

Disgrifiad Swydd

Teitl y Swydd	Cynorthwydd Cludiant
Gwasanaeth	Priffyrdd ac Amgylcheddol
Graddfa	5
Pwynt/iau Cyflog	5 - 6
Cyflog	£25,583 - £25,989 y flwyddyn
Pwrpas y Swydd	Bydd deiliad y swydd yn cynorthwyo'r Uned Gorfforaethol Cludiant Teithwyr (yr Uned) i sicrhau bod yr holl wasanaethau cludiant teithwyr a ddarperir yn y sir o dan gontractau yn gweithredu'n effeithlon ac yn unol â pholisïau. Bydd deiliad y swydd yn gyfrifol am sicrhau bod cronfeydd data cludiant yn cael eu cynnal a'u diweddarau yn ôl y gofyn.
Lleoliad	Depo Glanyrafon, Aberystwyth
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Swyddog Trafnidiaeth
Cyfrifoldebau Goruchwylio / Rheoli	Amherthnasol
Atebolrwydd	Bydd angen gweithio'n gywir yn unol â dyddiadau cau llym, a hynny ar eich pen eich hun ac fel rhan o dîm yr Uned. Bydd gofyn ichi ddehongli canllawiau, polisïau a gweithdrefnau swyddfa yn unol ag amgylchiadau penodol e.e. ymateb i gŵynion am wasanaethau.
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	N/A

Dyletswyddau a chyfrifoldebau

- Darparu cymorth technegol o ddydd i ddydd i'r Uned o ran y gwasanaethau cludiant teithwyr a ddarperir o dan gontractau'r Cyngor i sicrhau bod y gwasanaethau hynny'n gweithredu yn unol â pholisïau perthnasol y Cyngor ar gludiant rhwng y cartref a'r ysgol a gwasanaethau bws lleol.
- Cynorthwyo â'r holl faterion gweithredol sy'n codi o ddydd i ddydd gyda chontractwyr, rhieni, ysgolion, colegau a chydweithwyr ar draws adrannau, yn enwedig y rheini yn y Gwasanaeth Ysgolion.
- Cynnal gwiriadau statudol o'r gwasanaethau cludiant i'r ysgol / coleg a ddarperir o'u cymharu â'r Polisi Cludiant i'r Ysgol.
- Sicrhau bod proses gyfathrebu effeithiol ar waith i gysylltu â'r Uned i sicrhau bod gwybodaeth sy'n ymwneud â'r holl faterion gweithredol yn cael ei rhannu â'r holl swyddogion.
- Cynorthwyo'r Uned i adolygu llwybrau cludiant teithwyr ac i baratoi dogfennau tendro drwy wefan Bravo Solutions / E-tender Wales.
- Gweinyddu'r gwasanaethau cymorth cludiant o ddydd i ddydd, gan gynnwys gweinyddu'r Cynllun Teithio Rhatach, talu contractwyr a chyhoeddi gwybodaeth am gludiant rhwng y cartref a'r ysgol a Chardiau Teithio i ddisgyblion ysgol / myfyrwyr coleg, ond heb fod yn gyfyngedig i'r pethau hyn.
- Derbyn cwynion am y gwasanaeth cludiant rhwng y cartref a'r ysgol, ymateb iddynt, eu prosesu a'u cofnodi, ymchwilio'n llwyr i'r cwynion, a rhoi'r Cod Ymddygiad Teithwyr ar waith; ac ymchwilio i gŵynion am wasanaethau bws lleol gyda chontractwyr.

8. Cynorthwyo'r Uned i reoli'r Aseidiadau Risg ar gyfer pob contract ysgol, yn unol â gofynion cyfreithiol Llywodraeth Cymru, a rheoli ffeil iechyd a diogelwch yr Uned drwy gwrdd yn rheolaidd â'r Swyddogion Iechyd a Diogelwch i ddiweddarau'r cynlluniau gweithredu.
9. Cysylltu â chontractwyr, gweithredwyr, ysgolion a darparwyr gwybodaeth i roi gwybod iddynt am ffyrdd sydd ar fin cau, digwyddiadau sy'n tarfu ar gludiant i'r ysgol, a gwyradau oherwydd tywydd gwael.
10. Meddu ar ddealltwriaeth o GIS MapInfo a'r ffordd y mae'n gweithio er mwyn paratoi cyfrifiadau, mesuriadau, adroddiadau a dadansoddiadau, a meddu ar yr hyder i gynorthwyo'r Uwchswyddogion i wneud penderfyniadau ynghylch trefniadau cludiant i'r ysgol a chludiant gan rieni.
11. Cydymffurfio â'r egwyddorion a'r arferion cyfle cyfartal a nodir ym Mholisi Cyfle Cyfartal y Cyngor.
12. Cydweithio â'r cyflogwr a dilyn cyngor a chyfarwyddiadau iechyd a diogelwch.

Manyleb Personol

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	O leiaf bum TGAU, gan gynnwys gradd C neu uwch mewn Saesneg a Mathemateg	
Sgiliau Ieithyddol Cymraeg	Gwranddo/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	Gwranddo/Siarad: Lefel 5 Darllen: Lefel 5 Ysgrifennu: Lefel 5	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> Profiad o ddefnyddio meddalwedd dechnegol fel: <ul style="list-style-type: none"> Systemau GIS Meddalwedd Asset Database Y gallu i weithio ar ei ben/phen ei hun, neu fel aelod o dîm, gan ddibynnu ar ofynion y sefyllfa Y gallu i ymgymryd â thasgau'n gywir a heb lawer o oruchwyliaeth Y gallu i flaenoriaethu'r llwyth gwaith ac i fodloni dyddiadau cau Sgiliau cyfathrebu da ar lafar ac yn ysgrifenedig Y gallu i barchu ac i gadw cyfrinachedd 	
Profiad Hanfodol	<ul style="list-style-type: none"> Profiad diweddar o ddefnyddio TGCh – gan gynnwys rhaglenni Microsoft Office (prosesu geiriau, e-bost, taenlenni a chronfeydd data) a'r Rhyngwyd. Profiad o weithio gyda'r cyhoedd. Dealltwriaeth o lywodraeth leol. 	
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	<ul style="list-style-type: none"> Bydd gofyn ymgymryd â hyfforddiant a bennir ac y cytunir arno â'r rheolwyr llinell fel rhan o arfarniadau tîm neu unigol. Darperir hyfforddiant i gyrraedd y lefelau ALTE gofynnol cyn pen dwy flynedd. 	

Dymunol	
Cymwysterau / Hyfforddiant	<ul style="list-style-type: none"> NVQ mewn Cludiant i Deithwyr ar y Ffordd
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> Profiad blaenorol o weithio ym maes llywodraeth leol neu yn y diwydiant trafniadaeth. Agwedd gwrtais a phroffesiynol. Y gallu i ddylanwadu/negodi. Profiad o reoli arian ac adnoddau ac o faterion ansawdd a bodlonrwydd cleientiaid.

Job Description

Post Name	Transport Assistant
Service	Highways and Environmental
Grade	5
Spinal Point/s	5 - 6
Salary	£25,583 - £25,989 per annum
Job Purpose	The post holder will assist the Corporate Passenger Transport Unit (CPTU) in ensuring that the operation of all contracted passenger transport services in the county are operated efficiently and in accordance with policy. The post holder has responsibility for ensuring that transport databases are maintained and updated as necessary.
Location	Glanyrafon Depot, Aberystwyth
Hours of Work	37 hrs per week
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Transport Officer
Supervisory/Managerial Responsibilities	Not applicable
Accountability	There is a need to work accurately to strict deadlines, both on your own and as part of the CPTU team. You will be required to interpret guidelines, policies and office procedures according to the particular circumstances e.g. responding to service complaints
Contractual Terms Associated with the Post	N/A

Duties and Responsibilities

1. To provide day to day technical support to the CPTU for the delivery of the Council's contracted passenger transport services to ensure that contracted services are operating in accordance with the Council's relevant home to school transport and local bus policies.
2. To assist with the day-to-day operational issues which arise with contractors, parents, schools, colleges and cross departmental colleagues particularly those within the schools service section.
3. To undertake the statutory checking of school / college transport applications against the School Transport Policy.
4. To ensure an effective communication process is in place for liaising with the Corporate Passenger Transport Unit so that information relating to all operational issues is being communicated and disseminated to all officers.
5. To assist the CPTU with the reviewing of passenger transport routes and the preparation of tender documents via Bravo Solutions / e-tender Wales.
6. To provide administration on a day-to-day basis of the transport support services, including, but not limited to the Concessionary Fares Scheme, the payment of contractors and to issue home to school transport information and school / college Travel Passes.
7. To receive, respond, process and document home to school service complaints and to fully investigate the complaint and apply the Travel Behaviour Code, and investigate local bus service complaints with contractors.

8. To support the CPTU with the management of the Risk Assessments on all school contracts as legally required by the Welsh Government and to manage the CPTU's Health & Safety file which requires meetings with the Health & Safety Officers on a regular basis to update Action Plans.
9. To liaise with transport contractors, operators, schools and information providers to advise them of impending road closures, interruptions to school transport and diversions due to adverse weather information.
10. To have an understanding and working knowledge of the GIS MapInfo for calculations, measurements, reports and analysis of information and the confidence to assist Senior Officers with decisions on school transport arrangements and parent conveyance.
11. To abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunity Policy.
12. To co-operate with their employer and follow health and safety advice and instructions.

Job Evaluation Post Ref

JD 1254

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	A minimum of 5 GCSEs to include English, Maths at Grade C or above.	
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 required for the post	<ul style="list-style-type: none"> • Experience in the use of technical software such as: <ul style="list-style-type: none"> – GIS systems – Asset Database Software • Ability to work individually, or as a team member, as the situation demands. • Ability to undertake tasks with accuracy and with the minimum of supervision. • Ability to prioritise workloads and work to deadlines. • Good communication skills, both oral and written. • Respect and maintain confidentiality. 	
Experience Required for the post	<ul style="list-style-type: none"> • Recent ICT experience - including Microsoft Office suite (word processing, email, spreadsheet and database) and Internet. • Experience of working with the public. • An understanding of Local Government. 	
Training/education required to be undertaken for the post/worked towards	<ul style="list-style-type: none"> • To undertake training as identified and agreed with line managers as part of team or individual appraisals. • Training will be provided to achieve the required ALTE levels within 2 years. 	

Desirable	
Qualifications / Training	<ul style="list-style-type: none"> • NVQ in Road Passenger Transport.
Practical / Personal Skills	<ul style="list-style-type: none"> • Previous experience of working in local government or within the transport industry. • Courteous and professional manner. • Ability to influence/negotiate. • Experience of financial control and resource management and Client Satisfaction and Quality Issues.