

# MANYLEB BERSONOL

Swydd: Therapydd Iaith a Lleferydd (Band 5)

| PERSONOL                           | HANFODOL                                                                                                                                                                                      | DYMUNOL                                                                                                                                                                                                                                                                                              | DULL ASESU                            |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Cymwysterau a/neu Wybodaeth</b> | <p>Cymhwyster cydnabyddedig gradd/cywerth mewn Thil</p> <p>HCPC Cofrestredig.</p> <p>RCSLT cofrestredig.</p>                                                                                  | <p>Aelodaeth grŵp rhwydwaith clinigol priodol.</p> <p>Dangos dealltwriaeth a chymryd rhan mewn llywodraethu clinigol ac asesu risg.</p> <p>Gwybodaeth am ddeddfwriaethau/polisi iechyd.</p> <p>Gwybodaeth a sgiliau cyfathrebu estynedig ac amgen.</p>                                               | Ffurflen gais a gwiriadau cyn cyflogi |
| <b>Profiad</b>                     | Ystod o brofiad clinigol ar draws gwasanaethau Thil Oedolion/Plant.                                                                                                                           | <p>Profiad o ddirprwyo gwaith i staff heb eu cofrestru.</p> <p>Profiad o weithio mewn timau amlddisgyblaethol/ Timau amlbroffesiwn.</p> <p>Profiad o gefnogi newid mewn gwasanaeth.</p> <p>Darpariaeth therapi Cymraeg/Saesneg.</p> <p>Profiad clinigol ychwanegol neu'n ymwneud â gofal iechyd.</p> | Ffurflen gais a chyfweliad            |
| <b>Addasrwydd a Galluoedd</b>      | <p>Sgiliau rhyngpersonol ardderchog</p> <p>Yn gallu datrys problemau</p> <p>Sgiliau trafod.</p> <p>Gwybodaeth am offer asesu.</p> <p>Y gallu i hunanwerthuso.</p> <p>Sgiliau canolbwytio.</p> | Gallu siarad Cymraeg                                                                                                                                                                                                                                                                                 | Cyfweliad                             |

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|                   | <p>a blaenoriaethu rhagorol.</p> <p>Sgiliau myfyrio a dadansoddi.</p> <p>Sgiliau gwahaniaethu clywedol.</p> <p>Sgiliau gwrando da.</p> <p>Gallu gweithio fel aelod o dîm.</p> <p>Sgiliau arsylwi da.</p> <p>Sgiliau cyflwyno da, llafar ac ysgrifenedig.</p> <p>Profiad a gwybodaeth clinigol amrywiol.</p> <p>Deall moeseg broffesiynol a'u deunydd mewn ymarfer.</p> <p>Galluoedd yn y Gymraeg a'r Saesneg sy'n gydnaws â darpariaeth asesiadau a therapi ieithyddol priodol.</p> <p>Ymwybyddiaeth o swyddogaethau staff proffesiynol eraill sy'n gysylltiedig â defnyddwyr gwasanaeth ar y llwyth gwaith a gytunwyd.</p> <p>Sgiliau cynllunio, rheoli amser a threfnu effeithiol</p> <p>Sgiliau TG.</p> <p>Ymwybyddiaeth o lywodraethu clinigol/archwilio.</p> |  |                                                       |
| <b>Gwerthoedd</b> | <p>Empathi</p> <p>Hunan-frwdfrydig a'r gallu ysgogi eraill.</p> <p>Yn gallu gweithio o dan amodau sy'n gallu bod yn llethol ar lefel emosiynol.</p> <p>Hyblyg i fodloni anghenion y gwasanaeth.</p> <p>Yn gallu gweithio'n annibynnol.</p> <p>Gallu ymdopi ag amgylchedd</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | <p>Ffurflen Gais</p> <p>Cyfweliad</p> <p>Geirdaon</p> |

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|              | <p>gwaith prysur gyda chyfnodau o darfu drwy gydol y dydd.</p> <p>Yn gallu blaenoriaethu eich llwyth gwaith eich hun.</p> <p>Gallu myfyrio ac arfarnu o ran eich perfformiad eich hun ar lefel gritigol.</p> <p>Gallu dangos doethineb a diplomyddiaeth wrth weithio ag eraill.</p> |  |                            |
| <b>Arall</b> | Yn gallu teithio mewn ardal ddaearyddol yn amserol.                                                                                                                                                                                                                                 |  | Ffurflen gais a chyfweliad |

## **PERSON SPECIFICATION**

Post: Speech and Language Therapist (Band 5)

| <b>ATTRIBUTES</b>                      | <b>ESSENTIAL</b>                                                                                                                                                          | <b>DESIRABLE</b>                                                                                                                                                                                                                                                                                | <b>METHOD OF ASSESSMENT</b>                |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| <b>Qualifications and/or Knowledge</b> | <p>Recognised qualification degree/equivalent in S&amp;LT.</p> <p>HCPC registered.</p> <p>RCSLT registered.</p>                                                           | <p>Membership of appropriate clinical network group.</p> <p>Demonstrate understanding &amp; involvement of clinical governance and risk assessment.</p> <p>Knowledge of health legislation/policy.</p> <p>Alternative and augmentative communication knowledge &amp; skills.</p>                | Application form and pre employment checks |
| <b>Experience</b>                      | A range of clinical experience across Adult/Paediatric SLT services.                                                                                                      | <p>Experience of delegating work to non-registered staff.</p> <p>Experience of working in multidisciplinary/ multiprofessional teams.</p> <p>Experience of supporting service change.</p> <p>Welsh/English therapy provision.</p> <p>Additional clinical or health care related experience.</p> | Application form and interview             |
| <b>Aptitude and Abilities</b>          | <p>Excellent interpersonal skills.</p> <p>Ability to problem-solve.</p> <p>Negotiation skills.</p> <p>Knowledge of assessment tools.</p> <p>Ability to self-evaluate.</p> | Ability to speak Welsh                                                                                                                                                                                                                                                                          | Interview                                  |

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|               | <p>Concentration skills.</p> <p>Prioritisation skills.</p> <p>Reflection and analytical skills.</p> <p>Auditory discrimination skills.</p> <p>Good listening skills.</p> <p>Ability to work as a team member.</p> <p>Observation skills.</p> <p>Good presentation skills oral and written.</p> <p>Varied clinical experience and knowledge.</p> <p>Understanding of professional ethics and their application in practice.</p> <p>Welsh/English competency that is compatible with linguistically appropriate assessment and therapy provision.</p> <p>Awareness of roles of other professionals involved in care of service users on agreed caseload.</p> <p>Effective planning, time management and organisational skills.</p> <p>IT skills.</p> <p>Awareness of principles of clinical governance / audit.</p> |  |                                                            |
| <b>Values</b> | <p>Empathic.</p> <p>Self-motivating and ability to motivate others.</p> <p>Ability to work under emotionally stressful conditions.</p> <p>Flexible to meet the needs of the service.</p> <p>Able to work independently.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  | <p>Application Form</p> <p>Interview</p> <p>References</p> |

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|              | <p>Able to cope with a busy working environment, with periods of interruption throughout the working day.</p> <p>Ability to prioritise own workload.</p> <p>Ability to reflect and critically appraise own performance.</p> <p>Be able to demonstrate tact and diplomacy when working with others.</p> |  |                                |
| <b>Other</b> | <p>Ability to travel within geographical area in a timely way.</p>                                                                                                                                                                                                                                     |  | Application form and interview |

