Disgrifiad Swydd

Teitl y Swydd	Rheolwr Technegol
Gwasanaeth	Economi ac Adfywio
Graddfa	12
Pwynt/iau Cyflog	35-37
Cyflog	£43,421 - £45,441 pro rata
Pwrpas y Swydd	Darparu uwch arweinyddiaeth a rheolaeth o wasanaeth darparu ymgynghoriadau technegol Canolfan Bwyd Cymru (FCW) i'r sector Bwyd a Diod (F&D), gan gynnwys gweithrediad cyffredinol cyfleuster Ymchwil a Datblygu (R&D). Gweithio ochr yn ochr â Rheolwr Gweithrediadau Busnes, rhanddeiliaid y diwydiant a'r sector cyhoeddus i adnabod a datblygu rhaglenni gwaith a gweithgarwch trosglwyddo gwybodaeth sydd wedi'u hariannu ac yn fasnachol.
Lleoliad	Canolfan Bwyd Cymru, Horeb Bydd gofyn i ddeiliaid y swydd hefyd fynychu lleoliadau eraill y tu allan i oriau gwaith, yn ôl y gofyn. Bydd y rôl yn cynnwys rhywfaint weithio dan amodau gwaith poeth, oer a swnllyd. Bydd ffôn symudol, sgrîn a gliniadur yn cael eu darparu er mwyn galluogi cyflawni gwaith y tu allan i'r swyddfa.
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Cyfnod Penodedig
Teitl swydd y Rheolwr Llinell	Rheolwr Canolfan
Cyfrifoldebau Goruchwylio / Rheoli	Cyfrifoldeb rheoli llinell am y swyddogaeth dechnegol, datblygu'r gadwyn gyflenwi a rheoli cyfleusterau (12 aelod o staff).
Atebolrwydd	• Rheoli perfformiad y swyddogaeth dechnegol i ddarparu ansawdd a gweithgarwch trosglwyddo gwybodaeth cynhwysfawr. • Rheoli a chyfarwyddo lefelau priodol o adnoddau staffio a chorfforol i fodloni gofynion cleientiaid y sector Bwyd a Diod. • Cydweithio a datblygu cysylltiadau a perthnasoedd buddiol gyda rhanddeiliaid allanol.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Penodol hyd at 30 Mehefin 2025

Dyletswyddau a chyfrifoldebau

Rheoli Prosiect
- Rheoli datblygiad a chyflawniad prosiectau trosglwyddo gwybodaeth o fewn yr amserlen a'r gyllideb a nodir, er mwyn cyflawni allbynnau targed.
- Gwirio systemau data monitro ac adrodd effeithiol gadarn.

Rheoli Adnoddau

- Rheolaeth o gyfleuster R&D FCW a sicrhau cydymffurfiaeth gyda'r holl ofynion deddfwriaethol sy'n ymwneud â iechyd a diogelwch a diogelwch bwyd.
- Gweithio gyda thîm FCW i hwyluso a chefnogi digwyddiadau rhithiol ac mewn person.
- Rheoli elfennau penodol o gyllid refeniw FCW.

Rheoli Perfformiad
- Creu diwylliant o welliant parhau o fewn y tîm.
- Cymhwyso data sganio gorwelion i gyfarwyddo DPP a rhaglenni hyfforddi technegol effeithiol a chyfredol.
- Darparu darpariaeth gwasanaeth technegol gyfredol.
- Datblygu perthnasoedd a chysylltu â phrif sectorau ar draws cadwyn gyflenwi Bwyd Amaeth.
- Dilysu ansawdd ac effeithiolrwydd cymorth ymgynghori technegol i'r sector F&D.

Adrodd ac Atebolrwydd
- Adnabod a chyflwyno i uwch gyfleoedd rheoli i wneud y mwyaf o wasanaethau cymorth masnachol ac wedi'u hariannu i'r sector F&D.
- Gweithredu fel arweinydd technegol ar gyfer Cyfrifon Gweithgynhyrchu Bwyd Allweddol mawr, gan ddatblygu cysylltiadau ar draws cadwyn gyflenwi gyfan o Amaethyddiaeth i Fan-werthwyr.

Cyffredinol
- Mabwysiadu'r safonau uchaf o ran ansawdd, cywirdeb ac effeithlonrwydd
- Ymgymryd ag unrhyw ddyletswyddau eraill a allai fod yn briodol i gyflawni amcanion y swydd, sy'n gymesur â chyflog, gradd a gallu deiliad y swydd.
- Bod yn gyfrifol a chymryd gofal rhesymol am Iechyd, Diogelwch a Lles personol a gweithwyr eraill
- Hyrwyddo a chadw at Bolisi Cyfle Cyfartal y Cyngor
- Cydymffurfio â'r Ddeddf Diogelu Data bob amser.

Cyfeirnod at Ddibenion Gwerthuso Swyddi	JD 1737-01

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Gradd neu gymhwyster cyfatebol mewn Gwyddor Bwyd neu Dechnoleg Bwyd neu ddisgyblaeth wyddonol briodol. HACCP Lefel 4 FSM Lefel 4	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: **Lefel 3** Darllen: **Lefel 2** Ysgrifennu: **Lefel 2**	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: **Lefel 5** Darllen: **Lefel 5** Ysgrifennu: **Lefel 5**	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd o fewn dwy flynedd i benodiad
Sgiliau Ymarferol / Personol	Hunan-gymhelliant, yn gallu gweithio heb oruchwyliaeth a bod ag awydd cryf i annog diwylliant o welliant parhaus. Y gallu i reoli a goruchwylio'n effeithiol o dan fenter ei hun, a gweithio dan bwysau i flaenoriaethu gwaith yn unol â hynny. Cyfathrebwr cryf ar draws pob uwch lefel sydd â thystiolaeth o allu i ymgysylltu â rhanddeiliaid yn effeithiol. Y gallu i reoli peryglon diogelwch bwyd a rheolaeth dechnegol. Yr awydd i gymell timau a datblygu staff allweddol, gan ddarparu cynlluniau olyniaeth glir. Cymhwyso meddwl creadigol i dasgau cymhleth a heriol. Sgiliau cyflwyno a siarad cyhoeddus rhagorol. Y gallu i ymdrin yn sensitif â materion cymhleth, dadleuol a chyfrinachol a llunio adroddiadau technegol cryno. TGCh llythrennog, hyderus gyda Word, PowerPoint, Excel a chronfeydd data perthnasol. Trwydded yrru lawn yn y Deyrnas Unedig.	

Profiad Hanfodol	Wedi bod mewn uwch-swydd rheolaeth dechnegol o fewn y Sector Bwyd a Diod am o leiaf 3 blynedd. Profiad a hanes i ymgysylltu'n dechnegol ar lefel uwch-reolwr ar draws cadwyn gyflenwi Bwyd a Diod. Gwybodaeth weithredol o ddeddfwriaeth fwyd gyfredol a safonau achredu trydydd parti. Profiad o ddatblygu, gweithredu a chynnal FSMS cadarn o fewn sector gweithgynhyrchu Bwyd a Diod y DU.

Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Parodrwydd i fynychu hyfforddiant perthnasol

Dymunol	
Cymwysterau / Hyfforddiant	Archwilydd Arweiniol Dyfarniad Lefel 3 mewn Addysg a Hyfforddiant Cymhwyster Rheoli Prosiect
Sgiliau Ymarferol / Personol	Profiad yn amrywio ar draws categorïau cynnyrch lluosog a disgyblaethau technegol. Wedi bod mewn uwch rôl rheoli technegol am dros 5 mlynedd. Profiad o weithio gyda mân-werthwyr mawr y Deyrnas Unedig. Profiad mewn prosesu cymhleth a dylunio cynnyrch.

Job Description

Post Name	Technical Manager
Service	Economy and Regeneration
Grade	12
Spinal Point/s	35-37
Salary	£43,421 - £45,441 pro rata
Job Purpose	Provide senior leadership and management of the FCW technical consultancy delivery service to the F&D sector, including overall operation of R&D facility. Work alongside the Business Operations Manager, industry and public sector stakeholders to identify and develop funded and commercial work programs and knowledge transfer activity.
Location	Food Centre Wales The post-holder will also be required to attend other locations and outside normal working hours as and when required. A mobile phone, screen and laptop will be provided to enable work to be undertaken outside the office base.
Hours of Work	37 hours per week
Type of Contract	Full-time
Contract Duration	Fixed Term
Line Managers Job Title	Agri Food Centre Manager
Supervisory/Managerial Responsibilities	Line management responsibility for the technical function, supply chain development and facilities management (12 staff)
Accountability	To performance manage the technical function to deliver a quality and comprehensive knowledge transfer activity. To manage and direct appropriate levels of staffing and physical resources to meet the requirement of F&D sector clients. To collaborate and develop beneficial external stakeholder links and relationships.
Contractual Terms Associated with the Post	Fixed until 30th June 2025

Duties and Responsibilities

Project Management

- Manage the development and delivery of knowledge transfer projects within timeframe and budget to achieve target outputs.
- Verify effective robust monitoring and reporting data systems.

Resource Management

- Management of the FCW R&D facility ensuring compliance with all health and safety and food safety legislative requirements.

- Working with the FCW team to facilitate and support virtual and in person events.
- Manage specific elements of the FCW revenue budget.

Performance Management

- Instill a culture of continuous improvement within the team.
- Apply horizon scanning data to direct effective and current technical CPD and training programs.
- Provide an up-to-date technical service provision.
- Develop relationships and liaise with main actors across the Agri Food supply chain.
- Validate quality and effectiveness of technical consultancy support to the F&D sector.

Reporting & Accountability

- Identify and present to senior management opportunities to maximise commercial and funded support services to the F&D sector.
- Act as technical lead for large Key Food Manufacturing Accounts, developing contacts across whole supply chain from Agriculture to Retailer.

General

- To adopt the highest standards of quality, accuracy, and efficiency
- To undertake such other duties as may be appropriate to achieve the objectives of the post, commensurate with the post holders salary, grade and ability.
- To be responsible and take reasonable care for the Health, Safety and Welfare of him/herself and other employees
- To promote and adhere to the council's Equal Opportunities Policy
- To adhere to the Data Protection Act at all times.

Job Evaluation Post Ref	JD 1737-01

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	Degree or equivalent qualification in Food Science or Food Technology or appropriate science discipline. HACCP Level 4 FSM Level 4	
Welsh Linguistic Skills	Listening/Speaking: **Level 3** Reading: **Level 2** Writing **Level 2**	The Welsh linguistic skills noted must be attained within two years of appointment
English Linguistic Skills	Listening/Speaking: **Level 5** Reading: **Level 5** Writing **Level 5**	The English linguistic skills noted must be attained within two years of appointment
Practical and personal skills	Self-motivated, able to work with minimum supervision and have a strong desire to drive a culture of continuous improvement. Ability to effectively manage and supervise under own initiative, and work under pressure prioritising work accordingly. Strong communicator across all levels of seniority with a proven ability of effective stakeholder engagement. Ability to manage food safety and technical management risks. Desire to motivate teams and develop key staff, providing clear succession plans. Adept at applying creative thinking to complex and challenging tasks. Excellent presentation and public speaking skills. Ability to deal sensitively with complex, controversial and confidential issues and compile concise technical reports. ICT literate, confident with Word, PowerPoint, Excel and relevant databases. Full UK driving license.	

Required Experience	Held a senior technical management role within the F&D Sector for a minimum of 3 years. Experience and track record to engage technically at senior management level across the F&D supply chain. Working knowledge of current food legislation and 3rd party accreditation standards. Experience developing, implementing and maintaining robust FSMS within the UK F&D manufacturing sector.

Training/education required to be undertaken for the post/worked towards	Willingness to attend relevant training

Desirable	
Qualifications / Training	Lead Auditor Level 3 Award in Education and Training Project Management Qualification
Practical / Personal Skills	Experience ranging across multiple product categories and technical disciplines. Held senior technical management role for over 5 years. Experience of working with UK major retailers. Experience in complex process and product design.