

Disgrifiad Swydd

Enw'r Swydd	Cynorthwyydd Gweinyddol Canolfan Bwyd Cymru
Gwasanaeth	Economi ac Adfywio
Gradd	5
Pwynt/iau ar y golofn gyflog	5-6
Cyflog	£24,790 - £25,183 pro rata
Diben y Swydd	Cynorthwyo wrth redeg y Ganolfan Bwyd mewn ffordd effeithiol o ddydd i ddydd, gan ddarparu cymorth gweinyddol ac ariannol i'r tîm o dechnolegwyr a chydweithwyr o fewn Gweithrediadau Busnes.
Lleoliad	Canolfan Bwyd Cymru – Horeb a lleoliadau eraill yn ôl y gofyn
Oriau Gwaith	37 awr yr wythnos
Math o Gontract	Amser llawn
Hyd y Contract	Sefydlog tan Ebrill 26
Teitl Swydd y Rheolwr Llinell	Cydlynnydd y Ganolfan
Cyfrifoldebau Goruchwyllo/Rheoli	Amh
Atebolrwydd	Disgwylir i ddeiliad y swydd weithio o fewn y tîm Gweithrediadau Busnes, a chysylltu gyda'r tîm technegol o fewn Canolfan Bwyd Cymru, a bydd gofyn iddynt weithio mewn ffordd annibynnol. Bydd deiliad y swydd yn gyfrifol am yr adnoddau electronig sy'n gysylltiedig â'r rôl megis gliniadur.
Y Telerau Contractiol sy'n Gysylltiedig â'r Swydd	Lleolir deiliad y swydd yng Nghanolfan Bwyd Cymru Horeb, ond bydd gofyn iddynt fynychu lleoliadau eraill hefyd, a thu allan i oriau gwaith arferol yn ôl y gofyn er mwyn hwyluso cyfarfodydd a chynorthwyo wrth gynnal gweithgareddau hyrwyddo

Dyletswyddau a Chyfrifoldebau

Darparu cymorth gweinyddol i dîm Canolfan Bwyd Cymru gan gynnwys, ond heb ei gyfyngu i:

- Ddyletswyddau derbynfa
- Rheoli cyfathrebu dros y ffôn a thrwy negeseuon e-bost, y gallent gynnwys data sensitif a chymhleth
- Gweithgareddau clerigol cyffredinol gan gynnwys cynnig cymorth wrth drefnu a gweinyddu Rhaglen Hyfforddiant y Ganolfan
- Mewnbynnu data ar ffurf gwybodaeth amrywiol mewn cronfeydd data a chofnodion
- Gwneud archebion ar system brynu Civica
- Creu anfonebau am wasanaethau'r ganolfan
- Gweinyddu a threfnu cymorthfeydd cychwyn a digwyddiadau'r ganolfan
- Archifo a rheoli dogfennau ar y safle
- Cydlynu cyfarfodydd a gwasanaeth ysgrifenyddol gan gynnwys paratoi agendâu a

chymryd cofnodion a'u dosbarthu

- Rheoli cyflenwadau'r ganolfan gan gynnwys papur ysgrifennu
- Rheoli a threfnu ceisiadau llety a theithio cydweithwyr
- Hyrwyddo ac arddel enw da Canolfan Bwyd Cymru a'r cyngor
- Cyflawni unrhyw waith ychwanegol a ystyrir yn briodol yn unol â natur y swydd

Cyfeirnod Gwerthuso Swyddi y
Swydd

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Manyleb Personol

Hanfodol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Wedi cael addysg i safon lefel A neu gymhwyster lefel 3 arall, gydag o leiaf 5 TGAU (gyda graddau C neu'n uwch mewn Mathemateg a Saesneg)	
Sgiliau Cymraeg	Gwrando/Siarad: Lefel 3 Darllen: Lefel 2 Ysgrifennu Lefel 2	Rhaid sicrhau'r sgiliau Cymraeg a nodir o fewn dwy flynedd o gael eich penodi.
Sgiliau Saesneg	Gwrando/Siarad: Lefel 5 Darllen: Lefel 5 Ysgrifennu Lefel 5	Mae gofyn eich bod yn meddu ar y sgiliau Saesneg a nodir adeg eich penodi
Sgiliau ymarferol a phersonol gofynnol	- Sgiliau rhyngpersonol a chyfathrebu rhagorol - Yn gallu gweithio ar eich menter eich hun ac fel rhan o dîm - Yn gallu gweithio dan bwysau ac yn unol â therfynau amser tynn - Yn gallu ymateb mewn ffordd gadarnhaol i newidiadau yn yr amgylchedd gwaith a delio mewn ffordd effeithiol â phwysau gwaith pan fydd yn codi - Yn gallu gweithio mewn ffordd hyblyg, dangos menter a gweithio mewn ffordd ragweithiol - Yn gallu rheoli a blaenoriaethu eich llwyth gwaith - Yn hyddysg mewn TG ac yn gymwys wrth ddefnyddio meddalwedd MS Office, gweithdrefnau e-bost ac arferion. - Trwydded yrru lawn ac yn gallu manteisio ar gar i'ch gwaith	
Profiad gofynnol	- Gwybodaeth am a phrofiad o ddefnyddio pecynnau Microsoft Office. - Profiad o weithio mewn amgylchedd tîm swyddfa. - Profiad o ddelio â gwybodaeth gyfrinachol a deall diogelu data a GDPR. - Profiad o gymryd cofnodion. - Profiad o ddelio â therfynau amser tynn a blaenoriaethu llwyth gwaith	
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Rhoddir hyfforddiant yn ôl y gofyn.	
Dymunol		

Cymwysterau / Hyfforddiant	2 flynedd o brofiad o weithio mewn rôl debyg
Sgiliau Ymarferol / Personol	• Profiad o ddefnyddio systemau rheoli ariannol • Profiad o reoli prosiect • Gwybodaeth am ddiogelu data / GDPR

Job Description

Post Name	Food Centre Wales Administrative Assistant
Service	Economy & Regeneration
Grade	5
Spinal Point/s	5-6
Salary	£24,790 - £25,183 pro rata
Job Purpose	To assist in the effective day to day running of the Food Centre, providing administrative and financial support to the team of technologists and colleagues within Business Operations.
Location	Food Centre Wales – Horeb plus other locations as required
Hours of Work	37 hours
Type of Contract	Full time
Contract Duration	Fixed until April 26
Line Managers Job Title	Centre Coordinator
Supervisory/Managerial Responsibilities	N/A
Accountability	The job holder will be expected to work within the Business Operations team and liaise with the technical team in Food Centre Wales as well as being required to work independently. The job holder will be responsible for the electronic resources associated with the role such as laptop.
Contractual Terms Associated with the Post	The post holder will be based in Food Centre Wales Horeb, but will also be required to attend other locations and outside normal working hours as and when required to facilitate meetings and assist in running promotional activities
Duties and Responsibilities	
To provide administrative support and assistance to the Food Centre Wales team including, but not limited to: • Reception duties • Managing phone and email communications which may contain sensitive and complex data • General clerical activities including assistance with arranging and administration of Centre Training Programme • Data input of various information on databases and records • Placing orders on Civica purchasing system • Raising invoices for centre services • Administration and organisation of start-up surgeries and centre events • Archiving and control of documents on site • Coordination of meetings and secretarial cover including raising agendas and minute taking and distribution • Control and management of centre supplies including stationary	

- Management and arranging of colleague travel and accommodation requests
- to promote and uphold the reputation of Food Centre Wales and the council
- to undertake and additional work as deemed appropriate to the nature of the post

Job Evaluation Post Ref

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Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	Educated to A level or other level 3 qualification, with a minimum of 5 GCSE's (with grades C or above in Maths and English)	
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	• Excellent interpersonal and communication skills • Ability to work on own initiative and as part of a team • Ability to work under pressure and to tight deadlines • The ability to respond positively to changes in the working environment and to deal effectively with work pressures when they arise • Ability to work flexibly, display own initiative and work proactively • Ability to manage and prioritise own workload • IT literate and competence in MS Office software, email procedures and practices. • A full driving licence and have access to a car for work	
Required Experience	• Knowledge of and experience of using Microsoft Office packages. • Experience of working in an office team environment. • Experience of dealing with confidential information and understanding of data protection and GDPR. • Experience of minute taking. • Experience of dealing with tight deadlines and prioritising workload.	
Training/education required to be undertaken for the post/worked towards	Training will be given as required.	
Desirable		
Qualifications / Training	2 years experience of work in a similar role	

Practical / Personal Skills	• Experience of using financial management systems • Project management experience • Knowledge of data protection / GDPR.
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