

## Disgrifiad Swydd

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|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Teitl y Swydd                                  | Ymgynghorydd Iechyd a Diogelwch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Gwasanaeth                                     | Pobl a Threfniadaeth                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Graddfa                                        | 11                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Pwynt/iau Cyflog                               | 32-34                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Cyflog                                         | £41,511 - £43, 693 y flwyddyn                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Pwrpas y Swydd                                 | <p>Cyflawni amrywiaeth lawn o ddyletswyddau proffesiynol ac arbenigol yn rhinwedd eich swydd fel ymgynghorydd iechyd a diogelwch.</p> <p>Rhoi cyngor am yr holl faterion iechyd a diogelwch a chynorthwyo ag unrhyw faterion sy'n codi gan sicrhau bod dyletswyddau, polisiau, gweithdrefnau ac arferion y Cyngor o ran Deddf Iechyd a Diogelwch yn y Gwaith etc 1974 yn cael eu cyflawni'n effeithiol ac effeithlon.</p> <p>Sicrhau bod yr Awdurdod yn cydymffurfio â'r ddeddfwriaeth a'r safonau perthnasol eraill.</p> <p>Gweithio gyda'ch cydweithwyr yn y tîm iechyd a diogelwch gan ddarparu cyngor ac arweiniad i gydweithwyr yn holl wasanaethau'r Cyngor pan fo angen.</p> <p>Bydd dyletswyddau arbenigol y swydd hon yn cynnwys monitro a rheoli'r prosesau gwaith sy'n ymwneud â gweithgareddau yn yr awyr agored, gweithgareddau anturus ac ymweliadau dramor. Bydd yr ymgeisydd llwyddiannus yn gweithio'n agos gydag Ymgynghorydd Ymweliadau Addysgol Cyngor Sir Ceredigion a'r Gwasanaeth Ysgolion i sicrhau diogelwch y dysgwyr a'r staff.</p> |
| Lleoliad Gwaith Cytundebol                     | Canolfan Rheidol                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Oriau Gwaith                                   | 37                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Math o Gytundeb                                | Llawm-amser                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Hyd y Cytundeb                                 | Dros Dro                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Teitl swydd y Rheolwr Llinell                  | Rheolwr y Tîm Iechyd a Diogelwch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Cyfrifoldebau Goruchwyllo / Rheoli             | Dim                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Atebolrwydd                                    | Yn atebol i Reolwr y Tîm Iechyd a Diogelwch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Telerau Cytundebol sy'n Gysylltiedig â'r Swydd | <p>Dros gyfnod mamolaeth – secondiad yn bosib</p> <p>Mae diogelu ac amddiffyn oedolion mewn perygl a phlant yn flaenoriaethau allweddol i ni. Ein nod yw cefnogi oedolion mewn perygl, plant a phobl ifanc er mwyn sicrhau eu bod mor ddiogel ag y gallant fod. Rydym yn cydnabod eu hawl i gael eu diogelu a byddant yn cymryd camau i ddiogelu eu lles. Disgwylir i bob aelod o staff a gwirfoddolwr rannu'r ymrwymiad hwn, a bydd arnom angen Gwiriad Manylach gan y Gwasanaeth Datgelu a Gwahardd (DBS), y Swyddfa Cofnodion Troseddol gynt cyn penodi i'r sywydd hon.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## Dyletswyddau a chyfrifoldebau

- Rhoi cyngor a chymorth i reolwyr, llywodraethwyr, gweithwyr a chontractwyr ar bob lefel wrth iddynt gyflawni eu cyfrifoldebau o ran iechyd a diogelwch.
- Darparu hyfforddiant, cyngor, arweiniad a gwybodaeth.
- Rhoi cyngor ynglŷn ag asesu a rheoli risgiau sy'n gysylltiedig ag ymweliadau addysgol gan gynnwys gweithgareddau antur, teithiau, tripiâu ysgol ac ymweliadau dramor.
- Defnyddio a diweddarau system ar-lein EVOLVE i gynorthwyo â'r gwaith o gynllunio, cymeradwyo a rheoli ymweliadau addysgol, chwaraeon a gweithgareddau allgyrsiol.
- Cynorthwyo ag asesiadau risg o ran iechyd a diogelwch a diogelwch tân, teithiau diogelwch, archwiliadau diogelwch ac arolygiadau o unrhyw safle yn y sir gan baratoi a chyflwyno adroddiadau i reolwyr perthnasol yn ôl yr angen.
- Sicrhau bod pob digwyddiad sy'n gysylltiedig ag iechyd a diogelwch yn y gweithle yn cael eu hadrodd a bod ymchwiliadau yn cael eu cynnal iddynt. Sicrhau bod adroddiadau ac ymatebion priodol ac amserol yn cael eu paratoi.
- Cynnal ymweliadau safle ac asesiadau risg ynghylch digwyddiadau dysgu yn yr awyr agored a thripiâu ysgol.
- Cefnogi'r rheolwr iechyd a diogelwch lle bo angen gan sicrhau bod y tîm yn gydnerth. Cynorthwyo â'r gwaith o ddarparu gwasanaeth di-dor os bydd unrhyw absenoldebau yn y tîm neu fod angen rheoli'r llwyth gwaith.
- Cynorthwyo'r rheolwr iechyd a diogelwch i gwblhau'r adroddiadau iechyd a diogelwch misol.
- Ymwneud ag aelodau'r cyhoedd, rhieni/gwarcheidwaid, llywodraethwyr ac aelodau etholedig fel y bo'n briodol i drafod problemau a phryderon sy'n ymwneud â disgyblion a myfyrwyr gan gwrdd â nhw yn ôl yr angen.
- Gweithio y tu hwnt i oriau swyddfa lle bo angen gwneud hynny.
- O bryd i'w gilydd, cyflawni dyletswyddau a chyfrifoldebau eraill yn ôl yr angen.

Cyfeirnod at Ddibenion Gwerthuso Swyddi

JD 747

## Manyleb Personol

| Gofynnol                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                  |
|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol                     | NEBOSH/ NVQ/ IOSH neu hyfforddiant cyfatebol ym maes lechyd a Diogelwch                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                  |
| Sgiliau Ieithyddol Cymraeg                                                             | Gwrando/Siarad: <b>Lefel 2</b><br>Darllen: <b>Lefel 2</b><br>Ysgrifennu: <b>Lefel 2</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd ar apwyntiad |
| Sgiliau Ieithyddol Saesneg                                                             | Gwrando/Siarad: <b>Lefel 5</b><br>Darllen: <b>Lefel 5</b><br>Ysgrifennu: <b>Lefel 5</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad |
| Sgiliau Ymarferol / Personol                                                           | <ul style="list-style-type: none"> <li>• Y gallu i weithio ar eich liwt eich hun ac fel rhan o dîm</li> <li>• Y gallu i ymateb yn gadarnhaol i newidiadau yn yr amgylchedd gwaith a delio â phwysau gwaith pan fydd yn codi.</li> <li>• Y gallu i gynllunio a threfnu gwaith yn effeithiol er mwyn cwrdd â therfynau amser.</li> <li>• Sgiliau a phrofiad o ran cynnal ymweliadau safle ac asesiadau risg sy'n gysylltiedig â digwyddiadau dysgu yn yr awyr agored a thirpiau ysgol.</li> <li>• Y gallu i ddarparu cyngor i grwpiau o bobl ac i unigolion.</li> <li>• Yn medru gyrru ac yn meddu ar drwydded yrru gyfredol a mynediad at gar sydd ag yswiriant llawn o ran defnydd busnes.</li> <li>• Wedi ymrwymo i gyfleoedd cyfartal ac amrywiaeth</li> <li>• Y gallu i gyfathrebu yn y Gymraeg a'r Saesneg.</li> <li>• Yn hyddysg o ran cyfrifiaduron a chadw cofnodion.</li> <li>• Yn meddu ar y gallu corfforol i asesu a monitro gweithgareddau a digwyddiadau dysgu yn yr awyr agored ac yn synhwyrol wrth reoli risgiau.</li> <li>• Sgiliau ymarferol o ran datrys problemau</li> </ul> |                                                                  |
| Profiad Hanfodol                                                                       | <p>Profiad/gwybodaeth o'r prosesau, y ddeddfwriaeth a'r canllawiau sy'n gysylltiedig â darparu gweithgareddau dysgu yn yr awyr agored / gweithgareddau anturus yn ddiogel.</p> <p>Wedi gweithio gyda lleoliadau addysgol neu wedi gweithio yn y lleoliadau hynny</p> <p>Profiad o weithio mewn rôl a oedd yn canolbwyntio'n bennaf ar iechyd a diogelwch</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                  |
| Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd | <p>Hyfforddiant EVOLVE (EVC)</p> <p>Hyfforddiant Iechyd a Diogelwch (System Rheoli Digwyddiadau, gweithio ar eich pen eich hun, hyfforddiant rheoli risgiau ac ati.)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                  |

| Dymunol                      |                                                                                                                                                                                                              |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cymwysterau / Hyfforddiant   | Hyfforddiant perthnasol ym maes lechyd a Diogelwch a allai gynnwys gweithgareddau dysgu yn yr awyr agored a gweithgareddau anturus, rheoli risgiau, ac ati.<br>Cymwysterau hyfforddi e.e. PTLLS, TAR, ac ati |
| Sgiliau Ymarferol / Personol | Profiad o ddarparu hyfforddiant                                                                                                                                                                              |

## Job Description

|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Post Name                                  | Health and Safety Advisor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Service                                    | People and Organisation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Grade                                      | 11                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Spinal Point/s                             | 32-34                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Salary                                     | £41,511 - £43,693 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Job Purpose                                | <p>To undertake the full range of professional and specialist duties of a health and safety advisor.<br/>Advise and assist with all health and safety matters to ensure the efficient and effective discharge of the Council's duties, policies, procedures and practices with regard to the Health and Safety at Work etc. Act. 1974.</p> <p>To ensure the Authority complies with legislation and other relevant standards.</p> <p>To work with colleagues within the health &amp; safety team to provide advice and guidance to colleagues as and when required in relation to all the council services.</p> <p>The specialist duties of this post involve monitoring and managing the work processes surrounding outdoor and adventurous activities and overseas visits. The successful applicant will work closely with Ceredigion County Council's Educational Visits Advisor and the School Service to ensure the safety of learners and staff.</p> |
| Contractual Work Location/Base             | Canolfan Rheidol                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Hours of Work                              | 37                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Type of Contract                           | Full-time                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Contract Duration                          | Temporary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Line Managers Job Title                    | Health and Safety team manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Supervisory/Managerial Responsibilities    | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Accountability                             | To the health and Safety Team Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Contractual Terms Associated with the Post | <p>Maternity cover with possibility for secondment</p> <p>Safeguarding and protecting adults at risk and children are key priorities for us. We aim to support adults at risk, children and young people to ensure they are as safe as they can possibly be. We acknowledge their right to protection and will take action to safeguard their welfare. Each member of staff and volunteer is expected to share this commitment, and we will require an Enhanced Check by the Disclosure and Barring Service (DBS), formerly CRB before appointing to this post.</p>                                                                                                                                                                                                                                                                                                                                                                                        |

### Duties and Responsibilities

- Advise and support all levels of management, governors, employees and contractors in their health and safety responsibilities.
  - To provide training, advice, guidance, information.
  - To provide advice on risk assessment and management in the context of educational visits including adventure activities, expeditions, school trips and overseas visits.
  - Access and maintain the EVOLVE online system to assist with the planning, approval and management of educational visits, sports and extra-curricular activities.
  - Assist with health, safety and fire safety risk assessments, safety tours, safety audits and inspections of any site in the County and to prepare and submit reports to relevant managers as required
  - To ensure that all health and safety related workplace incidents are reported, investigated and that timely and appropriate reports and responses are conducted.
  - Carry out site visits and risk assessments with regard to outside learning events and organised school trips.
  - To support the health and safety manager where required and ensure team resilience by assisting in providing a seamless service in the event of any team absences or workload management.
  - To assist the health and safety manager with monthly health and safety reports.
  - To liaise and meet with members of the public, parents/ guardians, governors and elected members as appropriate in relation to pupil and student issues and concerns.
  - To work outside normal office hours when required to do so.
- To undertake such other duties and responsibilities as may be required from time to time.

Job Evaluation Post Ref

JD 747

## Person Specification

| Essential                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                 |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| Academic / Professional / Technical / Vocational Qualifications          | NEBOSH/ NVQ/ IOSH or equivalent Health and Safety Training                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                 |
| Welsh Linguistic Skills                                                  | Listening/Speaking: <b>Level 2</b><br>Reading: <b>Level 2</b><br>Writing: <b>Level 2</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | The Welsh linguistic skills noted are required on appointment   |
| English Linguistic Skills                                                | Listening/Speaking: <b>Level 5</b><br>Reading: <b>Level 5</b><br>Writing: <b>Level 5</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | The English linguistic skills noted are required on appointment |
| Practical and personal skills                                            | <ul style="list-style-type: none"> <li>• The ability to work on their own initiative and as part of a team</li> <li>• The ability to respond positively to changes in the working environment and deal with work pressures when they arise.</li> <li>• The ability to plan and organise work effectively to meet deadlines.</li> <li>• Skills and experience in carrying out site visits and risk assessments with regard to outside learning events and school trips.</li> <li>• The ability to provide advice to groups of people and on a 1:1 basis</li> <li>• The ability to drive, holding a current driving license and access to a car insured for full business use.</li> <li>• Demonstrate commitment to equal opportunities and diversity</li> <li>• The ability to communicate both in English and Welsh.</li> <li>• High levels of computer literacy and record keeping.</li> <li>• Possess the physical ability to assess and monitor outdoor learning activities and events whilst maintaining a sensible approach to risk management.</li> <li>• Practical problem-solving skills</li> </ul> |                                                                 |
| Required Experience                                                      | <p>Experience/ knowledge of the processes, legislation and guidance related to the safe provision of outdoor and adventurous learning activities.</p> <p>Working with or in educational settings</p> <p>Previous experience of working in a role with a main focus on health and safety</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                 |
| Training/education required to be undertaken for the post/worked towards | <p>EVOLVE (EVC) Training</p> <p>Health and Safety training (Incident Management System, Lone Working, risk assessment training etc.)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                 |

| Desirable                   |                                                                                                                                                                         |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualifications / Training   | Health and Safety relevant training that may include outdoor learning and adventurous activities, risk management etc.<br>Training qualifications e.g. PTLLS, PGCE etc. |
| Practical / Personal Skills | Experience in delivering training                                                                                                                                       |