

Disgrifiad Swydd a Manyleb y Person



MANYLION Y SWYDD

Teitl y Swydd:	Cynorthwydd Technegol
Rhif Adnabod Gwerthuso Swydd:	2258EN
Gradd:	7
Cyfadrn:	Economi a'r Amgylchedd
Adran:	Isadeiledd
Is-adran:	Strategaeth a Gweithrediadau Gwastraff
Lleoliad:	Depo Tir-y-berth
Yn atebol i:	Prif Swyddog Rheoli Gwastraff

DIBEN Y SWYDD

Cynorthwyo gyda'r gwaith o ddatblygu mentrau rheoli gwastraff cynaliadwy a'u rhoi nhw ar waith.

Hyrwyddo lleihau gwastraff/ailgylchu/compostio i ddeiliaid tai a busnesau ar draws y Fwrdeistref Sirol drwy berswadio, addysgu a gorfodi.

Cynorthwyo gyda'r gwaith o ddatblygu rhaglenni addysg ac ymchwil/dadansoddi i gynorthwyo gweithredu strategaethau gwastraff cynaliadwy.

Yn gyfrifol am hyrwyddo a gwerthu contractau gwastraff ac ailgylchu masnachol a darparu cyngor i fusnesau nad ydyn nhw'n cydymffurfio â'r gofynion cyfreithiol a chosbau posibl ynghylch gwastraff a thrwyddedu masnachol.

MEYSYDD CANLYNIADAU ALLWEDDOL

Helpu i hwyluso gwasanaeth rheoli gwastraff mwy effeithlon, effeithiol a chynaliadwy.

Cynyddu cyfranogiad deiliaid tai a busnesau mewn ailgylchu a lleihau gwastraff.

Cyflawni targedau ailgylchu statudol Llywodraeth Cymru a gofynion/targedau deddfwriaethol cysylltiedig eraill.

PROFFIL MANWL O'R DASG

Codi ymwybyddiaeth y cyhoedd o ailgylchu/compostio trwy berswadio, addysgu a gorfodi.

Hyrwyddo, monitro a rheoli contractau gwastraff ac ailgylchu masnachol.

Cynghori busnesau nad ydyn nhw'n cydymffurfio â'r gofynion cyfreithiol a chosbau posibl ynghylch gwastraff a thrwyddedu masnachol.

Cynorthwyo'r Prif Swyddog Rheoli Gwastraff i ddatblygu polisiau a strategaethau rheoli gwastraff cynaliadwy a'u rhoi nhw ar waith.

Dylunio a chynhyrchu llenyddiaeth addysgu a deunydd ar y we sy'n hyrwyddo mentrau rheoli gwastraff cynaliadwy.

Rhoi cyflwyniadau i ysgolion, busnesau, grwpiau cymunedol a rhanddeiliaid allweddol eraill ar bolisiau ac arferion gwastraff.

Cynorthwyo gyda'r gwaith o baratoi bidiau, adroddiadau ac ystadegau ariannol sy'n gysylltiedig â ffynonellau ariannu allanol.

Monitro a llunio adroddiadau ar gyfranogiad deiliaid tai a chyfranogiad masnachol mewn gwasanaethau ailgylchu.

Cynnal ymweliadau o ddrws i ddrws i hyrwyddo ailgylchu, annog cyfranogiad a chynghori trigolion ar ddefnyddio gwasanaethau gwastraff ac ailgylchu'r Cyngor yn gywir.

Cymryd camau gorfodi priodol pan fydd dulliau perswadio eraill wedi methu.

Ymchwilio i arferion rheoli gwastraff sydd wedi'u gweithredu gan Awdurdodau Lleol eraill ledled y Deyrnas Unedig i lunio casgliadau ynghylch arferion gorau a sefyllfa gymharol Caerffili.

Archwilio cyfleusterau ailgylchu a chysylltu â chontractwyr/darparwyr gwasanaeth. Cwblhau cofnodion priodol a sicrhau cydymffurfio â'r holl welliannau.

Helpu a chynorthwyo goruchwylwyr (glanhau/casglu gwastraff a gwaredu/trin) i ddarparu/trefnu gwasanaethau rheng flaen. Gallai hyn gynnwys llunio rowndiau glanhau/casglu newydd, mentrau optimeiddio llwybrau, prisio gwaith, casglu â chymorth ac ati.

Cynnal archwiliadau o ganolfannau ailgylchu gwastraff y cartref gan gymryd camau unioni ar unwaith fel y bo'n briodol ac anfon ffurflenni archwilio ymlaen at y Swyddog Trin a Gwaredu.

Datblygu'r holl lenyddiaeth sy'n berthnasol i'r adran a datblygu a chynnal yr wefan.

Bod yn ymwybodol o gyfrifoldebau'r Cyngor o ran newid deddfwriaeth a pholisiau sy'n effeithio ar Reoli Gwastraff, Diogelu'r Amgylchedd ac Iechyd a Diogelwch.

Datblygu ysbryd cymunedol drwy fod yn hawdd siarad â chi, yn ymatebol, cyfathrebu newyddion cadarnhaol a delio â phroblemau yn gyflym ac yn broffesiynol.

Sicrhau coladu/adrodd/darparu data sy'n berthnasol i'r is-adran Strategaeth a Gweithrediadau Gwastraff (gan gynnwys Dataflow, LEAMS, Flycapture, Rheoli Perfformiad, ac ati) yn gywir.

Annog trigolion a busnesau i gymryd cyfrifoldeb am eu gwastraff nhw. Gall hyn olygu didoli gwastraff yn ffisegol i bennu'r cynnwys.

Cynorthwyo a gweithio ochr yn ochr â Swyddogion eraill y Cyngor e.e. staff Goruchwylio a Gweithredol rheng flaen, Swyddogion Gorfodi Amgylcheddol, Wardeiniaid Diogelwch Cymunedol, Staff Priffyrdd a Thai ac ati.

Hyrwyddo agwedd ofalgar, cymwynasgar a diduedd tuag at drigolion a busnesau.

Cymryd gofal rhesymol o'ch diogelwch eich hunain ac eraill, cydweithredu â rheolwyr/goruchwylwyr i gydymffurfio â materion iechyd a diogelwch statudol i roi gwybod am ddiffygion digwyddiadau ac ati.

Bydd gofyn i chi weithio ym mhob sefyllfa amgylcheddol a thywydd a thu allan i oriau gwaith arferol.

Bydd gofyn i chi fod yn hyblyg a gweithio oriau anghymdeithasol mewn sefyllfaoedd o argyfwng yn ôl angen tasgau sy'n berthnasol i'r swydd.

Bydd angen cyflawni'r ystod lawn o ddyletswyddau a gweithredu bob amser yn unol â safonau ac egwyddorion gweithio mewn gwasanaeth cyhoeddus a thrwy hynny helpu i gyflawni llywodraethu da.

PERTHNASOEDD GWEITHIO ALLWEDDOL

Rheolwr Strategaeth a Gweithrediadau Gwastraff, Prif Swyddog Rheoli Gwastraff a Swyddogion o fewn y Gyfadrn – cael gwybodaeth ac arweiniad a darparu gwybodaeth a chymorth.

Swyddogion o adrannau eraill yr Awdurdod, Awdurdodau Lleol eraill, asiantaethau'r llywodraeth a sefydliadau trydydd sector – cael/cyfnewid gwybodaeth, gweithio ar y cyd i gyflawni effeithlonrwydd gwasanaeth, cyfathrebu polisi, gwelliannau mewn ailgylchu a chymryd rhan mewn lleihau gwastraff a phob amcan perfformio eraill yr Awdurdod.

Rhanddeiliaid Allweddol – hyrwyddo a chymryd rhan mewn datblygu partneriaethau gyda rhanddeiliaid allweddol sy'n ymwneud ag ailgylchu/compostio.

Defnyddwyr Busnes – hyrwyddo, rheoli a chydlynu contractau gwastraff masnachol ac ailgylchu'r Awdurdod. Rhoi cyngor ar leihau gwastraff a chyfrifoldebau deddfwriaethol. Datrys cwynion, hyrwyddo gwasanaethau a gwella cyfranogiad a pherfformiad.

Llywodraeth Cymru/Cyfoeth Naturiol Cymru a sefydliadau llywodraethol perthnasol eraill – darparu data perfformiad ystadegol drwy Waste Data Flow i sicrhau cydymffurfio.

Aelodau Etholedig (Cynghorwyr, Aelodau o'r Senedd ac Aelodau Seneddol) – darparu gwybodaeth gynorthwyol ac arweiniad.

Ysgolion, Grwpiau Cymunedol, Cleientiaid ac Aelodau o'r Cyhoedd – darparu cymorth gyda chynghor/canllawiau a gwybodaeth ar ystod eang o faterion gyda'r nod o wella cyfrannu at fentrau ailgylchu a lleihau gwastraff er mwyn cyflawni targedau perfformiad gofynion statudol Llywodraeth Cymru.

CYFRIFOLDEBAU AM STAFF

Teitlau Swyddi, Niferoedd a Lefel Atebolrwydd

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

CYFRIFOLDEBAU AM ADNODDAU

Cyllid, Peiriannau, Adeiladau neu Gyfarpar

Cyfrifiadur personol a meddalwedd cysylltiedig.
Dyfeisiau data symudol a chyfarpar ategol cysylltiedig.
Ffôn symudol.
Cyfarpar diogelu personol.
Cerbyd/ôl-gerbyd y Cyngor yn ôl yr angen.
Stoc gwastraff masnachol gan gynnwys biniau a bagiau.

Systemau Data

Systemau ffeilio ac yn gyfrifol am ffeilio gohebiaeth, e-byst, cofnodion arolygu, dogfennaeth, adroddiadau a'r archif o ddydd i ddydd.
Cronfa ddata gwastraff masnachol.
Casglu tystiolaeth a pharatoi dogfennau ar gyfer erlyn.
System gofal cwsmeriaid – ceisiadau a diweddarau gwybodaeth system.

AMGYLCHEDD GWAITH

Swydd symudol yn unol â Pholisi Gweithio Ystwyth y Cyngor. Mae'r tîm yn gweithio ar sail ystwyth rhwng y gymuned, y cartref a'r swyddfa. Bydd mwy na hanner yr amser yn cael ei dreulio'n gweithio yn y gymuned.

Mae natur y gwaith yn cynnwys gweithio yn yr awyr agored, bod yn agored i lwch/baw aml a rheolaidd, sŵn cymedrol a phob math o dywydd garw.

Mae'n bosibl y bydd angen i ddeiliad y swydd ymweld â chartrefi yn rheolaidd.

Mae asesiadau risg ar waith, ond bydd rhaid i ddeiliad y swydd fod yn ymwybodol o'i ddiogelwch ei hun ac eraill, cydweithredu â'r rheolwr/goruchwylwyr i gydymffurfio â materion iechyd a diogelwch statudol ac i adrodd am ddigwyddiadau/diffygion ac ati.

GOFYNION YCHWANEGOL

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

Yn deall ac yn gallu dangos egwyddorion cyfrinachedd.

Yn gweithio o fewn polisiau a gweithdrefnau'r Cyngor, gan gynnwys cydnabod y ddyletswydd i ddiogelu oedolion, plant a phobl ifanc sy'n agored i niwed.

Yn deall ac yn dangos ymrwymiad i bolisiau'r Cyngor.

Yn dangos ymrwymiad i ddatblygiad personol parhaus.

Mae'r dyletswyddau a chyfrifoldebau yn anodd eu diffinio'n fanwl a gallen nhw amrywio o dro i dro heb newid natur gyffredinol y dyletswyddau neu lefel y cyfrifoldebau dan sylw. Felly, mae disgwyl i ddeiliad y swydd ymgymryd â dyletswyddau eraill yn ôl y gofyn, ar yr amod na fydd natur gyffredinol y dyletswyddau na lefel y cyfrifoldebau yn newid.

MANYLEB Y PERSON

	HANFODOL	DELFRYDOL
CYMWYSTERAU	Cymhwyster Lefel 3 perthnasol ar Fframwaith Credydau a Chymwysterau Cymru.	Cymhwyster Rheoli Gwastraff Lefel 4 a/neu gymwysterau Lefel 4 perthnasol eraill ar Fframwaith Credydau a Chymwysterau Cymru.
GWYBODAETH	<p>Yn hyddysg mewn cyfrifiadura ac â phrofiad o ddefnyddio amrywiaeth o becynnau cyfrifiadurol.</p> <p>Meddu ar wybodaeth gadarn a chyfoes am reoli gwastraff a materion amgylcheddol.</p> <p>Ymwybyddiaeth a sensitifrwydd i gyd-destun gwleidyddol y rôl a gallu i gynnal didueddrwydd.</p>	<p>Yn gyfarwydd â pholisïau a gweithdrefnau corfforaethol.</p> <p>Yn gyfarwydd â systemau digidol ac atebion sy'n dod i'r amlwg.</p>
SGILIAU	<p>Yn gallu dyfeisio atebion cadarn ac effeithiol i broblemau cymhleth.</p> <p>Yn gallu gwneud penderfyniadau cadarn o fewn amserlen dderbyniol ac o fewn fframwaith baramedrau wedi'i gytuno.</p> <p>Dangos ymrwymiad i ethos gwasanaeth cyhoeddus rheng flaen sy'n atebol yn ddemocrataidd ond eto'n ymatebol, o ansawdd uchel ac yn cael ei yrru gan y cwsmer.</p> <p>Y gallu i ddadansoddi a gwerthuso gwybodaeth o ffynonellau amrywiol a gwneud penderfyniadau priodol.</p> <p>Y gallu i asesu blaenoriaethau a dyfeisio atebion effeithiol i broblemau.</p> <p>Y gallu i ystyried buddiannau a allai wrthdaro a'u datrys nhw.</p> <p>Y gallu i wneud penderfyniadau cadarn yn gyflym.</p> <p>Sgiliau cyfathrebu rhagorol ar lafar ac yn ysgrifenedig.</p>	Sgiliau Cymraeg.

	HANFODOL	DELFRYDOL
	<p>Sgiliau trefnu eithriadol.</p> <p>Yn llawn cymhelliant i gyflawni llwyddiant personol a sefydliadol.</p> <p>Y gallu i flaenoriaethu gwaith i gwrdd â therfynau amser a thargedau.</p>	
PROFIAD	<p>Profiad o wneud swydd sy'n cynnwys gweithio gyda'r cyhoedd a darparu gwasanaeth cyhoeddus.</p> <p>Profiad o weithio fel rhan o dîm a dangos eich gallu i weithio ar eich liwt eich hun.</p>	<p>O leiaf dwy flwyddyn o brofiad mewn swydd sy'n cynnwys gweithio gyda'r cyhoedd a darparu gwasanaeth cyhoeddus.</p> <p>Profiad o weithio gyda phobl ifanc.</p> <p>Profiad o weithio mewn lleoliad cymunedol.</p> <p>Profiad o weithio mewn amgylchedd sy'n canolbwyntio ar y cwsmer.</p> <p>Profiad o swyddogaethau rheoli gwastraff awdurdodau lleol.</p>
ARALL	<p>Trwydded yrru lawn y DU Categori B (Ceir) a defnydd o gerbyd modur wedi'i yswirio at ddibenion busnes/gwaith i deithio ledled y Fwrdeistref Sirol i fynychu cyfarfodydd ac ymweld â defnyddwyr y gwasanaeth yn eu cartrefi.</p> <p>Hyblygrwydd i weithio y tu allan i oriau arferol.</p>	

AWDURDODI'R SWYDD

PENNAETH GWASANAETH:	Marcus Lloyd	DYDDIAD:	22/08/2023
RHEOLWR:	Rhodri Lloyd	DYDDIAD:	22/08/2023
ADNODDAU DYNOL:	Janine Harrington	DYDDIAD:	22/08/2023

ADOLYGU'R SWYDD

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

Job Description and Person Specification



POST IDENTIFICATION

Post Title:	Technical Assistant
Job Evaluation ID:	2258EN
Grade:	7
Directorate:	Economy and Environment
Division:	Infrastructure
Section:	Waste Strategy and Operations
Location:	Tir-y-Berth Depot
Responsible to:	Principal Waste Management Officer

JOB PURPOSE

Assist in the development and implementation of sustainable waste management initiatives.

Promote waste minimisation/recycling/composting to householders and businesses across the County Borough via persuasion, education and enforcement.

Assist in the development of education and research/analysis programmes to support the implementation of sustainable waste strategies.

Responsible for the promotion and sale of commercial waste and recycling contracts and provision of advice to non-compliant businesses on the legal requirements and potential penalties in relation to commercial waste and licensing.

KEY RESULT AREAS

Help to facilitate a more efficient, effective and sustainable waste management service.

Increase householder and business participation in recycling and waste minimisation.

Achievement of the Welsh Government statutory recycling targets and other associated legislative requirements/targets

DETAILED TASK PROFILE

Raise public awareness of recycling/composting through persuasion, education and enforcement.

Promote, monitor and manage commercial waste and recycling contracts.

Advise non-compliant businesses on the legal requirements and potential penalties in relation to commercial waste and licensing.

Assist the Principal Waste Management Officer in the development and implementation of sustainable waste management policies and strategies.

Design and produce education literature and web based material promoting sustainable waste management initiatives.

Deliver presentations to schools, businesses, community groups and other key stakeholders on waste policies and practices.

Assist in the preparation of financial bids, reports and statistics linked to external funding sources.

Monitor and compile reports on householder and commercial participation in recycling services.

Undertake door-to-door visits to promote recycling, encourage participation and advise residents on the correct use of the Council's waste and recycling services.

Take appropriate enforcement action when other methods of persuasion have failed.

Research waste management practices implemented by other Local Authorities across the UK to formulate conclusions relating to best practices and Caerphilly's comparative position.

Inspect recycling facilities and liaise with contractors/service providers. Completion of appropriate records and ensuring compliance with all improvements.

Assist and support Supervisors (Cleansing /Waste Collections and Disposal/Treatment) in the provision/organisation of front line services. This could include formulating new cleansing/collections rounds, route optimisation initiatives, pricing for work, assisted collections etc.

Undertake inspections on household waste recycling centres taking immediate corrective measures as appropriate and forwarding inspection forms to the Treatment and Disposal Officer.

Development of all literature relevant to the section and development and maintenance of the website.

Keep abreast of the Council's responsibilities regarding changing legislation and policies affecting Waste Management, Environmental Protection and Health and Safety.

Develop community spirit by being approachable, responsive and communicating positive news and dealing with problems quickly and professionally.

Ensure the accurate collating/reporting/provision of data relevant to the Waste Strategy and Operations division (including Dataflow, LEAMS, Flycapture, Performance Management, etc).

Encourage residents and businesses to take responsibility for their waste. This may involve physically sorting waste to determine contents.

Support and work alongside other Council Officers eg Front line Supervision and Operational staff, Environmental Enforcement Officers, Community Safety Wardens, Highways and Housing Staff etc.

Promote a caring, helpful and unbiased attitude towards residents and businesses.

Take reasonable care of their own and others safety, cooperate with managers/supervisors in complying with statutory health and safety issues to report incidents faults etc.

Required to work in all environmental situations and weather conditions and outside normal working hours.

Required to be flexible and work unsociable hours in emergency situations where tasks relevant to the post demand.

Required to undertake the full range of duties and act at all times in accordance with the standards and principles of working in public service and thereby help to deliver good governance.

KEY WORKING RELATIONSHIPS

Waste Strategy and Operations Manager, Principal Waste Management Officer and Officers within the Directorate - receive information and guidance and to provide information and support.

Officers from other sections of the Authority other Local Authorities, government agencies and third sector organisations - receive/exchange information, undertake collaborative working to achieve service efficiencies, communication of policy, improvements in recycling and waste minimisation participation and all other performance objectives of the Authority.

Key Stakeholders - promote and participate in developing partnerships with key stakeholders involved in recycling/composting.

Business Users – Promote, manage and co-ordinate the Authority’s commercial waste and recycling contracts. Provide advice on waste reduction and legislative responsibilities. Resolve complaints, promote services and improve participation and performance.

Welsh Government/Natural Resources Wales and other relevant governmental organisations – provide statistical performance data via Waste Data Flow to ensure compliance.

Elected Members (Councillors, Members of the Senedd and Members of Parliament) – provide supportive information and guidance.

Schools, Community Groups, Clients and Members of the Public - provide support with advice/guidance and information covering a wide range of matters with the aim of improving participation in recycling and waste minimisation initiatives to achieve the Welsh Government’s statutory performance targets.

RESPONSIBILITIES FOR STAFF

Post Titles, Numbers and Level of Accountability

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

RESPONSIBILITIES FOR RESOURCES

Financial; Plant; Buildings or Equipment

Personal computer and associated software.
Mobile data devices and associated ancillary equipment.
Mobile phone.
PPE.
Council vehicle/trailer as required.
Commercial waste stock including bins and bags.

Data Systems

Filing systems and responsible for day-to-day filing or correspondences, emails, records of inspection, documentation, reports and archive.
Commercial waste database.
Collection of evidence and preparation of documentation for prosecution.
Customer care system – requests and updating of system information.

WORKING ENVIRONMENT

Mobile post in accordance with the Council's Agile Working Policy. The team work on an agile basis between the community, office and home. More than half of the time will be spent working in the community.

Nature of the work involves working in the outdoor environment, being exposed to frequent and regular dust/dirt, moderate noise and all types of inclement weather.

The postholder may be required to make regular house visits.

Risk assessments are present but the postholder must be aware of their own and others safety, co-operate with manager/supervisors in complying with statutory health and safety issues and to report incidents/faults etc.

ADDITIONAL REQUIREMENTS

Politically Restricted:	No
Disclosure and Barring Service Check:	No
Barred List Check:	No
Baseline Pre Employment Medical Assessment:	No
Registration:	No

ORGANISATIONAL RESPONSIBILITIES

Understands and demonstrates the principles of confidentiality.

Work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.

Understands and demonstrates commitment to the Council's policies.

Demonstrate commitment to ongoing personal development.

The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Relevant Level 3 qualification on the Credit and Qualifications Framework for Wales.	Level 4 Waste Management qualification and/or other relevant Level 4 qualifications on the Credit and Qualifications Framework for Wales.
KNOWLEDGE	<p>Computer literate and experienced in the use of a variety of computer packages.</p> <p>Possess sound and up to date knowledge of waste management and environmental issues.</p> <p>An awareness and sensitivity to the political context of the role and an ability to maintain impartiality.</p>	<p>Familiarity with corporate policy and procedure.</p> <p>Familiarity with digital systems and emerging solutions.</p>
SKILLS	<p>Able to devise sound and effective solutions to complex problems.</p> <p>Able to take sound decisions within an acceptable timescale and within an agreed framework of parameters.</p> <p>Demonstrate commitment to the ethos of a democratically accountable yet responsive, caring, high quality and customer driven front-line public service.</p> <p>Capacity to analyse and evaluate information from diverse sources and make appropriate decisions.</p> <p>Ability to assess priorities and devise effective solutions to problems.</p> <p>Ability to consider and resolve potentially competing interests.</p> <p>Ability to make sound decisions quickly.</p> <p>Excellent oral and written communication skills.</p> <p>Exceptional organisational skills.</p>	Welsh language skills.

	ESSENTIAL	DESIRABLE
	<p>Motivated to achieve personal and organisational success.</p> <p>Ability to prioritise work to meet deadlines and targets.</p>	
EXPERIENCE	<p>Experience in a job, which requires working with the public and delivering a public service.</p> <p>Experience of working as part of a team and be able to demonstrate their ability to work under their own initiative.</p>	<p>At least 2 years experience in a job, which requires working with the public and delivering a public service.</p> <p>Experience of working with young people.</p> <p>Experience of working in a community setting.</p> <p>Experience of working in a customer focussed environment.</p> <p>Experience of local authority waste management functions.</p>
OTHER	<p>Full UK Category B (Cars) driving licence and the use of a motor vehicle insured for business / work purposes to travel throughout the borough to attend meetings and visit service users at home.</p> <p>Flexibility to work outside of normal hours.</p>	

POST AUTHORISATION

HEAD OF SERVICE:	Marcus Lloyd	DATE:	22/08/2023
MANAGER:	Rhodri Lloyd	DATE:	22/08/2023
HR:	Janine Harrington	DATE:	22/08/2023

POST REVIEW

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