Disgrifiad Swydd

Teitl y Swydd	Technolegydd Bwyd Uwch
Gwasanaeth	Economi ac Adfywio
Graddfa	11
Pwynt/iau Cyflog	32 – 34
Cyflog	£40,221 - £42,403
Pwrpas y Swydd	Goruchwylio'r tîm technegol er mwyn sicrhau cymorth i unigolion, cwmnïau a sefydliadau, gan geisio helpu gyda phob agwedd ar gynhyrchu bwyd Hyrwyddo'r cyfleusterau sydd ar gael yn CBC ar gyfer gwaith ymchwil, datblygiad a hyfforddiant sy'n ymwneud â bwyd
Lleoliad	Canolfan Bwyd Cymru, Horeb, Llandysul Bydd gofyn i ddeiliad y swydd fynychu lleoliadau eraill hefyd a gweithio y tu allan i oriau gwaith arferol yn ôl y gofyn. Bydd y rôl yn cynnwys rhywfaint o waith mewn amodau poeth, oer a swnllyd Darparir ffôn symudol, sgrin a gliniadur er mwyn gallu cyflawni gwaith y tu hwnt 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	Cyfrifoldeb rheoli llinell dros y swyddogaeth dechnegol (9 aelod o staff)
Atebolrwydd	Yn gyfrifol am ddatblygu a darparu arbenigedd dechnegol am gynhyrchu bwyd ar gyfer y sector Bwyd a Diod yng Nghymru trwy gyfrwng mecanweithiau masnachol ac a ariannir Cydweithio a meithrin perthnasoedd a chysylltiadau buddiol gyda rhanddeiliaid allanol.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Penodol hyd at 30 Mehefin 2025

Dyletswyddau a chyfrifoldebau

Rheoli Prosiect

- Cyfrifoldeb dros oruchwylio a monitro dyluniad, datblygiad a gweithgarwch cynhyrchu prosesau, cynhyrchion a systemau NPD yn unol â deddfwriaeth a safonau ansawdd presennol.
- Cyflawni gwaith i ddadansoddi bylchau (yn erbyn Safon Technegol) ar safle cwmni er mwyn nodi anghenion technegol a chytuno ar gynlluniau gwaith i'w gweithredu.
- Cysylltu â phob sector yn y gadwyn gyflenwi bwyd a diod (Micro, Busnesau Bach a Chanolig a sefydliadau mawr) i gyflawni gweithgareddau dilysu ar safle cwmnïau er mwyn cynorthwyo

wrth gyflawni prosiectau a chytuno ar gynlluniau gweithredu ar gyfer gwelliant parhaus, er mwyn bodloni amcanion technegol y busnes.

- Cynllunio a darparu gweithgarwch trosglwyddo gwybodaeth trwy gyfrwng gweithdai, digwyddiadau a mentora / hyfforddiant.

Rheoli Adnoddau

- Gweithio gyda thîm CBC i hwyluso a chynorthwyo digwyddiadau rhith a wyneb yn wyneb. Goruchwylio'r technolegwyr i ddarparu gweithgarwch trosglwyddo gwybodaeth cynhwysfawr ac o ansawdd.
- Goruchwylio lefelau staffio ac adnoddau ffisegol er mwyn bodloni gofynion cleientiaid o'r sector Bwyd a Diod.
- Cynorthwyo gweithgarwch i recriwtio a dethol staff technegol, caffael offer a gwasanaethau
- Datblygu a chynnal gweithdrefnau gweithredol safonol ac arferion gwaith ar gyfer CBC

Rheoli Perfformiad

- Cynnig y ddarpariaeth gwasanaeth technegol diweddaraf.
- Cynnal systemau monitro prosiect gan gydymffurfio ag allbynnau ac amcanion prosiect

Adrodd ac Atebolrwydd

- Nodi a chyflwyno cyfleoedd i reolwyr uwch fanteisio i'r eithaf ar y gwasanaethau cymorth masnachol ac a ariannir ar gyfer y sector Bwyd a Diod.
- Cyflawni rôl arweinydd technegol ar gyfer Cyfrifon SME, gan ddatblygu cysylltiadau ar draws y gadwyn gyflenwi gyfan gwbl, o Amaethyddiaeth i'r Manwerthwr.
- Cyfrifoldeb dros ddilysu ac adrodd am brosiectau technegol er mwyn sicrhau bod allbynnau yn unol â gofynion cytunedig y diwydiant a Llywodraeth Cymru

Cyffredinol

- Mabwysiadu'r safonau uchaf o ran ansawdd, cywirdeb ac effeithlonrwydd
- Cyflawni dyletswyddau eraill sy'n briodol er mwyn cyflawni amcanion y swydd, sy'n cyd-fynd â chyflog, gradd a gallu deiliad y swydd.
- Bod yn gyfrifol am a chymryd gofal rhesymol dros Iechyd, Diogelwch a Lles eich hunan a chyflogeion eraill
- Hyrwyddo a chydymffurfio â Pholisi Cyfle Cyfartal y cyngor
- Cydymffurfio â'r Ddeddf Diogelu Data bob amser.

Cyfeirnod at Ddibenion Gwerthuso Swyddi	TEC 050

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Gradd neu gymhwyster cyfatebol ym maes Gwyddor Bwyd neu Dechnoleg Bwyd neu ddisgyblaeth gwyddor 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 4** Ysgrifennu: **Lefel 4**	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd o fewn dwy flynedd i benodiad
Sgiliau Ymarferol / Personol	Yn meddu ar gymhelliant personol, yn gallu gweithio yn unol â'r oruchwyliaeth leiaf. Yn gallu goruchwylio mewn ffordd effeithiol ar eich menter eich hun, a gweithio dan bwysau gan flaenoriaethu gwaith mewn ffordd briodol. Cyfathrebwr cryf Yn gallu rheoli risgiau rheoli technoleg a diogelwch bwyd. Dymuniad i gymell timau a datblygu staff allweddol. Yn gallu meddwl mewn ffordd greadigol wrth gyflawni tasgau cymhleth a heriol. Sgiliau cyflwyno a siarad cyhoeddus rhagorol. Yn gallu delio mewn ffordd sensitif â materion cymhleth, dadleuol a chyfrinachol a llunio adroddiadau technegol cryno. Yn hyddysg mewn cyfrifiadura, yn hyderus wrth ddefnyddio Word, PowerPoint, Excel a chronfeydd data perthnasol. Trwydded yrru lawn y DU.	
Profiad Hanfodol	Wedi cyflawni rôl dechnegol yn y Sector Bwyd a Diod am o leiaf 3 blynedd. Profiad o ymgysylltu mewn ffordd dechnegol ar lefel reoli uwch ar draws y gadwyn gyflenwi Bwyd a Diod. Gwybodaeth ymarferol o ddeddfwriaeth bwyd gyfredol a safonau achredu 3ydd parti. Profiad o ddatblygu, gweithredu a chynnal FSMS cadarn o fewn sector cynhyrchu 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
Sgiliau Ymarferol / Personol	Profiad sy'n rhychwantu disgyblaethau technegol a chategorïau cynnyrch lluosog. Profiad o weithio gydag adwerthwyr mawr y DU. Profiad mewn gweithgarwch prosesu a dylunio cynnyrch cymhleth.

Job Description

Post Name	Senior Food Technologist
Service	Economy and Regeneration
Grade	11
Spinal Point/s	32 - 34
Salary	£40,221 - £42,403
Job Purpose	To supervise the technical team to ensure assistance to individuals, companies and organisations seeking to help with all aspects of food manufacture To promote the facilities available at FCW for food related research, development and training
Location	Food Centre Wales, Horeb, Llandysul. The post-holder will also be required to attend other locations and outside normal working hours as and when required. The role will include some exposure to hot, cold and noisy working conditions 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	Technical Manager
Supervisory/Managerial Responsibilities	Line management responsibility for the technical function (9 staff)
Accountability	Responsible for the development and delivery of food manufacturing technical expertise for Welsh Food and Drink sector vis commercial and funded mechanisms 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

- Responsibility for the supervision and monitoring of the design, development and manufacture of NPD processes, products and systems in line with current legislation and quality standards.
- Perform gap analyses (against a Technical Standard) at company premises to identify technical needs and agree action plans for implementation.
- Liaise with all sectors of food and drink supply chain (Micro, SME & large organisations) to carry out verification activities at company premises to support project delivery and agree

action plans for continual improvement, in order to meet the technical objectives of the business.
- Design and deliver knowledge transfer activity through workshops, events and mentoring / training.

Resource Management
- Working with the FCW team to facilitate and support virtual and in person events.
- To supervise the technologists to deliver a quality and comprehensive knowledge transfer activity.
- To supervise levels of staffing and physical resources to meet the requirement of F&D sector clients.
- Support recruitment and selection of technical staff, procurement of equipment and services
- Develop and maintain standard operating procedures and working practices for FCW

Performance Management
- Provide an up-to-date technical service provision.
- Maintain project monitoring systems in compliance with project objectives and outputs

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 SME Accounts, developing contacts across whole supply chain from Agriculture to Retailer.
- Responsibility for the verification and reporting of technical projects to ensure outputs are in line with agreed industry and Welsh Government requirements

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	TEC 050

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 4** Writing **Level 4**	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 technical 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
Practical / Personal Skills	Experience ranging across multiple product categories and technical disciplines. Experience of working with UK major retailers. Experience in complex process and product design.