

Disgrifiad Swydd

Teitl y Swydd	Swyddog Cynllunio dan Hyfforddiant
Graddfa	Gradd 6
Pwynt/iau Cyflog	7 - 10
Cyflog	£26,403 - £27,694 (yn ddibynol ar ddyfarniad cyflog 2026/27)
Pwrpas y Swydd	Gweithio yng Ngwasanaeth Cynllunio Ceredigion gan ymgymryd ag amrywiaeth eang o dasgau ar draws y swyddogaethau a gyflawnir gan y gwasanaeth. Cefnogi a chyfrannu at swyddogaethau statudol y Gwasanaeth Cynllunio gan eu galluogi i gyflawni Cynllun Busnes y gwasanaeth ac amcanion llesiant Corfforaethol y Cyngor. Gweithio o dan oruchwyliaeth ac mewn cydweithrediad ag arbenigwyr pwnc cymwys 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 fel cynllunydd.
Lleoliad Gwaith Cytundebol	Penmorfa, Aberaeron
Oriau Gwaith	37
Math o Gytundeb	Llawn Amser
Hyd y Cytundeb	Cyfnod Penodol
Teitl swydd y Rheolwr Llinell	I'w gadarnhau
Cyfrifoldebau Goruchwyllo / Rheoli	Ddim yn berthnasol
Atebolrwydd	I'r Rheolwr Corfforaethol
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Contract cyfnod penodol am 12 mis yn dechrau ym mis Medi 2026
Telerau Cytundebol sy'n Gysylltiedig â'r Swyddogaethau	Dim angen gwiriad DBS
Dyletswyddau a chyfrifoldebau	
- Cyfrannu at swyddogaethau'r gwasanaeth lletyol a chynnig cymorth gweinyddol, busnes a rheoli prosiectau i swyddogion - Cwblhau hyfforddiant Rheoli Prosiect achrededig Prince 2 yn llwyddiannus, cymhwyso'r dysgu wrth reoli tasgau / prosiectau penodol ar ran yr ardal wasanaeth - 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 rheolwyr ac arbenigwyr pwnc	

- Cynrychioli'r ardal wasanaeth mewn cyfarfodydd lleol, rhanbarthol a chenedlaethol, paratoi 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 rheoleiddio, gofynion statudol, a strwythurau, polisïau a gweithdrefnau llywodraethu mewnol ac allanol

Penodol i'r Swyddogaeth

- Adolygu ceisiadau cynllunio a helpu i lunio argymhellion
- Helpu i ateb ymholiadau o'r cyhoedd ynghylch Cynllunio
- Cynnal ymweliadau safle gydag uwch-swyddog a gwneud argymhellion a nodiadau
- Adolygu'r canllawiau cenedlaethol a deddfwriaeth a rhannu hyn ymysg cydweithwyr
- Cymryd cyfrifoldeb am eich datblygiad proffesiynol parhaus eich hun, cynnal ymwybyddiaeth o flaenoriaethau gweithlu'r Cyngor ac ymgymryd ag unrhyw waith ychwanegol a ystyrir yn briodol i natur y swydd.

Manyleb Person

Gofynnol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Gradd ar Lefel 2:1 neu uwch (wedi'i hennill o fewn y tair blynedd diwethaf)
Sgiliau leithyddol Saesneg	Gwrando/Siarad: Lefel 4 Darllen: Lefel 4 Ysgrifennu: Lefel 4
Sgiliau Ymarferol / Personol	- Sgiliau cyfathrebu llafar ac ysgrifenedig rhagorol - Arbenigedd mewn sgiliau TG gan gynnwys cynnyrch Microsoft - Ysbryd cydweithredol iawn a'r gallu i sefydlu perthynas ar bob lefel. - Y gallu i ddysgu, ymgorffori adborth yn eich gwaith, bod yn ymatebol, myfyrio a datblygu eich hun, gyda dyhead i wella'n barhaus. - Sgiliau cyfathrebu a chyflwyno rhagorol ar lafar ac yn ysgrifenedig - Y gallu i ddadansoddi, cyflwyno gwybodaeth a data ac ysgrifennu adroddiadau - Y gallu i ddatblygu perthnasoedd gwaith effeithiol ar draws pob lefel staffio - Y gallu i ddangos menter a blaengarwch - Y gallu i ddatblygu gwybodaeth arbenigol, lefel uchel a'i gweithredu ym maes cynllunio - Parodrwydd i ddatblygu'r wybodaeth a'r sgiliau sydd eu hangen i ddod yn arbenigwr pwnc ym maes cynllunio - Y gallu i reoli eich amser eich hun yn effeithiol a blaenoriaethu eich llwyth gwaith eich hun. - Trwydded yrru lawn gyda mynediad at gar a'r gallu i deithio.
Profiad Hanfodol	- Profiad o weithio mewn tîm - Profiad o ddatrys problemau i gyflawni canlyniadau cadarnhaol - Profiad o weithio ar y cyd - Profiad o weithredu gwybodaeth arbenigol ym maes cynllunio
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	- Cymhwyster rheoli prosiect Prince 2. - Unrhyw hyfforddiant maes gwasanaeth a hyfforddiant gorfodol sy'n berthnasol i holl staff y Cyngor.

Dymunol		
Cymwysterau	Gradd mewn Cynllunio, Adeiladu, y Gyfraith, Daearyddiaeth neu ddisgyblaeth gysylltiedig	
Profiad	Profiad gwaith, (gwirfoddol neu â thâl) o weithio o fewn amgylchedd tîm a/neu leoliad gwaith	
Sgiliau Ymarferol / Personol	Gwybodaeth am faes cynllunio sy'n berthnasol i swyddogaethau awdurdod lleol.	
Sgiliau leithyddol Cymraeg	Gwranddo/Siarad: Lefel 4 Darllen: Lefel 4 Ysgrifennu: Lefel 4	Sefydliad dwyieithog ydym ni ac rydym yn cefnogi ein gweithwyr i ddatblygu eu sgiliau Cymraeg.

Job Description

Post Name	Graduate Trainee
Grade	Grade 6
Spinal Point/s	7 - 10
Salary	£26,403 - £27,694 (subject to the pending 2026/27 pay award)
Job Purpose	To work within Ceredigion Planning Service undertaking a wide variety of tasks across the functions performed by the service. To support and contribute to the statutory functions of the Planning Service, enabling them to achieve their service Business Plan and Council's Corporate Wellbeing objectives. Work under 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 as a planner.
Contractual Work Location/Base	Penmorfa, Aberaeron
Hours of Work	37
Type of Contract	Full-time
Contract Duration	12 Month Fixed Term
Line Managers Job Title	To be confirmed
Supervisory/Managerial Responsibilities	n/a
Accountability	To Corporate Manager
Contractual Terms Associated with the Post	Fixed-term contract for 12 months commencing September 2026
Function Specific Contractual Terms	No DBS required.
Duties and Responsibilities	
- 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

Function Specific

- To review planning applications and help form recommendations
- To help answer public enquiries on Planning
- To conduct site visits with a senior officer and make observations and notes
- To review national guidance and legislation and disseminate among colleagues
- 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.

Person Specification

Essential Requirements	
Academic / Professional / Technical / Vocational Qualifications	A Degree at Grade Level 2:1 or above (obtained within the last 3 years).
English Linguistic Skills	Listening/Speaking: Level 4 Reading: Level 4 Writing: Level 4
Practical and 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 planning • A willingness to develop the knowledge and skills required to be become a subject matter expert in planning • Ability to manage own time effectively and prioritise own workload. • Full driving license with access to a car and ability to travel.
Required Experience	• Experience of working within a team setting • Experience of problem solving to achieve positive outcomes • Experience of collaborative working • Experience in the application of specialist subject knowledge in planning
Training/education required to be undertaken for the post/worked towards	• Prince 2 Project management qualification. • Any service area training and mandatory training applicable to all Council staff.

Desirable Requirements		
Desirable qualifications:	A Degree in Planning, Building, Law Geography or related discipline	
Desirable experience:	Work experience, (voluntary or paid) of working within a team environment and/or work setting	
Desirable practical/personal skills:	Knowledge of Planning applicable to local authority functions.	
Welsh Linguistic Skills	Listening/Speaking: Level 4 Reading: Level 4 Writing: Level 4	We are a bilingual organisation and we support our employees to develop Welsh language skills.