

Disgrifiad Swydd

Teitl y Swydd	Cynorthwydd Harbwr Tymhorol
Gwasanaeth	Priffyrdd ac Amgylcheddol
Graddfa	Gradd 6
Pwynt/iau Cyflog	SP 7-10
Cyflog	£25,584- £26,835 (pro- rata)
Pwrrpas y Swydd	Dan gyfarwyddyd cyffredinol y Arweinydd Gwaith Harbwr: 1. Cyflawni gweithgareddau sy'n ymwneud â darparu Gwasanaethau Harbwr Ceredigion ar draws y Sir. 2. Cynrychioli'r Awdurdod mewn perthynas â materion Harbwr. 3. Casglu a choladu data a gwybodaeth. Nid yw'r rhestr uchod yn cynnwys popeth, ac fe allai newid o fewn cwrmpas a gradd y swydd.
Lleoliad	Lleolir y swydd yn Cei Newydd. 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. Bydd deiliad y swydd yn cydymffurfio â gofynion iechyd a diogelwch gweithio ar safle a gweithio ar eich pen eich hun.
Oriau Gwaith	37 awr yr wythnos 1 Ebrill – 30 Medi – rota 5 mewn 7 gan gynnwys penwythnosau a gwyliau banc (telir taliad chwyddo ar gyfer penwythnosau / gwyliau banc pan fo hynny'n briodol)
Math o Gytundeb	Llawm-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Arweinydd Gwaith Harbwr
Cyfrifoldebau Goruchwyllo / Rheoli	Dim
Atebolrwydd	Rhoddir arweiniad, ond bydd gofyn i ddeiliad y swydd weithio yn ôl eu menter eu hunain gyda chymysgedd o oruchwyliaeth wyneb yn wyneb ac o bell. 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. Daliwr allweddi ar gyfer swyddfeydd. Cydymffurfio â'r holl ystyriaethau iechyd a Diogelwch, sy'n cynnwys Cyfarpar Diogelu Personol priodol. Rhaid i chi weithredu mewn ffordd ddiduedd 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.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Gweithio ar sail rota 5 mewn 7 gan gynnwys penwythnosau a gwyliau banc

1. Cyflawni 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 bod yr holl waith papur perthnasol, y cofnodion cyfrifiadurol a'r dyddlyfrau yn cael eu cwblhau mewn perthynas â'r Gwasanaethau Harbwr pan fo hynny'n briodol/gofynnol.
- Rheoli'r Angorfeydd Harbwr / Rheseli Caiacau o ddydd i ddydd, gan gynnwys darparu / archwilio'r wybodaeth ofynnol er mwyn hwyluso proses ceisiadau a rhestrau aros am angorfeydd.
- Cyflawni'r 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.
- Awgrymu gwelliannau i arferion gwaith / polisïau i'r Arweinydd Gwaith Harbwr pan fo hynny'n briodol.
- Cydymffurfio â'r holl asesiadau risg sy'n ymwneud â'r Gwasanaethau Harbwr.
- 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.

2. 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.

3. Casglu a choladu data a gwybodaeth.

- 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 wybodaeth a data fod yn amserol, yn fanwl ac yn berthnasol.

Manyleb Person

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	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.	
Sgiliau Ieithyddol Cymraeg	Gwranddo/Siarad: Lefel 3 Darllen: Lefel 2 Ysgrifennu: Lefel 2	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad.
Sgiliau Ieithyddol Saesneg	Gwranddo/Siarad: Lefel 5 Darllen: Lefel 5 Ysgrifennu: Lefel 5	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad.
Sgiliau Ymarferol / Personol	- Rhifog a Llythrennog. - Sgiliau cyfathrebu / rhyngbersonol rhagorol. - Sylwgar / llygad am y manylion. - Bod yn ddiduedd a gonest. - Yn gallu gweithio gyda'r cyhoedd - Yn gallu defnyddio technoleg gwybodaeth. - Yn heini ac yn symudol. - Yn gallu gweithio y tu allan ym mhob tywydd.	
Profiad Hanfodol	- 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	- 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	
Cymwysterau / Hyfforddiant	
Sgiliau Ymarferol / Personol	Profiad o gyflawni rôl / gweithio mewn amgylchedd morol.

Job Description

Post Name	Seasonal Harbour Assistant
Service	Highways and Environmental
Grade	Grade 6
Spinal Point/s	SP 7-10
Salary	£25,584- £26,835 (pro- rata)
Job Purpose	Under the general direction of the Harbour Works Leader: 1. Undertake activities associated with the delivery of Ceredigion's Harbour Services across the County. 2. Represent the Authority in relation to Harbour matters. 3. Collect and collate data and information. The above is not exhaustive and is subject change within the scope and grade of the post.
Location	Based in New Quay. Due to the nature of the post, and the tasks undertaken, flexible working at other locations in the County is an essential requirement. The post-holder will adhere to health & safety requirements of site and lone working.
Hours of Work	37 hours per week 1 April – 30 September – 5 in 7 rota including weekends and bank holidays (weekend / bank holiday enhancement payable as appropriate)
Type of Contract	Full-time Seasonal
Contract Duration	Permanent
Line Managers Job Title	Harbour Works Leader
Supervisory/Managerial Responsibilities	None
Accountability	Guidance will be given but the post holder will be required to work under their own initiative with a mix of in person and remote supervision. A laptop computer 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. Key holder for offices. To adhere to all Health and Safety considerations which includes appropriate Personal Protective Equipment.

	Must act impartially and be honest and fair, with the ability to demonstrate firmness in handling situations that may arise where there is conflict.
Contractual Terms Associated with the Post	5 in 7 day rota including weekends and bank holidays.
Duties and Responsibilities	
1. Undertake activities associated with the delivery of Ceredigion's Harbour Services across the County. • 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 that all relevant paperwork, computer entries and logs are completed in respect of the Harbour Services where appropriate / required. • Managing the Harbour Moorings / Kayak Racks on a day-to-day basis including providing / checking the information required to facilitate the process of mooring applications and waiting lists. • To carry out the various regular programmed inspections of the Harbour Estate and its assets 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 suggest improvements to working practices / policies to the Harbour Works Leader where appropriate. • To comply with all risk assessments related to the Harbour Services. • 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. 2. 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. 3. Collect and collate data and information. • 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. • Information and data must be timely, accurate and relevant.	
Job Evaluation Post Ref	JD 1608

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	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.	
Welsh Linguistic Skills	Listening/Speaking: Level 3 Reading: Level 2 Writing: Level 2	The Welsh linguistic skills noted must be attained within two years of appointment.
English Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 5 Writing: Level 5	The English linguistic skills noted are required on appointment
Practical and personal skills	- 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. - Physically fit and mobile. - Able to work outside in all weather.	
Required Experience	- 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	- 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	
Qualifications / Training	
Practical / Personal Skills	Experience of working in a maritime related environment / role