

Disgrifiad Swydd

Teitl y Swydd	Technolegydd Bwyd
Gwasanaeth	Economi ac Adfywio
Graddfa	Graddfa 10
Pwynt/iau Cyflog	28-30
Cyflog	£39,152 - £40,777 pro rata
Pwrpas y Swydd	<p>Darparu cyngor technegol a chymorth i gleientiaid – boed yn unigolion, cwmnïau neu sefydliadau sy'n gofyn am gymorth gyda datblygu syniadau prosiect bwyd.</p> <p>Trefnu a chynllunio gweithgareddau a defnydd o'r adeilad ymchwil a datblygu.</p>
Lleoliad Gwaith Cytundebol	<p>Canolfan Bwyd Cymru, Horeb, Llandysul.</p> <p>Bydd hefyd yn ofynnol i ddeiliad y swydd fynychu lleoliadau eraill a thu allan i oriau gwaith arferol yn ôl yr angen. Bydd ffôn symudol, sgrin a gliniadur yn cael eu darparu i alluogi gwaith i gael ei wneud y tu allan i'r swyddfa.</p>
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Cyfnod Penodedig
Teitl swydd y Rheolwr Llinell	Uwch Dechnolegydd Bwyd
Cyfrifoldebau Goruchwylio / Rheoli	Bydd yn ofynnol i ddeiliad y swydd oruchwylio grwpiau o staff mewnol a chontractwyr allanol.
Atebolrwydd	<p>Bydd y swydd yn gofyn am rywun sy'n medru dangos meddwl blaengar gan fedru ymateb gyda dulliau ymarferol i ddatrys problemau.</p> <p>Dylai ymgeiswyr fedru symbylu eu hunain at waith a medru gweithio ar eu liwt eu hunain ac i amserau tynn gan adrodd yn ôl i gleientiaid a'r Ganolfan.</p>
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	

Dyletswyddau a chyfrifoldebau

- Rheoli, trefnu a chynllunio gweithgareddau o ddydd i ddydd a defnydd o'r adeilad ymchwil a datblygu.
- Darparu cyngor technegol i gleientiaid gan gynnwys polisi strategol a newidiadau gweithdrefnol ar gyfer CBC a gweithrediadau cleientiaid.
- Paratoi argymhellion ar gyfer gwaith datblygu prosiect.
- Paratoi adroddiadau i'w defnyddio gan gleientiaid a'r Ganolfan.
- Cyflwyno a chynorthwyo yn y gwaith o ddarparu cyrsiau hyfforddi. Seminarau a gweithdai – yr ochr ymarferol a theori.
- Cynnal cofnodion a dogfennau ar gyfer tracio a monitro'r gwaith i'w wneud.
- Cynrychioli'r Ganolfan Fwyd mewn digwyddiadau ac arddangosiadau hyrwyddo.
- Symbylu diddordeb mewn datblygu cynnyrch bwyd.
- Hyrwyddo datblygu'r cyfleusterau Parc Busnes a'r cyfleoedd yn Horeb

Cyffredinol

- Mabwysiadu'r safonau uchaf o ran ansawdd, cywirdeb ac effeithlonrwydd.
- Ymgymryd ag unrhyw ddyletswyddau eraill a allai fod yn briodol i gyflawni amcanion y swydd, sy'n gymesur â chyflog, gradd a gallu deiliad y swydd.
- Bod yn gyfrifol a chymryd gofal rhesymol am lechyd, Diogelwch a Lles personol a gweithwyr eraill.
- Hyrwyddo a chadw at Bolisi Cyfle Cyfartal y Cyngor.
- Cydymffurfio â'r Ddeddf Diogelu Data bob amser

Manyleb Personol

Gofynnol		
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	<ul style="list-style-type: none"> Addysg i lefel gradd neu debyg sef Gradd Technoleg Bwyd neu bwnc tebyg. HACCP Lefel 3. FSM Lefel 3. 	
Sgiliau Ieithyddol Cymraeg	Gwrando/Siarad: Lefel 2 Darllen: Lefel 1 Ysgrifennu: Lefel 1	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad
Sgiliau Ieithyddol Saesneg	Gwrando/Siarad: Lefel 5 Darllen: Lefel 4 Ysgrifennu: Lefel 4	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd o fewn dwy flynedd i benodiad
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> Sgiliau rhyngpersonol ardderchog gan fedru delio â phobl ar bob lefel. Ystod o ymatebion llawn dychymyg a dulliau o fynd i'r afael â phroblemau gan gynnwys meddwl yn arloesol ac yn ffres. Sgiliau datrys problemau a rheoli prosiect da. Agwedd ymarferol a rhesymegol at bethau, gan fedru gweithio mewn tîm a meddu ar lygad ar fanylder. Medru dadansoddi a chyfathrebu gwybodaeth cymhleth. Medru ymdopi â blaenoriaethau sy'n newid a rheoli amser yn effeithiol. Bod yn gymwys wrth ddefnyddio Microsoft Word, Excel, Powerpoint ayb. Bydd angen i ddeiliad y swydd allu teithio i wahanol leoliadau ledled y sir ar fyr rybudd, gan ddefnyddio cludiant personol, i ymateb yn brydlon i anghenion y gwasanaeth. 	
Profiad Hanfodol	<ul style="list-style-type: none"> Profiad o fewn disgyblaeth technegol mewn creu bwyd. Profiad a gwybodaeth o HACCP, prosesau NPD, Deddfwriaeth Bwyd ac Egwyddorion Diogelwch Bwyd. Gwybodaeth o systemau achredu trydydd parti 	
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Darperir hyfforddiant parhaus er mwyn diweddarau sgiliau a gwybodaeth o'r diwydiant bwyd a datblygu prosiect.	

Dymunol

Cymwysterau / Hyfforddiant

Gwybodaeth weithredol o dechnegau dadansoddol, gan gynnwys dadansoddi data ansoddol. e.e. Aw, Ph, Brix.

Gwerthusiad synhwyraidd a NPD.

Dilysu Cynllun HACCP.

Sgiliau Ymarferol / Personol

Y gallu i ymwneud ag amrywiaeth o weithwyr proffesiynol a phersonel gweithgynhyrchu bwyd

Job Description

Post Name	Food Technologist
Service	Economy and Regeneration
Grade	Grade 10
Spinal Point/s	28-30
Salary	£39,152 - £40,777 pro rata
Job Purpose	<p>To provide technical advice and assistance to clients - individuals, companies and organisations seeking help in food project development ideas.</p> <p>Organisation and planning of activities and use of the research and development building.</p>
Contractual Work Location/Base	<p>Food Centre Wales, Horeb, Llandysul.</p> <p>The post-holder will also be required to attend other locations and outside normal working hours as and when required. A mobile phone, screen and laptop will be provided to enable work to be undertaken outside the office base.</p>
Hours of Work	37 hours per week
Type of Contract	Full-time
Contract Duration	Fixed Term
Line Managers Job Title	Senior Food Technologist
Supervisory/Managerial Responsibilities	Postholder is required to supervise groups of internal staff and external contractors
Accountability	<p>The post asks for someone who can illustrate innovative thinking and respond with practical solutions to problem solving.</p> <p>They should be self-motivated, and able to work on their own initiative but to meet agreed deadlines in reporting back to clients and the Centre.</p>
Contractual Terms Associated with the Post	

Duties and Responsibilities

- Day to day management, organisation and planning of activities and use of the research and development building.
- Provide technical advice to clients including strategic policy and procedural changes for FCW and client operations.
- Prepare proposals for project development work.
- Prepare reports for use by clients and the Centre.
- Presenting and assisting in delivery of training courses. Seminars and workshops – these may be practical and theoretical.
- Maintaining records and documentation for tracking and monitoring of work undertaken.
- To represent the Food Centre at promotional events and exhibitions.
- To stimulate interest in food product development.
- To promote the development of the Business Park facilities and opportunities at Horeb

General

- To adopt the highest standards of quality, accuracy, and efficiency.
- To undertake such other duties as may be appropriate to achieve the objectives of the post, commensurate with the post holders salary, grade and ability.
- To be responsible and take reasonable care for the Health, Safety and Welfare of him/herself and other employees.
- To promote and adhere to the council's Equal Opportunities Policy.
- To adhere to the Data Protection Act at all times.

Job Evaluation Post Ref

JD 1779

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	<ul style="list-style-type: none"> Educated to degree level or equivalent in a Food Technology. Degree or related subject. Level 3 HACCP. Level 3 FSM. 	
Welsh Linguistic Skills	Listening/Speaking: Level 2 Reading: Level 1 Writing Level 1	The Welsh linguistic skills noted must be attained within two years of appointment
English Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 4 Writing Level 4	The English linguistic skills noted are required on appointment
Practical and personal skills	<ul style="list-style-type: none"> Excellent interpersonal skills, dealing with people at all levels. A range of imaginative solutions or responses to problem solving including an application of fresh and innovatory thinking. Good project management and problem-solving skills. A practical and logical approach, team orientated with an eye for detail. Able to interpret and communicate complex information. Ability to cope with changing priorities and manage time effectively. Competent in the use of Microsoft Word, Excel, Powerpoint etc. Using their own travel arrangements, the postholder must be able to attend locations across the county at very short notice, in order to respond promptly to operational and service demands. 	
Required Experience	<ul style="list-style-type: none"> Experience within a technical discipline in food manufacturing. Experience and knowledge of HACCP, NPD process, Food Legislation and Food Safety Principles. Working knowledge of 3rd party accreditation systems. 	
Training/education required to be undertaken	Ongoing training is provided to update skills and knowledge of the food industry and project development.	

for the post/worked towards	
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Desirable	
Qualifications / Training	<ul style="list-style-type: none"> • A working knowledge of analytical techniques, including qualitative data analysis. e.g. Aw, Ph, Brix. • Sensory evaluation & NPD. • HACCP Plan validation.
Practical / Personal Skills	Ability to relate to a variety of professionals and food manufacturing personnel