

Disgrifiad Swydd

Teitl y Swydd: Swyddog Prosesu a Data - Gwasanaethau Etholiadol

Gradd cyflog: 7 £29,542 - £31,525 y flwyddyn

Cyfeirnod Gwerthuso Swyddi (at ddefnydd Adnoddau Dynol): JD 1933

Lleoliad Gwaith: Penmorfa, Aberaeron

Prif ddiben y swydd:

Cynorthwyo Rheolwr y Gwasanaethau Etholiadol i ddarparu Gwasanaeth Cofrestru Etholiadol ac Etholiadau effeithlon sy'n cydymffurfio â deddfwriaeth etholiadol, safonau perfformiad y Comisiwn Etholiadol a pholisïau'r Cyngor.

Bydd deiliad y swydd yn gyfrifol am weinyddu'r prosesau cofrestru etholiadol, cynnal y Gofrestr Etholwyr, cynorthwyo â'r gwaith o weinyddu etholiadau a refferenda, a chyflawni gweithgareddau sy'n ymwneud â rheoli data etholiadol.

Bydd deiliad y swydd yn gyfrifol am ddefnyddio setiau data etholiadol, corfforaethol ac allanol i gloddio, paru, dilysu a glanhau data gan sicrhau bod y gofrestr etholiadol yn gywir, yn gyflawn ac yn ddibynadwy. Bydd hefyd yn cefnogi'r swyddogaethau etholiadol statudol.

Bydd deiliad y swydd yn cyfrannu at wella'r Gwasanaethau Etholiadol yn barhaus drwy ddefnyddio systemau rheoli etholiadol yn effeithiol, dadansoddi data etholiadol a sicrhau bod y cofnodion etholiadol yn gywir.

Rhaid i ddeiliad y swydd allu gweithio oriau ychwanegol yn ôl yr angen yn ystod etholiadau a chyfnodau prysur, gan gynnwys gyda'r hwyr ac ar benwythnosau, er mwyn bodloni'r terfynau amser statudol.

Prif dasgau a chyfrifoldebau:

Cefnogi'r gwaith o ddarparu'r Gwasanaeth Cofrestru Etholiadol a'r swyddogaethau etholiadol sy'n gysylltiedig â hynny yn effeithiol.

- Gweinyddu'r prosesau cofrestru etholiadol, gan gynnwys y canfas blynyddol a chofrestru treigl, gan sicrhau bod etholwyr cymwys yn cael eu cofrestru'n gywir ac o fewn yr amserlenni statudol.
- Cynnal y System Rheoli Etholiadol a'r cofnodion cysylltiedig, gan gynnwys y Gofrestr Etholwyr, cofnodion y canfas blynyddol, etholwyr tramor, etholwyr dienw ac etholwyr eraill mewn categorïau arbennig.
- Prosesu'r ceisiadau sy'n ymwneud â chofrestru gan gynnwys gwaith diwygio a dileu, ymdrin ag ymholiadau ac ymateb i ohebiaeth yn unol â'r ddeddfwriaeth etholiadol a'r gweithdrefnau y cytunwyd arnynt.

- Cynorthwyo â'r gwaith o ddiweddar, gwirio a pharatoi'r Gofrestr Etholiadol, gan sicrhau bod y cofnodion yn parhau'n gyflawn, yn gywir ac yn gyfredol.
- Gweinyddu'r ceisiadau am drefniadau pleidleisio absennol, gan gynnwys pleidleisio drwy'r post a phleidleisio drwy ddirprwy, gan sicrhau cydymffurfiaeth â'r gofynion statudol.
- Cefnogi'r trefniadau ar gyfer etholiadau Llywodraeth Leol, Cyngorau Cymuned, Senedd Cymru, Comisiynydd yr Heddlu a Throsedd, a Senedd y Deyrnas Unedig, ynghyd ag etholiadau, pleidleisiau a refferenda eraill.
- Ymgymryd â'r gwaith o baru, cloddio, glanhau a dilysu data, gan ddefnyddio setiau data etholiadol, setiau data'r Cyngor a setiau data a ddarperir yn genedlaethol er mwyn nodi cofnodion y gall fod angen eu hychwanegu neu eu diwygio, cofnodion dyblyg ac unrhyw beth a allai fod yn anghywir.
- Ymchwilio i anghysondebau ac achosion posibl o afreoleidd-dra wrth gofrestru sy'n deillio o'r ceisiadau i gofrestru, y gweithgarwch canfasio, y gwaith o baru data a'r ffynonellau gwybodaeth awdurdodedig, gan gymryd camau priodol yn unol â'r gweithdrefnau sefydledig.
- Dadansoddi data etholiadol a pharatoi adroddiadau, ffurflenni ystadegol a gwybodaeth reoli i gefnogi'r gwaith o gynllunio'r gwasanaeth, bodloni Safonau Perfformiad y Comisiwn Etholiadol a chyflawni'r gweithgarwch cofrestru.
- Defnyddio'r Systemau Rheoli Etholiadol yn effeithiol, gan gynorthwyo â'r gwaith o brofi ac uwchraddio systemau, gwneud gwelliannau iddynt a rhoi gweithdrefnau sicrhau ansawdd ar waith er mwyn cefnogi'r gwaith o ddarparu'r gwasanaeth yn effeithlon.
- Ymateb i ymholiadau gan yr etholwyr a'r rhanddeiliaid dros y ffôn, ar e-bost a thrwy lythyr, gan gynnwys ymdrin ag ymholiadau anodd neu sensitif yn ystod cyfnodau pan fo terfynau amser statudol yn berthnasol ac yn ystod cyfnod etholiadau.
- Cyfrannu at y gwaith o wella'r gwasanaeth, cynnal adolygiadau etholiadol, paratoi dogfennau, cadw cofnodion a chefnogi prosiectau, yn ogystal â sicrhau cydymffurfiaeth â'r ddeddfwriaeth etholiadol, canllawiau'r Comisiwn Etholiadol, y ddeddfwriaeth diogelu data, y Rheoliad Cyffredinol ar Ddiogelu Data (GDPR), polisiau'r Cyngor, a'r gofynion o ran cydraddoldeb, iechyd a diogelwch a'r amgylchedd.

Gwiriad y Gwasanaeth Datgelu a Gwahardd: Mae'r swydd hon yn amodol ar wiriad DBS Safonol.

Cofrestriad Proffesiynol / Aelodaeth Hanfodol: Ddim yn berthnasol

Manyleb y Person

Gofynion Hanfodol

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol:

- NVQ Lefel 4 neu gymhwyster cyfatebol a phrofiad perthnasol sylweddol

Sgiliau ymarferol / personol:

- Sgiliau cryf o ran trefnu a rheoli llwyth gwaith, gan gynnwys y gallu i reoli blaenoriaethau sy'n cystadlu â'i gilydd a bodloni terfynau amser statudol, yn enwedig yn ystod cyfnod etholiadau.
- Sylw rhagorol i fanylion ac yn gywir iawn wrth brosesu ceisiadau, cadw cofnodion a gwirio gwybodaeth etholiadol.
- Sgiliau cryf o ran rhifedd, dadansoddi a dehongli data, gan gynnwys y gallu i nodi tueddiadau, anghysondebau, gwahaniaethau ac achosion o afreoleidd-dra.
- Y gallu i gyflawni a chefnogi gweithgareddau sy'n ymwneud â pharu, cloddio, glanhau a dilysu data gan ddefnyddio cofnodion a chronfeydd data electronig sy'n gymhleth.
- Y gallu i ddehongli a chymhwyso deddfwriaeth, canllawiau statudol, a gweithdrefnau a pholisïau'r Cyngor o fewn gwasanaethau gweinyddol, rheoleiddiol neu statudol.
- Sgiliau cyfathrebu rhagorol yn ysgrifenedig ac ar lafar, a'r gallu i ymateb yn glir ac yn broffesiynol i'r etholwyr, eich cydweithwyr a'r rhanddeiliaid allanol.
- Sgiliau effeithiol o ran datrys problemau a gwneud penderfyniadau, gan gynnwys y gallu i ymchwilio i anghysondebau a chymryd camau priodol yn unol â'r gweithdrefnau y cytunwyd arnynt.
- Y gallu i weithio'n annibynnol a defnyddio eich menter eich hun gan barhau'n bwyllog ac yn broffesiynol wrth weithio o dan bwysau neu wrth ymdrin ag ymholiadau heriol.
- Lefel uchel o ddisgresiwn, cyfrinachedd a phroffesiynoldeb wrth ymdrin â gwybodaeth bersonol, gwybodaeth sensitif a gwybodaeth etholiadol.
- Sgiliau TGCh rhagorol, gan gynnwys y gallu i ddefnyddio Microsoft Office a'r gallu i ddefnyddio a chynnal cronfeydd data a systemau rheoli etholiadol cymhleth.
- Y gallu i feithrin perthynas waith effeithiol ar draws gwasanaethau'r Cyngor, gyda sefydliadau allanol a chyda'r llywodraeth neu ffynonellau gwybodaeth awdurdodedig.
- Yn barod i weithio'n hyblyg, gan gynnwys gweithio oriau ychwanegol pan fo angen yn ystod cyfnod etholiadau a gweithgarwch canfasio ac wrth weithio tuag at derfynau amser statudol.

Profiad:

- O leiaf 3 blynedd o brofiad perthnasol.

Sgiliau Cymraeg:

Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd.

Gwranddo a Siarad

Lefel 5: Medru cyfrannu'n rhugl a hyderus yng nghyswllt pob agwedd ar y gwaith beunyddiol, gan gynnwys trafod a chynghori ar faterion technegol, arbenigol neu sensitif.

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 Saesneg:

Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau'r swydd.

Gwranddo a Siarad

Lefel 5: Medru cyfrannu'n rhugl a hyderus yng nghyswllt pob agwedd ar y gwaith beunyddiol, gan gynnwys trafod a chynghori ar faterion technegol, arbenigol neu sensitif.

Sgiliau Darllen

- **Lefel 4:** Medru deall gohebiaeth ac adroddiadau sydd wedi'u hysgrifennu mewn iaith safonol.

Sgiliau Ysgrifennu

- **Lefel 4:** Medru ysgrifennu gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a deunydd arall gyda chymorth golygyddol.
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Gofynion dymunol

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol:

- NVQ Lefel 4
- Sgiliau cyfrifiadurol helaeth gan gynnwys defnyddio Microsoft Office ac Excel a Microsoft 365

Profiad:

- Profiad o weithio ym maes Gwasanaethau Etholiadol.
- Profiad o ddefnyddio Systemau Rheoli Etholiadol.
- Profiad o weithgareddau sy'n ymwneud â pharu, cloddio neu lanhau data.
- Profiad o baratoi adroddiadau ystadegol a gwybodaeth reoli.
- Profiad o ddefnyddio data'r Rhestr Tir ac Eiddo Lleol (LLPG).
- Gwybodaeth am safonau a chanllawiau'r Comisiwn Etholiadol.

Sgiliau ymarferol/personol:

- Sgiliau rhagorol o ran trefnu a rheoli llwyth gwaith.
- Y gallu i ddadansoddi data a nodi tueddiadau, anghysondebau ac achosion o afreoleidd-dra.
- Sylw rhagorol i fanylion ac wedi ymrwymo i gywirdeb.
- Sgiliau rhifedd a sgiliau dadansoddi cryf.
- Y gallu i weithio'n annibynnol a defnyddio eich menter eich hun.
- Sgiliau cyfathrebu rhagorol yn ysgrifenedig ac ar lafar.
- Sgiliau effeithiol o ran datrys problemau a gwneud penderfyniadau.
- Y gallu i weithio'n bwyllog dan bwysau a bodloni terfynau amser statudol.
- Y gallu i ddehongli deddfwriaeth, canllawiau a gweithdrefnau.
- Lefel uchel o ddisgresiwn, cyfrinachedd a phroffesiynoldeb.

Y gallu i feithrin perthynas waith effeithiol gyda'ch cydweithwyr a'r rhanddeiliaid.

Job Description

Job Title: Electoral Services Processing and Data Officer

Pay Grade: 7 £29,542 - £31,525 per annum

Job Evaluation Reference (HR Use): JD 1933

Work Base: Penmorfa, Aberaeron

Main Purpose of the Job:

To assist the Electoral Services Manager in delivering an efficient Electoral Registration and Elections Service which complies with electoral legislation, Electoral Commission performance standards and Council policies.

The postholder will be responsible for administering electoral registration processes, maintaining the Register of Electors, supporting the administration of elections and referendums, and undertaking electoral data management activities.

The role is responsible for using electoral, corporate and external datasets to carry out data mining, matching, verification and cleansing, improving the accuracy, completeness and integrity of the electoral register and supporting statutory electoral functions.

The postholder will contribute to the continuous improvement of Electoral Services through effective use of electoral management systems, analysis of electoral data and maintenance of accurate electoral records.

The postholder must be able to work additional hours as required during elections and peak periods, including evenings and weekends, to meet statutory deadlines.

Key Tasks & Responsibilities:

To support the effective delivery of Electoral Registration Services and associated electoral functions.

- Administer electoral registration processes, including annual canvass and rolling registration, ensuring eligible electors are registered accurately and within statutory timescales.
- Maintain the Electoral Management System and associated records, including the Register of Electors, annual canvass records, overseas electors, anonymous electors and other special category electors.
- Process registration applications, amendments, deletions, enquiries and correspondence in accordance with electoral legislation and agreed procedures.

- Assist with the updating, checking and production of the Electoral Register, ensuring records remain complete, accurate and up to date.
- Administer applications for absent voting arrangements, including postal and proxy voting, ensuring compliance with statutory requirements.
- Support arrangements for Local Government, Community Council, Senedd Cymru, Police and Crime Commissioner, UK Parliamentary and other elections, polls and referendums.
- Undertake data matching, data mining, cleansing and validation using electoral, Council and nationally supplied datasets to identify potential additions, amendments, duplicate records and inaccuracies.
- Investigate discrepancies and potential registration anomalies arising from registration applications, canvass activity, data matching and authorised information sources, taking appropriate action within established procedures.
- Analyse electoral data and prepare reports, statistical returns and management information to support service planning, Electoral Commission Performance Standards and registration activity.
- Use Electoral Management Systems effectively, assisting with testing, upgrades, improvements and quality assurance procedures to support efficient service delivery.
- Respond to enquiries from electors and stakeholders by telephone, email and letter, including managing difficult or sensitive enquiries during statutory deadlines and election periods.
- Contribute to service improvement, electoral reviews, document production, record keeping, project support and compliance with electoral legislation, Electoral Commission guidance, data protection, GDPR, Council policies, equality, health and safety and environmental requirements.

Disclosure & Barring Service Check*: DBS Standard Other

This post is subject to a Standard DBS Check.

*[*Guidance re. DBS check type is available here](#)*

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

If selected other, provide the Registration/Membership Required: Click or tap here to enter text.

Person Specification

Essential Requirements

Essential Academic / Professional / Technical / Vocational Qualifications:

- NVQ 4 or equivalent qualification and significant relevant experience

Essential practical/personal skills:

- Strong organisational and workload management skills, with the ability to manage competing priorities and meet statutory deadlines, particularly during election periods.
- Excellent attention to detail and a high level of accuracy when processing applications, maintaining records and checking electoral information.
- Strong numerical, analytical and data interpretation skills, including the ability to identify trends, inconsistencies, discrepancies and anomalies.
- Ability to undertake and support data matching, data mining, cleansing and validation activities using complex electronic records and databases.
- Ability to interpret and apply legislation, statutory guidance, procedures and Council policies in an administrative, regulatory or statutory service environment.
- Excellent written and verbal communication skills, with the ability to respond clearly and professionally to electors, colleagues and external stakeholders.
- Effective problem-solving and decision-making skills, including the ability to investigate discrepancies and take appropriate action within agreed procedures.
- Ability to work independently, use initiative and remain calm and professional when working under pressure or dealing with challenging enquiries.
- High levels of discretion, confidentiality and professionalism when handling personal, sensitive and electoral information.
- Excellent ICT skills, including Microsoft Office applications and the ability to use and maintain complex database and electoral management systems.
- Ability to build effective working relationships across Council services, with external organisations and with government or authorised information sources.
- Willingness and ability to work flexibly, including additional hours where required during election periods, canvass activity and statutory deadlines.

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

- Minimum 3 years relevant experience.

English Language Skills:

You must possess the following linguistic skills when you start the position.

Listening & Speaking

- **Level 5:** Can contribute fluently and confidently in relation to all aspects of day-to-day work, including discussing and advising upon technical, specialist or sensitive matters.

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.

Welsh Language Skills:

You must possess the following linguistic skills when you start the position.

Listening & Speaking

- **Level 5:** Can contribute fluently and confidently in relation to all aspects of day-to-day work, including discussing and advising upon technical, specialist or sensitive matters.

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.
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Desirable Requirements

Desirable Academic / Professional / Technical / Vocational Qualifications:

- NVQ Level 4
- Extensive computing skills to include Office and Excel and Microsoft 365

Desirable experience:

- Experience within Electoral Services.
- Experience of using an Electoral Management Systems.
- Experience of data matching, data mining or data cleansing activities.
- Experience of producing statistical reports and management information.
- Experience of working with Local Land and Property Gazetteer (LLPG) data.
- Knowledge of Electoral Commission standards and guidance.

Desirable practical/personal skills:

- Excellent organizational and workload management skills.
- Ability to analyse data and identify trends, inconsistencies and anomalies.
- Excellent attention to detail and commitment to accuracy.
- Strong numerical and analytical skills.
- Ability to work independently and use initiative.
- Excellent written and verbal communication skills.
- Effective problem-solving and decision-making skills.
- Ability to work calmly under pressure and meet statutory deadlines.
- Ability to interpret legislation, guidance and procedures.
- High levels of discretion, confidentiality and professionalism.

Ability to build effective working relationships with colleagues and stakeholders.