# Disgrifiad Swydd

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| Teitl y Swydd | Technolegydd Bwyd Cynorthwyol |
| Gwasanaeth | Economi ac Adfywio |
| Graddfa | 8 |
| Pwynt/iau Cyflog | 18 - 22 |
| Cyflog | £31,537- £33,699 pro rata |
| Pwrpas y Swydd | Bydd deiliad y swydd yn rhoi cyngor a chymorth technegol i gleientiaid ac yn monitro systemau yn yr adeilad Arloesi Bwyd. |
| Lleoliad | Canolfan Bwyd Cymru, Parc Busnes Horeb, Llandysul<br><br>Bydd yn ofynnol i ddeiliad y swydd weithio mewn lleoliadau eraill hefyd a gweithio y tu allan i oriau gwaith arferol fel a phan fydd angen e.e. ymweliadau â safleoedd ffatri, ymchwil cysylltiedig â bwyd, datblygu a hyfforddi.<br><br>Darperir gliniadur a ffôn symudol er mwyn i chi allu gweithio y tu allan i'r swyddfa.<br><br>Bydd yn ofynnol i ddeiliad y swydd weithio o dan amodau amgylcheddol annymunol a bydd dillad amddiffynnol yn cael eu cyflenwi ar gyfer hynny. Mae hyn yn debygol o ddigwydd yn wythnosol. |
| 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 orchwylio cleientiaid a chontractwyr allanol pan fyddant yn gweithio yn yr adeilad Arloesi Bwyd (dyddiol/wythnosol). |
| Atebolrwydd | Bydd rhaid i ddeiliad y swydd gydweithio'n agos â thîm Canolfan Bwyd Cymru, a bydd angen delio â materion sensitif a chyfrinachol.<br><br>Bydd deilliad y swydd yn atebol am offer cysylltiedig â gwaith - h.y. gliniadur. |
| Telerau Cytundebol sy'n Gysylltiedig â'r Swydd | Bydd gofyn i ddeiliad y swydd deithio ar gyfer hyfforddiant, darparu gwasanaethau neu fynychu digwyddiadau. Swydd gyfnod penodol hyd at 31 Mawrth 2027 |

| Dyletswyddau a chyfrifoldebau | |
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| • Cynorthwyo'r technolegwyr bwyd i gynllunio a chyflenwi datblygiadau cynnyrch newydd, ailffurfio ac ychwanegu gwerth gyda chleientiaid busnes.<br>• Gwirio a gwella gweithdrefnau diogelwch a sicrhau ansawdd yn yr adeilad Arloesi Bwyd.<br>• Cefnogi gwaith y Tîm Technoleg Bwyd.<br>• Paratoi cynigion ar gyfer gwaith datblygu prosiect.<br>• Paratoi adroddiadau i'w defnyddio gan gleientiaid a'r Ganolfan.<br>• Llunio, gwirio a chymeradwyo manylebau a labelu cynnyrch.<br>• Cyflwyno a chynorthwyo i ddarparu cyrsiau hyfforddi, seminarau a gweithdai - gall y rhain fod yn ymarferol ac yn ddamcaniaethol.<br>• Cadw cofnodion a dogfennau ar gyfer olrhain a monitro'r gwaith a wnaed.<br>• Cynrychioli'r Ganolfan Bwyd mewn digwyddiadau hyrwyddo ac arddangosfeydd.<br>• Ysgogi diddordeb ym maes datblygu cynnyrch bwyd.<br>• Hyrwyddo datblygu cyfleusterau'r Parc Busnes a chyfleoedd yng Nghanolfan Bwyd Cymru.<br>**Cyffredinol**<br>• Mabwysiadu'r safonau uchaf o ran ansawdd, cywirdeb ac effeithlonrwydd<br>• 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.<br>• Bod yn gyfrifol a chymryd gofal rhesymol am Iechyd, Diogelwch a Lles personol a gweithwyr eraill<br>• Hyrwyddo a chadw at Bolisi Cyfle Cyfartal y Cyngor<br>• Cydymffurfio â'r Ddeddf Diogelu Data bob amser | |
| Cyfeirnod at Ddibenion Gwerthuso Swyddi | JD898 |

# Manyleb Personol

| Gofynnol | | | |
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| Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol | Addysg hyd at safon gradd neu'r cyfwerth mewn Technoleg Bwyd neu bwnc cysylltiedig.<br>Lefel 3 HACCP | | |
| Sgiliau Ieithyddol Cymraeg | Gwrando/Siarad:<br>Darllen:<br>Ysgrifennu: | **Lefel 2**<br>**Lefel 1**<br>**Lefel 1** | Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad |
| Sgiliau Ieithyddol Saesneg | Gwrando/Siarad:<br>Darllen:<br>Ysgrifennu: | **Lefel 5**<br>**Lefel 4**<br>**Lefel 4** | Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd o fewn dwy flynedd i benodiad |
| Sgiliau Ymarferol / Personol | Diddordeb go iawn mewn gwyddoniaeth a sut y caiff ei chymhwyso i fwyd a diod.<br>Ymagwedd ymarferol at ddatrys problemau.<br>Safonau uchel o lendid a'r gallu i ddilyn rheolau hylendid caeth.<br>Sgiliau rhyngbersonol da i ddelio â phobl ar bob lefel.<br>Gallu rhoi cyngor ac arweiniad clir a chryno yn ysgrifenedig ac ar lafar.<br>Gallu ardderchog i roi sylw i fanylion.<br>Gallu gweithio mewn tîm ac ymdopi â blaenoriaethau sy'n newid a rheoli amser yn effeithiol.<br>Gallu delio â gwybodaeth fasnachol gyfrinachol.<br>Sgiliau TG da.<br>Trwydded Yrru Lawn y DU neu'r gallu i deithio'n annibynnol, yn hyblyg ac ar fyr rybudd i ddiwallu anghenion y gwasanaeth | | |
| Profiad Hanfodol | 2 flynedd o brofiad mewn disgyblaeth dechnegol ym maes gweithgynhyrchu bwyd.<br><br>Profiad o HACCP, prosesau Datblygu Cynnyrch Newydd, Deddfwriaeth Bwyd ac egwyddorion Diogelwch Bwyd.<br><br>Gwybodaeth ymarferol o systemau achredu trydydd parti. | | |
| Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd | Parodrwydd i fynychu hyfforddiant technoleg bwyd perthnasol. | | |

| Dymunol | |
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| Cymwysterau / Hyfforddiant | Archwilydd Mewnol |
| Sgiliau Ymarferol / Personol | Profiad o weithio gyda manwerthwyr |

# Job Description

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| Post Name | Assistant Food Technologist |
| Service | Economy and Regeneration |
| Grade | 8 |
| Spinal Point/s | 18 - 22 |
| Salary | £31,537- £33,699 |
| Job Purpose | The post holder will provide technical advice and assistance to clients and monitor systems in the Food Innovation building. |
| Location | Food Centre Wales<br><br>The post-holder will also be required to attend other locations and outside normal working hours as and when required.<br><br>The role will include some exposure to hot, cold and noisy working conditions<br><br>A mobile phone, screen 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 |
| Contract Duration | Fixed Term |
| Line Managers Job Title | Senior Food Technologist |
| Supervisory/Managerial Responsibilities | Postholder is required to supervise clients and external contractors when working in the Food Innovation building (daily/weekly occurrence) |
| Accountability | The post holder will need to work closely with the FCW team, and will need to be able to deal with sensitive and confidential issues.<br><br>Will be required on occasions to work unsupervised. |
| Contractual Terms Associated with the Post | Post holder will be required to travel for training, service provision or attending event Fixed until 31 March 2027 |

| Duties and Responsibilities |
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| To assist the food technologists in the planning and delivery of new product development, reformulation and adding value with business clients.<br>Checking and improving safety and quality control procedures in the Food Innovation building.<br>To support the work of the food technologists.<br>Prepare proposals for project development work.<br>Prepare reports for use by clients and the Centre<br>Compiling, checking and approving product specifications and labelling<br>Presenting and assisting in delivery of training courses, seminars and workshops – these may be practical and theoretical<br>Maintaining records and documentation for tracking and monitoring of work undertaken.<br>To represent the Food Centre at promotional events and exhibitions<br>To stimulate interest in food product development. |

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| To promote the development of the Business Park facilities and opportunities at food Centre Wales.<br>General<br>• To adopt the highest standards of quality, accuracy, and efficiency<br>• 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.<br>• To be responsible and take reasonable care for the Health, Safety and Welfare of him/herself and other employees<br>• To promote and adhere to the council's Equal Opportunities Policy<br>• To adhere to the Data Protection Act at all times. | |
| Job Evaluation Post Ref | JD 898 |

# Person Specification

| Essential | | | |
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| Academic / Professional / Technical / Vocational Qualifications | Educated to degree standard or equivalent in a Food Technology or related subject<br>Level 3 HACCP | | |
| Welsh Linguistic Skills | Listening/Speaking:<br>Reading:<br>Writing | Level 2<br>Level 1<br>**Level 1** | The Welsh linguistic skills noted must be attained within two years of appointment |
| English Linguistic Skills | Listening/Speaking:<br>Reading:<br>Writing | Level 5<br>Level 4<br>**Level 4** | The English linguistic skills noted are required on appointment |
| Practical and personal skills | A genuine interest in science and how it is applied to food and drink<br>Practical approach to problem solving<br>High standards of cleanliness and the ability to adhere to strict hygiene rules<br>Good interpersonal skills dealing with people at all levels<br>Ability to give clear and concise advice and guidance in both written and verbal form<br>Excellent attention to detail<br>Team orientated with the ability to cope with changing priorities and manage time effectively<br>Ability to deal with confidential commercial information<br>ICT literate, confident with Word, PowerPoint, Excel and relevant databases.<br>Full UK Driver's License or the ability to travel independently, flexibly, and at short notice to meet service needs. | | |

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| Required Experience | 2 years experience within a technical discipline in food manufacturing<br>Experience of HACCP, NPD processes, Food Legislation and Food Safety principles<br>Working knowledge of 3rd party accreditation systems |
| Training/education required to be undertaken for the post/worked towards | Willingness to attend relevant food technology training |

| Desirable | |
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| Qualifications / Training | Internal Auditor |
| Practical / Personal Skills | Experience working with retailers |