

Swydd Ddisgrifiad a Manyleb y Person



MANYLION Y SWYDD

Teitl y Swydd:	Uwch Gynllunydd Trafnidiaeth
Rhif Adnabod Gwerthuso Swydd:	2846EN
Gradd:	10
Cyfadrann:	Economi a'r Amgylchedd
Adran:	Isadeiledd
Is-adran:	Peirianeg Trafnidiaeth – Strategaeth Drafnidiaeth a Rheoli Datblygu
Lleoliad:	Tŷ Tredomen
Yn atebol i:	Prif Beiriannydd

DIBEN Y SWYDD

Cynorthwyo gyda rheoli o ddydd i ddydd y Strategaeth Drafnidiaeth a'r tîm Rheoli Datblygu sy'n ymwneud â thrafnidiaeth yng nghyd-destun Strategaeth Drafnidiaeth y Cyngor a diogelu cyfanrwydd rhwydwaith priffyrdd y Cyngor rhag gweithgareddau datblygwyr.

MEYSYDD CANLYNIADAU ALLWEDDOL

1. Canllawiau technegol, cynnydd a chwblhau tasgau.
2. Rheoli cyllidebau a chyllid yn effeithiol a doeth.
3. Iechyd a diogelwch.
4. Datblygu a hyfforddi staff.
5. Cyflawni lefelau uchel o berfformiad yn erbyn targedau deddfwriaethol a darparu gwasanaethau.
6. Cyfrannu at weithgareddau grŵp ac is-adran.
7. Cynnal gwybodaeth gyfredol am ffactorau allweddol o fewn y Gwasanaeth (er enghraifft, newidiadau mewn deddfwriaeth, arferion gwaith ac ati).
8. Cyfrifoldeb, drwy'r Prif Beiriannydd, am reoli strategaeth drafnidiaeth a gwasanaethau rheoli datblygu'r Cyngor yn effeithiol.

PROFFIL MANWL O'R DASG

- 1 Cynorthwyo gyda rheoli'r tîm o ddydd i ddydd yn unol â'r polisïau a'r strategaethau strategol a gweithredol a chyfrannu at flaenoriaethau gwasanaeth yr Is-adran Isadeiledd.
- 2 Nodi anghenion, datblygu rhaglenni cyflawni a monitro darparu a rheoli ariannol ar gyfer strategaeth trafndiaeth a chynlluniau diogelwch ffyrdd ledled y Fwrdeistref Sirol.
- 3 Helpu gyda'r gwaith o baratoi, gweithredu, monitro a gwerthuso polisïau a strategaethau trafndiaeth.

- 4 Gweithio ar bob agwedd ar gynllunio trafndiaeth rhanbarthol a chymryd rhan mewn grwpiau/fforymau rhanbarthol (yn enwedig yr Awdurdod Trafndiaeth Rhanbarthol) yn ôl yr angen.
- 5 Gweithredu fel asiant cleient ar gyfer prosiectau a chynlluniau peirianeg cyfalaf trafndiaeth penodol a gwasanaethau ymgynghori gan gynnwys rheoli ariannol gymwys.
- 6 Cysylltu â'r Adran Adfywio a Chynllunio a chyfrannu at baratoi Cynlluniau Datblygu.
- 7 Rheoli'r gwaith o baratoi'r cyflwyniadau cyllid trafndiaeth blynyddol a pharatoi ceisiadau am grantiau trafndiaeth, diogelwch ffyrdd a phriffyrdd arbennig eraill. Hefyd, y gofynion gweinyddu grantiau drwy gydol y flwyddyn.
- 8 Ymgymryd ag astudiaethau dichonoldeb ar gyfer prosiectau a chynlluniau trafndiaeth a threfnu i gyflenwi'r data angenrheidiol ar gyfer prosesau arfarnu a dylunio.
- 9 Nodi a dadansoddi problemau priffyrdd sy'n ymwneud â thrafndiaeth a'r amgylchedd. Awgrymu atebion priodol a, lle bo angen, briffio a chydgysylltu ag ymgynghorwyr/arbenigwyr dylunio mewnol ac allanol ynghylch astudiaethau dichonoldeb a dylunio rhagarweiniol.
- 10 Trefnu casglu a dadansoddi data ar gyfer astudiaethau trafndiaeth a diogelwch ffyrdd.
- 11 Sicrhau bod barnau'r Awdurdod Priffyrdd yn cael eu cyfleu'n glir i'r Awdurdod Cynllunio a chyrrff priodol eraill ynghylch cynigion cynllunio penodol.
- 12 Gweinyddu Cofrestr Cytundeb Adran 106 yr Awdurdod gan sicrhau bod arian wedi'i gasglu gan ddatblygwyr.
- 13 Cysylltu ag eraill a/neu friffio eraill gan gynnwys darparwyr gwasanaeth ar y cyd ynghylch effaith traffig/trafndiaeth ac astudiaethau tebyg sy'n gysylltiedig â datblygu.
- 14 Asesu a rhoi cyngor ar safleoedd datblygu posibl sydd wedi'u hystyried o dan Gynllun Datblygu'r Cyngor.
- 15 Cynrychioli'r Awdurdod Priffyrdd i Aelodau Etholedig, Cynghorau Cymuned, y cyhoedd ac eraill ar faterion cynllunio priffyrdd.
- 16 Cynrychioli'r Awdurdod mewn cyfarfodydd rhanbarthol a fforymau awdurdodau lleol gan gynnwys cysylltu â Llywodraeth Cymru.
- 17 Darparu gwasanaethau mewn modd sy'n canolbwyntio ar yr Aelodau Etholedig ac sy'n canolbwyntio ar y cwsmer yn unol â pholisïau a gweithdrefnau ac amcanion strategol yr Is-adran, y Gyfadran a Chorfforaethol.

PERTHNASOEDD GWEITHIO ALLWEDDOL

Aelodau Etholedig, Aelodau'r Senedd, Aelodau Seneddol a'r cyhoedd.
Cydweithwyr o fewn y grŵp, yr Adran, y Gyfadran a ledled y Cyngor.
Gweithio mewn partneriaeth â rhanddeiliaid mewnol ac allanol yn y sectorau statudol a gwirfoddol i sicrhau'r ddarpariaeth orau o wasanaethau a gwerth am arian.
Fforymau a gweithgorau cenedlaethol a rhanbarthol, gan gynnwys yr Awdurdod Trafndiaeth Rhanbarthol, yn ôl yr angen.

CYFRIFOLDEBAU AM STAFF

Teitlau Swyddi, Niferoedd a Lefel Atebolrwydd

Mae cyfrifoldeb rheoli llawn yn cynnwys recriwtio, dewis a sefydlu. Arfarnu perfformiad (Amser i Fi ac Amser i Fi a Mwy), datblygiad personol a hyfforddi. Ansawdd a maint y gwaith, lles, cwynion a disgyblaeth ar gyfer tîm o hyd at 5 gweithiwr.

CYFRIFOLDEBAU AM ADNODDAU

Cyllid, Peiriannau, Adeiladau neu Gyfarpar

Cyfrifoldeb unigol am gyfrifiadur personol/gliniadur, ffôn symudol. Grant trafnidiaeth a chyllidebau ariannu mewnol. Cyfraniadau Cytundeb Adran 106.

Systemau Data

Rhannu cyfrifoldeb am nifer o gronfeydd data.

AMGYLCHEDD GWAITH

Swydd hyblyg yn unol â Pholisi Gweithio Ystwyth y Cyngor. Mae'r tîm yn gweithio ar sail ystwyth rhwng y swyddfa a'r cartref. Mae'r tîm yn mynychu swyddfeydd y Cyngor pan maen nhw'n cael eu gofyn i wneud hynny ar gyfer cyfarfodydd, tasgau penodol, goruchwyliaeth ac arfarniadau.

Bydd gofyn i chi ymweld â safleoedd ceisiadau cynllunio a safleoedd adeiladu datblygwyr gan gynnwys mewn tywydd garw.

Bydd gofyn i chi weithio y tu allan i oriau swyddfa arferol yn achlysurol. Er enghraifft, mynychu cyfarfodydd y Cyngor, cyfarfodydd cymunedol a chyfarfodydd cyhoeddus.

ANGHENION YCHWANEGOL

Cyfyngiad Gwleidyddol:	Nac oes
Gwriad y Gwasanaeth Datgelu a Gwahardd:	Nac oes
Gwirio Rhestr Wahardd:	Nac oes
Gwaelodlin Asesiad Meddygol Cyn Cyflogaeth:	Oes
Cofrestru:	Nac oes

Yn deall ac yn gallu arddangos egwyddorion cyfrinachedd.

Gweithio o fewn polisiau a gweithdrefnau'r Cyngor, gan gynnwys cydnabod y ddyletswydd i ddiogelu oedolion, plant a phobl ifanc.

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

Dangos ymrwymiad i ddatblygiad personol parhaus.

Mae'r dyletswyddau a chyfrifoldebau yn anodd eu diffinio'n fanwl a gallent amrywio o dro i dro heb newid cymeriad cyffredinol 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 4, 5 neu 6 perthnasol ar Fframwaith Credydau a Chymwysterau Cymru. Er enghraifft, Tystysgrif Genedlaethol Uwch (HNC) neu Radd mewn Cynllunio Trafnidiaeth.	Cymhwyster proffesiynol Lefel 6 neu 7 ar Fframwaith Credydau a Chymwysterau Cymru, e.e. MCILT, MCIHT.
GWYBODAETH	Gwybodaeth ymarferol am y polisïau trafndiaeth sy'n newid yn gyflym gyda'r gallu i roi cynlluniau trafndiaeth integredig effeithiol a chynaliadwy ar waith.	Gwybodaeth am Ddeddf Teithio Llesol (Cymru) a chanllawiau dylunio Teithio Llesol Llywodraeth Cymru.
SGILIAU	<p>Yn gallu rheoli, monitro a rhoi arweiniad i eraill o fewn y tîm ar faterion ariannol a thechnegol, gan gynnwys rhai o natur nad yw'n arferol.</p> <p>Yn gallu dangos ymrwymiad i ddarparu ansawdd uchel o reoli perfformiad a gofal cwsmeriaid o fewn amgylchedd cost effeithiol ac effeithlon.</p> <p>Yn gallu gwneud penderfyniadau ariannol a thechnegol cadarn o ddydd i ddydd a gallu perswadio eraill i ystyried atebion amgen pan fo angen.</p> <p>Yn gallu cyfathrebu yn effeithiol a chyd-dynnu'n dda ag eraill o fewn y gweithle a gyda staff mewn rhannau eraill o'r Cyngor a sefydliadau allanol.</p> <p>Negodwr effeithiol i sicrhau canlyniadau priodol i randdeiliaid.</p> <p>Yn gallu i weithio ar eich menter eich hun a bod yn hunan-gymhellol i gyflawni llwyddiant personol a sefydliadol mesuradwy.</p> <p>Yn gallu cyrraedd terfynau amser a thargedau.</p> <p>Yn gallu i flaenoriaethu llwyth gwaith a fydd yn sicrhau bod nifer</p>	<p>Profiad o gymryd rhan mewn gweithgorau amlddisgyblaethol ac aml-sefydliadol.</p> <p>Profiad o hyfforddi a datblygu staff.</p> <p>Sgiliau'r Gymraeg.</p>

	HANFODOL	DELFRYDOL
	<p>o amcanion heriol yn cael eu cwblhau mewn modd amserol.</p> <p>Yn gallu cymhathu gwybodaeth a gwneud penderfyniadau cadarn i gyflawni canlyniadau cadarnhaol.</p>	
PROFIAD	<p>Profiad perthnasol o ddatblygu a gweithredu strategaethau trafndiaeth.</p> <p>Profiad o reoli/goruchwylio staff trafndiaeth a pheirianeg technegol.</p> <p>Profiad o reoli cyllidebau.</p>	<p>Profiad o'r cysylltu a negodi sy'n digwydd gyda datblygwyr a'u hymgynghorwyr ar agweddau peirianeg priffyrdd a thraffig ar eu cynigion datblygu.</p> <p>Profiad o gymhwyso egwyddorion PRINCE 2 i gyflawni prosiectau.</p> <p>Profiad o reoli tîm peirianeg dechnegol.</p>
ARALL	<p>Yn frwd dros gadw at safonau, gwerthfawrogi creadigrwydd a meddu ar ymagwedd ddadansoddol at bob mater.</p> <p>Ymrwymiad i ddarparu gwelliant parhaus.</p> <p>Ymrwymiad i'ch datblygiad proffesiynol a phersonol parhaus eich hun.</p> <p>Ymrwymiad i ofal cwsmeriaid.</p> <p>Trwydded yrru lawn y DU Categori B (Ceir) i yrru cerbyd y Cyngor.</p> <p>Ymagwedd hyblyg tuag at oriau gwaith.</p>	<p>Trwydded yrru llawn Categori B (Ceir) y DU a defnydd o gerbyd modur wedi'i yswirio at ddibenion busnes/gwaith i deithio ledled y Fwrdeistref Sirol i fynychu cyfarfodydd/cynnal gwaith yn y Fwrdeistref Sirol a thu allan iddi.</p>

AWDURDODI'R SWYDD

PENNAETH GWASANAETH:	Marcus Lloyd	DYDDIAD:	28/06/2023
RHEOLWR:	Clive Campbell	DYDDIAD:	28/06/2023
ADNODDAU DYNOL:	Janine Harrington	DYDDIAD:	28/06/2023

ADOLYGU'R SWYDD

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

Job Description and Person Specification



POST IDENTIFICATION

Post Title:	Senior Transport Planner
Job Evaluation ID:	2846EN
Grade:	10
Directorate:	Economy and Environment
Division:	Infrastructure
Section:	Transportation Engineering - Transport Strategy and Development Control
Location:	Tredomen House
Responsible to:	Principal Engineer

JOB PURPOSE

Assist with the day-to-day management of the Transport Strategy and Development Control team engaged in transportation in the context of the Council's Transport Strategy and to protect the integrity of the Council's highway network from the activities of developers.

KEY RESULT AREAS

1. Technical guidance, progress and task completion.
2. Effective and prudent budget and finance control.
3. Health and safety.
4. Staff development and training.
5. Achievement of high levels of performance against legislative and service delivery targets.
6. Contributing to Group and Division activities.
7. Maintaining up to date knowledge of key factors within the Service (eg changing legislation, working practices etc).
8. Responsibility, through the Principal Engineer for the effective management of the Council's transport strategy and Active Travel delivery programme.

DETAILED TASK PROFILE

- 1 Support the day-to-day management of the team in accordance with the strategic and operational policies and strategies and contribute to the Infrastructure Division's Service priorities.
- 2 Contribute towards identifying the needs, developing delivery programmes and monitoring delivery and financial control for transport strategy and road safety schemes across the County Borough.
- 3 Support the preparation, implementation, monitoring and evaluation of transport policies and strategies.

- 4 Work on all aspects of regional transport planning and participate in regional groups/forums (in particular the Regional Transport Authority) as required.
- 5 Act as the client agent for specific transport capital engineering projects and schemes and consultancy services including competent financial management and control.
- 6 Contribute to and liaise with the Regeneration and Planning Division in respect of the preparation of Development Plans.
- 7 Manage the preparation of the annual transport funding submissions and prepare applications for other special transport, road safety and highway grants. Also the grant administration requirements throughout the year.
- 8 Undertake feasibility studies for transport projects and schemes and arrange for the supply of data necessary for appraisal and design processes.
- 9 Identify and analyse highway problems relating to transportation and the environment. Suggest appropriate solutions and where necessary, brief and liaise with internal and external design consultants/specialists in connection with feasibility and preliminary design studies.
- 10 Organise data collection and analysis for transport and road safety studies.
- 11 Ensure the views of the Highway Authority are clearly relayed to the Planning Authority and other appropriate bodies in relation to specific planning proposals.
- 12 Administer the Authority's Section 106 Agreement Register ensuring collection of monies have been received from developers.
- 13 Liaise with and/or brief others including joint service providers in respect of traffic/transport impact and similar studies associated with development.
- 14 Assess and provide advice on potential development sites considered under the Council's Development Plan.
- 15 Represent the Highway Authority to Elected Members, Community Councils, the public and others on highway planning matters.
- 16 Represent the Authority at regional meetings and local authority forums including liaison with Welsh Government.
- 17 Deliver services in an Elected Member and customer focused manner in accordance with the Divisional, Directorate and Corporate policies and procedures and strategic objectives.

KEY WORKING RELATIONSHIPS

Elected Members, Members of the Senedd, Members of Parliament and the general public.
Colleagues within the group, Division, Directorate and across the Council.
Partnership working with internal and external stakeholders in the statutory and voluntary sectors to maximise service delivery and value for money.
National and regional forums and working groups, including the Regional Transport Authority, as required.

RESPONSIBILITIES FOR STAFF

Post Titles, Numbers and Level of Accountability

Full line management responsibility including recruitment, selection and induction. Performance appraisal (My Time and My Time Extra), personal development and training. Quality and quantity of work, welfare, grievance and discipline for a team of up to 5 employees.

RESPONSIBILITIES FOR RESOURCES

Financial; Plant; Buildings or Equipment

Sole responsibility for pc/laptop, mobile phone.
Transport grant and internal funding budgets.
Section 106 Agreement contributions.

Data Systems

Shared responsibility for a number of databases.

WORKING ENVIRONMENT

Flexible post in accordance with the Council's Agile Working Policy. The team work on an agile basis between the office and home. The team attend the Council offices when asked to do so for meetings, specific tasks, supervision and appraisals.

Required to visit planning application sites and developer construction sites including in inclement weather.

Occasional requirement to work outside of normal office hours. For example attendance at evening Council, community and public meetings.

ADDITIONAL REQUIREMENTS

Politically Restricted:	No
Disclosure and Barring Service Check:	No
Barred List Check:	No
Baseline Pre Employment Medical Assessment:	Yes
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 4, 5 or 6 qualification on the Credit and Qualifications Framework for Wales. For example HNC or Degree in Transport Planning.	Level 6 or 7 professional qualification on the Credit and Qualifications Framework for Wales eg MCILT, MCIHT.
KNOWLEDGE	Practical knowledge of the rapidly changing transportation policies with the ability to implement effective, sustainable integrated transport plans.	Knowledge of the Active Travel (Wales) Act and Welsh Government Active Travel design guidance.
SKILLS	<p>Able to manage, monitor and give guidance to others within the team on financial and technical matters including some of a non-routine nature.</p> <p>Able to demonstrate a commitment to delivering a high quality of performance management and customer care within a cost effective and efficient environment.</p> <p>Able to make sound financial and technical decisions on a day-to-day basis and able to persuade others to review alternatives when required.</p> <p>Able to communicate effectively with and relate well to others within the workplace and with relevant staff in other parts of the Council and external organisations.</p> <p>Effective negotiator to ensure appropriate outcomes for stakeholders.</p> <p>Ability to work under own initiative and be motivated to achieve measurable personal and organisational success.</p> <p>Able to meet deadlines and targets.</p>	<p>Experience of participation in multi-disciplinary and multi organisational working groups.</p> <p>Experience of staff training and development.</p> <p>Welsh language skills.</p>

	ESSENTIAL	DESIRABLE
	<p>Ability to prioritise workload that will ensure many challenging objectives are completed in a timely manner.</p> <p>Able to assimilate information and make sound decisions to achieve positive outcomes.</p>	
EXPERIENCE	<p>Relevant experience developing and implementing transport strategies.</p> <p>Experience of managing/ supervising technical transportation and engineering staff.</p> <p>Experience of managing budgets.</p>	<p>Experience of the liaison and negotiation undertaken with developers and their consultants on the highway engineering and traffic aspects of their development proposals.</p> <p>Experience of applying PRINCE 2 principles to project delivery.</p> <p>Experience of managing a technical engineering team.</p>
OTHER	<p>Passionate about adherence to standards, value creativity and have an analytical approach to all matters.</p> <p>Commitment to the provision of continual improvement.</p> <p>Commitment to own continual professional and personal development.</p> <p>Commitment to customer care.</p> <p>Full UK Category B (Cars) driving licence to drive a Council vehicle.</p> <p>Flexible approach to working hours.</p>	<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 / undertake work within and outside the county borough.</p>

POST AUTHORISATION

HEAD OF SERVICE:	Marcus Lloyd	DATE:	28/06/2023
MANAGER:	Clive Campbell	DATE:	28/06/2023
HR:	Janine Harrington	DATE:	28/06/2023

POST REVIEW

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