

**Post Designation:** Welsh Language Officer P/T (0.2 FTE)  
**Date Effective From:** 1st June 2019  
**Grade:** Grade 7  
**Responsible to:** Chief Executive

**Job Purpose:**

To ensure the Authority fulfils its statutory requirements in relation to Welsh Language Measure 2010 and the Welsh Language Commissioner by developing appropriate policies and actions and reviewing guidance and legislation in order to advise the Authority and Corporate Management accordingly.

1. To support colleagues across the Authority to implement the Welsh Language Standards, offering practical support in preparing the Compliance Strategies.
2. To provide advice and support to the Authority's departments, senior officers and Members on the implementation of the Language Standards. To attend meetings and conduct briefings for specific departments in order to deal with any enquiries.
3. To prepare reports and evidence to the Welsh Language Commissioner Office, as appropriate including the annual monitoring report
4. To lead and advise the cross departmental Welsh Language Working Group and to development of a forward work programme for the group
5. To develop and coordinate new learning and development opportunities including Welsh Language awareness courses
6. To monitor and address any complaints, compliments or comments in relation to the Welsh Language Scheme and support departments in their responses working in close collaboration with the Corporate Complaints & Compliments Team.
7. To work with the local Menter Iaith in the positive promotion of the language within & outside of the Authority.
8. Any other duty, appropriate to the grade and nature of the post, as required by the Chief Executive.