

Disgrifiad Swydd

Teitl y Swydd	Swyddog Rhyddid Gwybodaeth
Gwasanaeth	Polisi, Perfformiad a Diogelu'r Cyhoedd
Graddfa	7
Pwynt/iau Cyflog	12-16
Cyflog	£27,711 - £29,572 pro rata
Pwrpas y Swydd	- Cynorthwyo'r Rheolwr Cwynion a Rhyddid Gwybodaeth wrth drin a phrosesu pob cais a wneir o dan y Ddeddf Rhyddid Gwybodaeth 2000 a Rheoliadau Gwybodaeth Amgylcheddol 2004. - Darparu cyngor proffesiynol mewn perthynas â phrosesau Rhyddid Gwybodaeth a Rheoliadau Gwybodaeth Amgylcheddol y Cyngor. - Cynorthwyo'r rheolwr wrth brosesu a datrys ceisiadau am Adolygiad Mewnol cyn eu trosglwyddo i'r Swyddog Arweiniol Corfforaethol i'w cymeradwyo.
Lleoliad Gwaith Cytundebol	Canolfan Rheidol, Aberystwyth
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawm-amser
Hyd y Cytundeb	Cyfnod Penodedig
Teitl swydd y Rheolwr Llinell	Rheolwr Cwynion a Rhyddid Gwybodaeth
Cyfrifoldebau Goruchwyllo / Rheoli	Does dim cyfrifoldebau goruchwyllo uniongyrchol. Fodd bynnag, bydd deiliad y swydd yn cynorthwyo swyddogion a rheolwyr ar draws y sefydliad o ran prosesu ceisiadau o dan y Ddeddf Rhyddid Gwybodaeth a'r Rheoliadau Gwybodaeth Amgylcheddol.
Atebolrwydd	Mae goruchwyliaeth reolaidd ar gael ond mae disgwyl i chi weithio ar eich liwt eich hun. Bydd deiliad y swydd yn atebol am gynorthwyo'r Rheolwr Cwynion a Rhyddid Gwybodaeth wrth ddarparu gwasanaeth cwyno a Rhyddid Gwybodaeth gadarn. Bydd deiliad y swydd yn gyfrifol am offer TG.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	

Dyletswyddau a chyfrifoldebau

- Hyrwyddo arferion da wrth drin pob cais Rhyddid Gwybodaeth/Rheoliadau Gwybodaeth Amgylcheddol.
- Gweithio ochr yn ochr â chydweithwyr ar draws yr holl wasanaethau a fydd yn gyfrifol am ddarparu'r wybodaeth angenrheidiol..
- Rhoi cyngor ac arweiniad i swyddogion ar unrhyw esemptiadau/eithriadau a all fod yn berthnasol.
- Cynorthwyo i ddarparu arweiniad a chymorth ar ddeddfwriaeth Rhyddid Gwybodaeth a Rheoliadau Gwybodaeth Amgylcheddol i ysgolion fel rhan o'r Cytundeb Partneriaeth.
- Cynorthwyo gyda chyflwyno hyfforddiant i reolwyr, llywodraethwyr a staff ar draws yr awdurdod ac ysgolion mewn perthynas â Rhyddid Gwybodaeth a Rheoliadau Gwybodaeth Amgylcheddol.
- Cydlynu ymatebion i geisiadau Rhyddid Gwybodaeth/Rheoliadau Gwybodaeth Amgylcheddol, gan roi Hysbysiadau Gwrthod mewn achosion lle mae gwybodaeth yn cael ei hatal.
- Cysylltu â Swyddfa'r Comisiynydd Gwybodaeth mewn perthynas ag achosion cymhleth (cael cyngor a/neu ymateb i faterion dan eu hystyriaeth).
- Cynorthwyo gyda thrawsgyflenwi cydweithwyr mewn cwynion yn ystod absenoldebau.
- Cyngori rheolwyr a swyddogion mewn perthynas â chymorth priodol sy'n ofynnol i ymateb yn effeithiol i geisiadau Rhyddid Gwybodaeth/Rheoliadau Gwybodaeth Amgylcheddol.
- Monitro amserlenni a sicrhau bod cyfathrebu'n cael ei gynnal gyda'r holl bartïon.
- Sicrhau bod prosesu pob cais yn cael ei wneud yn unol â'r ddeddfwriaeth gyfredol, gan gynnwys Hawliau Dynol, Cydraddoldeb a Safonau Iaith Gymraeg.
- Hyrwyddo arferion da wrth ymdrin â cheisiadau Rhyddid Gwybodaeth ym mhob adran.
- Cefnogi'r Rheolwr Cwynion a Rhyddid Gwybodaeth yn ei ddyletswyddau.
- Cyngori rheolwyr a swyddogion mewn perthynas â chymorth penodol sy'n ofynnol i ymdrin â cheisiadau Rhyddid Gwybodaeth.
- Sicrhau bod yr ymatebion i geisiadau Rhyddid Gwybodaeth yn cael eu cynnal yn unol â'r ddeddfwriaeth gyfredol, gan gynnwys y Rheoliadau Diogelu Data Cyffredinol.
- Ymgysylltu'n rhagweithiol â'r cyhoedd a hyrwyddo eu hawliau mewn perthynas â chwynion, sylwadau a cheisiadau Rhyddid Gwybodaeth.
- Mynychu cyfarfodydd cenedlaethol a chynrychioli'r Awdurdod fel sy'n ofynnol gan y Rheolwr Cwynion a Rhyddid Gwybodaeth.
- Cynorthwyo i gynnal a diweddarau systemau cofnodion.
- Holi systemau a llunio adroddiadau cymhleth yn ôl yr angen.
- Cyfrannu at ddatblygiad y Cynllun Busnes blynyddol ar gyfer y Gwasanaeth Cwynion a Rhyddid Gwybodaeth.

Manyleb Personol

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Gradd neu brofiad cyffelyb profadwy o brofiad o weithio ym maes deddfwriaeth gwybodaeth.	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: Lefel 3 Darllen: Lefel 3 Ysgrifennu: Lefel 3	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: Lefel 5 Darllen: Lefel 5 Ysgrifennu: Lefel 5	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad
Sgiliau Ymarferol / Personol	- Sgiliau rhagorol o ran ymwneud â phobl gan gynnwys y gallu i ffurfio perthynas waith dda gydag ymgeiswyr, staff a rheoleiddwyr - Yn gallu ymchwilio i ddeddfwriaeth a chyfraith achosion a defnyddio gwybodaeth yn y cyd-destun cywir - Sgiliau trefnu rhagorol - Sgiliau cyfathrebu rhagorol - Y gallu i weithio'n hyblyg, dangos ei fenter/ei menter ei hun a gweithio'n rhagweithiol - Yn gallu mynychu cyfarfodydd ledled y sir ac yn genedlaethol yn ôl yr angen - Yn hyddysg mewn Technoleg Gwybodaeth ac yn gallu defnyddio meddalwedd a chronfeydd data MS Office - Yn gallu gweithio fel rhan o dîm - Yn gallu cyfathrebu'n effeithiol gydag unigolion amrywiol gan gynnwys rhai sy'n meddu ar nodweddion gwarchodedig - Yn gallu trawsgyflenwi cydweithwyr mewn perthynas â chwynion yn ystod absenoldebau	
Profiad Hanfodol	- Profiad o ymdrin â cheisiadau a wneir dan ddeddfwriaeth Rhyddid Gwybodaeth a Rheoliadau Gwybodaeth Amgylcheddol - Profiad o adolygu gwybodaeth gymhleth a rhoi ystyriaeth i unrhyw esemptiadau/eithriadau a all fod yn berthnasol - Dealltwriaeth o Bolisiâu a Strategaethau mewn Llywodraeth Leol - Dealltwriaeth o swyddogaeth a rôl llywodraeth leol - Profiad o ysgrifennu a chyflwyno adroddiadau ysgrifenedig - Profiad o ddarparu hyfforddiant gan gynnwys sgiliau PowerPoint - Yn gallu blaenoriaethu'r baich gwaith ar gyfer terfynau amser	
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	- Gwybodaeth gadarn am bolisiâu Rhyddid Gwybodaeth a Rheoliadau Gwybodaeth Amgylcheddol y Cyngor - Gwybodaeth gadarn am Ymdrin â Chwynion (i ddirprwyo mewn achos o absenoldebau) - Y polisiâu a'r gweithdrefnau cenedlaethol a rhai'r Cyngor Sir - Gwybodaeth am ffynonellau ymchwil / cyngor sydd ar gael i.e. trwy'r Comisiynydd Gwybodaeth, WDTK etc.	

Dymunol	
Cymwysterau / Hyfforddiant	Tystysgrif mewn Rhyddid Gwybodaeth (cyflawni o fewn 2 flynedd).

Sgiliau Ymarferol / Personol

- Ymrwymiad i gyfle cyfartal yn ei holl agweddau o ran darparu gwasanaethau. Mae hyn yn cynnwys ymrwymiad i gynhwysiant ac ymgysylltu.
- Parodrwydd i weithio mewn modd hyblyg yn ôl yr angen.
- Gwybodaeth gadarn am Reoliad Diogelu Data Cyffredinol.
- Profiad o ddelio â chwynion

Job Description

Post Name	Freedom of Information Officer
Service	Policy, Performance and Public Protection
Grade	7
Spinal Point/s	12-16
Salary	£27,711 - £29,572
Job Purpose	• To assist the Complaints and FOI Manager in the handling and processing of all requests made under the Freedom of Information Act (FOIA) 2000 and Environmental Information Regulations (EIR) 2004. • To provide professional advice in relation to the Council's FOI and EIR processes. • To assist the manager in processing and resolving requests for Internal Review before passing to the Corporate Lead Officer (CLO) for signing off.
Contractual Work Location/Base	Canolfan Rheidol
Hours of Work	37
Type of Contract	Full-time
Contract Duration	Fixed Term
Line Managers Job Title	Complaints and Freedom of Information Manager
Supervisory/Managerial Responsibilities	No direct supervisory responsibilities. However, the post-holder will assist officers and managers across the organisation with regards to the processing requests under the Freedom of Information Act and the Environmental Information Regulations.
Accountability	Regular supervision is available but there is an expectation to work on own initiative. Post holder will be accountable for assisting the Complaints and FOI Manager in the provision of a robust complaints and Freedom of Information service. The post holder will be responsible for IT equipment.
Contractual Terms Associated with the Post	

Duties and Responsibilities

- To promote good practice in the handling of all FOI/EIR requests.
- To work alongside colleagues across all services who will be responsible for supplying the necessary information.
- To provide advice and guidance to officers on any exemptions/exceptions that may be applicable.
- To assist with providing guidance and support on FOI and EIR legislation to schools as part of the Partnership Agreement.
- To assist with the delivery of training to managers, governors and staff across the authority and schools in respect of FOI and EIR.
- To co-ordinate responses to FOI/EIR requests, issuing Refusal Notices in instances whereby information is withheld.
- To liaise with the Information Commissioner's Office in respect of complex cases (obtaining advice and/or responding to issues under their consideration).
- To assist with cross-cover of colleagues in complaints during absences.
- To advise managers and officers in relation to specific actions required to respond effectively to FOI/EIR requests.
- To monitor timescales and ensure communication is maintained with all parties.
- To ensure that the processing of all requests is carried out in accordance with current legislation including Human Rights, Equalities and Welsh Language Standards.
- To promote good practice in the handling of Freedom of Information requests across all departments.
- To support the Complaints and FOI Manager in their duties.
- To advise managers and officers in relation to specific actions required to deal with Freedom of Information requests.
- To ensure that the responses to Freedom of Information requests are carried out in accordance with current legislation including the General Data Protection Regulations.
- To proactively engage with the public and promote their rights in respect of complaints, representations and Freedom of Information requests.
- To attend national meetings and to represent the Authority as required by the Complaints and FOI Manager.
- To assist in maintaining and updating records systems.
- To interrogate systems and compile complex reports as and when required.
- To contribute to the development of the annual Business Plan for the Complaints and Freedom of Information Service.

Job Evaluation Post Ref

JD 1044

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	Degree or equivalent demonstrable level of experience working in the area of information legislation. BCS Certificate in Freedom of Information	
Welsh Linguistic Skills	Listening/Speaking: Level 3 Reading: Level 3 Writing Level 3	The Welsh linguistic skills noted must be attained within two years of appointment.
English Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 5 Writing Level 5	The English linguistic skills noted are required on appointment
Practical and personal skills	• Excellent interpersonal skills including the ability to form constructive working relationship with applicants, staff and regulators. • Able to research legislation and case law and apply knowledge in correct context. • Excellent organisational skills. • Excellent communication skills. • Ability to work flexibly, display own initiative and work proactively. • Able to attend meetings across the county and nationally as required. • IT literate and competence in MS Office software and databases. • Able to work as part of a team. • Able to communicate effectively with a range of individuals including those with protected characteristics. • Able to cross-cover colleagues in respect of complaints activity during absences.	
Required Experience	• Experience of handling requests made under Freedom of Information legislation and Environmental Information Regulations. • Experience of reviewing complex information and giving consideration to any exemptions/exceptions that may apply. • Understanding of Policy and Strategy in Local Government. • Understanding the function and role of Local Government. • Experience of writing and presenting written reports. • Experience of delivering training including PowerPoint skills. • Able to prioritise workloads to meet deadlines.	
Training/education required to be undertaken for the post/worked towards	• Sound knowledge of the Council's FOI and EIR policies. • Sound knowledge of Complaints Handling (to cover absences). • National and County Council Policies and procedures. • Knowledge of research / advice sources available i.e. via Information Commissioner, WDTK etc.	

Desirable	
Qualifications / Training	Certificate in Freedom of Information (to attain within 2 years).

Practical / Personal Skills

- Commitment to all aspects of equal opportunities in service delivery. This includes a commitment to inclusion and engagement.
- Willingness to work in a flexible manner as required.
- Sound knowledge of GDPR.
- Experience of dealing with complaints.