

MANYLEB PERSONOL

RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Cymwysterau a/neu wybodaeth	Proffesiynolyn iechyd cymwys gyda chymhwyster RMN. Tystiolaeth o ddatblygiad personol a chlinigol arwyddocaol rheoli arwyddocaol a thystiolaeth o allu gweithio'n unigol	Gradd broffesiynol Cymwysterau rheoli	Ffurflen Gais Gwiriadau cyn dechrau gweithio
Profiad	Profiad goruchwyllo Dealltwriaeth gadarn o waith tîm iechyd meddwl cymunedol gan gynnwys gwybodaeth am faterion iechyd meddwl amenedigol.	Profiad o waith cymuned Rhagnodi Atodol	Ffurflen Gais Cyfweliad
Tueddfryd a Galluoedd	Sgiliau cyfathrebu ardderchog yn cynnwys TG Gallu arwain tîm Sgiliau asesu risg ardderchog Sgiliau arwain clinigol a rheolaethol Gwybodaeth eang am faterion Iechyd Meddwl Amnewidiol Gwybodaeth am ymyriadau'n seiliedig ar ymchwil a thystiolaeth o ran iechyd meddwl amenedigol Gwybodaeth a dealltwriaeth o'r Mesur Iechyd Meddwl Gwybodaeth am ddeddfwriaethau cyfredol Dealltwriaeth am yr Agenda Iechyd a Gofal Cymdeithasol Y gallu i arwain y strategaeth llywodraethu glinigol yn y tîm.	Y gallu i siarad Cymraeg Cynllunio gofal da a sgiliau datrys problemau Cynnwys Defnyddwyr y Gwasanaeth a Gofalwyr Egwyddorion Adfer ac Adsefydlu	Cyfweliad
Gwerthoedd	Brwdfrydig a hunanysgogol Y gallu i addasu ac arwain newid yn ymarferol pan fo angen.		Ffurflen gais Cyfweliad Cyfeiriadau
Arall	Gallu gweithio at derfynau amser		Ffurflen Gais Cyfweliad

GOFYNION CYFFREDINOL

- **Gwerthoedd:** Mae'n ofynnol i holl weithwyr y Bwrdd Iechyd arddangos a mewnosod y datganiadau Gwerthoedd ac Ymddygiad er mwyn iddynt ddod yn rhan annatod o fywyd gwaith deilydd y swydd a mewnosod yr egwyddorion i ddiwylliant y sefydliad.
- **Gweithwyr Iechyd Proffesiynol Cofrestredig:** Gofynnir i'r holl weithwyr y mae gofyn iddynt gofrestru â chorff proffesiynol, er mwyn iddynt allu gweithio o fewn eu proffesiwn, gydymffurfio â'u côd ymddygiad a gofynion eu cofrestriad proffesiynol.
- **Gallu:** Ar unrhyw adeg ni ddylai deilydd y swydd weithio y tu allan i lefel ddiffiniedig cymhwysedd. Os oes pryderon ynghylch hyn, dylai deilydd y swydd eu trafod gyda'i reolwr/goruchwyliwr ar unwaith. Mae gan weithwyr gyfrifoldeb i hysbysu eu goruchwyliwr/rheolwr os byddant yn amau eu gallu eu hunain i berfformio dyletswydd.
- **Dysgu a datblygiad:** Mae'n rhaid i bob aelod staff ymgymryd â rhaglenni cynefino/cyfeiriadaedd ar lefel gorfforedig ac adrannol a rhaid sicrhau bod unrhyw ofynion hyfforddiant statudol/gorfodol yn gyfredol. Os yn briodol, gofynnir i staff arddangos tystiolaeth o ddatblygiad proffesiynol parhaus.
- **Gwerthuso Perfformiad:** Rydym yn ymroddedig i ddatblygu ein staff ac rydych yn gyfrifol am gymryd rhan mewn Adolygiad Datblygiad Perfformiad Blynyddol o'r swydd.
- **Iechyd a Diogelwch:** Mae gan holl weithwyr y sefydliad ddyletswydd gofal statudol am eu diogelwch personol eu hunain ac eraill a allai gael eu heffeithio gan eu gweithredoedd neu eu diffyg gweithredoedd. Mae'n ofynnol i ddeilydd y swydd gydymffurfio â rheolwyr i alluogi'r BILL i gwrdd â'i ddyletswyddau cyfreithiol ei hunan ac i adrodd am unrhyw sefyllfa beryglus neu gyfarpar diffygiol. Rhaid i'r deilydd swydd lynu wrth bolisiâu rheoli risg, iechyd a diogelwch a pholisiâu cysylltiol y sefydliad.
- **Rheoli Risg:** Elfen safonol o rôl a chyfrifoldeb holl staff y sefydliad yw eu bod yn cyflawni rôl ragweithredol o ran rheoli risg yn eu holl waith. Mae hyn yn cynnwys asesu risg pob sefyllfa, cymryd camau perthnasol ac adrodd am bob digwyddiad, digwyddiadau bron a bod a pherygl.
- **Y Gymraeg:** Rhaid i'r holl weithwyr berfformio eu dyletswyddau gan gadw'n gaeth at ofynion Cynllun Iaith y sefydliad ac achub ar bob cyfle i hyrwyddo'r Gymraeg wrth ymdrin â'r cyhoedd.
- **Llywodraethu Gwybodaeth:** Mae gofyn i ddeilydd y swydd fod yn ymwybodol bob amser o bwysigrwydd cadw gwybodaeth a gafwyd yn ystod ei ddyletswyddau yn gyfrinachol ac yn ddiogel. Bydd hyn yn cynnwys mewn sawl achos, mynediad at wybodaeth bersonol yn ymwneud â defnyddwyr gwasanaeth.
- **Deddf Diogelu Data 1998:** Rhaid i ddeilydd y swydd drin pob gwybodaeth boed honno'n gorfforaethol, neu'n wybodaeth am staff neu gleifion mewn modd synhwyrol a chyfrinachol yn unol â darpariaethau Deddf Gwarchod Data 1998 a pholisi'r sefydliad. Ystyrir unrhyw doriad mewn cyfrinachedd fel trosedd ddifrifol disgyblu, a all arwain at ddiswyddo a/neu erlyniad dan ddeddfwriaeth statudol gyfredol (Deddf Gwarchod Data) a Pholisi Disgyblu'r Bwrdd Iechyd.
- **Rheoli Cofnodion:** Fel aelod o staff y BILL, mae deilydd y swydd yn gyfrifol yn gyfreithiol am yr holl gofnodion a gesglir, grëir neu a ddefnyddir fel rhan o'u gwaith o fewn y BILL (gan gynnwys iechyd cleifion, iechyd neu anaf staff, cyllid, personol a gweinyddol), pa un ai ar bapur neu gyfrifiadur. Ystyrir pob cofnod fel hyn yn gofnod cyhoeddus, ac mae gan y deilydd swydd ddyletswydd gyfreithiol o gyfrinachedd i ddefnyddwyr gwasanaeth (hyd yn oed ar ôl i weithiwr adael y BILL). Dylai deilydd y swydd ymgynghori gyda'u rheolwyr os oes ganddynt unrhyw amheuaeth am reolaeth gywir unrhyw gofnodion y maent yn gweithio gyda nhw.
- **Cydraddoldeb a Hawliau Dynol:** Mae'r Ddyletswydd Cydraddoldeb Sector Cyhoeddus yng Nghymru yn gosod dyletswydd gadarnhaol ar y BI i hyrwyddo cydraddoldeb i bobl â nodweddion gwarchodedig fel cyflogwr ac fel darparwyr gwasanaethau cyhoeddus. Ceir naw nodwedd a warchodir: oed; anabled; ailbennu rhywedd, partneriaeth sifil neu briodas, beichiogrwydd a mamolaeth; tras, crefydd neu gredo, rhyw a thueddfryd rhywiol. Mae'r Bwrdd Iechyd yn ymroddedig i sicrhau nad yw unrhyw ymgeisydd am swydd neu weithiwr yn derbyn triniaeth lai ffafriol ar sail unrhyw un o'r uchod. I'r perwyl hwn, mae gan y Bwrdd Iechyd Bolisi Cyfleoedd Cyfartal ac mae'n galluogi bob gweithiwr i gyfrannu at ei lwyddiant.
- **Urddas yn y Gwaith:** Mae'r Bwrdd Iechyd yn gwrthwynebu i bob math o aflonyddu a bwllian ac mae'n ceisio hyrwyddo gweithle lle mae gweithwyr yn cael eu trin yn deg a chydag urddas a pharch. Gofynnir i'r holl staff adrodd am unrhyw ffurf o aflonyddu a bwllian i'w rheolwr llinell neu unrhyw gyfarwyddwr y sefydliad. Ni fydd

unrhyw ymddygiad amhriodol yn cael ei oddef a bydd yn cael ei drin fel mater difrifol dan Bolisi Disgyblu'r Bwrdd Iechyd.

- **Gwiriad Datgeliad DBS:** cysylltiad uniongyrchol â chleifion/defnyddwyr gwasanaeth/plant/oedolion bregus yn ystod eich dyletswyddau arferol. Felly, bydd raid i chi wneud cais am Wiriad Datgelu Swyddfa Cofnodion Troseddol Estynedig fel rhan o weithdrefn wirio cyn cyflogi'r Bwrdd Iechyd.
- **Diogelu plant ac oedolion bregus:** Mae'r sefydliad yn ymroddedig i ddiogelu plant ac oedolion bregus. Felly, mae'n rhaid i'r holl staff fynychu hyfforddiant diogelu plant a bod yn ymwybodol o'u cyfrifoldebau dan y Polisi Diogelu Oedolion.
- **Rheoli Heintiau:** Mae'r sefydliad yn ymroddedig i gwrdd â'i oblygiadau i leihau heintiau. Mae'r holl staff yn gyfrifol am warchod a diogelu cleifion, defnyddwyr gwasanaeth, ymwelwyr a gweithwyr yn erbyn y risg o gaffael heintiau'n gysylltiedig â gofal iechyd. Mae'r cyfrifoldeb hwn yn cynnwys bod yn ymwybodol o gynnwys a chadw at Bolisiau a Gweithdrefnau Rhwystro a Rheoli Heintiau'r Bwrdd Iechyd yn barhaus.
- **Dim Ysmygu:** Er mwyn rhoi'r cyfle gorau i'n holl gleifion, ymwelwyr a staff i fod yn iach, mae bob safle'r Bwrdd Iechyd, gan gynnwys adeiladau a thiroedd, yn ddi-fwg.

Datganiad Hyblygrwydd: Amlinellir dyletswyddau'r swydd yn y swydd ddisgrifiad a'r fanyleb bersonol hon a gellir eu newid o dro i dro drwy gytundeb ar y cyd.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	Qualified Health Professional with an RMN qualification Evidence of significant personal and clinical development Management experience and evidence of being able to work autonomously	Professional degree Management qualifications	Application form Pre employment checks
Experience	Supervisory experience Sound understanding of community mental health team work to include knowledge of Perinatal Mental Health issues	Community experience Supplementary prescribing	Application form Interview
Aptitude and Abilities	Excellent communication skills including IT skills Ability to lead a team Excellent risk assessment skills Clinical and management leadership skills Extensive knowledge of Perinatal Mental health Issues Knowledge of research and evidence based interventions in regards to Perinatal mental health. Knowledge and application of the Mental Health Measure Knowledge of current legislation Understanding of the Health & Social Care agenda Ability to lead the clinical governance strategy within the team	Ability to speak Welsh Good care planning and problem solving skills Service User and carer involvement The principles of Recovery & Rehabilitation	Interview
Values	Enthusiastic & self-motivating Ability to be adaptable to and lead changes in practice when needed.		Application Form Interview References
Other	Ability to work to deadlines		Application form Interview

GENERAL REQUIREMENTS

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organisation's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested

to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.

- **DBS Disclosure Check:** direct patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhanced Disclosure Check as part of the Health Board's pre-employment check procedure.
- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

