

# Disgrifiad Swydd

Teitl y Swydd	Cydlynnydd Cyfleusterau
Gwasanaeth	Economi ac Adfywio
Graddfa	10
Pwynt/iau Cyflog	28-30
Cyflog	£36,648 - £38,223
Pwrpas y Swydd	Goruchwyliaeth weithredol o'r cyfleuster Ymchwil a Datblygu a'r unedau Deori o fewn ystâd Canolfan Bwyd Cymru i fodloni gofynion deddfwriaethol iechyd a diogelwch bwyd.
Lleoliad	Canolfan Bwyd Cymru  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 Technegol
Cyfrifoldebau Goruchwylio / Rheoli	Goruchwylio cleientiaid Ymchwil a Datblygu masnachol.  Rhoi gwybod am faterion i uwch reolwyr.
Atebolrwydd	Manteisio i'r eithaf ar y cyfleuster Ymchwil a Datblygu ar gyfer gweithgarwch masnachol, hyfforddiant a throsglwyddo gwybodaeth wrth sicrhau bod yr holl ofynion deddfwriaethol iechyd a Diogelwch a Diogelwch Bwyd yn cael eu bodloni.  Sicrhau cynnal a chadw unedau deori gwag.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Penodol hyd at 30 Mehefin 2025

## Dyletswyddau a chyfrifoldebau

### Rheoli Adnoddau

- Monitro ac adrodd y rhaglenni rhagofyniad
- Cydlynu defnydd cleientiaid masnachol o ddydd i ddydd
- Cydlynu o dyddiol gyda thîm technegol i reoli dyraniad cyfleuster ar gyfer gweithgarwch anfasnachol
- Cynnal safonau hylendid a chynnal a chadw arfer gorau, mewnol ac allanol.
- Datblygu a chynnal rhaglen cynnal a chadw ataliol ar gyfer offer, ffabrig adeiladu a phlanhigion.
- Cysylltu ag ystadau CCC a staff cynnal a chadw yn ôl yr angen i gynllunio a blaenoriaethu cymorth contractwyr.
- Rheoli stoc, cynnal ac archebu'r holl ddeunyddiau traul.
- Cynnal ac archifo cofnodion a dogfennau sy'n gysylltiedig â rhaglenni rhagofynnol.
- Adolygiad rheolaidd o weithgarwch gweithredol a phlanhigion i sicrhau'r gwerth gorau am arian.

- Cynllunio, goruchwyllo ac arwyddo gwaith contractwr cynnal a chadw allanol wedi'i drefnu a heb ei drefnu.
- Ar y cyd â'r tîm technegol, datblygu amserlen gwariant cyfalaf parhaus.
- Bod yng ngofal trefnu cau'r safle a ac ail-drefnu'r safle gan leihau aflonyddwch i weithrediadau.
- Cydlynu samplau labordy a chasglu ar gyfer cleientiaid.
- Rheoli gweithgarwch Nwyddau Mewn a Nwyddau Allan, gan gynnwys rheoli stoc cleientiaid.

#### Rheoli Perfformiad

- Hybu a gwneud y defnydd gorau o gapasiti cyfleuster Ymchwil a Datblygu.
- Nodi ac adrodd am ffyrdd newydd posibl o gynyddu incwm o'r cyfleuster Ymchwil a Datblygu.
- Goruchwyllo monitro ac archebu traul.

#### Adrodd ac Atebolrwydd

- Cynnal cofnod o gamau gweithredu rhagorol a datblygu mecanwaith adrodd misol
- Nodi, blaenoriaethu ac adrodd am gamau sy'n ymwneud ag lechyd a Diogelwch neu Ddiogelwch Bwyd.
- Cyfathrebu â chleientiaid masnachol i reoli disgwyliadau a hwyluso cynllunio o flaen llaw.
- Cysylltu â Chydlynnydd y Ganolfan i gynnal unedau deori gwag.
- Trefnu cyfarfodydd rheolaidd gyda chleientiaid deori i nodi materion posibl.

#### 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.

# Manyleb Person

Gofynnol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Addysgwyd i lefel Gradd neu lefel gyfatebol Lefel 3 FSM Lefel 3 HACCP Wedi cymhwyso mewn Cymorth Cyntaf
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: <b>Lefel 3</b> Darllen: <b>Lefel 2</b> Ysgrifennu: <b>Lefel 2</b> Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: <b>Lefel 5</b> Darllen: <b>Lefel 4</b> Ysgrifennu: <b>Lefel 4</b> 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 neu fel rhan o dîm. Sgiliau cyfathrebu a rhyngpersonol da. Yn drefnus, rheolaidd ac yn llawn cymhelliant. Gallu cyflawni amrywiaeth o dasgau a chwrdd â therfynau amser mewn amgylchedd sy'n newid yn gyflym. Gallu ymarferol i gyflawni tasgau cynnal a chadw arferol sylfaenol. Gallu profedig i ddatblygu a chynnal gweithdrefnau monitro cadarn a chynhyrchu cofnodion cywir. Meithrin diwylliant o welliant parhaus o fewn y gweithrediad Ymchwil a Datblygu a chyda chleientiaid. TGCh llythrennog, hyderus gyda Word, PowerPoint, Excel a chronfeydd data perthnasol. Trwydded yrru lawn y Deyrnas Unedig.
Profiad Hanfodol	Profiad o weithio mewn amgylchedd gweithgynhyrchu bwyd am dros 5 mlynedd. Profiad o oruchwyllo mewn gweithrediad prosesu bwyd. Profiad o gynnal a datblygu rhaglenni rhagofyniad safle i fodloni safonau achredu deddfwriaethol a 3ydd 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	COSHH IOSHH
Sgiliau Ymarferol / Personol	Profiad peirianeg ymarferol mewn amgylchedd gweithgynhyrchu bwyd.

## Job Description

Post Name	Facilities Co-Ordinator
Service	Economy and Regeneration
Grade	10
Spinal Point/s	28-30
Salary	£36,648 - £38,223
Job Purpose	Operational oversight of the R&D facility and Incubator units within the FCW estate to meet health and safety and food safety legislative requirements.
Location	<p>Food Centre Wales</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	Technical Manager
Supervisory/Managerial Responsibilities	<p>Supervision of commercial R&amp;D clients.</p> <p>Report issues to senior management.</p>
Accountability	<p>Maximise use of the R&amp;D facility for commercial, training and knowledge transfer activity whilst ensuring all Health and Safety and Food Safety legislative requirements are met.</p> <p>Ensure maintenance of unoccupied incubator units.</p>
Contractual Terms Associated with the Post	Fixed until 30 <sup>th</sup> June 2025

### Duties and Responsibilities

#### Resource Management

- Monitoring and reporting of the prerequisite programs
- Day to day co-ordination of commercial client usage
- Day to day co-ordination with technical team to manage facility allocation for non commercial activity
- Maintenance of best practice hygiene and housekeeping standards, internal and external.
- Develop and maintain a preventative maintenance program for equipment, building fabric and plant.
- Liaise with CCC estates and maintenance staff as required to plan and prioritise contractor support.
- Stock control, management and ordering of all consumable materials.
- Maintain and archive records and documents associated with prerequisite programs.
- Regular review of operational activity and plant to ensure best value for money.

- Plan, supervise and sign off external scheduled and non scheduled maintenance contractor works.
- In conjunction with the technical team develop an ongoing capital expenditure schedule.
- Manage a scheduled shut down and site recondition to minimise disruption to operations.
- Coordinate laboratory samples and pick up for clients.
- Manage Goods In and Goods Out activity, including client stock control.

#### Performance Management

- Boost and optimise capacity utilisation of R&D facility.
- Identify and report potential new ways of maximising income from R&D facility.
- Oversee consumables monitoring and ordering.

#### Reporting & Accountability

- Maintain log of outstanding actions and develop monthly reporting mechanism
- Identify, prioritise and report actions relating to Health and Safety or Food Safety.
- Communicate with commercial clients to manage expectations and facilitate forward planning.
- Liaise with Centre Co-Ordinator to maintain unoccupied incubator units.
- Schedule regular meetings with incubator clients to identify potential issues.

#### 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 1738-01

# Person Specification

Essential								
Academic / Professional / Technical / Vocational Qualifications	Educated to Degree or equivalent level Level 3 FSM Level 3 HACCP Qualified First Aider							
Welsh Linguistic Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Listening/Speaking:</td> <td style="text-align: center;"><b>Level 3</b></td> <td rowspan="3" style="width: 40%; vertical-align: top;">The Welsh linguistic skills noted must be attained within two years of appointment</td> </tr> <tr> <td>Reading:</td> <td style="text-align: center;"><b>Level 2</b></td> </tr> <tr> <td>Writing</td> <td style="text-align: center;"><b>Level 2</b></td> </tr> </table>	Listening/Speaking:	<b>Level 3</b>	The Welsh linguistic skills noted must be attained within two years of appointment	Reading:	<b>Level 2</b>	Writing	<b>Level 2</b>
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Writing	<b>Level 2</b>							
English Linguistic Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Listening/Speaking:</td> <td style="text-align: center;"><b>Level 5</b></td> <td rowspan="3" style="width: 40%; vertical-align: top;">The English linguistic skills noted must be attained within two years of appointment</td> </tr> <tr> <td>Reading:</td> <td style="text-align: center;"><b>Level 4</b></td> </tr> <tr> <td>Writing</td> <td style="text-align: center;"><b>Level 4</b></td> </tr> </table>	Listening/Speaking:	<b>Level 5</b>	The English linguistic skills noted must be attained within two years of appointment	Reading:	<b>Level 4</b>	Writing	<b>Level 4</b>
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Reading:	<b>Level 4</b>							
Writing	<b>Level 4</b>							
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	<p>COSHH</p> <p>IOSHH</p>
Practical / Personal Skills	Practical engineering experience within a food manufacturing environment.