councillor John Crook

*Devauden; Welsh Conservative Party*  
*Drybridge; Welsh Labour/Llafur Cymru*  
*Caerwent; Welsh Conservative Party*  
*Bulwark and*  
*Thornwell; Independent Group*  
*Magor East*  
*with Undy; Welsh Labour/Llafur Cymru*

## Public Information

### Access to paper copies of agendas and reports

A copy of this agenda and relevant reports can be made available to members of the public attending a meeting by requesting a copy from Democratic Services on 01633 644219. Please note that we must receive 24 hours notice prior to the meeting in order to provide you with a hard copy of this agenda.

### Watch this meeting online

This meeting can be viewed online either live or following the meeting by visiting [www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk) or by visiting our Youtube page by searching MonmouthshireCC.

### Welsh Language

The Council welcomes contributions from members of the public through the medium of Welsh or English. We respectfully ask that you provide us with 5 days notice prior to the meeting should you wish to speak in Welsh so we can accommodate your needs.

# Aims and Values of Monmouthshire County Council

## Our purpose

- to become a zero-carbon county, supporting well-being, health and dignity for everyone at every stage of life.

## Objectives we are working towards

- Fair place to live where the effects of inequality and poverty have been reduced;
- Green place to live and work with reduced carbon emissions and making a positive contribution to addressing the climate and nature emergency;
- Thriving and ambitious place, where there are vibrant town centres and where businesses can grow and develop
- Safe place to live where people have a home where they feel secure in;
- Connected place where people feel part of a community and are valued;
- Learning place where everybody has the opportunity to reach their potential

## Our Values

**Openness.** We are open and honest. People have the chance to get involved in decisions that affect them, tell us what matters and do things for themselves/their communities. If we cannot do something to help, we'll say so; if it will take a while to get the answer we'll explain why; if we can't answer immediately we'll try to connect you to the people who can help – building trust and engagement is a key foundation.

**Fairness.** We provide fair chances, to help people and communities thrive. If something does not seem fair, we will listen and help explain why. We will always try to treat everyone fairly and consistently. We cannot always make everyone happy, but will commit to listening and explaining why we did what we did.

**Flexibility.** We will continue to change and be flexible to enable delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

**Teamwork.** We will work with you and our partners to support and inspire everyone to get involved so we can achieve great things together. We don't see ourselves as the 'fixers' or problem-solvers, but we will make the best of the ideas, assets and resources available to make sure we do the things that most positively impact our people and places.

**Kindness:** We will show kindness to all those we work with putting the importance of relationships and the connections we have with one another at the heart of all interactions.





## **SCHEDULE 12A LOCAL GOVERNMENT ACT 1972 EXEMPTION FROM DISCLOSURE OF DOCUMENTS**

**Meeting and Date of Meeting: 12/06/26 APPOINTMENT COMMITTEE**

**Report: Appointment of the Head of Waste & Decarbonisation**

**Author: Debra Hill-Howells**

I have considered grounds for exemption of information contained in the background paper for the report referred to above and make the following recommendation to the Proper Officer:-

### **Exemptions applying to the report:**

As defined by the Local Government Act set out above, this report will be exempt under paragraph 12 of Schedule 12A because of personal information relating to the candidate.

### **Factors in favour of disclosure:**

Openness & transparency in matters concerned with the public

### **Prejudice which would result if the information were disclosed:**

The application form contains personal information and data

### **My view on the public interest test is as follows:**

Factors in favour of disclosure are outweighed by those against.

### **Recommended decision on exemption from disclosure:**

Maintain exemption from publication in relation to report

Date: 03/06/26

Signed:

Post:

Chief Officer Infrastructure

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I accept the recommendation made above

Signed:

Chief Executive

Date: 04/06/26





## *Come and join the team!*

### ADVERT

**ROLE TITLE: Head of Waste and Decarbonisation**

**ADVERT TEXT:**

We have an exciting opportunity for a dedicated and experienced professional to lead Monmouthshire's Waste and Decarbonisation services. Monmouthshire is proud of its recycling performance and the work it has already undertaken to decarbonise its operations, but we know that there is more to be done. This leadership role offers the chance to shape and manage services which are instrumental in achieving the Councils priority to be a net zero County. The role holder will form part of the wider Infrastructure leadership team, reporting directly to the Chief Officer Infrastructure. The successful candidate will play a key role in the strategic development and operational delivery of waste management at a county wide level alongside the development and implementation of initiatives to decarbonise its Council operations.

The recruitment process will be in two stages, the first assessment day will take place on Friday 15<sup>th</sup> May for shortlisted candidates.

For more information or to discuss this opportunity, please contact Debra Hill-Howells, Chief Officer Infrastructure on 01633 644281 or [debrahill-howells@monmouthshire.gov.uk](mailto:debrahill-howells@monmouthshire.gov.uk)

**POST ID:** OPWS61  
**LOCATION:** Raglan or Llanfoist Depot  
**GRADE:** Chief Officer BAND D £64,652 - £70,091  
**HOURS:** 37 hours Per Week  
**TEMPORARY:** No  
**DBS CHECK:** No (Disclosure & Barring Service Check)  
**CLOSING DATE:** 5pm on

**Additional Information**

**Please note that we are not able to accept CVs**

To apply for this post please complete the online application form which can be found on the following page:

<https://www.monmouthshire.gov.uk/jobs-employment/>

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council is:-

- an equal opportunities employer and welcomes applications from all sections of the community.
- a disability confident committed employer.
- an Armed Forces friendly employer.
- Autism aware and committed to removing barriers to employment.
- committed to supporting young people who leave our care to access new opportunities and gain experience.

## ROLE PROFILE

**ROLE TITLE:** Head of Waste & Decarbonisation  
PERMANENT

**POST ID:** OPWS61

**GRADE:** Chief Officer BAND D £64,652 - £70,091

**HOURS:** 37 Hours Per Week

**WORK PATTERN:** Normal working hours subject to the needs of the service. Evening and weekend work may be required to fulfil the duties of the role.

**LOCATION:** Llanfoist or Raglan depot which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

### **DISCLOSURE AND BARRING SERVICE (DBS) CHECK:**

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to the following DBS

(e) No DBS Required for this post

**RESPONSIBLE TO:** Chief Officer Infrastructure

(b) Welsh language skills are desirable;

### **SAFEGUARDING:**

Child and Adult Safeguarding are key priorities for the Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. All Council employees and volunteers are responsible for playing their part in the well-being, safety and protection of children and adults at risk. All employees and volunteers will be trained to the appropriate level of safeguarding and have a duty to fulfil their personal responsibilities for safeguarding.

### **Our Purpose:-**

#### **The Purpose of this Role:-**

As Head of Service you will provide strategic and operational leadership across a broad portfolio including waste services management, commercial and contract oversight, decarbonisation of the Councils built environment and fleet, implementation of an EVCI public charging policy, performance and assurance. You will ensure services are delivered safely, cost effectively and in line with legislative requirements. You will work collaboratively with internal teams, elected members and external stakeholders such as Welsh Government, NRW and the Cardiff Capital Region. Your responsibilities will also include overseeing business planning, financial

and resource management, risk governance and the development of investment business cases to support the decarbonisation of Council services. You will play a key role in shaping policy, driving innovation and ensuring that services are responsive to the needs of Monmouthshire's communities.

### **Expectation and Outcomes of this Role:-**

We are seeking a strategic and forward thinking leader with a strong background in decarbonisation and waste management. You will have extensive knowledge of existing Welsh legislation, policy frameworks, contract management, developing investment business cases and achieving carbon neutrality. You will demonstrate excellent leadership, communication, stakeholder engagement skills, with the ability to influence at all levels and foster effective partnerships.

You will hold a professional qualification and be able to demonstrate substantial experience in delivering decarbonisation and waste management services.

You will be values driven, committed to inclusive leadership, continuous improvement and delivering services that make a tangible difference.

### **Your responsibilities are to:-**

- Responsible for the development of strategic objectives and outcomes for the Waste and Decarbonisation service area, taking account of the Community and Corporate Plan, other organisational policies, best practice and legislative and regulatory requirements.
- Provide expert knowledge including policy development, best practice and compliance with legislative responsibilities. Ensure that all policies, processes and approaches are relevant, documented and reflect practices that achieve the best outcomes.
- Lead on developing and maintaining data to report operational performance to elected members, Welsh Government, UK Government and our communities. Utilise the data to review operating models and develop improved service outcomes.
- Provide senior operational management to all teams within the service area. Be accountable for activity across service areas, ensuring that managers are effectively overseeing operations, including planning, allocation and review of workload so priorities are managed, shortfalls identified and services are delivered within capacity and within Council policies, procedures and timescales.
- Provide leadership to ensure that resources are deployed effectively and managers operate in a way that adheres to legislation, regulation and compliance, provides good outcomes for communities and the Council.
- Ensure robust arrangements for financial management and planning are in place and develop the skills and confidence of staff to make the most effective use of resources available.
- Ensure full compliance with all County Council financial and procurement policies, procedures and frameworks within area of responsibility.

- Foster a culture of innovation, encouraging the development and implementation of modernised and improved approaches to enhance service delivery and experiences for communities.
- Appropriately manage all risks, particularly related to financial and resources and ensure that appropriate systems are maintained and risk monitoring approaches are adopted. • Coordinate and bid for funding for projects including negotiating with funding bodies, managing communications, liaising with partners, and preparing and submitting bids
- Establish and contribute towards robust performance metrics and benchmarks to evaluate the impact of service delivery, adapting processes and strategies to achieve successful outcomes for communities and the Council.
- Work with partners, contractors and suppliers ensuring that contracts, projects and joint ventures are performing well, meeting outcomes, are best value for money and are fully compliant with County Council approaches
- Build positive relationships with suppliers; negotiating costs and control expenditure to ensure appropriate and cost effective solutions are introduced.
- Ensure that commissioned services continue to amalgamate local, regional and national strategic initiatives and priorities into a coherent and effective plan.
- To lead on change management and service projects and undertake investigations as directed by the Chief Officer..
- Lead, direct and oversee the preparation of contract specifications, design standards and guidelines for developers, consultants and contractors.
- Ensure effective measures are in place to monitor and evaluate demand and supplier performance against contract requirements and to initiate and manage actions for service improvement and intervention where appropriate.
- Oversee the provision of timely and accurate advice to the Chief Executive, Strategic Leadership Team, Chief Officer Infrastructure and other colleagues, Cabinet and all elected Members.
- Develop and maintain strategies and plans to ensure that appropriate levels of financial and governance control are in place.
- Be responsible for leading, directing and testing winter service and emergency response plans for highways and flooding services.
- Promote positive interactions and relationships with key stakeholders including the Capital City Region, Welsh Government, Transport for Wales and other public sector partners.
- To liaise at Member level ensuring relevant Cabinet Members are appraised of current issues. Attending Scrutiny Committee, Cabinet and Council, and other local and regional meetings as required where service related issues are being considered
- Mentor and inspire members of the team, promoting professional growth and cultivating a culture of excellent and continuous learning.
- Develop effective, trusted relationships with elected Members and wider Monmouthshire communities.
- To act as the Designated Safeguarding Lead for the Service. To take responsibility for managing Safeguarding issues and concerns about adults and children at risk. In managing Safeguarding issues and concerns, to proactively

take all steps to encourage a preventative culture, following procedures for identifying and reporting cases and to support those who may have experienced abuse or harm.

- Ensure that the service is compliant with legislation, national and local policies and best practice.
- To undertake any such duties as may be required by the Chief Officer Infrastructure compatible with the level and remit of this post.

**What else you need to know.....Our Values:**

Our purpose is underpinned by a clear sense of who we are as an organisation. We expect people who work with us to share a strong value set and expect that these are evident in the ways in which we work and engage with our communities.

**Teamwork:** We will work with you and our partners to support and inspire everyone to get involved. We will make the best of the ideas, and resources available to make sure we do the things that most positively impact our people and places.

**Openness:** We are open and honest. People have the chance to be involved and tell us what matters.

**Flexibility:** We are flexible, enabling delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

**Fairness:** We provide opportunities for people and communities to thrive. We will always try to treat everyone fairly and consistently.

**Kindness:** We will show kindness to all those we work with, putting the importance of relationships and the connections we have with one another at the heart of all interactions.

This role will work with Monmouthshire to achieve these.

**In addition:**

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

## Person Specification

**How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-**

Requirement	Tested	Essential / Desirable
Qualified to a degree level or extensive professional experience within a large and complex organisation in relevant professional discipline	Application Form	<b>Essential</b>
Membership of Professional body in relevant professional discipline	Application Form	Desirable
Extensive knowledge of current and emerging policy, legislation and regulation in a local government context.	Application form and interview	<b>Essential</b>
Extensive knowledge of procurement regulations and their application	Application form and interview	<b>Essential</b>
Extensive knowledge of statutory processes	Application form and interview	<b>Essential</b>
Extensive knowledge of the drafting and management of major contracts and a high level of knowledge of supplier relationship management.	Application form and interview	<b>Essential</b>
Extensive knowledge of practical and legal aspects of the application of decarbonisation measures, renewable energy generation, energy management, fleet transition and EVCI.	Application form and interview	<b>Essential</b>
Proven experience of successful leadership and management within a relevant service context	Application form and interview	<b>Essential</b>
Experience in the successful management of budgets and directorate resources	Application form and interview	<b>Essential</b>
A track record of achievement within waste and decarbonisation in a large complex organisation, including effective decision making and delivery of services and projects, including working collaboratively with partners.	Application form and interview	<b>Essential</b>
Experience of leading and projects through to completion achieving agreed performance measures within allocated resources and timescales.	Application form and interview	<b>Essential</b>
Experience of leading change within an organisation, with evidence of establishing a positive culture within teams	Application form and interview	<b>Essential</b>
Clean, full UK driving licence with use of a car as required.	Application form	<b>Essential</b>

**Welsh Desirable.** You may be required to learn or improve your existing skills through attending staff Welsh language training funded by the council.

The recruitment of this senior position will involve a two stage process. Short listed candidates will be invited to attend an officer led process which will involve three or more interviews with representatives from the Senior Leadership Team, Directorate Leadership Team, peers and other service areas.

Following this process, the Officer Panel will determine which candidates, if any to put forward to the Member Recruitment Panel. Those candidates put forward to the final stage will be asked to attend an interview with elected members who will determine who if any, will be offered the role.

Should you require any further information regarding this post, please contact: **Debra Hill-Howells, Chief Officer Infrastructure Tel: 01633 644281 or 07775 851405**

**Closing Date: 5pm on 6<sup>th</sup> May 2026**

**WELSH LANGUAGE SKILLS FRAMEWORK**
**LEVEL 1**

Can understand basic everyday phrases if the speaker talks slowly and clearly and is willing to help. Can introduce yourself and others and can ask and answer questions regarding basic information, e.g. individual asking to see someone, where is the xxx meeting, toilet etc. Can transfer phone calls pass on a simple message or make a straightforward request, e.g. via e-mail.

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> <li>• Can understand simple questions: where is the xxx meeting, where is the toilet, who is the person they wish to see. Can understand who to transfer a phone call to etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Can pronounce place names and personal names correctly.</li> <li>• Can greet individuals face to face or over the phone.</li> <li>• Can open and close a conversation or open and close a meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms.</li> </ul>	<ul style="list-style-type: none"> <li>• Can open and close an e-mail or letter.</li> <li>• Can write personal names, place names, job titles.</li> <li>• Can write a simple message to a colleague on paper or e-mail, e.g. such and such has called.</li> </ul>

**LEVEL 2**

Can understand sentences when people talk about everyday situations, e.g. simple personal and family information. Can hold a basic conversation with someone to obtain or exchange straightforward information, e.g. discuss how a person is feeling; something which has happened; simple plan for the future. Can write and read messages in letters or e-mails describing familiar issues and written in short sentences

UNDERSTANDING	SPEAKING	READING	WRITING
<ul style="list-style-type: none"> <li>→ Can understand when people speak slowly about everyday situations, e.g. providing personal information, talking about what they have been doing, what they would like to do, how they feel general.</li> <li>• Can understand when people ask you do something.</li> </ul>	<ul style="list-style-type: none"> <li>• Can communicate simple information or ask common questions, e.g. to acquire information from an individual.</li> <li>• Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh.</li> <li>• Can hold a short conversation with an individual or exchange relatively straightforward information.</li> </ul>	<ul style="list-style-type: none"> <li>• Can read short message and certain letters or e-mails, e.g. those which make a request or ask you to pass on a message.</li> </ul>	<ul style="list-style-type: none"> <li>• Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting.</li> <li>• Can write a short letter or e-mail to arrange an appointment.</li> </ul>

	<ul style="list-style-type: none"> <li>• Can contribute to a meeting, but need to revert to English for specialist terms.</li> </ul>		
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**LEVEL 3**

Can understand the main points when an individual or colleague is talking about familiar subjects, e.g. during a conversation or small group meeting. Can hold extended conversations with fluent speakers about familiar subjects involving everyday work. Can describe experiences and events and provide concise explanations and reasons for opinions and plans. Can read articles, letters or e-mails about general subjects. Can write letters or e-mails about most subjects, e.g. requesting something; providing information; inviting somebody or organising an event.

<b>UNDERSTANDING</b>	<b>SPEAKING</b>	<b>READING</b>	<b>WRITING</b>
<p>Page 12</p> <ul style="list-style-type: none"> <li>• Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar.</li> <li>• Can understand a discussion at a meeting if the subject is familiar.</li> <li>• Can understand individuals and colleagues in a familiar situation or in everyday conversation.</li> </ul>	<ul style="list-style-type: none"> <li>• Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical.</li> <li>• Can hold a conversation with an individual or exchanging relatively straightforward information.</li> <li>• Can contribute to a meeting but need to revert to English for specialist terms.</li> <li>• Can adapt the style of language to suit the audience.</li> </ul>	<ul style="list-style-type: none"> <li>• Can understand most e-mail messages or letters concerning day to day work.</li> <li>• Can guess the meaning of a word based on context if the subject is familiar.</li> <li>• Can read a simple, straightforward article in a newspaper or magazine types of written material.</li> </ul>	<ul style="list-style-type: none"> <li>• Can write a letter or e-mail to an individual, or colleague about most topics in order to request something; provide an explanation; describe an experience or situation; invite people or organise an event.</li> <li>• Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.</li> </ul>

**LEVEL 4**

Can usually follow most conversations or discussions, even on unfamiliar topics, Can talk confidently with fluent speakers about familiar subjects relating to work, and an express an opinion, take part in discussion, and talk extensively about general topics, e.g. in meetings or one-to-one situations with individuals. Can understand most correspondence, newspaper articles and reports intended for fluent speakers with the aid of Welsh language resources and can scan long texts to find details. Can complete forms and write reports relating to work and respond accurately.

<b>UNDERSTANDING</b>	<b>SPEAKING</b>	<b>READING</b>	<b>WRITING</b>
<ul style="list-style-type: none"> <li>• Can follow most conversations and discussions with individuals or</li> </ul>	<ul style="list-style-type: none"> <li>• Can contribute effectively to internal and external meetings in a work context.</li> </ul>	<ul style="list-style-type: none"> <li>• Can read most correspondence and scan long texts to find details.</li> </ul>	<ul style="list-style-type: none"> <li>• Can produce correspondence of all types, short reports, documents</li> </ul>

<p>colleagues even if the subject matter is unfamiliar.</p>	<ul style="list-style-type: none"> <li>• Can converse comfortably with individuals and exchange information as required.</li> <li>• Can argue for and against a specific case.</li> <li>• Can chair meetings and answer questions from the chair confidently.</li> </ul>	<ul style="list-style-type: none"> <li>• Can understand most newspaper articles and reports with the aid of a dictionary.</li> <li>• Can understand texts, unless written in a very formal or colloquial form.</li> </ul>	<p>and literature with support of Welsh language translation aids eg. Cysgeir, cysill.</p>
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**LEVEL 5**

Can understand everything that is being said. Can talk extensively about complex issues, presenting difficult information and can facilitate and summarise extended or complex discussions. Can summarise information from different sources (orally and in writing) and present it in a coherent way. Can express themselves spontaneously, fluently and in detail, adapting the language to suit the audience.

<b>UNDERSTANDING</b>	<b>SPEAKING</b>	<b>READING</b>	<b>WRITING</b>
<p>• Can follow all conversations and discussions with individuals or colleagues. Can understand the ambiguity and nuance of language.</p>	<ul style="list-style-type: none"> <li>• Can express yourself fully in detail, even when discussing complex issues.</li> <li>• Can adapt the style and register of your language to suit the audience.</li> </ul>	<ul style="list-style-type: none"> <li>• Can read and understand almost all written texts without difficulty, referring to a dictionary occasionally.</li> <li>• Can read long texts to find relevant details and can understand most types of written material.</li> </ul>	<ul style="list-style-type: none"> <li>• Can write reports in a clear style appropriate to the reader with the support of electronic language aids.</li> <li>• Can write formal or informal Welsh as required.</li> <li>• Can write a range of documents accurately and with confidence.</li> </ul>

# Dewch i ymuno gyda'r tîm!

## HYSBYSEB SWYDD

TEITL Y RÔL: ?

### ADVERT TEXT:

(Give a high level brief in **a couple of sentences** of job / candidate criteria. This is the first thing that the potential applicant will read on MCC website so be clear. If you get this right, they will click on the link that will take them through to the Role Profile)

RHIF ADNABOD Y SWYDD: ?

LLEOLIAD: ?

GRADD: BAND ? SCP ? – SCP? £?? - £?? Pro Rata (keep / delete if applicable)

ORIAU: ? yr wythnos a Therm Ysgol yn Unig (and Term time only)

DROS DRO: Ydy tan ? (Yes until ?) or Na (No)

### GWIRIAD GAN Y GWASANAETH

DATGELU A GWAHARDD: Angen (yes) or Dim Angen (No) (Gwiriad Datgelu a Gwahardd) (Disclosure & Barring Service Check)

DYDDIAD CAU: 5pm ar (Insert Date) 2022

### Gwybodaeth Ychwanegol

#### Gofynnir i chi nodi na allwn dderbyn CV

Er mwyn gwneud cais am y rôl hon, cwblhewch y ffurflen gais ar-lein sydd ar gael ar y dudalen ganlynol:

<https://www.monmouthshire.gov.uk/cy/swyddi-chyflogaeth/>

Mae modd cyflwyno ceisiadau yn y Gymraeg, ac ni fydd cais a gyflwynir yn y Gymraeg yn cael ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg,

Mae modd rhannu'r holl swyddi os na nodir fel arall.

Mae Cyngor Sir Fynwy yn:-

- cyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob rhan o'r gymuned.
- cyflogwr sydd wedi ymrwymo i fod yn hyderus o ran anabledd.
- cyflogwr sydd yn gyfeillgar i'r Lluoedd Arfog.
- ymwybodol o Awtistiaeth ac wedi ymrwymo i ddileu unrhyw rwystrau at gyflogaeth.
- ymrwymo i gefnogi pobl ifanc sydd yn gadael ein gofal i gael cyfleoedd newydd a phrofiad.

## PROFFIL Y RÔL

**TEITL Y RÔL:** ?

**DROS DRO (TEMPORARY) or PARHAOL (PERMANENT)**  
(If temporary please state contract end date) – For Casual Posts  
please refer to your HR Advisor

**RHIF ADNABOD Y SWYDD:** ?

**GRADD:** BAND ? SCP ? – SCP? £?? - £?? Pro Rata (keep / delete if applicable)

Amser tymor yn unig (Term Time Only) (Bydd y cyfrifiad hwn yn cynnwys pro-rata hawliau Gŵyl y Banc a gwyliau blynyddol).

**ORIAU:** ? yr wythnos

**PATRWM GWAITH:** Please indicate a likely work pattern expected in role, e.g. full time = 37 hours Monday to Thursday 9am to 5pm, Friday 9am to 4.30pm or Three Week Rota; Week 1 Mornings; Week 2 Afternoons; Week 3 Nights etc

**LLEOLIAD:** (Insert the normal office base, where people will work, and will be used for any travel expense purposes) ond nodwch y gall hyn newid yn y dyfodol os oes angen newid lleoliad y gwasanaeth. Ni fydd treuliau adleoli yn cael eu talu os yw hyn yn digwydd.

### **GWIRIAD GAN Y GWASANAETH DATGELU A GWAHARDD:**

Bydd apwyntiad i'r rôl hon wedi ei eithrio o'r Ddeddf Adsefydlu Troseddwyr ac yn amodol ar y gwiriad canlynol gan y Gwasanaeth Datgelu a Gwahardd (Please specify level of check):

- Safonol (Standard)
- Gwiriad Manwl gan Wirio'r Rhestr Gwahardd Gweithio gyda Phlant (Enhanced with Children Barred List Check)
- Gwiriad Manwl gan Wirio'r Rhestr Gwahardd Gweithio ag Oedolion (Enhanced with Adults Barred List Check)
- Gwiriad Manwl gan Wirio'r Rhestr Gwahardd Gweithio gyda Phlant ac Oedolion (Enhanced with Both Children/Adults Barred List Checks)
- Dim angen gwiriad gan y GDG ar gyfer y rôl (No DBS Required for this post)

**YN ATEBOL I:** (Insert the title of the person the new job holder will report to)

### **ASESIAD O'R GYMRAEG:**

(All posts must have a Welsh Language Assessment – Please delete a statement from below that is not applicable).

- Sgiliau yn y Gymraeg yn hanfodol (Welsh language skills are essential)
- Sgiliau yn y Gymraeg yn ddymunol (Welsh language skills are desirable)

(Insert the name of the team or service)..... Pwy ydym ni?

## **DIOGELU:**

Mae Diogelu ac Amddiffyn Plant ac Oedolion yn flaenoriaethau allweddol i'r Cyngor. Ein nod yw cefnogi plant ac oedolion sydd mewn perygl i fod mor ddiogel ag y gallant ac i gyflawni eu potensial. Mae holl weithwyr a gwirfoddolwyr y Cyngor yn gyfrifol am chwarae rhan yng ngwaith lles, diogelu ac amddiffyn plant ac oedolion sydd mewn perygl. Bydd yr holl weithwyr a gwirfoddolwyr yn cael eu hyfforddi i'r lefel briodol o ddiogelu ac mae ganddynt ddyletswydd i gyflawni eu cyfrifoldebau personol dros ddiogelu.

## **Ein Diben:-**

**Our purpose** - Give some information on the team purpose and a brief outline of their work e.g. "we are the team that ensures our suppliers and employees get paid, keeping Monmouthshire working smoothly and efficiently".

## **Pwrpas y rôl:-**

**The Purpose of this Role** - Describe the purpose of this particular role, why it is needed and how it fits into the wider organisation. E.g. "The purpose of this role is to ensure that creditor invoices are processed accurately, which in turn enables our suppliers to be paid.

## **Disgwyliadau a Chanlyniadau'r Rôl:-**

**Expectation and Outcomes of this role** - Describe the expectations and the outcomes/outputs of this role. If you have no outcomes or outputs why do you need to recruit at all? An example here is "You will be expected to ensure the smooth flow of invoices through the payments process by whatever means necessary. The outcome is that creditor invoices are paid accurately and quickly. You will be guided by your Service Improvement Plan and your outcomes and outputs will link into this plan".

## **Bydd eich cyfrifoldebau yn cynnwys:- (Your responsibilities are to:- )**

- (List overall responsibilities, e.g. Liaise with internal departments to ensure you have all the necessary information and documents to pay people. Ensure you think about the system you use and suggest improvements to make it more effective and efficient.)

## **Dyma'r hyn y mae modd i ni ddarparu i chi:- (Here's what we can provide you with:- )**

- Y cyfle i ddatblygu sgiliau Cymraeg.
- (List benefits or support that you can offer e.g. "the necessary management and team support and the use of a pool car in order to achieve these outcomes.")

## **Beth arall sydd angen i chi wybod.....Ein Gwerthoedd:**

Caiff ein diben ei seilio ar ymdeimlad glir o bwy ydym fel sefydliad. Disgwyliwn i'r bobl sy'n gweithio gyda ni i rannu set gref o werthoedd a disgwyliwn y bydd y rhain yn amlwg yn y ffyrdd y gweithiwn ac yr ymgysylltw'n gyda'n cymunedau.

**Gwaith tîm:** Byddwn yn gweithio gyda chi a'ch partneriaid i gefnogi ac ysbrydoli pawb i gymryd rhan. Byddwn yn gwneud y gorau glas o'r syniadau a'r adnoddau sydd ar gael i sicrhau ein bod yn gwneud y pethau sy'n cael yr effaith fwyaf cadarnhaol ar ein pobl a'n lleoedd.

**Tryloywder:** Rydym yn agored ac yn onest. Mae pobl yn cael cyfle i gymryd rhan a dweud wrthym beth sy'n bwysig.

Hyblygrwydd: Rydym yn hyblyg, gan alluogi darparu'r gwasanaethau mwyaf effeithlon ac effeithiol. Mae hyn yn golygu ymrwymiad gwirioneddol i weithio gyda phawb i groesawu ffyrdd newydd o weithio.

Tegwch: Rydym yn rhoi cyfleoedd i bobl a chymunedau i ffynnu. Byddwn bob amser yn ceisio trin pawb yn deg ac yn gyson.

Caredigrwydd: Byddwn yn dangos caredigrwydd i bawb y gweithiwn gyda nhw, gan roi pwysigrwydd perthynas a'r cysylltiadau sydd gennym gyda'n gilydd wrth galon pob rhyngweithio.

A bydd y rôl hon yn gweithio gyda Sir Fynwy er mwyn cyflawni hyn.

### **Yn ychwanegol at hyn:**

Mae'r holl weithwyr yn gyfrifol am sicrhau eu bod yn gweithredu bob amser mewn ffordd sy'n gydnaws â Pholisi Cyfle Cyfartal Sir Fynwy yn eu meysydd o gyfrifoldeb ac fel rhan o'u hymddygiad cyffredinol.

### **Manyleb Person (Person Specification)**

**Sut fyddwn yn gwybod os mai chi yw'r person cywir ar gyfer y rôl hon? Fel yr ymgeisydd llwyddiannus, byddwch wedi arddangos y canlynol:-**

- (List all of the knowledge, skills and attributes required to do post. The interview will be based around this Person Spec, so it's important you get all the details you need. Don't put anything in these requirements that you DON'T need. If experience is more important than qualifications then say so.)  
Please ensure that the correct Welsh Language Paragraph is used as per your Welsh Language Assessment – should you need further advice please contact Nia Roberts - Welsh Language Officer.
- **Y Gymraeg yn Hanfodol (Welsh Essential)**  
Bydd yn rhaid i chi ddangos yn y cyfweiliad y gallwch siarad Cymraeg i'r lefel ofynnol ar gyfer y swydd a hysbysebir. Os nad ydych ar y lefel ofynnol, gellir argymhell eich bod yn mynychu gwersi Cymraeg (a gyllidir gan y Cyngor) i gyrraedd y lefel ofynnol.  
or
- **Y Gymraeg yn Ddymunol (Welsh Desirable)**  
Gall fod angen i chi ddysgu neu wella eich sgiliau presennol drwy fynychu hyfforddiant Cymraeg i staff a gyllidir gan y Cyngor.

This space can be used for any further or additional information that you feel may be useful for the candidate

**Os ydych angen unrhyw wybodaeth bellach am y rôl hon, cysylltwch os gwelwch yn dda gyda:**

**Recruiting Managers Name and Title Ffôn:(Recruiting Managers Telephone Number)**

**Dyddiad Cau: 5pm ar (Insert Date) 2022**

**FFRAMWAITH SGILIAU YN Y GYMRAEG**
**LEFEL 1**

Gall ddeall ymadroddion sylfaenol bob dydd os yw'r siaradwr yn siarad yn araf ac yn glir ac yn fodlon helpu. Gall gyflwyno ei hunan ac eraill a gall ofyn ac ateb cwestiynau am wybodaeth sylfaenol e.e. unigolyn yn gofyn am weld rhywun, ble mae cyfarfod xxx, toiled ac yn y blaen. Gall drosglwyddo galwadau ffôn, cyfleu neges fer neu wneud cais syml e.e. drwy e-bost.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> <li>Gall ddeall cwestiynau syml: lle mae cyfarfod xxx, pwy yw'r person y dymunant ei weld. Gall ddeall i bwy i drosglwyddo galwad ffôn ac yn y blaen.</li> </ul>	<ul style="list-style-type: none"> <li>Gall ynganu enwau lleoedd ac enwau personol yn gywir.</li> <li>Gall gyfarch unigolion wyneb yn wyneb neu dros y ffôn.</li> <li>Gall agor a chau sgwrs neu agor a chau cyfarfod.</li> </ul>	<ul style="list-style-type: none"> <li>Gall ddarllen brawddeg fer, e.e. arwyddion syml, cyfarwyddiadau syml, eitemau agenda, gwybodaeth syml ar ffurflenni.</li> </ul>	<ul style="list-style-type: none"> <li>Gall agor a chau neges e-bost neu lythyr.</li> <li>Gall ysgrifennu enwau personol, enwau lleoedd, teitlau swyddi.</li> <li>Gall ysgrifennu neges syml i gydweithiwr ar bapur neu e-bost e.e. mae hwn a hon wedi galw.</li> </ul>

**LEFEL 2**

Gall ddeall brawddegau pan mae pobl yn siarad am sefyllfaoedd bob dydd, e.e. gwybodaeth bersonol a theuluol syml. Gall gynnal sgwrs sylfaenol gyda rhywun i gael neu gyfnewid gwybodaeth syml, e.e. trafod sut mae person yn teimlo; rhywbeth a ddigwyddodd; cynllun syml ar gyfer y dyfodol. Gall ysgrifennu a deall negeseuon mewn llythyrau neu negeseuon e-bost yn disgrifio materion cyfarwydd ac ysgrifennu mewn brawddegau byr.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> <li>Gall ddeall pan mae pobl yn siarad yn araf am sefyllfaoedd bob dydd e.e. rhoi gwybodaeth bersonol, siarad am beth fuont yn ei wneud, yr hyn yr hoffent ei wneud, sut y teimlant yn gyffredinol</li> <li>Gall ddeall pan mae pobl yn gofyn iddynt wneud rhywbeth</li> </ul>	<ul style="list-style-type: none"> <li>Gall gyfathrebu gwybodaeth syml neu ofyn cwestiynau cyffredin, e.e. cael gwybodaeth gan unigolion.</li> <li>Gall ddefnyddio'r Gymraeg i gyrraedd a dangos empathi gydag unigolyn ond dim i gynnal yr holl sgwrs neu sesiwn yn y Gymraeg.</li> <li>Gall gynnal sgwrs fer gydag unigolyn neu gyfnewid gwybodaeth cymharol syml.</li> </ul>	<ul style="list-style-type: none"> <li>Gall ddarllen negeseuon byr a rhai llythyrau neu negeseuon e-bost, e.e. rhai sy'n gwneud cais neu'n gofyn am gyfleu neges</li> </ul>	<ul style="list-style-type: none"> <li>Gall ysgrifennu neges fer at gydweithiwr yn gofyn cwestiwn, yn diolch iddo/iddi, esbonio rhywbeth e.e. amser a lle cyfarfod</li> <li>Gall ysgrifennu llythyr neu neges e-bost byr i drefnu apwyntiad</li> </ul>

	<ul style="list-style-type: none"> <li>Gall gyfrannu at gyfarfod ond bydd angen troi i'r Saesneg ar gyfer termau arbenigol.</li> </ul>		
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**LEFEL 3**

Gall ddeall y prif bwyntiau pan mae unigolyn neu gydweithiwr yn siarad am bynciau cyfarwydd e.e. yn ystod sgwrs neu gyfarfod grŵp bach. Gall gynnal sgysiau estynedig gyda siaradwyr rhugl am bynciau cyfarwydd yn ymwneud â gwaith bob dydd. Gall ddisgrifio profiadau a digwyddiadau a rhoi esboniadau am a rhesymau cryno am farnau a chynlluniau. Gall ddarllen erthyglau, llythyrau neu negeseuon e-bost am bynciau cyffredinol. Gall ysgrifennu llythyrau neu negeseuon e-bost am y rhan fwyaf o bynciau, e.e. yn gofyn am rywbeth; rhoi gwybodaeth; gwahodd rhywun neu drefnu digwyddiad.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<p>Page 20</p> <ul style="list-style-type: none"> <li>Gall ddeall unigolion a chydweithwyr wrth gyfnewid gwybodaeth neu drafod cynlluniau, os yw'r pwnc yn gyfarwydd. Gall ddeall trafodaeth mewn cyfarfod os yw'r pwnc yn gyfarwydd.</li> <li>Gall ddeall unigolion a chydweithwyr mewn sefyllfa gyfarwydd neu mewn sgwrs bob dydd.</li> </ul>	<ul style="list-style-type: none"> <li>Gall gymryd rhan yn y rhan fwyaf o sgysiau gyda chydweithwyr am waith a chynlluniau os nad yw'r eirfa yn rhy dechnegol.</li> <li>Gall gynnal sgwrs gydag unigolyn neu gyfnewid gwybodaeth cymharol syml.</li> <li>Gall gyfrannu at gyfarfod ond gall fod angen troi i'r Saesneg am dermau arbenigol.</li> <li>Gall addasu cywair iaith i weddu i'r gynulleidfa.</li> </ul>	<ul style="list-style-type: none"> <li>Gall ddeall y rhan fwyaf o negeseuon e-bost neu llythyrau'n ymwneud â gwaith dydd i ddydd.</li> <li>Gall ddyfalu ystyr gair yn seiliedig ar gyd-destun os yw'r pwnc yn gyfarwydd.</li> <li>Gall ddarllen erthygl syml a rhwydd mewn papurau newydd neu fathau o ddeunydd ysgrifenedig mewn cylchgrawn.</li> </ul>	<ul style="list-style-type: none"> <li>Gall ysgrifennu llythyr neu neges e-bost at unigolyn neu gydweithiwr am y rhan fwyaf o bynciau er mwyn gofyn am rywbeth; rhoi esboniad; disgrifio profiad neu sefyllfa; gwahodd pobl neu drefnu digwyddiad.</li> <li>Yn gallu ysgrifennu'n gymharol gywir wrth ddrafftio taflen wybodaeth fer neu boster yn Gymraeg yn ôl yr angen.</li> </ul>

**LEFEL 4**

Gall fel arfer ddilyn y rhan fwyaf o sgysiau neu drafodaethau, hyd yn oed ar bynciau anghyfarwydd. Gall siarad yn hyderus gyda siaradwyr rhugl am bynciau cyfarwydd yn ymwneud â gwaith, a mynegi barn, cymryd rhan mewn trafodaeth a siarad yn helaeth am bynciau cyffredinol e.e. mewn cyfarfodydd neu sefyllfaoedd un-i-un gydag unigolion. Gall ddeall y rhan fwyaf o ohebiaeth, erthyglau papur newydd ac adroddiadau a fwriedir ar gyfer siaradwyr rhugl gyda chymorth adnoddau Cymraeg a gall fwrw golwg dros destunau hir i ganfod manylion. Gall lenwi ffurflenni ac ysgrifennu adroddiadau'n ymwneud â gwaith ac ymateb yn gywir.

DEALL	SIARAD	DARLLEN	YSGRIFENNU
<ul style="list-style-type: none"> <li>Gall ddilyn y rhan fwyaf o sgysiau a thrafodaethau gydag unigolion neu gydweithwyr hyd yn oed os</li> </ul>	<ul style="list-style-type: none"> <li>Gall gyfrannu'n effeithlon at gyfarfodydd mewnol ac allanol mewn cyd-destun gwaith.</li> </ul>	<ul style="list-style-type: none"> <li>Gall ddarllen y rhan fwyaf ohebiaeth a bwrw golwg ar destunau hir i ganfod manylion.</li> </ul>	<ul style="list-style-type: none"> <li>Gall gynhyrchu gohebiaeth o bob math, adroddiadau byr, dogfennau a llenyddiaeth</li> </ul>

<p>yw'r deunydd pwnc yn anghyfarwydd.</p>	<ul style="list-style-type: none"> <li>• Gall sgwrsio'n gysurus gydag unigolion a chyfnewid gwybodaeth fel sydd angen.</li> <li>• Gall ddadlau dros ac yn erbyn achos penodol.</li> <li>• Gall gadeirio cyfarfodydd ac ateb cwestiynau o'r gadair yn hyderus.</li> </ul>	<ul style="list-style-type: none"> <li>• Gall ddeall y rhan fwyaf o erthyglau ac adroddiadau papur newydd gyda chymorth geiriadur.</li> <li>• Gall ddeall testunau, os na ysgrifennwyd mewn dull ffurfiol iawn neu dafodieithol.</li> </ul>	<p>gyda chymorth offer cyfieithu Cymraeg e.e. Cysgair, Cysill.</p>
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### LEFEL 5

Gall ddeall popeth a gaiff ei ddweud. Gall siarad yn helaeth am faterion cymhleth, gan gyflwyno gwybodaeth anodd a gall hwyluso a chrynhoi trafodaethau estynedig neu gymhleth. Gall grynhoi gwybodaeth o wahanol ffynonellau (yn llafar ac yn ysgrifenedig) a'i chyflwyno mewn modd cydlynus. Gall fynegi ei hunan yn fyrfyfyr, rhugl ac yn fanwl, gan addasu'r iaith i weddu i'r gynulleidfa.

<b>DEALL</b>	<b>SIARAD</b>	<b>DARLLEN</b>	<b>YSGRIFENNU</b>
<p>• Gall ddilyn pob sgwrs a thrafodaeth gydag unigolion neu gydweithwyr.</p> <p>Gall ddeall amwysedd a naws iaith.</p>	<ul style="list-style-type: none"> <li>• Gall fynegi ei hunan yn fanwl, hyd yn oed wrth drafod materion cymhleth</li> <li>• Gall addasu arddull a chywair yr iaith i weddu i'r gynulleidfa.</li> </ul>	<ul style="list-style-type: none"> <li>• Gall ddarllen a deall bron bob testun ysgrifenedig heb anhawster, gan ddefnyddio geiriadur yn achlysurol.</li> <li>• Gall ddarllen testunau hir i ganfod manylion perthnasol a gall ddeall y rhan fwyaf o fathau o ddeunydd ysgrifenedig.</li> </ul>	<ul style="list-style-type: none"> <li>• Gall ysgrifennu adroddiadau mewn arddull glir addas i'r darllenydd gyda chefnogaeth offer cymorth iaith electronig.</li> <li>• Gall ysgrifennu Cymraeg ffurfiol neu anffurfiol yn ôl yr angen.</li> <li>• Gall ysgrifennu ystod o ddogfennau yn gywir ac yn hyderus.</li> </ul>

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By virtue of paragraph(s) 12 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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