

Disgrifiad Swydd

Teitl y Swydd: Hyfforddai Graddedig - Diogelu'r Cyhoedd

Graddfa Gyflog: Gradd 6

Prif Ddiben y Swydd:

Gweithio o fewn Diogelu'r Cyhoedd, gan ymgymryd ag amrywiaeth eang o dasgau ar draws y swyddogaethau a gyflawnir gan y gwasanaeth.

Cefnogi a chyfrannu at swyddogaethau statudol y tîm Diogelu'r Cyhoedd, gan eu galluogi i gyflawni Cynllun Busnes eu gwasanaeth ac amcanion Llesiant Corfforaethol y Cyngor.

Gweithio dan oruchwyliaeth ac mewn cydweithrediad ag arbenigwyr pwnc cymwysedig proffesiynol i ddatblygu a chyfrannu at brosiectau a thasgau penodol, gan ddarparu cymorth gweinyddol a busnes i uwch swyddogion.

Datblygu a dangos y sgiliau a'r wybodaeth sylfaenol sydd eu hangen i symud ymlaen i rôl broffesiynol arbenigol ym maes lechyd yr Amgylchedd.

Tasgau a Chyfrifoldebau Allweddol:

Penodol i'r swyddogaeth

- Ymgymryd ag arolygiadau, ymchwiliadau ac arolygon dan oruchwyliaeth yn unol â pholisïau, gweithdrefnau a rhaglenni arolygu maes y Gwasanaeth.
- Dehongli a gorfodi'r darpariaethau statudol perthnasol sy'n ymwneud â'r gweithgareddau sy'n cael eu cyflawni mewn safleoedd yn y Sir, gan roi sylw i gyfraith achosion, canllawiau priodol, codau ymarfer, canllawiau'r diwydiant ac ati.
- Cynorthwyo Swyddogion i gychwyn camau gorfodi priodol i sicrhau cydymffurfiaeth â'r gofynion statudol perthnasol, gan gynnwys casglu a choladu tystiolaeth yn unol â Deddf yr Heddlu a Thystiolaeth Droseddol i'w defnyddio mewn achosion Llys a gwrandawiadau Tribiwnlys ac ati.
- Ymateb yn effeithlon i bob cwyn ac ymholiad mewn modd proffesiynol ac yn unol â gweithdrefnau sefydledig.
- Cadw cofnodion clir, ffeithiol a pherthnasol fel sy'n briodol. Sicrhau bod pob system gofnodi a gynhyrchir gan y Gwasanaeth yn cael ei chynnal yn briodol.

Cyffredinol

- Cyfrannu at swyddogaethau'r maes gwasanaeth lletyol a chynnig cymorth gweinyddol, busnes a rheoli prosiectau i swyddogion.
- Cwblhau hyfforddiant achrededig Rheoli Prosiect Prince 2 yn llwyddiannus, a chymhwyso'r dysgu wrth reoli tasgau neu brosiectau penodol ar ran y maes gwasanaeth.
- Hyrwyddo a chefnogi atebion digidol a ffyrdd newydd o weithio.
- Dadansoddi problemau cymhleth a chynnig atebion posibl.
- Dadansoddi data gwasanaeth unigol cymhleth a chyflwyno adroddiadau i reolwyr.
- Paratoi dogfennau drafft ac ysgrifennu adroddiadau ar ran reolwyr ac arbenigwyr pwnc.
- Cynrychioli'r maes gwasanaeth mewn cyfarfodydd lleol, rhanbarthol a chenedlaethol, a pharatoi a chyflwyno cyflwyniadau fel y bo angen.
- Cynnal ymchwil, casglu gwybodaeth gymhleth a chyflwyno canfyddiadau i reolwyr neu arbenigwyr pwnc.
- Deall a gweithio o fewn canllawiau rheoleiddiol, gofynion statudol, a strwythurau llywodraethu, polisïau a gweithdrefnau mewnol ac allanol.

- Cymryd cyfrifoldeb dros ddatblygiad proffesiynol parhaus yr unigolyn ei hun, cadw ymwybyddiaeth o flaenoriaethau gweithlu'r Cyngor ac ymgymryd ag unrhyw waith ychwanegol sy'n briodol i natur y swydd.
- Ymgymryd â chymhwyster Rheoli Prosiect Prince 2 ac unrhyw hyfforddiant maes gwasanaeth a hyfforddiant gorfodol sy'n berthnasol i holl staff y Cyngor.

Gwiriad y Gwasanaeth Datgelu a Gwahardd: [Ddim yn berthnasol](#)

Cofrestriad/Aelodaeth Broffesiynol Hanfodol: [Ddim yn berthnasol](#)

Cyfeirnod Gwerthuso Swyddi (Defnydd AD): JD 1915-01

Manyleb Person

Gofynion Hanfodol

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol Hanfodol:

- Gradd 2:1 neu uwch, wedi'i hennill o fewn y 3 blynedd diwethaf.

Profiad hanfodol (nodwch y nifer lleiaf o flynyddoedd o brofiad sydd ei angen):

- Profiad o weithio mewn tîm.
- Profiad o ddatrys problemau er mwyn cyflawni canlyniadau cadarnhaol.
- Profiad o weithio'n gydweithredol.
- Profiad o gymhwyso gwybodaeth academaidd neu ymarferol berthnasol, er enghraifft drwy brosiectau astudio, lleoliadau neu ddysgu personol, ym maes Diogelu'r Cyhoedd.

Sgiliau ymarferol/personol hanfodol:

- Sgiliau cyfathrebu llafar ac ysgrifenedig rhagorol.
- Arbenigedd mewn sgiliau TG, gan gynnwys cyfres cynhyrchion Microsoft.
- Ysbryd cydweithredol iawn a'r gallu i feithrin perthynas dda ar bob lefel.
- Y gallu i ddysgu, ymgorffori adborth i ymarfer, ymateb, myfyrio a datblygu, gyda dymuniad i wella'n barhaus.
- Sgiliau cyfathrebu a chyflwyno rhagorol, ar lafar ac yn ysgrifenedig.
- Y gallu i ddadansoddi, chyflwyno gwybodaeth a data, ac ysgrifennu adroddiadau.
- Y gallu i ddatblygu perthnasoedd gwaith effeithiol ar draws pob lefel o staff.
- Y gallu i ddefnyddio menter ei hun.
- Y gallu i ddatblygu gwybodaeth arbenigol lefel uchel a'i chymhwyso ym maes lechyd yr Amgylchedd.
- Paroddrwydd i ddatblygu'r wybodaeth a'r sgiliau sydd eu hangen i ddod yn arbenigwr pwnc ym maes lechyd yr Amgylchedd.
- Y gallu i reoli amser ei hun yn effeithiol a blaenoriaethu ei lwyth gwaith ei hun.
- Gan ddefnyddio trefniadau teithio ei hun, rhaid i ddeiliad y swydd allu mynychu lleoliadau ledled y sir er mwyn ymateb i ofynion gweithredol a gwasanaeth.

Sgiliau Iaith Saesneg:

Gwrando a Siarad

- **Lefel 4:** Gall gyfrannu'n effeithiol at gyfarfodydd mewnol ac allanol yng nghyd-destun maes y swydd. Gall ddeall gwahaniaethau mewn iaith a thafodiaith. Gall ddadlau o blaid neu yn erbyn achos penodol. Gall gadeirio cyfarfodydd ac ateb cwestiynau gan y Cadeirydd yn hyderus. Gall roi cyflwyniadau yn rhugl ac yn hyderus yng nghyd-destun maes y swydd.

Sgiliau Darllen

- **Lefel 4:** Gall ddeall gohebiaeth ac adroddiadau wedi'u mynegi mewn iaith safonol.

Sgiliau Ysgrifennu

- **Lefel 4:** Gall ysgrifennu gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth wybodaeth gyda chymorth golygyddol.

Gofynion Dymunol

Cymwysterau dymunol:

- Gradd mewn disgyblaeth wyddonol, amgylcheddol, iechyd y cyhoedd neu reoleiddiol berthnasol ar lefel 2:1 neu uwch, wedi'i hennill o fewn y 3 blynedd diwethaf.

Profiad dymunol:

- Profiad gwaith, gwirfoddol neu â thâl, o weithio mewn amgylchedd tîm a/neu leoliad gwaith.

Sgiliau ymarferol/personol dymunol:

- Gwybodaeth am Ddiogelu'r Cyhoedd fel y mae'n berthnasol i swyddogaeth awdurdod lleol.

Sgiliau Iaith Gymraeg:

Gwranddo a Siarad

- **Lefel 4:** Gall gyfrannu'n effeithiol at gyfarfodydd mewnol ac allanol yng nghyd-destun maes y swydd. Gall ddeall gwahaniaethau mewn iaith a thafodiaith. Gall ddadlau o blaid neu yn erbyn achos penodol. Gall gadeirio cyfarfodydd ac ateb cwestiynau gan y Cadeirydd yn hyderus. Gall roi cyflwyniadau yn rhugl ac yn hyderus yng nghyd-destun maes y swydd.

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- **Lefel 4:** Gall ddeall gohebiaeth ac adroddiadau wedi'u mynegi mewn iaith safonol.

Sgiliau Ysgrifennu

- **Lefel 4:** Gall ysgrifennu gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth wybodaeth gyda chymorth golygyddol.

Job Description

Job Title: Graduate Trainee - Public Protection

Pay Grade: Grade 6

Main Purpose of the Job:

To work within Public Protection, undertaking a wide variety of tasks across the functions performed by the service.

To support and contribute to the statutory functions of the Public Protection team, enabling them to achieve their service Business Plan and Council's Corporate Wellbeing objectives.

Work under the supervision and in collaboration with professionally qualified subject experts to develop and contribute to specific projects and tasks, providing administration and business support to senior officers.

Develop and demonstrate the skills and underpinning knowledge required to progress into a specialised professional role in Environmental Health.

Key Tasks & Responsibilities:

Function specific

- Undertake supervised inspections, investigations and surveys in accordance with the Service area policies, procedures and inspection programmes
- To interpret and enforce the relevant statutory provisions relating to the activities being carried out at premises in the County, having regard to case law, appropriate guidance, codes of practice, industry guides, etc.
- Assist Officers with initiating appropriate enforcement action to secure compliance with the relevant statutory requirements. To include the collection and collation of evidence in accordance with the Police and Criminal Evidence Act for use in Court proceedings and Tribunal hearings etc.
- Efficiently respond to all complaints and enquiries in a professional manner and in line with established procedures
- Maintain clear, factual and relevant records as appropriate. Ensure that all recording systems generated by the Service are appropriately maintained.

General

- To contribute to the functions of the host service area and offer administration, business and project management support to officers
- To successfully complete the accredited Prince 2 Project Management training, apply the learning in the management of specific tasks/projects on behalf of the service area
- To promote and support digital solutions and new ways of working
- Analyse complex problems and offer potential solutions
- To analyse complex individual service data and present reports to managers
- Prepare draft documents and write reports on behalf of managers and subject experts
- Represent the service area at local, regional and national meetings, prepare and deliver presentations as required
- To conduct research, gather complex information and present findings to managers/subject experts

- To understand and work within regulatory guidance, statutory requirements, and internal and external governance structures, policies and procedures
- To take responsibility for one's own ongoing professional development, maintain awareness of the Council's workforce priorities and to undertake any additional work as deemed appropriate to the nature of the post.
- To undertake Prince 2 Project management qualification and any service area training and mandatory training applicable to all Council staff

Disclosure & Barring Service Check*: [Not Applicable](#)

Essential Professional Registration / Membership: [Not Applicable](#)

Job Evaluation Reference (HR Use): JD 1915-01

Person Specification

Essential Requirements

Essential Academic / Professional / Technical / Vocational Qualifications:

- A Degree at Grade Level 2:1 or above (obtained within the last 3 years).

Essential experience (Please provide minimum number of years' experience required):

- Experience of working within a team setting
- Experience of problem solving to achieve positive outcomes
- Experience of collaborative working
- Experience of applying relevant academic or practical knowledge (eg, through study projects, placements or personal learning) in Public Protection

Essential practical/personal skills:

- Excellent oral and written communication skills
- Expertise in IT skills including in the Microsoft suite of products
- Highly collaborative spirit and able to establish rapport at all levels.
- Capacity to learn, incorporate feedback into practice, be responsive, reflect and develop self, with a desire for continuous improvement.
- Excellent communication & presentation skills both oral & written
- Ability to analyse, present information and data and write reports
- Ability to develop effective working relationships across all levels of staff
- Able to use and take initiative
- Ability to develop specialist, high level knowledge and apply within Environmental Health.
- A willingness to develop the knowledge and skills required to become a subject matter expert in Environmental Health.
- Ability to manage own time effectively and prioritise own workload.
- Using their own travel arrangements, the postholder must be able to attend locations across the county in order to respond to operational and service demands

English Language Skills:

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.

Reading Skills

- **Level 4:** Can understand correspondence and reports expressed in standard language.

Writing Skills

- **Level 4:** Can write business correspondence, short reports, e-mail messages and information literature with editorial assistance.

Desirable Requirements

Desirable qualifications:

- A Degree in a relevant scientific, environmental, public health or regulatory discipline at Grade Level 2:1 or above (obtained within the last 3 years).

Desirable experience:

- Work experience, (voluntary or paid) of working within a team environment and/or work setting

Desirable practical/personal skills:

- Knowledge of Public Protection applicable to local authority function.

Welsh Language Skills:

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.

Reading Skills

- **Level 4:** Can understand correspondence and reports expressed in standard language.

Writing Skills

- **Level 4:** Can write business correspondence, short reports, e-mail messages and information literature with editorial assistance.