

Disgrifiad Swydd

Teitl y Swydd	Swyddog Dylunio ac Argraffu
Gwasanaeth	Cyswlt Cwsmeriaid, TGCh a Digidol
Graddfa	6
Pwynt/iau Cyflog	7 - 10
Cyflog	£26,403 - £27,694 y flwyddyn
Pwrpas y Swydd	- Dylunio a chynhyrchu deunydd print o ansawdd uchel. - Rheoli a chynnal safonau dylunio ac argraffu corfforaethol. - Cynhyrchu deunyddiau printiedig. - Perffeithio deunyddiau printiedig.
Lleoliad Gwaith Cytundebol	Penmorfa, Aberaeron
Oriau Gwaith	37
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Cyfnod Penodedig
Teitl swydd y Rheolwr Llinell	Rheolwr Reprograffeg
Cyfrifoldebau Goruchwyllo / Rheoli	Dim
Atebolrwydd	Cyfrifoldeb am yr adnoddau canlynol: - Offer Cyfrifiadurol Personol - Dyfeisiau cynhyrchu print amlswyddogaethol - Offer gorffen ar gyfer cynhyrchu printiau Defnyddio'r systemau data canlynol ar gyfer mewnbynnu a thrin data: - Cronfa ddata Dylunio Graffigol - Cronfa ddata cofnodi swyddi - System Rheoli Dogfennau Electronig Amgylchedd Gwaith: - Mae'r rôl yn gofyn am godi / cario / cludo offer a chyflenwadau. - Bydd y rôl yn aml yn gofyn am weithio mewn amgylchedd swnllyd a phoeth.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Dim
Dyletswyddau a chyfrifoldebau	
- Darparu gwasanaeth dylunio creadigol sy'n cynhyrchu deunyddiau ar ffurf electronig a phrint ar lefel uchel. - Darparu gwaith dylunio technegol a graffigol ar gyfer holl wasanaethau'r Cyngor. - Sicrhau bod yr holl waith dylunio yn cael ei gynhyrchu yn ôl y safon y cytunwyd arni a chynnal llyfrgell gwaith celf y Cyngor (arfbais, templedi llythrennau, logos ac ati). - Darparu gwasanaethau argraffu proffesiynol o ansawdd uchel sy'n bodloni gofynion holl wasanaethau'r Cyngor. - Darparu cyngor ac arweiniad i'r cleient ynghylch ansawdd printiau ac effaith cynnyrch terfynol. Blaenoriaethu ac amserlennu ceisiadau argraffu i gwrdd â therfynau amser cynhyrchu.	

- Darparu cynhyrchion terfynol wedi'u hargraffu o ansawdd sy'n bodloni gofynion y cwsmer.
- Rheoli eich amserlen waith eich hun a fydd yn cwrdd â'r holl derfynau amser dylunio ac argraffu.
- Nid yw'r dyletswyddau a amlinellir i fod yn rhestr gynhwysfawr a byddant yn cynnwys unrhyw ddyletswyddau a chyfrifoldebau eraill ar lefel sy'n briodol i'r swydd ac mewn ymateb i newid / adolygiad sefydliadol ac i gynorthwyo gyda hyblygrwydd.

Cyfeirnod at Ddibenion Gwerthuso Swyddi

JD 539

Manyleb y Person

Gofynion Hanfodol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Addysg hyd at lefel HND/BTEC mewn gwyddorau sy'n gysylltiedig â dylunio ac argraffu
Sgiliau leithyddol Cymraeg:	Bydd angen y sgiliau ieithyddol canlynol o fewn 2 flynedd i'r penodiad. Gwrando a Siarad Lefel 2: Medru deall craidd sgwrs. Medru derbyn a deall negeseuon syml ar batrymau arferol, e.e. amser a lleoliad cyfarfod, cais am siarad gyda rhywun. Medru cyfleu gwybodaeth elfennol a chyfarwyddiadau syml. Medru agor a chau. Sgiliau Darllen Lefel 2: Gallu deall y rhan fwyaf o adroddiadau byr a chyfarwyddiadau arferol o fewn arbenigedd y gwaith, a bod digon o amser wedi ei ganiatlgau. Sgiliau Ysgrifennu Lefel 2: Medru llunio neges fer syml ar bapur neu e-bost i gydweithiwr o fewn y Cyngor neu gyswllt cyfarwydd y tu allan i'r Cyngor.
Sgiliau leithyddol Saesneg:	Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd. Gwrando a Siarad Lefel 5: Medru cyfrannu'n rhugl a hyderus yng nghyswllt pob agwedd ar y gwaith beunyddiol, gan gynnwys trafod a chynghori ar faterion technegol, arbenigol neu sensitif. Sgiliau Darllen Lefel 5: Gallu deall adroddiadau, dogfennau ac erthyglau y mae'n debygol o ddod ar eu traws yn ystod y gwaith, gan gynnwys cysyniadau cymhleth wedi'u mynegi yn nhermau astrus. Sgiliau Ysgrifennu Lefel 5: Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd i safon dderbyniol gyda chymorth cymhorthion iaith. Medru llunio nodiadau manwl tra'n cymryd rhan lawn mewn cyfarfod.

Sgiliau Ymarferol / Personol	• Drwydded Yrru Lawn y DU neu'r gallu i deithio'n annibynnol, yn hyblyg ac ar fyr rybudd i fodloni anghenion y Gwasanaeth. • Sgiliau dylunio ac argraffu amlddisgyblaethol rhagorol. • Y gallu i drefnu a rheoli eich llwyth gwaith eich hun o dan eich cyfarwyddyd eich hun. • Sgiliau cyfathrebu ysgrifenedig a llafar rhagorol.
Profiad Hanfodol	• O leiaf 2 flynedd o brofiad mewn amgylchedd cynhyrchu Dylunio ac Argraffu
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	• Hyfforddiant lechyd a Diogelwch: Diogelwch Personol a Chodi a Chario (Llwyth). • Hyfforddiant/addysg arall a fydd yn cael ei ddarparu yn ôl yr angen.

Gofynion Dymunol	
Cymhwysterau / Hyfforddiant	• Cymhwyster dylunio graffigol proffesiynol cydnabyddedig.
Sgiliau Ymarferol / Personol	

Job Description

Post Name	Design and Print Officer
Service	Customer Contact, ICT & Digital
Grade	6
Spinal Point/s	7 - 10
Salary	£26,403 - £27,694 per annum
Job Purpose	• Design and production of high quality print material. • Manage and maintain corporate design and print standards. • Print production. • Print finishing.
Contractual Work Location/Base	Penmorfa, Aberaeron
Hours of Work	37
Type of Contract	Full-time
Contract Duration	Fixed Term
Line Managers Job Title	Reprographics Manager
Supervisory/Managerial Responsibilities	None
Accountability	Responsibility for the following resources: • Personal Computing Equipment • Print production multi-functional devices • Finishing equipment for print production Use of the following data systems for data entry and manipulation: • Graphical Design Data base • Job Logging database • Electronic Documents Management System. Working Environment: • The role requires lifting / carry / transport of equipment and supplies. • The role will frequently require working in a noisy and heated environment.
Contractual Terms Associated with the Post	n/a
Duties and Responsibilities	
• Provide a creative design service that produces material in both electronic and print production at a high level. • Provide technical and graphical design work for all of the Council services. • Ensure that all design work is produced at the agreed standard and maintain the library of Council art work (crest, letter templates, logo's etc.) • Deliver a high quality professional print services that meets the requirements of all the Council services. • Provide advice and guidance to the client on print quality and finishing effect. Prioritise and schedule print requests to meet production deadlines.	

- Deliver a quality finish to all print production that meets the requirements of the customer.
- Manage own schedule of work that will meet all design and print deadlines.
- The duties outlined are not meant to be an exhaustive list and will comprise any other duties and responsibilities at a level appropriate to the post and in response to organisational change / review and to assist flexibility

Job Evaluation Post Ref	JD 539
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Person Specification

Essential Requirements	
Academic / Professional / Technical / Vocational Qualifications	Educated to HND/BTEC level in design and print related sciences.
Welsh Linguistic Skills:	The following linguistic skills will be required within 2 years of appointment. Listening & Speaking Level 2: Can understand the essence of a conversation. Can receive and understand simple messages following normal patterns, such as time and place of meeting, request to talk to someone. Can pass on basic information and simple instructions. Can begin and end conversations and meetings bilingually. Reading Skills Level 2: Can understand most short reports and familiar instructions within his/her own area of expertise, provided enough time is given. Writing Skills Level 2: Can write a short simple message on paper or by e-mail to a colleague within the Council or a known external contact.
English Linguistic Skills:	You must possess the following linguistic skills when you start the position. Listening & Speaking Level 5: Can contribute fluently and confidently in relation to all aspects of day-to-day work, including discussing and advising upon technical, specialist or sensitive matters. Reading Skills Level 5: Can understand reports, documents and articles he/she is likely to read during his/her work, including complicated concepts expressed in abstruse terms. Writing Skills Level 5: Can write business correspondence, short reports, e-mail messages and information literature to an acceptable standard with the assistance of language tools. Can write detailed notes in a meeting whilst contributing fully.

Practical and personal skills	• Full UK Driver's Licence or the ability to travel independently, flexibly, and at short notice to meet service needs. • Excellent multi-disciplinary design and print skills. • Ability to schedule and manage own workload under own direction. • Excellent written and verbal communication skills.
Required Experience	• Minimum of 2 years' experience within a Design and Print production environment
Training/education required to be undertaken for the post/worked towards	• Health and Safety Training: Personal Safety and Manual Handling (Load). • Other training/education provided as required.

Desirable Requirements	
Qualifications / Training	• Recognised professional graphical design qualification.
Practical / Personal Skills	