

Disgrifiad Swydd

Teitl y Swydd	Cynorthwydd Personol i'r Grŵp Arweiniol
Gwasanaeth	Gwasanaethau Democrataidd
Graddfa	8
Pwynt/iau Cyflog	18 - 22
Cyflog	£32,578 - £34,811
Pwrpas y Swydd	- Darparu cymorth ysgrifenyddol a gweinyddol cynhwysfawr i Dîm Arweiniol y Cyngor. - O ystyried mater sensitif a chyfrinachol y gwaith, sicrhau bod y swyddfa yn cael ei rheoli mewn modd proffesiynol ar bob adeg.
Lleoliad Gwaith Cytundebol	Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron, SA46 0PA
Oriau Gwaith	37 awr yr wythnos
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Uwch Gynorthwydd Personol i'r Prif Weithredwr
Cyfrifoldebau Goruchwyllo / Rheoli	Dim cyfrifoldebau goruchwyllo na rheoli
Atebolrwydd	
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	
Dyletswyddau a chyfrifoldebau	
- Darparu cymorth gweinyddol llawn i'r Grŵp Arweiniol, gan gynnwys ymdrin â gohebiaeth; drafftio llythyrau, negeseuon e-bost ac ymatebion; cyfathrebu ag eraill a rheoli amser yn effeithlon. Gallai rhai o'r materion y byddwch yn ymdrin â nhw fod yn gyfrinachol, yn gymhleth ac yn ddadleuol. - Darparu cymorth gweinyddol mewn perthynas ag amrywiol brosiectau a meysydd gwaith allweddol. - Rheoli nifer o safleoedd Teams yn effeithiol ac yn effeithlon. - Mynychu cyfarfodydd wythnosol y Grŵp Arweiniol, cymryd nodiadau yn y cyfarfodydd, llunio'r cofnodion a'u dosbarthu fel y bo'n briodol. - Sicrhau bod camau effeithiol yn cael eu cymryd mewn perthynas â phob mater y mae angen rhoi sylw iddo yn dilyn cyfarfodydd. Rhoi gwybod i'r Grŵp Arweiniol yn wythnosol am unrhyw faterion sydd heb eu datrys a chadw trywydd archwilio llawn o'r camau a gymerwyd. - Rheoli mewnflychau e-bost swyddogion perthnasol y Grŵp Arweiniol yn eu habsenoldeb. Trefnu cyfarfodydd ac apwyntiadau yn ôl yr angen. - Cadw dyddiadur apwyntiadau a pharatoi dogfennau yn ôl yr angen, gan gynnwys blaenoriaethu apwyntiadau sy'n gwrthdaro.	

- Ar ran y Grŵp Arweiniol, cydlynu ymatebion i geisiadau Rhyddid Gwybodaeth a cheisiadau am fynediad at ddata gan y testun (*Subject Access requests*). Monitro a chydlynu i ymholiadau Clic.
- Cydlynu agendâu pob cyfarfod a gweithredu ar y cofnodion.
- Ymchwilio i bynciau, dod o hyd i wybodaeth berthnasol a pharatoi gwybodaeth frifio
- Derbyn galwadau ffôn a negeseuon e-byst, eu sgrinio a'u blaenoriaethu fel y bo'n briodol a defnyddio disgresiwn i gyfeirio ymholiadau at Swyddogion perthnasol eraill lle bo hynny'n briodol.
- Cofnodi a monitro cwynion ac ymholiadau a bod yn gyfrifol am gydnabod cwynion a darparu ymatebion dros dro i achwynwyr lle bo'n briodol.
- Datblygu a chynnal system ffeilio ddigidol effeithiol ar gyfer y Grŵp Arweiniol.
- Dirprwyo ar ran yr Uwch Gynorthwydd Personol i'r Prif Weithredwr mewn perthynas â'r holl ddyletswyddau a gyflawnir ganddi.
- Cefnogi gwaith yr Uwch Gynorthwydd Personol i'r Prif Weithredwr, gan gynnwys darparu cymorth a chyflawni amrywiol ddyletswyddau sy'n gysylltiedig â'r holl weithgareddau dinesig yn y Sir. Bydd hyn yn cynnwys Seremonïau Dinesig mewnol ac allanol, dyletswyddau'r Arglwydd Raglaw a'r Uchel Siryf, ynghyd ag unrhyw Ymweliadau Brenhinol ac ymweliadau Gweinidogol â'r Sir, dan arweiniad a chyfarwyddyd yr Uwch Gynorthwydd Personol i'r Prif Weithredwr.
- Cynorthwyo cydweithwyr i drefnu cyfarfodydd rhanbarthol.
- Cydlynu'r broses o gymeradwyo a llofnodi llythyrau Dyfarnu Grantiau Llywodraeth Cymru a sicrhau bod llythyrau derbyn yn cael eu dychwelyd erbyn y dyddiad cau a bennwyd.
- Cydlynu'r broses o gymeradwyo a llofnodi Ffurflenni Dyfarnu Tendrau a sicrhau eu bod yn cael eu dychwelyd i'r Tîm Caffael mewn da bryd.
- Cydlynu a chynnal cronfa ddata ar ran y Grŵp Arweiniol mewn perthynas â gohebiaeth a dderbynnir gan Aelodau Seneddol ac Aelodau o'r Senedd.

Cyfeirnod at Ddibenion Gwerthuso Swyddi

JD 1193-01

Manyleb y Person

Gofynion Hanfodol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Addysg hyd at lefel gradd mewn pwnc perthnasol neu 4 blynedd o brofiad cyfatebol.
Sgiliau leithyddol Cymraeg:	Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd. Gwranddo a Siarad Lefel 4: Medru cyfrannu'n effeithiol mewn cyfarfodydd mewnol ac allanol yng nghyd-destun y pwnc gwaith. Medru deall gwahaniaethau cywair a thafodiaith. Medru dadlau o blaid ac yn erbyn achos penodol. Medru cadeirio cyfarfodydd ac ateb cwestiynau o'r Gadair yn hyderus. Medru rhoi cyflwyniadau yn rhugl ac yn hyderus yng nghyd-destun y pwnc gwaith. Sgiliau Darllen Lefel 4: Gallu deall gohebiaeth ac adroddiadau wedi'u mynegi mewn iaith safonol. Sgiliau Ysgrifennu Lefel 4: Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd gyda chymorth golygyddol.
Sgiliau leithyddol Saesneg:	Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd. Gwranddo a Siarad Lefel 4: Medru cyfrannu'n effeithiol mewn cyfarfodydd mewnol ac allanol yng nghyd-destun y pwnc gwaith. Medru deall gwahaniaethau cywair a thafodiaith. Medru dadlau o blaid ac yn erbyn achos penodol. Medru cadeirio cyfarfodydd ac ateb cwestiynau o'r Gadair yn hyderus. Medru rhoi cyflwyniadau yn rhugl ac yn hyderus yng nghyd-destun y pwnc gwaith. Sgiliau Darllen Lefel 4: Gallu deall gohebiaeth ac adroddiadau wedi'u mynegi mewn iaith safonol. Sgiliau Ysgrifennu Lefel 4: Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd gyda chymorth golygyddol.

Sgiliau Ymarferol / Personol	• Sgiliau rhyngpersonol rhagorol gan gynnwys y gallu i feithrin perthynas waith adeiladol â'r uwch swyddogion. • Sgiliau trefnu rhagorol. • Y gallu i weithio dan bwysau er mwyn bodloni terfynau amser. • Sgiliau TGCh rhagorol, gan gynnwys y gallu i ddefnyddio rhaglenni Microsoft Office. • Sgiliau cymryd cofnodion. • Y gallu i deipio o recordiad sain. • Sgiliau ysgrifennu adroddiadau. • Sgiliau rhagorol o ran cyflwyno, cyfathrebu a datrys problemau. • Ymrwymiad i hyfforddiant, cyfleoedd dysgu a datblygiad parhaus. • Y gallu i weithio'n hyblyg, dangos menter a gweithio'n rhagweithiol. • Agwedd gwrtais a chyfeillgar. • Trwydded yrru lawn a'r gallu i deithio'n annibynnol i leoliadau oddi ar y safle. • Dealltwriaeth lawn o'r protocolau cyfrinachedd a'r lefelau o sensitifrwydd sy'n ofynnol ar gyfer y rôl.
Profiad Hanfodol	• Profiad o ddarparu cymorth gweinyddol. • Profiad o flaenoriaethu llwythi gwaith amrywiol er mwyn bodloni terfynau amser. • Profiad o weithio gyda staff ar bob lefel o fewn sefydliad • Profiad o ddelio â materion hynod gyfrinachol.
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	

Gofynion Dymunol	
Cymwysterau / Hyfforddiant	
Sgiliau Ymarferol / Personol	• Profiad o weithio o fewn Llywodraeth Leol • Profiad o weithio ag uwch swyddogion a/neu Aelodau Etholedig.

Job Description

Post Name	Personal Assistant to the Leadership Group
Service	Democratic Services
Grade	8
Spinal Point/s	18 - 22
Salary	£32,578 - £34,811
Job Purpose	- To provide a comprehensive secretarial and administrative support to the Council's Leadership Group. - To ensure that the office is managed in a professional manner at all times considering the sensitive and confidential nature of the work.
Contractual Work Location/Base	Neuadd Cyngor Ceredigion, Penmorfa, Aberaeron, SA46 0PA
Hours of Work	37 hours per week
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Senior Personal Assistant to the Chief Executive
Supervisory/Managerial Responsibilities	No supervisory or managerial responsibilities
Accountability	
Contractual Terms Associated with the Post	
Duties and Responsibilities	
- Provide full administrative support to the Leadership Group to include dealing with correspondence, drafting letters, e-mails and responses, communication and time management in matters that would be confidential, complicated and contentious. - To provide administrative support in relation to various projects and key areas of work. - Manage numerous Teams sites effectively and efficiently. - Attend weekly meetings of the Leadership Group, take notes of the meetings, write up minutes and distribute accordingly. - Ensure effective action of all outstanding issues following on from Meetings and report to the Leadership Group on a weekly basis on any outstanding issues and to maintain a full audit trail of such action. - Manage email inboxes of relevant Leadership Group officers in their absence. Arrange meetings and appointments where necessary. - Maintain diary of appointments and prepare documents as necessary including the prioritisation of conflicting appointments. - On behalf of the Leadership Group, co-ordinate responses to Freedom of Information requests and Subject Access requests. Monitor and co-ordinate responses to Clic enquiries. - Co-ordinate Agendas for all meetings and action upon minutes. - Research subject matters, retrieve relevant information and prepare briefings - Receive telephone calls/e-mails, screening and prioritising calls/e-mails as appropriate and use discretion to redirect contacts to other relevant Officers where appropriate. - Record and monitor complaints and enquiries, be responsible for acknowledging and providing holding responses to complainants where appropriate.	

- Develop and maintain an effective digital filing system for the Leadership Group.
- To deputise for all duties undertaken by the Senior Personal Assistant to the Chief Executive.
- Support the work of the Senior Personal Assistant to the Chief Executive, to include support and various duties associated with all civic activities in the County, to include internal and external Civic Ceremonies, Lord-Lieutenant and High Sheriff duties, together with any Royal Visits and Ministerial visits to the County, at the guidance and direction of the Senior Personal Assistant to the Chief Executive.
- To assist colleagues in the scheduling of regional meetings.
- Co-ordinate approval and signatories in relation to Welsh Government Grant Award letters and ensure acceptance letters are returned by the set deadline.
- Co-ordinate approval and signatories of Tender Award Forms and ensure they are returned to the Procurement Team in a timely manner.
- Co-ordinate and maintain database on behalf of Leadership Group in relation to correspondence received from Members of Parliament and Members of the Senedd.

Job Evaluation Post Ref

JD 1193-01

Person Specification

Essential Requirements	
Academic / Professional / Technical / Vocational Qualifications	Educated to a degree level in a relevant subject or 4 years equivalent experience.
Welsh Linguistic Skills:	You must possess the following linguistic skills when you start the position. Listening and 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.
English Linguistic Skills:	You must possess the following linguistic skills when you start the position. 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.
Practical and personal skills	• Excellent interpersonal skills including the ability to form constructive working relationships with senior officers. • Excellent organisational skills. • Precise and punctual. • Ability to work under pressure to meet deadlines. • Excellent IT skills, including use of Microsoft Office products.

	• Minute taking skills. • Ability to audio type. • Report writing skills. • Excellent presentation, communication and problem solving skills. • Committed to the training, learning and continued development. • Ability to work flexibly, display own initiative and work proactively. • Polite and friendly disposition. • 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. • Full understanding of confidentiality protocols and levels of sensitivity required for the role.
Required Experience	• Administrative support experience. • Experience of prioritizing diverse workloads to meet deadlines. • Experience of working with staff at all levels within an organisation • Experience in dealing with highly confidential issues.
Training/education required to be undertaken for the post/worked towards	

Desirable Requirements	
Qualifications / Training	
Practical / Personal Skills	• Experience of working within Local Government • Experience of working with senior officers and/or Elected Members.