

Disgrifiad Swydd

Teitl y Swydd	Technolegydd Bwyd Cynorthwyol
Gwasanaeth	Economi ac Adfywio
Graddfa	8
Pwynt/iau Cyflog	18 - 22
Cyflog	£29,269 - £31,364 pro rata
Pwrpas y Swydd	Bydd deiliad y swydd yn rhoi cyngor a chymorth technegol i gleientiaid ac yn monitro systemau yn yr adeilad Arloesi Bwyd.
Lleoliad	Canolfan Bwyd Cymru, Parc Busnes Horeb, Llandysul Bydd yn ofynnol i ddeiliad y swydd weithio mewn lleoliadau eraill hefyd a gweithio y tu allan i oriau gwaith arferol fel a phan fydd angen e.e. ymweliadau â safleoedd ffatri, ymchwil cysylltiedig â bwyd, datblygu a hyfforddi. Darperir gliniadur a ffôn symudol er mwyn i chi allu gweithio y tu allan i'r swyddfa. Bydd yn ofynnol i ddeiliad y swydd weithio o dan amodau amgylcheddol annymunol a bydd dillad amddiffynnol yn cael eu cyflenwi ar gyfer hynny. Mae hyn yn debygol o ddigwydd yn wythnosol.
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Cyfnod Penodedig
Teitl swydd y Rheolwr Llinell	Uwch Dechnolegydd Bwyd
Cyfrifoldebau Goruchwylio / Rheoli	Bydd yn ofynnol i ddeiliad y swydd orchwylio cleientiaid a chontractwyr allanol pan fyddant yn gweithio yn yr adeilad Arloesi Bwyd (dyddiol/wythnosol).
Atebolrwydd	Bydd rhaid i ddeiliad y swydd gydweithio'n agos â thîm Canolfan Bwyd Cymru, a bydd angen delio â materion sensitif a chyfrinachol. Bydd deiliad y swydd yn atebol am offer cysylltiedig â gwaith - h.y. gliniadur.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Penodol hyd at 30 Mehefin 2025

Dyletswyddau a chyfrifoldebau

- Cynorthwyo'r technolegwyr bwyd i gynllunio a chyflenwi datblygiadau cynnyrch newydd, ailffurfio ac ychwanegu gwerth gyda chleientiaid busnes.
- Gwirio a gwella gweithdrefnau diogelwch a sicrhau ansawdd yn yr adeilad Arloesi Bwyd.
- Cefnogi gwaith y Tîm Technoleg Bwyd.
- Paratoi cynigion ar gyfer gwaith datblygu prosiect.
- Paratoi adroddiadau i'w defnyddio gan gleientiaid a'r Ganolfan.
- Llunio, gwirio a chymeradwyo manylebau a labelu cynnyrch.
- Cyflwyno a chynorthwyo i ddarparu cyrsiau hyfforddi, seminarau a gweithdai - gall y rhain fod yn ymarferol ac yn ddamcaniaethol.
- Cadw cofnodion a dogfennau ar gyfer olrhain a monitro'r gwaith a wnaed.
- Cynrychioli'r Ganolfan Bwyd mewn digwyddiadau hyrwyddo ac arddangosfeydd.
- Ysgogi diddordeb ym maes datblygu cynnyrch bwyd.
- Hyrwyddo datblygu cyfleusterau'r Parc Busnes a chyfleoedd yng Nghanolfan Bwyd Cymru. 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 lechyd, 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

JD898

Manyleb Person

Gofynnol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Addysg hyd at safon gradd neu'r cyfwerth mewn Technoleg Bwyd neu bwnc cysylltiedig. Lefel 3 HACCP
Sgiliau Ieithyddol Cymraeg	Gwranddo/Siarad: Lefel 2 Darllen: Lefel 1 Ysgrifennu: Lefel 1 Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad
Sgiliau Ieithyddol Saesneg	Gwranddo/Siarad: Lefel 5 Darllen: Lefel 4 Ysgrifennu: Lefel 4 Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd o fewn dwy flynedd i benodiad
Sgiliau Ymarferol / Personol	Diddordeb go iawn mewn gwyddoniaeth a sut y caiff ei chymhwyso i fwyd a diod. Ymagwedd ymarferol at ddatrys problemau. Safonau uchel o lendid a'r gallu i ddilyn rheolau hylendid caeth. Sgiliau rhyngpersonol da i ddelio â phobl ar bob lefel. Gallu rhoi cyngor ac arweiniad clir a chryno yn ysgrifenedig ac ar lafar. Gallu ardderchog i roi sylw i fanylion. Gallu gweithio mewn tîm ac ymdopi â blaenoriaethau sy'n newid a rheoli amser yn effeithiol. Gallu delio â gwybodaeth fasnachol gyfrinachol. Sgiliau TG da.
Profiad Hanfodol	2 flynedd o brofiad mewn disgyblaeth dechnegol ym maes gweithgynhyrchu bwyd. Profiad o HACCP, prosesau Datblygu Cynnyrch Newydd, Deddfwriaeth Bwyd ac egwyddorion Diogelwch Bwyd. Gwybodaeth ymarferol o systemau achredu trydydd parti.
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Parodrwydd i fynychu hyfforddiant technoleg bwyd perthnasol.

Dymunol

Cymwysterau / Hyfforddiant	Cymhwyster archwiliwr mewnol.
Sgiliau Ymarferol / Personol	Profiad o weithio gydag adwerthwyr.

Job Description

Post Name	Assistant Food Technologist
Service	Economy and Regeneration
Grade	8
Spinal Point/s	18 - 22
Salary	£29,269 - £31,364 pro rata
Job Purpose	The post holder will provide technical advice and assistance to clients and monitor systems in the Food Innovation building.
Location	<p>Food Centre Wales, Horeb</p> <p>The post-holder will also be required to attend other locations and outside normal working hours as and when required.</p> <p>The role will include some exposure to hot, cold and noisy working conditions</p> <p>A mobile phone, screen and laptop will be provided to enable work to be undertaken outside the office base.</p>
Hours of Work	37 hours per week
Type of Contract	Full-time
Contract Duration	Fixed Term
Line Managers Job Title	Senior Food Technologist
Supervisory/Managerial Responsibilities	Postholder is required to supervise clients and external contractors when working in the Food Innovation building (daily/weekly occurrence)
Accountability	<p>The post holder will need to work closely with the FCW team, and will need to be able to deal with sensitive and confidential issues.</p> <p>Will be required on occasions to work unsupervised.</p>
Contractual Terms Associated with the Post	Fixed until 30 th June 2025

Duties and Responsibilities

- To assist the food technologists in the planning and delivery of new product development, reformulation and adding value with business clients.
- Checking and improving safety and quality control procedures in the Food Innovation building.
- To support the work of the food technologists.
- Prepare proposals for project development work.
- Prepare reports for use by clients and the Centre
- Compiling, checking and approving product specifications and labelling
- Presenting and assisting in delivery of training courses, seminars and workshops – these may be practical and theoretical
- Maintaining records and documentation for tracking and monitoring of work undertaken.
- To represent the Food Centre at promotional events and exhibitions
- To stimulate interest in food product development.
- To promote the development of the Business Park facilities and opportunities at food Centre Wales.

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

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Person Specification

Essential					
Academic / Professional / Technical / Vocational Qualifications	Educated to degree standard or equivalent in a Food Technology or related subject Level 3 HACCP				
Welsh Linguistic Skills	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Listening/Speaking: Level 2</td> <td rowspan="3" style="width: 40%;">The Welsh linguistic skills noted must be attained within two years of appointment</td> </tr> <tr> <td>Reading: Level 1</td> </tr> <tr> <td>Writing Level 1</td> </tr> </table>	Listening/Speaking: Level 2	The Welsh linguistic skills noted must be attained within two years of appointment	Reading: Level 1	Writing Level 1
Listening/Speaking: Level 2	The Welsh linguistic skills noted must be attained within two years of appointment				
Reading: Level 1					
Writing Level 1					
English Linguistic Skills	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">Listening/Speaking: Level 5</td> <td rowspan="3" style="width: 40%;">The English linguistic skills noted must be attained within two years of appointment</td> </tr> <tr> <td>Reading: Level 4</td> </tr> <tr> <td>Writing Level 4</td> </tr> </table>	Listening/Speaking: Level 5	The English linguistic skills noted must be attained within two years of appointment	Reading: Level 4	Writing Level 4
Listening/Speaking: Level 5	The English linguistic skills noted must be attained within two years of appointment				
Reading: Level 4					
Writing Level 4					
Practical and personal skills	<p>A genuine interest in science and how it is applied to food and drink</p> <p>Practical approach to problem solving</p> <p>High standards of cleanliness and the ability to adhere to strict hygiene rules</p> <p>Good interpersonal skills dealing with people at all levels</p> <p>Ability to give clear and concise advice and guidance in both written and verbal form</p> <p>Excellent attention to detail</p> <p>Team orientated with the ability to cope with changing priorities and manage time effectively</p> <p>Ability to deal with confidential commercial information</p> <p>ICT literate, confident with Word, PowerPoint, Excel and relevant databases.</p> <p>Full UK driving license.</p>				
Required Experience	<p>2 years experience within a technical discipline in food manufacturing</p> <p>Experience of HACCP, NPD processes, Food Legislation and Food Safety principles</p> <p>Working knowledge of 3rd party accreditation systems</p>				
Training/education required to be undertaken for the post/worked towards	Willingness to attend relevant food technology training				

Desirable	
Qualifications / Training	Internal Auditor
Practical / Personal Skills	Experience working with retailers