

Disgrifiad Swydd

Teitl y Swydd: Hyfforddai Graddedig - Lleihau Carbon a Rheoli Asedau Ynni

Gradd Gyflog: Gradd 6

Prif Ddiben y Swydd:

Gweithio o fewn Gwasanaethau Eiddo, gan ymgymryd ag amrywiaeth eang o dasgau ar draws y swyddogaethau a gyflawnir gan y gwasanaeth.

Cefnogi a chyfrannu at swyddogaethau statudol y tîm Lleihau Carbon, a Rheoli Asedau Ynni, gan eu galluogi i gyflawni Cynllun Busnes eu gwasanaeth ac amcanion Llesiant Corfforaethol y Cyngor.

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

Datblygu ac arddangos y sgiliau a'r wybodaeth sylfaenol sydd eu hangen i symud ymlaen i rôl broffesiynol arbenigol ym maes rheoli adeiladau ac asedau eiddo a chasglu data.

Prif Dasgau a Chyfrifoldebau:

Swyddogaeth-benodol

- Cynnal arolygon mesuredig o adeiladau a chadw cynlluniau'n gyfredol gan ddefnyddio AutoCAD er mwyn sicrhau cydymffurfiaeth.
- Cynorthwyo i gadw cofrestrau asbestos a legionella a data eiddo perthnasol arall yn gyfredol.
- Cynorthwyo gyda mewnbynnu a rheoli'r data a gedwir ar system Rheoli Asedau Infoshare a meddalwedd Systemslink Energy Manager.
- Cefnogi'r tîm wrth gyflawni prosiectau ynni a lleihau carbon.

Cyffredinol

- Cyfrannu at swyddogaethau'r maes gwasanaeth lletyol a chynnig cymorth gweinyddol, busnes a rheoli prosiectau i swyddogion
- Cwblhau hyfforddiant achrededig Rheoli Prosiectau Prince 2 yn llwyddiannus, a chymhwyso'r dysgu wrth reoli tasgau/prosiectau penodol ar ran y maes gwasanaeth
- Hyrwyddo a chefnogi datrysiadau 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 rheolwyr ac arbenigwyr pwnc
- Cynrychioli'r maes gwasanaeth mewn cyfarfodydd lleol, rhanbarthol a chenedlaethol, a pharatoi a chyflwyno cyflwyniadau yn ôl yr angen
- Cynnal ymchwil, casglu gwybodaeth gymhleth a chyflwyno canfyddiadau i reolwyr/arbenigwyr pwnc
- Deall a gweithio o fewn canllawiau rheoleiddiol, gofynion statudol, a strwythurau llywodraethu, polisiau a gweithdrefnau mewnol ac allanol
- Cymryd cyfrifoldeb am ddatblygiad proffesiynol parhaus eich hun, cynnal ymwybyddiaeth o flaenoriaethau gweithlu'r Cyngor ac ymgymryd ag unrhyw waith ychwanegol sy'n cael ei ystyried yn briodol i natur y swydd.

- Ymgymryd â chymhwyster Rheoli Prosiectau 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 Proffesiynol / Aelodaeth Hanfodol: [Ddim yn berthnasol](#)

Cyfeirnod Gwerthuso Swyddi (Defnydd AD): JD 1916-01

Manyleb Person

Gofynion Hanfodol

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol Hanfodol:

- Gradd 2:1 neu uwch (a gafwyd o fewn y 3 blynedd diwethaf)

Profiad hanfodol (nodwch isafswm nifer y blynyddoedd o profiad sy'n ofynnol):

- 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 gwaith neu ddysgu personol, ym maes data a rheoli adeiladau.

Sgiliau ymarferol/personol hanfodol:

- Sgiliau cyfathrebu llafar ac ysgrifenedig rhagorol
- Sgiliau TG cadarn gan gynnwys defnyddio pecyn cynhyrchion Microsoft
- Ysbryd cydweithredol cryf a'r gallu i feithrin perthynas gadarnhaol ar bob lefel.
- Y gallu i ddysgu, ymgorffori adborth mewn ymarfer, ymateb yn briodol, myfyrio a datblygu eich hun, gyda dymuniad i wella'n barhaus.
- Sgiliau cyfathrebu a chyflwyno rhagorol, ar lafar ac yn ysgrifenedig
- Y gallu i ddadansoddi a chyflwyno gwybodaeth a data ac ysgrifennu adroddiadau
- Y gallu i ddatblygu perthnasoedd gwaith effeithiol â staff ar bob lefel
- Y gallu i ddefnyddio menter bersonol
- Y gallu i ddatblygu gwybodaeth arbenigol lefel uchel a'i chymhwyso mewn amgylchedd rheoli eiddo.
- Parodrydd i ddatblygu'r wybodaeth a'r sgiliau sydd eu hangen i ddod yn arbenigwr pwnc ym maes eiddo, data a rheoli prosiectau.
- Y gallu i reoli amser eich hun yn effeithiol a blaenoriaethu eich llwyth gwaith eich hun.
- Gan ddefnyddio ei drefniadau teithio ei hun, rhaid i ddeiliad y swydd allu teithio i leoliadau ledled y sir er mwyn ymateb i ofynion gweithredol a gwasanaeth

Sgiliau Iaith Saesneg:

Gwrando a Siarad

- **Lefel 4:** Yn gallu cyfrannu'n effeithiol at gyfarfodydd mewnol ac allanol yng nghyd-destun maes y swydd. Yn gallu deall gwahaniaethau mewn iaith a thafodiaith. Yn gallu dadlau o blaid neu yn erbyn achos penodol. Yn gallu cadeirio cyfarfodydd ac ateb cwestiynau'n hyderus gan y Cadeirydd. Yn gallu rhoi cyflwyniadau'n rhugl ac yn hyderus yng nghyd-destun maes y swydd.

Sgiliau Darllen

- **Lefel 4:** Yn gallu deall gohebiaeth ac adroddiadau wedi'u mynegi mewn iaith safonol.

Sgiliau Ysgrifennu

- **Lefel 4:** Yn gallu ysgrifennu gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a deunydd gwybodaeth gyda chymorth golygyddol.
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Gofynion Dymunol

Cymwysterau dymunol:

- Gradd mewn disgyblaeth sy'n ymwneud ag adeiladu neu'r amgylchedd ar lefel 2:1 neu uwch (a gafwyd 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 a phrofiad o gymwysiadau sylfaenol AutoCAD.
- Gwybodaeth am gynnal arolygon mesuredig o adeiladau.

Sgiliau Iaith Gymraeg:

Gwrando a Siarad

- **Lefel 4:** Yn gallu cyfrannu'n effeithiol at gyfarfodydd mewnol ac allanol yng nghyd-destun maes y swydd. Yn gallu deall gwahaniaethau mewn iaith a thafodiaith. Yn gallu dadlau o blaid neu yn erbyn achos penodol. Yn gallu cadeirio cyfarfodydd ac ateb cwestiynau'n hyderus gan y Cadeirydd. Yn gallu rhoi cyflwyniadau'n rhugl ac yn hyderus yng nghyd-destun maes y swydd.

Sgiliau Darllen

- **Lefel 4:** Yn gallu deall gohebiaeth ac adroddiadau wedi'u mynegi mewn iaith safonol.

Sgiliau Ysgrifennu

- **Lefel 4:** Yn gallu ysgrifennu gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a deunydd gwybodaeth gyda chymorth golygyddol.

Job Description

Job Title: Graduate Trainee - Carbon Reduction and Energy Asset Management

Pay Grade: Grade 6

Main Purpose of the Job:

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

To support and contribute to the statutory functions of the Carbon Reduction, Energy and Asset Management 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 building and property asset management and data collection.

Key Tasks & Responsibilities:

Function specific

- Carry out measured building surveys and keep plans up to date utilising AutoCAD to ensure compliance.
- Assist with keeping asbestos and legionella registers and other relevant property data current.
- Assist with input and management of the data held on Infoshare Asset Management system and Systemslink Energy Manager software.
- Support the team in the delivery of energy and carbon reduction projects.

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 1916-01

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 data and building management.

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 property management environment.
- A willingness to develop the knowledge and skills required to become a subject matter expert in property, data and project management.
- 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 construction or environmental related discipline at 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 and experience of basic AutoCAD applications.
- Knowledge of carrying out measured building surveys.

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.