

Disgrifiad Swydd

Teitl y Swydd	Technolegydd Bwyd
Gwasanaeth	Economi ac Adfywio
Graddfa	Graddfa 10
Pwynt/iau Cyflog	28-30
Cyflog	£37,938 - £39,513 pro-rata
Pwrpas y Swydd	<p>Darparu cyngor technegol a chymorth i gleientiaid – boed yn unigolion, cwmnïau neu sefydliadau sy'n gofyn am gymorth gyda datblygu syniadau prosiect bwyd.</p> <p>Trefnu a chynllunio gweithgareddau a defnydd o'r adeilad ymchwil a datblygu.</p>
Lleoliad Gwaith Cytundebol	<p>Canolfan Bwyd Cymru, Horeb, Llandysul, Bydd hefyd yn ofynnol i ddeiliad y swydd fynychu lleoliadau eraill a thu allan i oriau gwaith arferol yn ôl yr angen.</p> <p>Bydd ffôn symudol, sgrin a gliniadur yn cael eu darparu i alluogi gwaith i gael ei wneud y tu allan i'r swyddfa.</p>
Oriau Gwaith	37awr 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 oruchwylio grwpiau o staff mewnol a chontractwyr allanol.
Atebolrwydd	<p>Bydd y swydd yn gofyn am rywun sy'n medru dangos meddwl blaengar gan fedru ymateb gyda dulliau ymarferol i ddatrys problemau.</p> <p>Dylai ymgeiswyr fedru symbylu eu hunain at waith a medru gweithio ar eu liwt eu hunain ac i amserau tynn gan adrodd yn ôl i gleientiaid a'r Ganolfan.</p>
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Penodol hyd at 30 Mehefin 2025

Dyletswyddau a chyfrifoldebau

Rheoli, trefnu a chynllunio gweithgareddau o ddydd i ddydd a defnydd o'r adeilad ymchwil a datblygu

- Darparu cyngor technegol i gleientiaid gan gynnwys polisi strategol a newidiadau gweithdrefnol ar gyfer CBC a gweithrediadau cleientiaid
- Paratoi argymhellion ar gyfer gwaith datblygu prosiect
- Paratoi adroddiadau i'w defnyddio gan gleientiaid a'r Ganolfan
- Cyflwyno a chynorthwyo yn y gwaith o ddarparu cyrsiau hyfforddi. Seminarau a gweithdai – yr ochr ymarferol a theori
- Cynnal cofnodion a dogfennau ar gyfer tracio a monitro'r gwaith i'w wneud
- Cynrychioli'r Ganolfan Fwyd mewn digwyddiadau ac arddangosiadau hyrwyddo
- Symbylu diddordeb mewn datblygu cynnyrch bwyd
- Hyrwyddo datblygu'r cyfleusterau Parc Busnes a'r cyfleoedd yn Horeb

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

JD 1779

Manyleb Person

Gofynnol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Addysg i lefel gradd neu debyg sef Gradd Technoleg Bwyd neu bwnc tebyg HACCP Lefel 3 FSM Lefel 3
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	Sgiliau rhyngbersonol ardderchog gan fedru delio â phobl ar bob lefel Ystod o ymatebion llawn dychymyg a dulliau o fynd i'r afael â phroblemau gan gynnwys meddwl yn arloesol ac yn ffres Sgiliau datrys problemau a rheoli prosiect da Agwedd ymarferol a rhesymegol at bethau, gan fedru gweithio mewn tîm a meddu ar lygad ar fanylder Medru dadansoddi a chyfathrebu gwybodaeth cymhleth Medru ymdopi â blaenoriaethau sy'n newid a rheoli amser yn effeithiol Bod yn gymwys wrth ddefnyddio Microsoft Word, Excel, Powerpoint ayb. Rhaid meddu ar drwydded gyrru ddilys o'r DU
Profiad Hanfodol	Profiad o fewn disgyblaeth technegol mewn creu bwyd Profiad a gwybodaeth o HACCP, prosesau NPD, Deddfwriaeth Bwyd ac Egwyddorion Diogelwch Bwyd Gwybodaeth o systemau achredu trydydd parti
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Darperir hyfforddiant parhaus er mwyn diweddarau sgiliau a gwybodaeth o'r diwydiant bwyd a datblygu prosiect

Dymunol	
Cymwysterau / Hyfforddiant	Gwybodaeth weithredol o dechnegau dadansodol, gan gynnwys dadansoddi data ansodol. e.e. Aw, Ph, Brix Gwerthusiad synhwyrdd a NPD Dilysu Cynllun HACCP
Sgiliau Ymarferol / Personol	Y gallu i ymwneud ag amrywiaeth o weithwyr proffesiynol a phersonel gweithgynhyrchu bwyd

Job Description

Post Name	Food Technologist
Service	Economy and Regeneration
Grade	Grade 10
Spinal Point/s	28-30
Salary	£37,938 - £39,513 pro-rata
Job Purpose	<p>To provide technical advice and assistance to clients - individuals, companies and organisations seeking help in food project development ideas.</p> <p>Organisation and planning of activities and use of the research and development building</p>
Contractual Work Location/Base	<p>Food Centre Wales, Horeb, Llandysul.</p> <p>The post-holder will also be required to attend other locations and outside normal working hours as and when required.</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 groups of internal staff and external contractors
Accountability	<p>The post asks for someone who can illustrate innovative thinking and respond with practical solutions to problem solving.</p> <p>They should be self-motivated, and able to work on their own initiative but to meet agreed deadlines in reporting back to clients and the Centre.</p>
Contractual Terms Associated with the Post	Fixed until 30 th June 2025

Duties and Responsibilities	
<ul style="list-style-type: none"> • Day to day management, organisation and planning of activities and use of the research and development building • Provide technical advice to clients including strategic policy and procedural changes for FCW and client operations • Prepare proposals for project development work • Prepare reports for use by clients and the Centre • 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 Horeb <p>General</p> <ul style="list-style-type: none"> • 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 1779

Person Specification

Essential								
Academic / Professional / Technical / Vocational Qualifications	Educated to degree level or equivalent in a Food Technology Degree or related subject Level 3 HACCP Level 3 FSM							
Welsh Linguistic Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Listening/Speaking:</td> <td style="text-align: right;">Level 2</td> <td rowspan="3" style="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: right;">Level 1</td> </tr> <tr> <td>Writing</td> <td style="text-align: right;">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%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Listening/Speaking:</td> <td style="text-align: right;">Level 5</td> <td rowspan="3" style="vertical-align: top;">The English linguistic skills noted are required on appointment</td> </tr> <tr> <td>Reading:</td> <td style="text-align: right;">Level 4</td> </tr> <tr> <td>Writing</td> <td style="text-align: right;">Level 4</td> </tr> </table>	Listening/Speaking:	Level 5	The English linguistic skills noted are required on appointment	Reading:	Level 4	Writing	Level 4
Listening/Speaking:	Level 5	The English linguistic skills noted are required on appointment						
Reading:	Level 4							
Writing	Level 4							
Practical and personal skills	<p>Excellent interpersonal skills, dealing with people at all levels</p> <p>A range of imaginative solutions or responses to problem solving including an application of fresh and innovatory thinking</p> <p>Good project management and problem-solving skills</p> <p>A practical and logical approach, team orientated with an eye for detail.</p> <p>Able to interpret and communicate complex information</p> <p>Ability to cope with changing priorities and manage time effectively</p> <p>Competent in the use of Microsoft Word, Excel, Powerpoint etc.</p> <p>Must hold a valid UK driving license</p>							
Required Experience	<p>Experience within a technical discipline in food manufacturing</p> <p>Experience and knowledge of HACCP, NPD process, 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	Ongoing training is provided to update skills and knowledge of the food industry and project development.							

Desirable	
Qualifications / Training	<p>A working knowledge of analytical techniques, including qualitative data analysis. e.g. Aw, Ph, Brix</p> <p>Sensory evaluation & NPD</p> <p>HACCP Plan validation</p>
Practical / Personal Skills	Ability to relate to a variety of professionals and food manufacturing personnel