Proffil Swydd/Job Profile

Teitl y Swydd – Teitl swydd Cymraeg

Post Title – English Post Title

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| Adran | Enw Adran Cymraeg |
| Department | English Department Name |

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| Is-Adran/Adain | Is-Adran/Adain Cymraeg |
| Division/Section | English Division/Section |

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| Gradd/Grade | Rhowch gradd/ enter grade |

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| Rhif y Swydd/Post Number | Rhowch rhif swydd/ Enter post number |

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| Paratowyd Gan/Prepared By | Rhowch eich enw/enter your name |

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| Dyddiad/Date | Rhowch y dyddiad/enter date |
| **Prif Ddiben y Swydd** | |
| Dylai hyn amlinellu'r rheswm pam mae'r swydd yn bodoli ac ni ddylai gynnwys mwy na dau i dri phrif bwynt allweddol. | |
| **Prif dasgau/cyfrifoldebau** | |
| Dylai hyn gynnwys y prif gyfrifoldebau.  Dylech gynnwys amcanion a chanlyniadau.  Peidiwch â rhoi gormod o fanylion.  Byddwch yn gryno.  Dylech ganolbwyntio ar beth a pham yn hytrach na sut y gwneir y swydd.  Dylai hyd at 8 prif dasg/cyfrifoldeb fod yn ddigon i ddisgrifio'r swydd.  Dylech sicrhau ei fod yn hawdd i'r ymgeisydd neu ddeiliad y swydd ei ddarllen.  Dylech osgoi defnyddio'r canlynol:  Iaith sy'n cyfeirio at ryw, e.e. ef/hi  Geiriau fel “iau”, “is”. | |
| **Yn gyfrifol am staff/offer** | |
| Cyllideb £  Staff (niferoedd a theitlau'r swyddi)  Gwerth yr offer, e.e. cerbyd, ac ati. £ a chyfrifoldeb llawn/ar y cyd? | |
| **Yn atebol i** | |
| Nodwch deitl swydd y Rheolwr Llinell | |

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| **Meini Prawf** | **Hanfodol** |
| **Cymwysterau /**  **Hyfforddiant galwedigaethol /**  **Aelodaeth Broffesiynol** | Cysylltwch â'ch Ymgynghorydd Adnoddau Dynol i gael cymorth  Dylech gynnwys yr hyn sydd ei angen i wneud y swydd yn unig  Peidiwch â gosod lefelau cymwysterau yn rhy uchel  Peidiwch â chadw at gymwysterau'r Deyrnas Unedig |
| **Y sgiliau sy'n ymwneud â'r swydd /**  **Galluoedd** | Cyfeiriwch at y prif dasgau/cyfrifoldebau ar gyfer y swydd  e.e. Sgiliau o ran ysgrifennu adroddiadau  Sgiliau dadansoddi ariannol  Sgiliau TG |
| **Gwybodaeth** | A oes angen gwybodaeth arbenigol?  Gwybodaeth ddeddfwriaethol?  Dylech gynnwys yr hyn sydd ei angen i wneud y swydd yn unig |
| **Profiad** | Math a lefel  Diffiniwch y galluoedd yn hytrach na defnyddio hyd y profiad |
| **Rhinweddau personol** | e.e. Hunan-gymhelliad |
|  | **Dymunol** |
|  | Yn y fan hon, ychwanegwch unrhyw beth nad yw'n ofyniad hanfodol. |

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| **Sgiliau Iaith /**  **Cyfathrebu**  [Pa lefel ydych chi?](https://www.carmarthenshire.gov.wales/media/1218857/lefelau-levels.pdf) | **Sgiliau Llafar** | **Sgiliau Ysgrifennu** |
| Cymraeg | Nodwch lefel o 1 i 5 | Nodwch lefel o 1 i 5 |
| Saesneg | Nodwch lefel o 1 i 5 | Nodwch lefel o 1 i 5 |
| Arall (nodwch) | Nodwch lefel. | Nodwch lefel |

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| **GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)** |
| Gall fod gwiriadau DBS yn ofynnol ar gyfer rhai swyddi lle bydd angen gweithio gyda phlant ac oedolion agored i niwed. Mae'r canlynol yn ofynnol ar gyfer y swydd hon: Nodwch y Gofyniad yn y Blychau. |

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| DIM ANGEN GWIRIAD DBS |  |
| **Adran A – y math o ddatgeliad** |  |
| DATGELIAD SAFONOL |  |
| DATGELIAD MANWL |  |
| DATGELIAD MANWL GAN WIRIO'R RHESTR WAHARDD |  |
| **Adran B – y math o weithlu** |  |
| Y GWEITHLU PLANT |  |
| Y GWEITHLU OEDOLION |  |
| Y GWEITHLU PLANT AC OEDOLION |  |
| GWEITHLU ARALL |  |

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| **Y RHESWM** |
| Gofynnwch i'ch Ymgynghorydd Adnoddau Dynol cyn penderfynu a yw Gwiriad DBS yn ofynnol ar gyfer y swydd hon. Cofnodwch eich rhesymau yma. |

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| **UNRHYW WYBODAETH ARALL** |
| Dylech gynnwys unrhyw wybodaeth berthnasol arall, megis gofynion teithio, cyfyngiad gwleidyddol, gweithio y tu allan i oriau gwaith safonol, trefniadau cysgu i mewn, gweithio yn ystod y nos, aros galwad, ac ati. |

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| **Main Purpose of Job** |
| This should outline the reason why the job exists and should not be any more than two to three key points. |
| **Key tasks/responsibilities** |
| This should include key responsibilities.  Include objectives and outcomes  Don’t go into too much detail.  Keep it short and to the point.  Focus on what and why rather than how the job is done.  Up to 8 key tasks/responsibilities should be enough to describe the job.  Make it easy for the applicant or job holder to read.  Avoid the use of:  Gender specific language e.g. he/she  Words like “junior”, “subordinate”. |
| **Responsible for staff/equipment** |
| Budget £  Staff (numbers and job titles)  Equipment value e.g. vehicle, etc., £ and sole/joint responsibility?. |
| **Reporting to** |
| Insert Post title of Line Manager |

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| **Criteria** | **Essential** |
| **Qualifications/**  **Vocational training/**  **Professional Memberships** | Contact your HR Advisor for help  Only include what is required to do the job  Do not overstate qualification levels  Do not confine to UK qualifications |
| **Job Related Skills/**  **Competencies** | Refer to the key tasks/accountabilities for the job  E.g. Report writing skills  Financial analysis skills  IT skills |
| **Knowledge** | Is specialised knowledge required?  Legislative knowledge?  Only include what is required to do the job |
| **Experience** | Type and level  Define competencies rather than using length of experience |
| **Personal qualities** | E.g. Self motivated |
|  | **Desirable** |
|  | Anything other than an essential requirement, please add it here. |

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| **Language/**  **Communication Skills**  [What level are you?](https://www.carmarthenshire.gov.wales/media/1218857/lefelau-levels.pdf) | **Spoken Level** | **Written level** |
| Welsh | Indicate Level 1 – 5 | Indicate Level 1 – 5 |
| English | Indicate Level 1 – 5 | Indicate Level 1 – 5 |
| Other (please State) | Indicate Level | Indicate Level |

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| **DISCLOSURE AND BARRING SERVICES (DBS) CHECKS** |
| DBS Checks may be required for certain posts which work with children and vulnerable adults. This post requires: Indicate requirement in boxes |

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| NO DBS CHECK REQUIRED |  |
| **Section A – type of disclosure** |  |
| STANDARD DISCLOSURE |  |
| ENHANCED DISCLOSURE |  |
| ENHANCED DISCLOSURE WITH BARRED LIST CHECK |  |
| **Section B – workforce type** |  |
| CHILD WORKFORCE |  |
| ADULT WORKFORCE |  |
| CHILD AND ADULT WORKFORCE |  |
| OTHER WORKFORCE |  |

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| **JUSTIFICATION** |
| Please refer to your HR Advisor before deciding whether this post requires a DBS Check. Record your reasons here |

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| **ANY OTHER INFORMATION** |
| Please include any other relevant information such as travel requirements, political restriction, work outside standard working hours, sleeping in arrangements, night working, standby etc**.** |