

Disgrifiad Swydd

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| Teitl y Swydd | Arweinydd Gwaith Harbwr |
| Gwasanaeth | Priffyrdd ac Amgylcheddol |
| Graddfa | Graddfa 8 |
| Pwynt/iau Cyflog | SCP 18-22 |
| Cyflog | £30,559- £32,654 y flwyddyn |
| Pwrpas y Swydd | <p>Dan gyfarwyddyd cyffredinol y Rheolwr Harbyrau:</p> <ol style="list-style-type: none"> 1. Cyflawni'r gwaith dydd-i-ddydd o reoli a goruchwyllo'r Cynorthwyyr Harbwr Tymhorol. 2. Cyflawni a chydlynu gweithgareddau sy'n gysylltiedig â darparu Gwasanaethau Harbwr Ceredigion ar draws y Sir. 3. Cynrychioli'r Awdurdod mewn perthynas â materion Harbwr. 4. Casglu a choladu data a gwybodaeth a pharatoi a chyflwyno adroddiadau yn dilyn hyn. 5. Bod yn swyddog Cymorth Cyntaf dynodedig yn y Gweithle. <p>Nid yw'r rhestr uchod yn cynnwys popeth, ac fe allai newid o fewn cwrpas a gradd y swydd.</p> |
| Lleoliad Gwaith Cytundebol | <p>Lleolir yn Aberaeron</p> <p>O ganlyniad i natur y swydd, a'r tasgau i'w cyflawni, mae gweithio mewn ffordd hyblyg mewn lleoliadau eraill yn y Sir yn ofyniad hanfodol.</p> <p>Bydd deiliad y swydd yn cydymffurfio â gofynion iechyd a diogelwch gweithio ar safle a gweithio ar eich pen eich hun.</p> |
| Oriau Gwaith | <p>37 awr yr wythnos</p> <p>Hydref i Fawrth – dydd Llun i ddydd Gwener</p> <p>Ebrill – Medi – rota 5 mewn 7 gan gynnwys penwythnosau a gwyliau banc (telir taliad chwyddo ar gyfer penwythnosau / gwyliau banc pan fo hynny'n briodol)</p> |
| Math o Gytundeb | Llawn-amser |
| Hyd y Cytundeb | Parhaol |
| Teitl swydd y Rheolwr Llinell | Rheolwr yr Harbwr |
| Cyfrifoldebau Goruchwyllo / Rheoli | <ol style="list-style-type: none"> 1. Goruchwyllo gweithrediadau dydd-i-ddydd y Tîm Gwasanaethau Harbwr gan gynnwys bod yn rheolwr llinell 2 Gynorthwyydd Harbwr Tymhorol (Ebrill – Medi). 2. Rheoli gweithgarwch recriwtio staff, absenoldebau, arfarniadau a chymhelliant. 3. Cwblhau'r holl gofnodion ac adroddiadau electronig sy'n ymwneud â'r gwasanaeth. |
| Atebolrwydd | <p>Rhoddir arweiniad, ond bydd gofyn i ddeiliad y swydd weithio yn ôl eu menter eu hunain er mwyn sicrhau rheolaeth effeithiol y Gwasanaeth, gan sicrhau cydbwysedd rhwng blaenoriaethau sy'n cystadlu yn erbyn ei gilydd a bod yn ymwybodol o'r gofynion gweithredol diweddaraf.</p> |

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| | <p>Darparir gliniadur a ffôn symudol er mwyn galluogi deiliad y swydd i gyflawni dyletswyddau'r swydd. Yn ogystal, bydd gofyn i ddeiliad y swydd sicrhau bod mân adnoddau eraill e.e. offer arolygu, yn cael eu cadw yn ddiogel.</p> <p>Daliwr allweddi ar gyfer swyddfeydd.</p> <p>Cydymffurfio â'r holl ystyriaethau lechyd a Diogelwch, sy'n cynnwys Cyfarpar Diogelu Personol priodol.</p> <p>Rhaid i chi weithredu mewn ffordd ddiuedd a bod yn onest ac yn deg, gyda'r gallu i ddangos y gallwch fod yn gadarn wrth ddelio â sefyllfaoedd y gallent godi pan geir gwrthdaro.</p> |
| Telerau Cytundebol sy'n Gysylltiedig â'r Swydd | Gweithio ar sail rota 5 mewn 7 gan gynnwys penwythnosau a gwyliau banc |

Dyletswyddau a chyfrifoldebau

Mae'r rhestr o dasgau a dyletswyddau cyffredinol y swydd yn cynnwys:

1. Cyflawni gweithgarwch rheoli a goruchwyllo'r Cynorthwywyr Harbwr Tymhorol o ddydd i ddydd gan gynnwys y canlynol, ond heb ei gyfyngu i'r rhain:
 - Paratoi rotâu gwaith.
 - Rheoli adnoddau er mwyn sicrhau y darparir gwasanaeth effeithlon trwy optimeiddio a blaenoriaethu'r adnoddau sydd ar gael.
 - Monitro yr holl agweddau ar berfformiad er mwyn sicrhau cydymffurfiaeth â phrosesau a phrotocolau.
 - Cymell aelodau'r tîm.
 - Ymwneud â phob agwedd ar Reolaeth Adnoddau Dynol gan gynnwys recriwtio, rheoli gwyliau, absenoldebau eraill ac ystyriaethau iechyd a diogelwch o fewn yr Harbyrau.

2. Cyflawni a chydlynu gweithgareddau sy'n ymwneud â darparu Gwasanaethau Harbwr Ceredigion ar draws y Sir.
 - Monitro a chymryd camau er mwyn sicrhau cydymffurfiaeth â Pholisïau'r Cyngor gan gynnwys y Polisi Rheoli Harbwr a'r Polisi Rheoli Gwastraff Porthladd cyfredol, yn ogystal â chydymffurfio â chod Diogelwch Morol Porthladd.
 - Sicrhau a monitro bod yr holl waith papur perthnasol a'r dyddlyfrau yn cael eu cwblhau mewn perthynas â'r Gwasanaethau Harbwr.
 - Rheoli'r Angorfeydd Harbwr / Rheseli Caiacau o ddydd i ddydd, gan gynnwys arwain ar ddarparu / archwilio'r wybodaeth ofynnol er mwyn hwyluso proses ceisiadau a rhestrau aros am angorfeydd, ac anfonebu mewn perthynas â'r rhain.
 - Sicrhau y cyflawnir yr archwiliadau rheolaidd amrywiol a raglennir o Ystad yr Harbwr a'i asedau, a phan ganfyddir unrhyw broblemau / diffygion, sicrhau bod camau priodol yn cael eu cymryd i ddatrys y rhain, neu bod materion yn cael eu hadrodd / uwchgyfeirio mewn ffordd briodol.
 - Adolygu ac awgrymu gwelliannau i arferion gwaith / polisïau i'r Rheolwr Harbyrau.
 - Cynnal ac adolygu asesiadau risg sy'n ymwneud â'r Gwasanaethau Harbwr.
 - Pan fo hynny'n briodol, datblygu manylebion gwaith a chaffael y rhain yn unol â phrosesau a pholisïau caffael y Cyngor.
 - Cael cyswllt gyda chontractwyr / darparwyr trydydd parti sy'n cyflawni gwaith o fewn yr Ystadau Harbwr.
 - Cyflawni gweithgareddau cynnal a chadw lefel isel o fewn yr Ystad Harbwr gan gynnwys casglu sbwriel pan fo hynny'n briodol.

3. Cynrychioli'r Awdurdod mewn perthynas â materion Harbwr: Ymateb i ohebiaeth ac ymholiadau dydd-i-ddydd mewn perthynas â materion Harbwr.
 - Cyfathrebu gyda defnyddwyr Harbwr er mwyn sicrhau eu bod yn deall y gofynion sy'n ymwneud gyda defnyddio harbyrau ac y caiff eu disgwyliadau eu rheoli.
 - Mynychu cyfarfodydd gyda rhanddeiliaid mewn perthynas â materion Harbwr.

4. Casglu a choladu data a gwybodaeth a pharatoi a chyflwyno adroddiadau yn dilyn hyn.
 - Cesglir a choladir data a gwybodaeth ar gyfer amrywiaeth o ffynonellau a systemau.
 - Rhaid casglu, cadw a storio gwybodaeth mewn ffordd ddiogel, gan ystyried y canllawiau polisi a'r ddeddfwriaeth berthnasol.
 - Rhaid i adroddiadau fod yn amserol, yn fanwl ac yn berthnasol.

5. Bod yn Swyddog Cymorth Cyntaf dynodedig yn y Gweithle.
 - Byddwch yn meddu ar gymhwyster Cymorth Cyntaf yn y Gweithle ac yn rhoi Cymorth Cyntaf pan / os bydd hynny'n ofynnol (cewch eich talu y lwfans y cytunwyd ar gyfer hwn ar wahân).
 - Cyflawni rolau a chyfrifoldebau'r Swyddog Cymorth Cyntaf Dynodedig fel yr amlinellir fel rhan o'ch hyfforddiant.

Manyleb Personol

| Gofynnol | | |
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| Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol | <p>Addysg o safon dda gan gynnwys TGAU gradd C/4 neu'n uwch, gan gynnwys pynciau penodol Cymraeg neu Saesneg a Mathemateg, neu'r gallu i ddangos 2 flynedd o brofiad perthnasol.</p> <p>Trwydded Yrru â Llaw Lawn.</p> <p>Meddu ar a chynnal cymhwyster Cymorth Cyntaf yn y Gweithle (y telir y lwfans y cytunwyd arno i chi am hyn). Os nad ydych yn meddu ar y cymhwyster hwn yn barod, bydd angen i chi ei sicrhau cyn pen 6 mis o gael eich penodi.</p> | |
| Sgiliau Ieithyddol Cymraeg | <p>Gwrando/Siarad: Lefel 3</p> <p>Darllen: Lefel 2</p> <p>Ysgrifennu: Lefel 2</p> | Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad |
| Sgiliau Ieithyddol Saesneg | <p>Gwrando/Siarad: Lefel 5</p> <p>Darllen: Lefel 5</p> <p>Ysgrifennu: Lefel 5</p> | Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad |
| Sgiliau Ymarferol / Personol | <ul style="list-style-type: none"> • Rhifog a Llythrennog. • Sgiliau cyfathrebu / rhyngpersonol rhagorol. • Sylwgar / llygad am y manylion. • Bod yn ddiduedd a gonest. • Yn gallu gweithio gyda'r cyhoedd • Yn gallu defnyddio technoleg gwybodaeth. • Bod â'r gallu corfforol i wneud y gwaith • Parodrwydd i weithio tu allan ym mhob tywydd | |
| Profiad Hanfodol | <ul style="list-style-type: none"> • Profiad o weithio gyda'r cyhoedd. • Profiad o weithgareddau monitro. • Profiad o weithio mewn amgylchedd lle y mae'n rhaid cydymffurfio â chanllawiau a phrotocolau. • Profiad o wneud gwaith annibynnol a gyda goruchwyliaeth gyfyngedig. | |
| Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd | <ul style="list-style-type: none"> • Cymhwyster Cymorth Cyntaf yn y Gweithle • Cyflawni unrhyw hyfforddiant arall fel y nodir ac y cytunir gyda'r rheolwr llinell. • Bydd gofyn i ddeiliad y swydd gyflawni'r lefelau ieithyddol cyn pen dwy flynedd o gael eu penodi, a darparir hyfforddiant yn ôl yr angen. | |

| Dymunol | |
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| Cymwysterau / Hyfforddiant | |
| Sgiliau Ymarferol / Personol | <ul style="list-style-type: none"> • Profiad o weithio mewn amgylchedd morol. • Profiad o reoli gwasanaeth rheng flaen a chyflawni cyfrifoldebau rheolwr llinell / goruchwyllo staff. |

Job Description

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| Post Name | Harbour Works Leader |
| Service | Highways and Environmental |
| Grade | Grade 8 |
| Spinal Point/s | SCP 18-22 |
| Salary | £30,559- £32,654 per annum |
| Job Purpose | <p>Under the general direction of the Harbour Manager:</p> <ol style="list-style-type: none"> 1. Undertake the day-to-day management and supervision of the Seasonal Harbour Assistants. 2. Undertake and co-ordinate activities associated with the delivery of Ceredigion's Harbour Services across the County. 3. Represent the Authority in relation to Harbour matters. 4. Collect and collate data and information and subsequently prepare and present reports. 5. To be a designated First Aider in the Workplace. <p>The above is not exhaustive and is subject change within the scope and grade of the post.</p> |
| Contractual Work Location/Base | <p>Based in Aberaeron,</p> <p>Due to the nature of the post, and the tasks undertaken, flexible working at other locations in the County is an essential requirement.</p> <p>The post-holder will adhere to health & safety requirements of site and lone working.</p> |
| Hours of Work | <p>37 hours per week</p> <p>October to March – Monday to Friday</p> <p>April – September – 5 in 7 rota including weekends and bank holidays (weekend / bank holiday enhancement payable as appropriate)</p> |
| Type of Contract | Full-time |
| Contract Duration | Permanent |
| Line Managers Job Title | Harbour Manager |
| Supervisory/Managerial Responsibilities | <ol style="list-style-type: none"> 1. Supervise the day-to-day operations of the Harbour Services Team including line management of 2 x Seasonal Harbour Assistants (April – September). 2. Manage staff recruitment, absence, appraisals and motivation. 3. Complete all electronic records and reports associated with the service. |
| Accountability | <p>Guidance will be given but the post holder will be required to work under their own initiative to ensure the effective management of the Service whilst balancing competing priorities and keeping up to date with operational requirements.</p> |

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| | <p>A laptop and mobile phone will be provided to enable the post holder to undertake the duties of the post. The post holder will also be required to ensure safekeeping of other minor resources e.g. surveying equipment.</p> <p>Key holder for offices.</p> <p>To adhere to all Health and Safety considerations which includes appropriate Personal Protective Equipment.</p> <p>Must act impartially and be honest and fair, with the ability to demonstrate firmness in handling situations that may arise where there is conflict.</p> |
| <p>Contractual Terms Associated with the Post</p> | <p>5 in 7 rota working including weekends and bank holidays</p> |
| <p>Duties and Responsibilities</p> | |
| <p><i>List the general duties and tasks of the post to include:</i></p> <ol style="list-style-type: none"> 1. Undertake the day-to-day management and supervision of the Seasonal Harbour Assistants including but not limited to: <ul style="list-style-type: none"> • Preparing work rotas. • Managing resources to ensure efficient service delivery by optimising and prioritising the resources available. • Monitoring all aspects of performance to ensure adherence with processes and protocols. • Motivating team members. • Involved with all aspects of Human Resource Management including recruitment, management of leave, other absences and health and safety considerations within the Harbours. 2. Undertake and co-ordinate activities associated with the delivery of Ceredigion’s Harbour Services across the County. <ul style="list-style-type: none"> • Monitor and take action to ensure compliance with Council Policies including the current Harbour Management Policy and Port Waste Management Policy as well as compliance with the Port Marine Safety code. • Ensuring and monitoring that all relevant paperwork and logs are completed in respect of the Harbour Services. • Managing the Harbour Moorings / Kayak Racks on a day-to-day basis including leading on providing / checking the information required to facilitate the process of mooring applications and waiting lists and invoicing in respect of these. • Ensure that the various regular programmed inspections of the Harbour Estate and its assets are carried out and, where any issues / defects are found to ensure that appropriate action is taken to resolve these, or that matters are reported / escalated appropriately. • To review and suggest improvements to working practices / policies to the Harbour Manager. • Undertake and review risk assessments related to the Harbour Services. • Where appropriate, develop specifications for works and procure these in line with the Council’s procurement policies and processes. • Liaise with third party providers / contractors undertaking work in the Harbour Estates. • Carry out low level maintenance activities within the Harbour Estate including litter picking as appropriate. | |

3. Represent the Authority in relation to Harbour matters:
 - To respond to day-to-day queries and correspondence in relation to Harbour related matters.
 - Communicating with Harbour users to ensure that they understand requirements related to the use of harbours and that their expectations are managed.
 - Attend meetings with stakeholders in relation to Harbour related matters.

4. Collect and collate data and information and subsequently prepare and present reports.
 - Data and information will be collected and collated for a variety of sources and systems.
 - Information must be collected, retained and stored securely giving due regards to the relevant legislation and policy guidelines.
 - Reports must be timely, accurate and relevant.

5. To be a designated First Aider in the Workplace.
 - You will hold the First Aid in the Workplace qualification and administer First Aid as / if / when required (you will be paid separately the agreed allowance for this).
 - To carry out the roles and responsibilities of the Designated First Aider as outlined as part of your training.

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Person Specification

| Essential | | |
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| Academic / Professional / Technical / Vocational Qualifications | <p>Good general standard of education to include GCSE at grade C/4 or above including specific subjects Welsh or English & Mathematics or the ability to demonstrate 2 years' relevant experience.</p> <p>Full Manual Driving Licence.</p> <p>To hold and maintain the First Aid in the Workplace qualification (for which you will be paid the agreed allowance for this). If you are not already a holder of the qualification you will need to attain this within 6 months of appointment.</p> | |
| Welsh Linguistic Skills | <p>Listening/Speaking: Level 3</p> <p>Reading: Level 2</p> <p>Writing Level 2</p> | The Welsh linguistic skills noted must be attained within two years of appointment |
| English Linguistic Skills | <p>Listening/Speaking: Level 5</p> <p>Reading: Level 5</p> <p>Writing Level 5</p> | The English linguistic skills noted are required on appointment. |
| Practical and personal skills | <ul style="list-style-type: none"> • Numerate and Literate. • Excellent communication / interpersonal skills. • Observant / eye for detail. • Be impartial and honest. • Aptitude for working with the public • Aptitude for using information technology. • Be physically capable of undertaking the work • Be willing to work outside in all weather conditions | |
| Required Experience | <ul style="list-style-type: none"> • Experience of working with the public. • Experience of monitoring activities. • Experience of working in an environment where adherence with guidelines and protocols is essential. • Experience of working independently and with limited supervision. | |
| Training/education required to be undertaken for the post/worked towards | <ul style="list-style-type: none"> • First Aid in the Workplace qualification • To undertake any other training as identified and agreed with the line manager. • The post holder will be required to meet the linguistic levels within two years of the appointment and training will be provided as necessary. | |

| Desirable | |
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| Qualifications / Training | |
| Practical / Personal Skills | <ul style="list-style-type: none"> • Experience of working in a maritime related environment. • Experience of managing a front-line service and staff line supervision / line management. |