

Swyddog Cynllunio - Llwybr Gyrfa

Cyfeirnod y swydd: CAPA00010D1HME
Lleoliad: Rhuthun / Gweithio Hybrid
Cyflog: Llwybr Gyrfa, Gradd 6 – 9
(£31,022 - £42,839 y flwyddyn)
Oriau: 37 y wythnos
Contract: Parhaol

Mae cyfle cyffrous ar gael i ymuno â'n fîm rheng flaen prysur i helpu i ddatblygu ein hamrywiol gymunedau a chymell twf economaidd yn Sir Ddinbych. Yma yn y fîm Cynllunio, rydym yn delio â chynigion datblygu o bob math ac yn gwneud argymhellion proffesiynol ar geisiadau cynllunio. Rydym hefyd yn cyflwyno achos y Cyngor mewn apeliadau cynllunio ac yn rhoi cyngor ac arweiniad cyn gwneud cais i gwsmeriaid.

Gall y swydd hefyd ymwneud â chynnal ymchwiliadau i achosion posib' o dorri rheolau cynllunio a chymryd unrhyw gamau angenrheidiol. Yn ychwanegol, datblygu a defnyddio polisiâu a chanllawiau cynllunio defnydd tir a rhoi cyngor ac arweiniad proffesiynol ar gynigion datblygu.

Penodiad yn amodol ar eirdaon boddhaol.

Os hoffech chi drafod unrhyw agwedd ar y swydd, ffoniwch Paul Mead ar 01824 706727.

Os oes gennych ddiddordeb yn y swydd wag hon, gwnewch gais ar-lein trwy ein gwefan www.sirddinbych.gov.uk. Am dduilliau eraill o wneud cais, cysylltwch â'r Adran Gwasanaethau Cwsmeriaid ar 01824 706100.

Rhaid i ymgeiswyr gwblhau ein ffurflen gais i gael eu hystyried. Mae'n ddrwg gennym nad ydym yn gallu ateb pob cais. Os nad ydych wedi derbyn ateb o fewn tair wythnos i'r dyddiad cau, dylech gymryd yn ganiataol nad ydych wedi cyrraedd y rhestr fer am gyfweiliad.

Dyddiad Cau: 23 Hydref 2025

Mae Cyngor Sir Ddinbych yn ymroddedig i Gyfle Cyfartal a'i Safonau Iaith Gymraeg. Rydym yn croesawu ceisiadau yn y Gymraeg. Sylwch na fydd unrhyw ffurflenni cais a dderbynnir yn y Gymraeg yn cael eu trin yn llai ffafriol na ffurflenni cais a gyflwynwyd yn Saesneg.

Planning Officer - Career Pathway

Job reference: CAPA00010D1HME
Location: Ruthin / Hybrid Working
Salary: Career Pathway, Grades 6 – 9
(£31,022 - £42,839 per annum)
Hours: 37 per week
Contract: Permanent

An exciting opportunity has arisen to join our busy front line team helping to shape our varied communities and drive economic growth in beautiful Denbighshire. Here in the Planning team we deal with development proposals of all types and make professional recommendations on planning applications. We also present the Council's case on planning appeals and provide pre-application advice and guidance to customers.

The role could also involve carrying out investigations into possible breaches of planning control and taking any necessary action. In addition, to develop and use land use planning policies and guidance and provide professional advice and guidance on development proposals.

Appointment subject to satisfactory references.

If you would like to discuss any aspect of the post, please call Paul Mead on 01824 706727.

If you are interested in this vacancy, please apply on-line via the website www.denbighshire.gov.uk. For alternative methods of applying please contact Customer Services on 01824 706101.

Candidates must complete our application form to be considered. We regret that we are unable to reply to all applications. If you have not received a reply within three weeks of the closing date, you must assume that you have not been short listed for interview.

Closing Date: 23 October 2025

Denbighshire County Council is committed to Equal Opportunities and its Welsh Language Standards. We welcome applications in the Welsh Language and application forms received in the Welsh Language will not be treated less favourably than an application form submitted in English.

CYNGOR SIR DDINBYCH SWYDD-DDISGRIFIAD

Teitl y Swydd:	Swyddog Cynllunio (Llwybr Gyrf)
Graddfa:	Llwybr Gyrf Graddfa 6 - 9
Gwasanaeth:	Cynllunio, Gwarchod y Cyhoedd a Chefn Gwlad
Maes Gwasanaeth:	Rheoli Datblygiad a Polisi Cynllunio Strategol
Yn atebol i:	Rheolwr Datblygu a Polisi Cynllunio Strategol
Cyfeirnod y Swydd / Dyddiad cyhoeddi:	02540
Categori Iaith Gymraeg:	Mae sgiliau iaith Gymraeg yn ddymunol - lefel 1 Lefelau o ran sgiliau Cymraeg

Pwrpas y Swydd

- Gwneud argymhellion proffesiynol ar geisiadau cynllunio, cyflwyno achos y Cyngor ar apeliadau cynllunio a darparu cyngor ac arweiniad cyn gwneud cais i gwsmeriaid a'r holl ddyletswyddau rheoli datblygu eraill sy'n berthnasol.
- Datblygu a defnyddio Polisiâu Cynllunio a Chanllawiau cynllunio defnydd tir, gan gynnwys creu Briffiau Datblygu Safle.
- Cynnal ymchwiliadau i achosion posib' o dorri rheolau cynllunio a chymryd unrhyw gamau angenrheidiol.

Prif Gyfrifoldebau

1. Rheoli llwyth achosion yn cynnwys ceisiadau cynllunio, apeliadau ac ymholiadau gan sicrhau yr ymdrinnir â phob un o fewn y terfynau amser ac mewn cysylltiad â'r Prif Swyddogion a Rheolwr y fîm. Darparu cyngor ac arweiniad proffesiynol ar faterion Rheoli Datblygu'n fewnol ac allanol, gan sicrhau ymagwedd sy'n canolbwyntio ar y cwsmer bob amser.
2. Cyfrannu at Flaenoriaethau Gwasanaeth drwy ddarparu mewnbwn cymdymffurfedd cynllunio angenrheidiol. Cynnal ymchwiliadau i achosion posib' o dorri rheolau cynllunio a chymryd unrhyw gamau angenrheidiol gan gynnwys cyflwyno rhybuddion, ymgymryd ag erlyniadau a threfnu camau gweithredu uniongyrchol.
3. Cyfrannu at osod a defnyddio Polisiâu Cynllun Datblygu a Chanllaw Atodol yn seiliedig ar bwnc, gan gynnwys creu briffiau datblygu safle.
4. Sicrhau paratodau cywir ar gyfer y Pwyllgor Cynllunio a'r adroddiadau dirprwyedig mewn cysylltiad â'r Prif Swyddogion, Rheolwr y fîm, Aelodau perthnasol a chydweithwyr mewnol eraill.
5. Cyfrannu at greu ac adolygu polisiâu, gweithdrefnau a phrotocolau mewnol er mwyn sicrhau gwelliannau parhaus i'r gwasanaeth a ddarperir.
6. Cynrychioli'r Gwasanaeth mewn sesiynau hyfforddi mewnol neu allanol / cyfarfodydd neu grwpiau gan gynnwys cyfarfodydd Cabinet, Pwyllgorau Craffu, Pwyllgor Cynllunio, Grwpiau Ardal yr Aelodau, gwrandawliadau yn y Llys, Ymchwiliadau Cyhoeddus ac apeliadau eraill ar gais Rheolwr y fîm, Rheolwyr Gwasanaeth a Phennaeth Gwasanaeth.

7. Ymgymryd ag unrhyw dasg ar gyfer y Gwasanaeth, gan gynnwys gwaith ar brosiectau blaenoriaeth gwasanaeth ar gais Rheolwr y fim, Rheolwyr Gwasanaeth a'r Pennaeth Gwasanaeth.
8. Cynorthwyo i gyflawni blaenoriaethau'r Gwasanaeth i gefnogi diwylliant a arweinir gan berfformiad a gweithio tuag at ragoriaeth drwy ddangosyddion perfformiad allweddol.

Adnoddau / Offer / Deunyddiau

Gliniadur, ffôn symudol a chamera

Goruchwyllo / Rheoli Pobl

Amherthnasol

Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad

Cymwysterau

- Addysg hyd at lefel Gradd neu lefel gyfwerth ym maes Cynllunio neu bwnc perthnasol. Aelod o RTPI neu'n gweithio tuag at aelodaeth lawn ar gyfer graddfa gyrfa uwch.

Profiad

- Mae profiad blaenorol o weithio ym maes Cydymffurfedd Cynllunio, Polisi Cynllunio neu Reoli Datblygiad yn ddymunol.
- Profiad o weithio'n annibynnol neu fel rhan o dîm, a'r gallu i ymdrin â llwyth achos personol o waith proffesiynol mewn modd proffesiynol ac amserol.
- Profiad o ymchwilio a llunio adroddiadau proffesiynol sy'n cynnwys argymhellion a chasgliadau rhesymegol.
- Profiad o ddelio â sefyllfaoedd sy'n gwrthdaro.
- Profiad o ddefnyddio systemau technoleg gwybodaeth a rheoli data.

Sgiliau

- Mae gallu cyfathrebu yn y Gymraeg a Saesneg yn ddymunol.

Darperir hyfforddiant i ddeiliad/ddeiliaid swydd er mwyn sicrhau bod y sgiliau perthnasol yn cael eu gwella.

Amodau Gwaith Arbennig

Sefyllfaoedd o wrthdaro posibl. Bydd rhaid sicrhau bod gan ddeiliad y swydd drwydded yrru ddilys y DU gan fod y swydd yn cynnwys teithio â char. Er mai swydd 37 awr yr wythnos yw hon, mae'n rhaid cael agwedd hyblyg tuag at yr oriau gweithio craidd gan y bydd gofyn gweithio fin nos a thros y penwythnos o bryd i'w gilydd efallai.

Archwiliadau Cyflogaeth / Gofynion Penodol

Mae'n ofynnol i bob aelod newydd o staff fynd drwy ein gwiriadau recriwtio mwy diogel; 2 eirida boddhaol yn cwmpasu 3 blynedd o gyflogaeth, tystiolaeth o gymwysterau hanfodol, tystiolaeth o'r Hawl i Weithio yn y DU.

Mae Cyngor Sir Ddinbych yn cydnabod ei rwymedigaethau i ddiogelu plant ac atal caethwasiaeth a masnachu mewn pobl, gan wneud popeth o fewn ei allu i atal caethwasiaeth a masnachu mewn pobl o fewn ei fusnesau. Mae sawl math o gaethwasiaeth modern, gan gynnwys masnachu mewn pobl, llafur gorfodol, caethiwed a chaethwasiaeth.

Mae diogelwch yn bwysig i bawb, ac mae gofyn i holl gyflogeion Sir Ddinbych weithio yn unol â pholisïau a gweithdrefnau Diogelu Oedolion / Plant y Cyngor, mae dyletswydd arnynt i roi gwybod am unrhyw bryderon sy'n codi yn ystod eu dyletswyddau a bod yn ymwybodol o arwyddion camfanteisio. Dylid codi unrhyw bryderon â'r Rheolwr Diogelu Penodedig er mwyn i'r Cyngor allu gweithredu pan gaiff camfanteisio ei adnabod.

Gweledigaeth / Cyd-destun

Bydd y swydd hon yn cefnogi ymagwedd dan arweiniad prosiect aml-ddisgyblaeth i gyflawni blaenoriaethau gwasanaeth gan ganolbwyntio ar y cyfraniad a wneir i'r swyddogaeth gynllunio. Bydd y swydd yn cyfrannu at ddarparu gweithgareddau dyddiol y gwasanaeth i bob cwsmer, busnes a chymuned ar draws y Sir mewn modd integredig ac effeithiol.

Disgwylir i ddeiliad y swydd weithio'n annibynnol ac fel rhan o dîm i gyflawni ei swyddogaethau craidd a gweithgareddau a blaenoriaethau ehangach yr adran.

Swyddog Cynllunio – Llwybr Gyrfa

Mae'r swyddi hyn yn rhan o Lwybr Gyrfa, sy'n golygu y gallwn ystyried ymgeiswyr nad ydynt efallai yn ateb yr holl feini prawf ar gyfer Swyddog Cynllunio cwbl gymwys a phrofiadol.

Bydd ymgeiswyr sy'n ateb yr holl feini prawf a osodir yn y rôl ar y raddfa uchaf yn cael blaenoriaeth wrth ystyried ymgeiswyr ar gyfer cyfweiliad. Fodd bynnag, rydym hefyd yn croesawu ceisiadau gan rai sy'n ateb y meini prawf yn y graddfeydd is hefyd. Bydd yr ymgeiswyr llwyddiannus yn cael eu cefnogi i symud ymlaen trwy'r graddfeydd nes eu bod yn ddigon cymwys a phrofiadol, a byddant yn cael eu talu yn unol â'r meini prawf y maent yn eu hateb.

Unwaith yn y swydd, bydd deiliad y swydd yn symud ymlaen trwy'r graddfeydd wrth iddynt ddatblygu eu sgiliau, gwybodaeth, galluoedd ac ennill cymwysterau yn unol â'r Llwybr Gyrfa isod.

	Graddfa 6	Graddfa 7	Graddfa 8	Graddfa 9
	Swyddog Cynllunio	Swyddog Cynllunio	Swyddog Cynllunio	Uwch Swyddog Cynllunio (ID 02540)
Cymwysterau	Gradd mewn pwnc cynllunio neu sy'n gysylltiedig â chynllunio Wedi cwblhau cymhwyster achrededig RTPI ôl-raddedig blwyddyn gyntaf yn llwyddiannus / ennill profiad	Gradd mewn pwnc cynllunio neu sy'n gysylltiedig â chynllunio Wedi cwblhau cymhwyster achrededig RTPI ôl-raddedig yn llwyddiannus / ennill profiad a pherfformio'n foddhaol	Gradd mewn pwnc cynllunio neu sy'n gysylltiedig â chynllunio Aelodaeth lawn o'r RTPI	Gradd mewn pwnc cynllunio neu sy'n gysylltiedig â chynllunio Aelodaeth lawn o'r RTPI a 5 mlynedd o brofiad mewn swydd
Profiad Perthnasol	Rhywfaint o brofiad gwaith ar ôl graddio mewn fîm cynllunio yn y sector cyhoeddus neu breifat	O leiaf 1 flwyddyn o waith llawn amser mewn fîm cynllunio (sector cyhoeddus neu breifat)	O leiaf 2 flynedd o waith llawn amser mewn fîm cynllunio (sector cyhoeddus neu breifat)	O leiaf 5 mlynedd o waith llawn amser mewn fîm cynllunio (sector cyhoeddus)
Gwybodaeth a Sgiliau	Gwybodaeth sylfaenol am ddeddfwriaeth a gweithdrefnau cynllunio	Gwybodaeth gadarn am ddeddfwriaeth a gweithdrefnau cynllunio Wedi ymdrin ag apêl gynllunio sylwadau ysgrifenedig	Wedi ymdrin â gwrandawriad anffurfiol Wedi dechrau ar gwrs / cymhwyster rheoli	Wedi rhoi tystiolaeth mewn ymchwiliad cyhoeddus neu wrandawriad cyfatebol yn y llys

Rhinweddau Personol	Cyfathrebwr da Gallu dilyn cyfarwyddiadau Gallu gweithio fel rhan o dîm Parodrwydd i ddysgu a datblygu	Cyfathrebwr da Gallu dilyn cyfarwyddiadau'n dda, gyda thystiolaeth o ddefnyddio eich menter eich hun ar adegau Gallu gweithio'n effeithiol fel rhan o dîm Gallu gweithio o fewn terfynau amser	Cyfathrebwr da Parodrwydd i weithio'n hyblyg yn unol ag anghenion cwsmeriaid a'r Gwasanaeth. Gallu gweithio heb fawr o oruchwyliaeth Gallu gweithio'n effeithiol fel rhan o dîm Yn gallu cwblhau gwaith o fewn terfynau amser a chymryd perchnogaeth o'ch llwyth gwaith Gallu gweithio ar eich liwt eich hun	Parodrwydd i weithio'n hyblyg yn unol ag anghenion cwsmeriaid a'r gwasanaeth wrth iddynt newid Gallu gweithio'n effeithiol fel rhan o dîm Gallu gweithio o dan bwysau yn ôl terfynau amser Gallu gweithio ar eich liwt eich hun Gallu cyfathrebu'n effeithiol gydag amrywiaeth o bobl
Unrhyw Ofynion Eraill / Gwybodaeth Arall	Trwydded yrru neu'n gallu teithio at ddibenion gwaith Empathi gyda'r Gymraeg a diwylliant Cymru			

Ffynonellau Tystiolaeth:

Sesiynau un-i-un, cyfnod prawf, adborth gan gwsmeriaid, cwblhau'r hyfforddiant / cymwysterau perthnasol yn llwyddiannus, tystiolaeth o ymgymryd â thasgau penodol i fodloni meini prawf.

Perfformiad:

Fe all salwch gweithwyr neu sancsiynau disgyblu gael effaith andwyol ar ddatblygiad drwy'r Llwybr Gyrfa, gan arwain at y gweithiwr yn treulio mwy o amser o fewn bob band uchod.

Datblygiad:

Er mwyn datblygu trwy'r Llwybr Gyrfa, bydd angen i weithwyr sicrhau eu bod yn diwallu'r safonau cymwysterau gofynnol a chynhyrchu tystiolaeth yn seiliedig ar y ffynonellau tystiolaeth a amlinellir uchod. Pan fydd y gweithiwr wedi dangos ei fod yn cwrdd â meini prawf y radd nesaf, yna byddant yn symud i'r radd hon. Ni all gweithwyr symud ymlaen i'r radd nesaf nes eu bod yn cwrdd â'r meini prawf ar gyfer y radd hwn.

Disgwylir y bydd gweithwyr yn symud drwy'r Llwybr Gyrfa o fewn 5 mlynedd a disgwylir iddynt ddefnyddio'r holl gefnogaeth sydd ar gael i wella eu profiad dysgu a gwneud y mwyaf o'u potensial. Mae peth disgrisiwn a hyblygrwydd yma, ond disgwylir amserlen resymol o hyd.

Mae'n rhaid gwneud ceisiadau i ddatblygu rhwng camau gan ddefnyddio'r Ffurflen Gynnydd Llwybr Gyrfa. Gellir penodi o fewn y strwythur Llwybr Gyrfa yn unol â'r gofynion uchod.

DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

Job Title:	Planning Officer (Career Pathway)
Grade:	Career Pathway Grades 6 - 9
Service:	Planning, Public Protection and Countryside
Service Area:	Development Management & Strategic Planning Policy
Responsible to:	Development Management & Strategic Planning Policy Manager
Job ID Number / Date Issued:	02540
Welsh Language Category:	Welsh language skills are desirable – level 1 Welsh Language Levels

Job Purpose

- To make professional recommendations on planning applications, present the Council's case on planning appeals, provide pre-application advice and guidance to customers and all other relevant development management duties.
- To develop and use land use Planning Policies and Guidance including the creation of Site Development Briefs.
- To carry out investigations into possible breaches of planning control and take any necessary action.

Principal Accountabilities and Responsibilities

1. To handle a caseload of planning applications, appeals and enquiries ensuring they are dealt with within recognised time scales in liaison with Principal Officers and the Manager of the team. To provide professional advice and guidance on all Development Management matters both internally and externally ensuring a customer focussed approach at all times.
2. To contribute to Service Priorities by providing necessary planning compliance input. To carry out investigations into possible breaches of planning control and take any necessary action including the serving of notices, undertaking prosecutions and arranging for the carrying out of direct action.
3. To contribute to the formulation and use of Development Plan Policies and topic based Supplementary Guidance including the creation of site development briefs.
4. To ensure the correct preparation of Planning Committee and delegated reports in liaison with the Principal Officers, Manager of the team, relevant Members and other internal colleagues.
5. To contribute to the creation and review of internal policies, procedures and protocols to ensure continuous improvements are made to the service provided.
6. To represent the Service at internal or external training/meetings/groups including Cabinet meetings, Scrutiny Committees, Planning Committee, Member Area Groups, Court hearings, Public Inquiries and other appeals as requested by the Manager of the team, Service Managers and Head of Service.

7. To undertake any other tasks for the Service including work on identified service priority projects as requested by the Manager of the team, Service Managers and Head of Service.
8. To assist in the delivery of the priorities of the Service to support a performance driven culture and working towards delivering 'excellence' in key performance indicators.

Resources/Equipment/Material

Laptop, mobile phone and camera

Supervision/Management of People

N/A

Knowledge, Skills, Training and Experience

Qualifications

- Educated to Degree or equivalent level in a Planning or related subject. Be a Member of the RTPI or be working towards full membership for higher career grade scale.

Experience

- Previous experience in Planning Compliance, Planning Policy or Development Management is desirable.
- Experience of working independently or as part of a team and handling, in a timely and professional manner, a personal caseload of professional work.
- Experience of researching and compiling professional reports containing logical and clear recommendations and conclusions.
- Experience of handling confrontational situations.
- Experience in using information technology and data management systems.

Skills

- Ability to communicate in Welsh and English desirable.

Training will be provided to post holder(s) to ensure relevant skills are enhanced.

Special Working Conditions

Possible confrontational situations. The post-holder will need a valid UK driving license as the post involves travelling by car. Although this post is 37 hours per week, a flexible approach to core working hours is required as some evening or weekend work may be necessary.

Employment Checks/ Specific Requirements

All new starters are required to undergo our standard safer recruitment checks; 2 satisfactory references covering 3 years employment, evidence of essential qualifications, evidence of Right to Work in the UK.

Denbighshire County Council recognises its obligations to safeguard children and adults together with preventing slavery and human trafficking and will do all in its power to prevent

slavery and human trafficking within its business. Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery.

Safeguarding is everyone's business and all Denbighshire employees are required to work in accordance with the Council's Child / Adult Safeguarding policies and procedures and have a duty to report any concerns which may be noted during the course of their duties and are asked to be alert to the signs of exploitation. Concerns should be raised via their Designated Safeguarding Manager in order that the Council can take prompt action when exploitation is identified.

Vision/Context

This role will support the multi-discipline project led approach to delivering service priorities with focus on the contribution made to the planning function. The role will contribute towards the integrated and efficient day to day operational delivery of service activities to all customers, businesses and communities across the County.

The Post-holder is expected to work independently and as part of a team to carry out their core functions and the wider section activities and priorities.

Planning Officer – Career Pathway

These roles are part of a Career Path, meaning we are able to consider applicants who perhaps do not meet all the criteria of a fully qualified and experienced Senior Planning Officer.

Applicants meeting all the criteria set out in the highest graded role will be given priority consideration for interview. However, we also welcome applications from those meeting the criteria in the lower grades. The successful candidates will be supported to progress through the grades until they are suitably qualified and experienced, and will be paid according to the criteria they meet.

Once in post, the post-holder will progress through the grades as they develop their skills, knowledge, abilities and gain qualifications, in line with the Career Pathway below.

	Grade 6	Grade 7	Grade 8	Grade 9
	Planning Officer	Planning Officer	Planning Officer	Senior Planning Officer (ID 02540)
Qualifications	Degree in a planning or related subject Successful completion of first year post graduate RTPI accredited qualification / experience	Degree in a planning or related subject Successful completion of post graduate RTPI accredited qualification / experience and satisfactory performance	Degree in a planning or related subject Full membership of RTPI	Degree in a planning or related subject Full membership of RTPI and 5 years' experience in role
Relevant Experience	Some post degree work experience in a planning team in public or private sector	At least 1 year full-time work in a planning team (public or private sector)	At least 2 years full time work in a planning team (public or private sector)	At least 5 years full-time work in a planning team (Public sector)
Knowledge and Skills	Basic knowledge of planning legislation and procedures	Good knowledge of planning legislation and procedures. To have handled a written rep planning appeal	To have handled an informal hearing. To have begun a Management course / qualification	To have given evidence at a public enquiry or equivalent court hearing.
Personal Qualities	Good communicator Ability to follow Instruction / direction	Good communicator Ability to follow	Good communicator Willingness to work flexibly with the changing	Willingness to work flexibly with the changing needs of our customers and the service

	<p>Ability to work well as part of a team</p> <p>Willingness to learn and develop self</p>	<p>Instruction / direction well, with evidence of using initiative at times</p> <p>Ability to work effectively as part of a team</p> <p>Ability to work to deadlines</p>	<p>needs of our customers and the service</p> <p>Ability to work with minimal supervision</p> <p>Ability to work effectively as part of a team</p> <p>Ability to meet deadlines and take ownership of workload</p> <p>Ability to work to own initiative</p>	<p>Ability to work effectively as part of a team</p> <p>Ability to work under pressure and to deadlines</p> <p>Ability to work on own initiative</p> <p>Ability to communicate effectively with a wide range of people</p>
<p>Any Other Requirements / information</p>	<p>Driving license or ability to travel for work purposes</p> <p>Empathy with the Welsh Language and Culture</p>			

<p>Evidence Sources:</p> <p>One-to-one's, probationary period, feedback from customers and/or colleagues, successful completion of relevant training / qualifications, evidence of undertaking specific tasks to satisfy criteria.</p>
<p>Performance:</p> <p>Employee sickness or disciplinary sanctions may have an adverse effect on progression through the Career Pathway, resulting in the employee spending longer within each band above.</p>
<p>Progression:</p> <p>In order to progress through the Career Pathway employees will need to ensure that they meet the required qualification standards and produce evidence as per the above. Once an employee has demonstrated they meet the criteria of the next grade, they will then move into this grade. Employees cannot progress to the next Grade until they meet the criteria for that Grade.</p> <p>It is expected that employees will progress through the Career Pathway within 5 years, and be expected to access all available support to enhance their learning experience and maximise their potential. There is some discretion and flexibility here but a reasonable timeframe is still expected.</p> <p>Applications for progression between pathway stages must be done using the Contract Change Form. Appointments can be made within the Career Pathways structure in line with above requirements.</p>