

Disgrifiad Swydd

Teitl y Swydd	Swyddog Caffael: Gwasanaethau Corfforaethol a TGaCh
Gwasanaeth	Cyllid a Chaffael
Graddfa	7
Pwynt/iau Cyflog	12 - 16
Cyflog	£28,598 - £30,518 y flwyddyn
Pwrpas y Swydd	Prif ddiben y swydd yw cynorthwyo a chefnogi'r Rheolwr Corfforaethol: Caffael a Chomisiynu ym mhob mater sy'n ymwneud â chyflwyno nodau Caffael y Cyngor. Mae hyn yn cynnwys datblygu, cynnal a chadw a gweithrediadau Chaffael weithredu'r, a sicrhau bod y Cynghorau yn mabwysiadu'r arferion gorau caffael, gan gyfrannu at ddarparu Gwasanaeth Caffael a Chomisiynu effeithiol ac effeithlon.
Lleoliad Gwaith Cytundebol	Canolfan Rheidol, Aberystwyth
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Categori
Cyfrifoldebau Goruchwylio / Rheoli	Goruchwylio a dyrannu gwaith i'r Swyddog Caffael Cynorthwyol.
Atebolrwydd	Yn atebol i'r Rheolwr Gwasanaeth ar gyfer darparu gwasanaethau caffael corfforaethol y Cyngor.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Dim

Dyletswyddau a chyfrifoldebau

- Rheoli a gweinyddu cytundebau corfforaethol fframwaith a fydd yn darparu nwyddau a gwasanaethau i'r Cyngor.
- Bod yn gyfrifol am Gerdyn Prynu, cynnal y log trafodiad, a chyflwyno cysoniadau yn brydlon.
- Cynorthwyo gyda gwaith tendro, e-dendro ac e-arwerthiant, yn cynnwys paratoi dogfennau tendr a chynorthwyo Gwasanaethau gyda gwerthusiad tendro.
- Cynnal a chadw catalogau electronig cyfredol a ddefnyddiwyd gan y system e-gaffael a chlustnodi cyfleoedd ar gyfer catalogau electronig newydd.
- Cynorthwyo yn y broses o gyflwyno prosesau pwrcasu newydd yn y Cyngor drwy:
 - o Hyfforddiant
 - o Prynu ar-lein
 - o cysylltu gyda chyflenwyr
 - o rhoi arweiniad i ddefnyddwyr gan gynnwys gwerthwchigymru.gov.uk
 - o defnyddio offer meddalwedd tendro
 - o Cyhoeddi, gwirio a chofnodi ffurflenni cyfarwyddyd tendr (dogfennau cychwyn)
 - o Paratoi ffurflenni derbyn tendrau
 - o Paratoi a chydlynu dogfennau contract ar gyfer arwyddo a selio (fel bo angen).

- Dyletswyddau swyddfa cyffredinol, gan gynnwys delio gydag ymholiadau cyflenwyr.
- Cyfrif a chofnodi arbedion contract.
- Dadansoddi setiau mawr o ddata drwy ddefnyddio taenlenni a chyflwyno'r wybodaeth yma mewn fformat priodol.
- Sicrhau eich bod yn ymwybodol o'r datblygiadau diweddaraf ym maes caffael.
- Creu a chynnal gwefan mewnol yr adain gaffael.
- Cyfrifoldeb am boblogaeth a chynnal Cofrestr Contractau'r Cyngor.
- Gweinyddu gwefan Gwerthwch i Gymru.
- Cynrychioli'r Cyngor yn lleol, rhanbarthol a chenedlaethol.
- Efallai y bydd yn rhaid amrywio'r dyletswyddau, (ar ôl cael sgwrs gyda deiliad y swydd). Bydd hyn yn dibynnu ar anghenion y gwasanaeth ond byddant yn gydnaws â phroffil cyffredinol y swydd.
- Bydd y tasgau'n amodol ar derfynau amser ac efallai y bydd angen i ddeiliad y swydd ail-flaenoriaethu rhaglenni gwaith.

**Cyfeirnod at Ddibenion Gwerthuso
Swyddi**

JD 1122-03

Manyleb y Person

Gofynion Hanfodol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	<ul style="list-style-type: none"> • O leiaf 5 TGAU ar raddfa C neu uwch gan gynnwys Mathemateg a Saesneg a • Lefelau A neu Gymhwyster NVQ cyfatebol. neu • 2 flynedd o brofiad perthnasol sylweddol
Sgiliau Ieithyddol Cymraeg:	<p>Bydd angen y sgiliau ieithyddol canlynol o fewn 2 flynedd i'r penodiad.</p> <p>Gwranddo a Siarad</p> <p>Lefel 4: Medru cyfrannu'n effeithiol mewn cyfarfodydd mewnol ac allanol yng nghyd-destun y pwnc gwaith. Medru deall gwahaniaethau cywair a thafodiaith. Medru dadlau o blaid ac yn erbyn achos penodol. Medru cadeirio cyfarfodydd ac ateb cwestiynau o'r Gadair yn hyderus. Medru rhoi cyflwyniadau yn rhugl ac yn hyderus yng nghyd-destun y pwnc gwaith.</p> <p>Sgiliau Darllen</p> <p>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 ganiatgu.</p> <p>Sgiliau Ysgrifennu</p> <p>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.</p>
Sgiliau Ieithyddol Saesneg:	<p>Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd.</p> <p>Gwranddo a Siarad</p> <p>Lefel 4: Medru cyfrannu'n effeithiol mewn cyfarfodydd mewnol ac allanol yng nghyd-destun y pwnc gwaith. Medru deall gwahaniaethau cywair a thafodiaith. Medru dadlau o blaid ac yn erbyn achos penodol. Medru cadeirio cyfarfodydd ac ateb cwestiynau o'r Gadair yn hyderus. Medru rhoi cyflwyniadau yn rhugl ac yn hyderus yng nghyd-destun y pwnc gwaith.</p> <p>Sgiliau Darllen</p> <p>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.</p> <p>Sgiliau Ysgrifennu</p> <p>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.</p>
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> • Dibynadwyedd a gallu cynnal, gweinyddu a rheoli tasgau sy'n gysylltiedig trafodiad gyda chywirdeb

	<p>ddefnyddio systemau electronig, a'r gallu i ddangos menter drwy nodi cyfleoedd newydd i Gweithredu prosesau effeithlon.</p> <ul style="list-style-type: none"> • Y gallu i ddangos cyfrifoldeb dros arian parod neu gerdyn credyd broses a'r gweithdrefnau cymodi cysylltiedig. • Medru trefnu a blaenoriaethu gwaith ac gweithio at terfynau amser, yn cynnwys cyfathrebu cynnydd a defnyddio menter i leihau effaith newidiadau i raglenni gwaith. • Y gallu i symud y fenter ac medru gweithio'n unigol ac fel aelod o dîm. • Medru cyfathrebu â phobl o bob lefel yn y sefydliad. • Medru datblygu a chynnal perthynas waith dda gyda chyflenwyr. • Rhifedd, sgiliau dadansoddol, cadw cofnodion rhifiadol a'r gallu i greu adroddiadau mewn fformatau amrywiol o wybodaeth rifiadol. • dyfyniadau gan ddefnyddio systemau electronig i raddau y gallwch cynorthwyo eraill. • Medru blaenoriaethu eich gwaith eich hun. • Dangos sgiliau rhyngpersonol da gyda chwsmeriaid a chyflenwyr gan gynnwys meddu ar y gallu i drafod yn effeithiol. • Sgiliau cyfrifiadurol da o ran defnyddio Microsoft Office. • Parodwydd i ddysgu. • Gallu creu a chynnal tudalennau / gwybodaeth ar gais ar y we ar-lein. • Sgiliau Hyfforddiant a'r gallu i gynhyrchu dogfennaeth arweiniad. • Gallu i gadw i fyny gyda syniadau newydd mewn technoleg a phrosesau, ac addasu i ofynion newidiol sefydliad. • Gwybodaeth am drothwyon gwerth caffael a defnyddio'r rhain i benderfynu ar y dull mwyaf priodol i farchnata e.e. Gwobr uniongyrchol, dyfynbris neu dendr.
<p>Profiad Hanfodol</p>	<ul style="list-style-type: none"> • Defnyddio system electronig ar gyfer archebu a thalu. • Disgwylir y bydd cymorth ar rai agweddau ar y swydd yn cael ei ddarparu yn ystod y cyfnod o ymsefydlu.
<p>Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd</p>	<ul style="list-style-type: none"> • Cynigir hyfforddiant tuag at gymhwyster sy'n ymwneud â chaffael neu gwrs astudiaeth e.e Sefydliad Siartredig Prynu a chyflenwi.

Gofynion Dymunol	
Cymwysterau / Hyfforddiant	
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> • 3 Blynedd mewn swydd Ariannol a / neu sy'n gysylltiedig â Chaffael. • Profiad o gydweithio. • Medru sicrhau y cyflwynir prosesu newydd. • Sgiliau ysgrifennu adroddiadau. • Gwybodaeth o brosesau a gweithdrefnau tendro. • Gwybodaeth o fframwaithiau. • Bod yn gyfarwydd â deddfwriaeth a pholisi caffael. • Ymwybyddiaeth o Gyfraith Contract ac egwyddorion rheoli contract. • Dealltwriaeth o Werthusiad Cyflenwyr a technegau dewis.

Job Description

Post Name	Procurement Officer: Corporate Services & ICT
Service	Finance and Procurement
Grade	7
Spinal Point/s	12 - 16
Salary	£28,598 - £30,518 per annum
Job Purpose	The main purpose of the post is to assist and support the Corporate Manager: Procurement & Commissioning with the delivery of the Council's Procurement Strategy. This includes the development, maintenance and actioning of Procurement operations, and ensuring the Council adopts the best Procurement practices, thus contributing to the provision of an effective and efficient Procurement & Commissioning Service.
Contractual Work Location/Base	Canolfan Rheidol, Aberystwyth
Hours of Work	37 hours per week
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Category Manager
Supervisory/Managerial Responsibilities	Supervise and allocate work to the Procurement Assistant.
Accountability	To the Service Manager in the delivery of the Council's corporate procurement and commissioning services.
Contractual Terms Associated with the Post	None
Duties and Responsibilities	
<ul style="list-style-type: none"> • Manage, maintain and administer corporate contracts that will provide the Council with goods and services. • Be responsible for a Purchasing Card, maintaining the transaction log, and timely submission of reconciliations. • Assist with tendering, e-tenders, e-auctions and e-Quotations, including preparation of tender documents and assisting Services with tender evaluation. • Maintenance of existing electronic catalogues used by the e-procurement system and identify opportunities for new electronic catalogues. • Assisting with purchasing processes within the Council by <ul style="list-style-type: none"> ○ Training ○ Online purchasing ○ liaising with suppliers ○ providing guidance to users including Sell2wales.co.uk ○ using e-tendering software tools 	

- Issuing, checking and recording tender instruction forms (initiation documents)
 - Preparing tender acceptance forms
 - Preparation and co-ordination of contract documents for signing and sealing (as required).
- General office duties that include dealing with suppliers' enquiries.
 - Calculate and record contract savings.
 - Analyse large sets of data using a spreadsheet and presenting this information in an appropriate format.
 - Keeping up to date with latest developments in procurement.
 - Create and maintain the procurement section's internal website.
 - Responsibility for population and maintenance of the Council's Contracts Register.
 - Administration of the Sell2wales web site.
 - On occasion representing the Council at local, regional and national level.
 - The duties may have to be varied (after discussion with the post holder) subject to the needs of the service and in keeping with the general profile of the post.
 - Tasks will be subject to deadlines and interruptions may require the postholder to reprioritise work programmes.

Job Evaluation Post Ref

JD 1122-03

Person Specification

Essential Requirements	
Academic / Professional / Technical / Vocational Qualifications	<ul style="list-style-type: none"> • A minimum of 5 GCSEs at grade C or above to include Maths and English and • A-Levels or an equivalent NVQ Qualification; or • 2 years' significant relevant experience.
Welsh Linguistic Skills:	<p>The following linguistic skills will be required within 2 years of appointment.</p> <p>Listening & Speaking Level 4: Can contribute effectively to internal and external meetings in the context of the job area. Can understand differences in language and dialect. Can argue for or against a specific case. Can chair meetings and answer questions confidently from the Chair. Can give presentations fluently and confidently in the context of the job area.</p> <p>Reading Skills Level 2: Can understand most short reports and familiar instructions within his/her own area of expertise, provided enough time is given.</p> <p>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.</p>
English Linguistic Skills:	<p>You must possess the following linguistic skills when you start the position.</p> <p>Listening & Speaking Level 4: Can contribute effectively to internal and external meetings in the context of the job area. Can understand differences in language and dialect. Can argue for or against a specific case. Can chair meetings and answer questions confidently from the Chair. Can give presentations fluently and confidently in the context of the job area</p> <p>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.</p> <p>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.</p>
Practical and personal skills	<ul style="list-style-type: none"> • Reliability and able to maintain, administer and manage transactional related tasks with accuracy using

	<p>electronic systems, and the ability to demonstrate initiative by identifying new opportunities to Implement efficient processes.</p> <ul style="list-style-type: none"> • Able to demonstrate responsibility for cash or credit card process and the related reconciliation procedures. • Capable of organising and prioritising work and working to deadlines, including communication of progress and using initiative to minimise impact of changes to work programmes. • Ability to take initiative and be able to work individually and as a member of a team. • Ability to communicate with all levels in the organisation. • Ability to develop and maintain sound working relationships with suppliers. • Numeracy, numerical analytical skills, record keeping and the ability to create reports in varied formats from numerical information. • Knowledge of procurement processes such as tendering and quotations using electronic systems to a degree that you can assist others. • Ability to prioritise own work. • Demonstrate good interpersonal skills with both internal customers and suppliers. • Good computer skills using Microsoft Office. • Willingness to learn. • Being able to create and maintain pages/information on an online web application. • Training skills and the ability to produce guidance documentation. • Ability to keep up with new ideas in technology and processes, and adapt to the changing requirements of an organisation. • Knowledge of procurement value thresholds and using these to determine the most appropriate route to market e.g. direct award, quotation or tender.
<p>Required Experience</p>	<ul style="list-style-type: none"> • Using an electronic based system for ordering and for payment. • It is expected that support on certain aspects of the post will be provided during the period of induction.
<p>Training/education required to be</p>	<p>Training will be offered towards a procurement related qualification or study e.g. Chartered Institute of Purchasing and Supply.</p>

undertaken for the post/worked towards	
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Desirable Requirements	
Qualifications / Training	
Practical / Personal Skills	<ul style="list-style-type: none"> • 2 Years in a Financial and/or Procurement related post. • Experience of collaborative working. • Capable of effecting new processes. • Report writing skills. • Knowledge of tendering processes and procedures. • Knowledge of framework agreements • Familiarity with procurement legislation and policy. • Awareness of Contract Law and Contract Management principles. • Understanding of Supplier Appraisal and Selection techniques.