

Disgrifiad Swydd

Post Name	Swyddog Asedau Cynorthwyol
Cyfeirnod y Swydd at ddibenion Gwerthuso Swyddi	JD 1705 - 01
Maes Gwasanaeth	Economi ac Adfywio – Twf a Menter
Gradd SCP a chyflog	Gradd 8 £31,537 - £33,699
Diben y Swydd	Fel y Swyddog Asedau Cynorthwyol, byddwch chi'n chwarae rôl hanfodol wrth gefnogi'r gwaith o reoli a chynnal a chadw asedau'r Cyngor gan gynnwys eiddo, cyfleusterau, a seilwaith. Bydd eich cyfrifoldebau yn cynnwys cynorthwyo â'r gwaith o archwilio eiddo, cadw cofnodion cywir am asedau, cydlynu'r gwaith atgyweirio a chynnal a chadw, a darparu cymorth gweinyddol i'r Tîm Asedau. Mae'r swydd hon yn cynnig cyfle cyffrous i gyfrannu at y gwaith o reoli asedau Cyngor Sir Ceredigion mewn modd effeithlon ac effeithiol.
Lleoliad	Penmorfa, Aberaeron Hefyd, bydd yn ofynnol i ddeiliad y swydd fynd i leoliadau eraill yng Ngheredigion ac i weithio y tu allan i oriau arferol pan fo angen, er mwyn hwyluso cyfarfodydd ac ymweld â gweithgareddau prosiectau. Darperir ffôn symudol a gliniadur fel y gellir gweithio y tu allan i'r swyddfa.
Oriau gwaith	37 awr yr wythnos
Math o Contract	Llawn amser
Hyd y Contract	Parhaol
Teitl swydd y Rheolwr Llinell	Prif Swyddog Asedau
Cyfrifoldebau goruchwylio / rheoli – os ydynt yn berthnasol	Dim
Dyletswyddau a chyfrifoldebau	<ul style="list-style-type: none"> • Cynorthwyo â'r gwaith o archwilio eiddo i sicrhau y cydymffurfir â'r rheoliadau iechyd a diogelwch, y codau adeiladu a'r safonau cynnal a chadw. • Cefnogi'r gwaith o gadw a diweddarau cofnodion cywir am asedau, gan gynnwys manylion yr eiddo, adroddiadau am gyflwr yr eiddo a rhestrau o'r eiddo.

	<ul style="list-style-type: none"> • Cydlynu ac amserlennu prosiectau atgyweirio, cynnal a chadw ac adnewyddu ar gyfer asedau y mae'r Cyngor yn berchen arnynt, gan gysylltu â chontractwyr, cyflenwyr a rhanddeiliaid mewnol, yn ôl yr angen. • Gwneud gwaith ymchwil a chasglu gwybodaeth am faterion sy'n gysylltiedig ag asedau, megis gwerth eiddo, tueddiadau'r farchnad, ac arferion gorau o ran cynnal a chadw. • Cynorthwyo â'r gwaith o baratoi adroddiadau, cyflwyniadau, a dogfennau sy'n gysylltiedig ag asedau, gan gynnwys amserlenni cynnal a chadw, cynigion ynghylch y gyllideb, a chofnodion cydymffurfio. • Darparu cymorth gweinyddol i'r tîm Asedau, gan gynnwys rheoli gohebiaeth, cynnal systemau ffeilio, a threfnu cyfarfodydd. • Ymateb i'r ymholiadau a ddaw i law oddi wrth adrannau mewnol, tenantiaid, a'r cyhoedd ynghylch materion sy'n gysylltiedig ag asedau, gan ddarparu gwybodaeth gywir ac amserol. • Cynorthwyo â'r gwaith o fonitro cyllidebau a gwariant sy'n gysylltiedig â rheoli asedau, gan sicrhau atebolrwydd ariannol am yr adnoddau a ddyrannwyd. • Cydweithio â'ch cydweithwyr a'r rhanddeiliaid gan nodi meysydd lle gellir gwella prosesau, argymell atebion, a rhoi newidiadau ar waith i wella arferion ynghylch rheoli asedau. • Sicrhau bod gennych y wybodaeth ddiweddaraf am y ddeddfwriaeth, y rheoliadau a'r safonau diwydiant perthnasol sy'n ymwneud â rheoli asedau, gan sicrhau bod yr hyn y mae'r Cyngor yn ei wneud yn cydymffurfio â'r rheoliadau perthnasol. • Cynorthwyo â'r gwaith o roi meddalwedd a systemau rheoli asedau ar waith, gan sicrhau bod y data yn gywir ac yn hygyrch. • Cyfrannu at ddatblygu polisiau, gweithdrefnau a strategaethau sy'n gysylltiedig ag asedau a'u rhoi ar waith er mwyn cefnogi amcanion y cyngor.
<p>Atebolrwydd</p>	<ul style="list-style-type: none"> • Cynllunio a rheoli'r gwaith a neilltuir i chi ar brosiectau / rhaglenni gan wneud hynny ar eich menter eich hunan, gan gyrraedd y cerrig milltir a gytunwyd iddynt ac adrodd yn rheolaidd ar gynnydd. • Yn atebol am sicrhau bod gwariant prosiectau yn cyd-fynd â'r cyllidebau a ddyrennir ar gyfer prosiectau a sicrhau rheolaeth ariannol darbodus i gefnogi rheolwyr tîm / rheolwyr corfforaethol. • Dylai deiliad y swydd fod yn gryf ei gymhelliad a dylai fod yn gallu gweithio heb fawr ddim goruchwyliaeth. Bydd yn drefnus iawn a bydd yn awyddus iawn i wella a datblygu'r economi leol yng Ngheredigion.

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| | <ul style="list-style-type: none">• Diben y gwasanaeth Rhaglenni Economaidd Strategol yw darparu cymorth ar draws gwasanaethau'r Economi ac Adfywio, a bydd y rôl hon yn cefnogi gwaith perthnasol ar draws yr Adran yn ehangach. |
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Manyleb Person

<p>Y cymwysterau academaidd/proffesiynol/ technegol/galwedigaethol (gan gynnwys lefel y cymwysterau) sy'n ofynnol ar gyfer y swydd</p>	<ul style="list-style-type: none"> Addysg hyd at lefel gradd mewn maes perthnasol neu'n meddu ar brofiad perthnasol (o leiaf 4 blynedd) o weithio yn y maes hwn neu faes perthnasol. Cymhwyster RICS, neu'n gweithio tuag at gyflawni'r cymhwyster RICS Cymwysterau datblygu/rheoli rhaglenni/prosiectau 												
<p>Lefel y sgiliau ieithyddol sy'n ofynnol ar gyfer y swydd (Gweler y canllawiau iaith ar ceri net)</p>	<p>Gweler y tabl isod.</p> <p><i>*Nodyn: Bydd gofyn i'r ymgeisydd llwyddiannus ddysgu'r Gymraeg cyn pen dwy flynedd ar ôl ei benodi/phenodi os nad ydyw eisoes yn siarad Cymraeg.</i></p>												
<p>Saesneg (Lefelau Fframwaith ALTE)</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Gwranddo/Siarad</th> <th style="width: 25%;">Darllen</th> <th style="width: 25%;">Ysgrifennu</th> <th style="width: 25%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> <td style="text-align: center;">Hanfodol</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">3</td> <td style="text-align: center;">3</td> <td style="text-align: center;">Hanfodol*</td> </tr> </tbody> </table>	Gwranddo/Siarad	Darllen	Ysgrifennu		5	5	5	Hanfodol	3	3	3	Hanfodol*
Gwranddo/Siarad	Darllen	Ysgrifennu											
5	5	5	Hanfodol										
3	3	3	Hanfodol*										
<p>Sgiliau personol/ymarferol sy'n ofynnol ar gyfer y swydd</p>	<ul style="list-style-type: none"> Gwybodaeth am egwyddorion rheoli eiddo, cynnal a chadw asedau a'r rheoliadau perthnasol. Sgiliau trefnu cryf, gyda'r gallu i reoli amrywiol dasgau a blaenoriaethu cyfrifoldebau yn effeithiol. Yn medru rhoi sylw i fanylion ac yn gywir iawn wrth reoli data a chadw cofnodion. Sgiliau cyfrifiadurol rhagorol, gan gynnwys profiad o ddefnyddio meddalwedd rheoli asedau, cronfeydd data, a Microsoft Office Suite. Sgiliau cyfathrebu rhagorol, yn ysgrifenedig ac ar lafar, gyda'r gallu i ryngweithio â rhanddeiliaid ar wahanol lefelau. Sgiliau cryf o ran datrys problemau a dadansoddi, gyda'r gallu i asesu sefyllfaoedd, nodi materion, ac argymhell atebion priodol. Y gallu i weithio'n annibynnol ac ar y cyd o fewn amgylchedd tîm. Ymrwymiad i ddarparu gwasanaeth rhagorol i gwsmeriaid a meithrin perthynas gadarnhaol gyda rhanddeiliaid mewnol ac allanol. 												
<p>Profiad sy'n ofynnol ar gyfer y swydd</p>	<ul style="list-style-type: none"> Profiad mewn rôl debyg, yn ddelfrydol yn y sector cyhoeddus neu mewn amgylchedd rheoli eiddo. Gwybodaeth ymarferol o gyfraith lechyd a Diogelwch a'r rheoliadau Adeiladu, Dylunio a Rheoli (CDM). Profiad o weithio mewn amgylchedd rheoli / datblygu eiddo neu brofiad o waith prisio. 												

Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Mynychu cynadleddau/hyfforddiant y mae'r Rheolwr Gwasanaeth wedi'u nodi a'u cymeradwyo ar eich cyfer. Bydd Cyngor Sir Ceredigion yn hapus i gefnogi deiliad y swydd i sicrhau rhagor o gymwysterau cydnabyddedig o fewn y diwydiant (cymwysterau sy'n berthnasol i'r rôl) a chefnogi ei Ddatblygiad Proffesiynol Parhaus.
Sgiliau/Cymwysterau Dymunol	<ul style="list-style-type: none">• Aelodaeth broffesiynol berthnasol• Gwybodaeth ymarferol o Reolau Sefydlog a Rheoliadau/Arferion Ariannol y Cyngor Sir• Gwybodaeth ymarferol o ddeddfwriaeth berthnasol yn y maes cynllunio a datblygu, codau ymarfer, ac ati.

Job Description

Post Name	Assistant Assets Officer
Job Evaluation Post No	JD 1705 - 01
Service Area	Economy and Regeneration – Growth and Enterprise
Grade SCP and salary	Grade 8 £31,537 - £33,699
Job Purpose	As the Assistant Assets Officer, you will play a crucial role in supporting the management and maintenance of the council's assets, including properties, facilities, and infrastructure. Your responsibilities will include assisting with property inspections, maintaining accurate asset records, coordinating repairs and maintenance, and providing administrative support to the Assets team. This position offers an exciting opportunity to contribute to the efficient and effective management of Ceredigion County Council's assets.
Location	Penmorfa, Aberaeron The post-holder will also be required to attend other locations within Ceredigion and outside normal working hours as and when required to facilitate meetings and visit project activity. A mobile phone and laptop will be provided to enable work to be undertaken outside the office base.
Hours of Work	37 hours per week
Type of Contract	Full Time
Length of Contract	Permanent
Immediate Line Managers job title	Principal Assets Officer
Supervisory/Managerial responsibilities – if applicable	None
Duties and responsibilities	<ul style="list-style-type: none"> • Assist with property inspections to ensure compliance with health and safety regulations, building codes, and maintenance standards. • Support the maintenance and updating of accurate asset records, including property details, condition reports, and inventory lists. • Coordinate and schedule repairs, maintenance, and refurbishment projects for council-owned assets, liaising

	<p>with contractors, suppliers, and internal stakeholders as required.</p> <ul style="list-style-type: none"> • Conduct research and gather information on asset-related matters, such as property values, market trends, and maintenance best practices. • Assist with the preparation of reports, presentations, and documentation related to assets, including maintenance schedules, budget proposals, and compliance records. • Provide administrative support to the Assets team, including managing correspondence, maintaining filing systems, and organising meetings. • Respond to inquiries from internal departments, tenants, and the public regarding asset-related matters, providing accurate and timely information. • Assist in monitoring budgets and expenditure related to asset management, ensuring financial accountability and adherence to allocated resources. • Collaborate with colleagues and stakeholders to identify areas for process improvement, recommend solutions, and implement changes to enhance asset management practices. • Stay up to date with relevant legislation, regulations, and industry standards pertaining to asset management, and ensure compliance within the council's operations. • Assist with the implementation of asset management software and systems, ensuring data accuracy and accessibility. • Contribute to the development and implementation of asset-related policies, procedures, and strategies to support the council's objectives.
<p>Accountability</p>	<ul style="list-style-type: none"> • To plan and manage assigned projects/programme work on their own initiative, meetings agreed milestones – reporting regularly on progress. • Accountable for ensuring project expenditure is within allocated project budgets and ensure prudent financial management/forecasting to support the team/corporate managers. • The post-holder should be self-motivated, able to work with minimum supervision, be well organised and have a strong desire to enhance and develop the local economy in Ceredigion. • The Strategic Economic Programmes service function is to provide support across Economy & Regeneration, and this role will be supporting relevant work across the wider Department.

Person Specification

The Academic / professional / Technical / vocational qualifications (including qualification Level) required for the post	<ul style="list-style-type: none"> Educated to degree level in a relevant subject area or possess relevant experience (at least 4 years') of working in this or a relevant field. RICS qualification, or working towards achieving RICS qualification Programme/Project development/management qualifications 												
Linguistic skills level required for the post (Please refer to guidance on certification)	See table below. <i>*Note: The successful candidate will be required to learn the language within 2 years of being appointed if he/she is not currently a Welsh speaker.</i>												
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5	5	5	Essential										
3	3	3	Essential*										
English (ALTE Framework Levels)	5												
Welsh (ALTE Framework Levels)	3												
Practical/personal skills required for the post	<ul style="list-style-type: none"> Knowledge of property management principles, asset maintenance, and relevant regulations. Strong organizational skills, with the ability to manage multiple tasks and prioritise responsibilities effectively. Attention to detail and a high degree of accuracy in data management and record keeping. Proficient computer skills, including experience with asset management software, databases, and Microsoft Office Suite. Excellent communication skills, both written and verbal, with the ability to interact with stakeholders at various levels. Strong problem-solving and analytical skills, with the ability to assess situations, identify issues, and recommend appropriate solutions. Ability to work independently and collaboratively within a team environment. A commitment to providing excellent customer service and maintaining positive relationships with internal and external stakeholders. 												
Experience required for the post	<ul style="list-style-type: none"> Proven experience in a similar role, preferably in a public sector or property management environment. Working knowledge of Health and Safety law and CDM. Experience of working in a property management / development or valuations environment. 												

Training/education required to be undertaken for the post/worked towards	Attendance at conferences/training as identified with and approved by the Service Manager. CCC will be happy to support the further achievement of recognised industry qualifications relevant to the role in support of the successful candidate's CPD
Desirable Skills/Qualifications	<ul style="list-style-type: none"> • Relevant professional membership • Working knowledge of County Council Standing Orders and Financial Regulations/Practices • Working knowledge of relevant planning & development legislation, codes of practice, etc.