

**JOB DESCRIPTION**

**Insert Job Title Here**

*(Insert a brief description of what the post entails if it is not clear from the job title)*

*Post Reference Number:*

*Date of Job Description:*

*Version:*

|  |  |  |  |  |  |  |
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| |  | | --- | |  |  |  |  |  | | --- | --- | --- | |  | **Grade** |  | | **Location** | Office / Site and geographical location | |

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| --- | --- | --- |
|  | **Group** | INSERT GROUP HERE FROM SELECTION |
| **Division** |  |
| **Department/Section** |  |
| **Team/Sub Section** |  |

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|  | **Responsible to** |  |
| **Posts reporting to this post** |  |

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|  | **DBS Required** | INSERT FROM SELECTION |

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| **Why work for Rhondda Cynon Taf Council?** | |
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| Rhondda Cynon Taf Council is one of the largest Local Authorities in Wales and our vision is “for Rhondda Cynon Taf to be the best place in Wales to live, work and play, where people and businesses are independent, healthy and prosperous”.  If you work for us, everything you do will be about making a positive difference to our community and the public sector.  Our excellent induction, training and development programmes will help you grow in your role. You will be challenged and supported, with the opportunity to learn new and transferable skills whilst playing your part in helping others.  Our generous annual leave allowance will provide you with 26 days holidays (pro rata, increasing to 31 upon 5 years of completed service), in addition to 8 public holidays. We have an excellent pension scheme with employer contributions and our financial support benefits will help to give you a sense of security and wellbeing for the future. We care about the wellbeing of our staff and our family friendly and inclusive policies allow for flexibility when needed. We offer support and advice including counselling, health surveillance, nurse and physiotherapy services. There are also a number of staff networks for employees including the Allies Network, a Disability and Carers Network, Perthyn our LGBTQ+ Network and Spotlight, open to Black, Asian and minority ethnic staff.  In addition, you will have access to a wide range of staff benefits including discounted ‘Leisure for Life’ membership, ‘Vectis Card’ for discounts on hundreds of products and services, Cycle to Work scheme and a technology purchase scheme.  **Please see our** [**career pages**](https://www.rctcbc.gov.uk/EN/Resident/JobsandTraining/Jobs/RCTCareers.aspx) **to find out more about working for us.** |

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| Purpose of the post: | |
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| Manager to complete |

| What you will deliver: | |
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| 1. Manager to insert list of duties   To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.  To comply with the Council’s Health and Safety Policies and procedures and undertake any relevant health and safety duties in accordance with local arrangements.  To support the Council to play its part in tackling Climate Change and meeting its Carbon Reduction targets across the services it delivers and also in the goods and services it buys or commissions from other organisations.  All staff have a valuable and vital role in keeping people safe. Any person with concerns regarding the safety of a child or adult at risk, OR the behaviour of a colleague towards a child or adult at risk, has a responsibility to report this immediately. This should be done via the person’s Line Manager, Designated Safeguarding Lead or contact the Cwm Taf Multi Agency Safeguarding Hub.  THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES. |

**PERSON SPECIFICATION**

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**This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.**

The **Knowledge/Qualifications** and Experience sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

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| Knowledge / Education: | |  |
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| Essential | Desirable |
| Manager to complete, press ‘tab’ for additional lines |  |
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| Experience: | |  |
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| Essential | Desirable |
| Manager to complete, press ‘tab’ for additional lines |  |
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| Welsh language skills: | |  |
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| Essential | Desirable |
| Welsh Language Level 1  *All employees will be required to undertake a basic Welsh Language induction to reach this level* Welsh Language Level 2  Welsh Language Level 3  Welsh Language Level 3-5  Welsh Language Level 4  Welsh Language Level 5 | Welsh Language Level 2  Welsh Language Level 3  Welsh Language Level 3-5  Welsh Language Level 4  Welsh Language Level 5 |
| For details about the levels please refer to ‘The Welsh Language Skills Guidance’ online: [www.rctcbc.gov.uk/WelshSkills](http://www.rctcbc.gov.uk/WelshSkills) | |

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| What skills you will use in the workplace: |

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| **Competency Framework** | **(manager to insert competency framework)** |
| **Competency Areas** | **Competency behaviours and values** |
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| Special Conditions and Professional Requirements | |
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