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| **Teitl Y Swydd**  **Cyfeirnod y swydd:**  **Lleoliad:**  **Cyflog: Gradd …, £ - £**  **Oriau: y wythnos**  **Contract: Parhaol / Cyfnod Penodol / Adeg Tymor**  **Swydd Fewnol / Allanol** |  | **Job Title**  **Job reference:**  **Location:**  **Salary: Grade…, £ - £**  **Hours: per week**  **Contract: Permanent / Fixed Term until / Term Time**  **External / Internal vacancy** |
| Dylai ymgeiswyr sy’n dymuno cael eu hystyried ar gyfer secondiad gael caniatâd eu Rheolwr cyn ymgeisio am y swydd.  Paragraff fan hyn i ddenu pobl i mewn - beth fydd y swydd hon yn cyflwyno i'r ymgeisydd - gwobrwyo, ymgysylltu, cymhelliant, cyffrous, deinamig, cyfleoedd datblygu, buddion ar gyfer staff, pensiwn ardderchog - pam y dylai'r ymgeisydd wneud cais gyda ni yn lle cyflogwyr eraill? Hysbyseb byr, i ffitio ar un dudalen.  Penodiad yn amodol ar Wiriad Gwasanaeth Datgelu a Gwahardd a geirdaon boddhaol.  Os hoffech chi drafod unrhyw agwedd ar y swydd, ffoniwch enw rheolwyr ar rhif rheolwyr.  Os oes gennych ddiddordeb yn y swydd wag hon, gwnewch gais ar-lein trwy ein gwefan www.sirddinbych.gov.uk Am ddulliau eraill o wneud cais, cysylltwch â’r Adran Gwasanaethau Cwsmeriaid ar 01824 706100.  Rhaid i ymgeiswyr gwblhau ein ffurflen gais i gael ei ystyried. Mae’n ddrwg gennym nad ydym yn gallu ateb pob cais. Os nad ydych wedi derbyn ateb o fewn tair wythnos i’r dyddiad cau, dylech gymryd yn ganiataol nad ydych wedi cyrraedd y rhestr fer am gyfweliad.  **Dyddiad Cau: Dyddiad**  **Dyddiad Cyfweliad: Dyddiad** |  | Candidates who wish to be considered for a secondment opportunity for this role must gain permission from their manager prior to applying.  Paragraph to draw people in – what will this job deliver to the candidate – rewarding, engaging, motivating, exciting, dynamic, development opportunities, benefits for staff, excellent pension – why should the candidate apply with us above other employers? Short advert, to fit on one page.  Appointment subject to Disclosure & Barring Service Check and satisfactory references.  If you would like to discuss any aspect of the post, please call manager’s name on manager’s number.  If you are interested in this vacancy, please apply on-line via the website www.denbighshire.gov.uk. For alternative methods of applying please contact Customer Services on 01824 706101.  Candidates must complete our application form to be considered. We regret that we are unable to reply to all applications. If you have not received a reply within three weeks of the closing date, you must assume that you have not been short listed for interview.  **Closing Date: Date**  **Interview Date: Date** |
| **Mae Cyngor Sir Ddinbych yn ymroddedig i Gyfle Cyfartal a’i Safonau Iaith Gymraeg. Rydym yn croesawu ceisiadau yn y Gymraeg. Sylwch na fydd unrhyw ffurflenni cais a dderbynnir yn y Gymraeg yn cael eu trin yn llai ffafriol na ffurflenni cais a gyflwynwyd yn Saesneg.** |  | **Denbighshire County Council is committed to Equal Opportunities and its Welsh Language Standards. We welcome applications in the Welsh Language and application forms received in the Welsh Language will not be treated less favourably than an application form submitted in English.** |

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| **CYNGOR SIR DDINBYCH SWYDD-DDISGRIFIAD** | |
| **Teitl y Swydd:** |  |
| **Graddfa:** |  |
| **Gwasanaeth:** |  |
| **Maes Gwasanaeth:** |  |
| **Yn atebol i:** |  |
| **Cyfeirnod y Swydd / Dyddiad cyhoeddi:** |  |
| **Pwrpas y Swydd** | |
| Brawddeg neu ddwy.  e.e. Trefnu a rheoli cynlluniau cynnal a chadw ar ffyrdd y sir | |
| **Prif Gyfrifoldebau** | |
| Diffinio'r cyfrifoldebau mewn datganiadau yn nodi'r meysydd gwaith.  e.e. Asesu hawliadau colled enillion ar gyfer anafiadau diwydiannol a mynychu cyrsiau i roddi ad-daliadau cywir a chyflym i hawlwyr.  Cynghorir nodi 10 prif gyfrifoldeb ar y mwyaf | |
| **Adnoddau / Offer / Deunyddiau** | |
| Manylion unrhyw offer y bydd deiliad y swydd yn bersonol gyfrifol amdano  e.e. arian mân  Cerbyd Gwastraff | |
| **Goruchwylio / Rheoli Pobl** | |
| Manylu unrhyw gyfrifoldebau goruchwylio a rheoli y bydd gan y swydd.  e.e. rheolaeth atebol uniongyrchol 6 o weithwyr ac 20 aelod staff contract | |
| **Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad** | |
| Manylu gofynion hanfodol y swydd, gan gynnwys cymwysterau, profiad a nodweddion personol  e.e. rhaid bod yn llyfrgellydd cymwysedig gyda phrofiad sylweddol mewn gwaith llyfrgell plant. Rhaid bod yn frwdfrydig a chreadigol. | |
| **Amodau Gwaith Arbennig** | |
| Manylu unrhyw amodau gwaith penodol sy'n berthnasol i'w swydd  e.e. tywydd garw  sŵn cymedrol, darperir amddiffyniad clyw | |
| **Archwiliadau Cyflogaeth / Gofynion Penodol** | |
| Manylu unrhyw archwiliadau sydd eu hangen sy'n ofyniad i'r swydd  e.e. DBS, Archwiliad Iechyd, Swydd wedi ei chyfyngu'n wleidyddol  Mae'n ofynnol i bob aelod newydd o staff fynd drwy ein gwiriadau recriwtio mwy diogel; clirio DBS, 2 eirda boddhaol yn cwmpasu 3 blynedd o gyflogaeth, tystiolaeth o gymwysterau hanfodol, tystiolaeth o'r Hawl i Weithio yn y DU.  Mae Cyngor Sir Ddinbych yn cydnabod ei rwymedigaethau i ddiogelu plant ac atal caethwasiaeth a masnachu mewn pobl, gan wneud popeth o fewn ei allu i atal caethwasiaeth a masnachu mewn pobl o fewn ei fusnesau. Mae sawl math o gaethwasiaeth modern, gan gynnwys masnachu mewn pobl, llafur gorfodol, caethiwed a chaethwasiaeth.  Mae diogelwch yn bwysig i bawb, ac mae gofyn i holl gyflogeion Sir Ddinbych weithio yn unol â pholisïau a gweithdrefnau Diogelu Oedolion / Plant y Cyngor, mae dyletswydd arnynt i roi gwybod am unrhyw bryderon sy’n codi yn ystod eu dyletswyddau a bod yn ymwybodol o arwyddion camfanteisio. Dylid codi unrhyw bryderon â’r Rheolwr Diogelu Penodedig er mwyn i’r Cyngor allu gweithredu pan gaiff camfanteisio ei adnabod. | |
| **Gweledigaeth / Cyd-destun** | |
| Ysgrifennwch baragraff neu ddau yn disgrifio gweledigaeth y swydd pan fydd yn swydd newydd, neu ddiffinio'r cyd-destun pan fo'n swydd sydd wedi ei sefydlu eisoes.  e.e. Crëwyd y swydd hon i roddi ffocws i holl weithgareddau plant yng ngwasanaeth newydd Llyfrgell y Sir | |

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| **CYNGOR SIR DDINBYCH MANYLION AM YR UNIGOLYN** | | | |
| Mae'r Manylion yn nodi'r sgiliau, yr wybodaeth a'r profiad a ystyrir yn hanfodol er mwyn ymgymryd â dyletswyddau'r swydd yn effeithiol. Caiff ei defnyddio wrth lunio rhestr fer ac ar gyfer y broses o gyfweld am y swydd hon. Dylech ddangos ar eich ffurflen gais sut rydych yn bodloni'r meini prawf hyn. Byddwch ddim ond yn cael eich cynnwys ar y rhestr fer os ydych yn bodloni pob un o’r meini prawf hanfodol (â’r meini prawf dymunol lle bo’n berthnasol). | | | |
| **Teitl y Swydd:** |  | | |
| **Gwasanaeth:** |  | | |
| **Graddfa:** |  | | |
| **MEINI PRAWF** | **HANFODOL** | **DYMUNOL** | **DULL ASESU**  Ffurflen Gais / Cyfweliad / Cyflwyniad / Geirda ac ati |
| **1. ADDYSG A CHYMWYSTERAU** | Sicrhewch y defnyddir meini prawf rhesymol, gan fod yn ymwybodol o ddefnyddio’r rhain ar gyfer y rhestr fer  Uchafswm a argymhellir = 2 |  |  |
| **2. PROFIAD PERTHNASOL** | Canolbwyntio ar brofiad ystyrlon, ymarferol, nid hyd gwasanaeth  Uchafswm a argymhellir = 4 |  |  |
| **3. GWYBODAETH A SGILIAU CYSYLLTIEDIG Â’R SWYDD** | Ystyried sgiliau / gwybodaeth trosglwyddadwy  Uchafswm a argymhellir = 5 |  |  |
| **4. NODWEDDION PERSONOL** | Canolbwyntio ar nodweddion mesuradwy y gallwch eu hasesu yn y cyfweliad  Uchafswm a argymhellir = 5 |  |  |
| **5. GOFYNION ERAILL** | Uchafswm a argymhellir = 2  Empathi gyda’r Gymraeg a diwylliant Cymru. | Yn rhugl yn yr Iaith Gymraeg |  |

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| **DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION** | |
| **Job Title:** |  |
| **Grade:** |  |
| **Service:** |  |
| **Service Area:** |  |
| **Responsible to:** |  |
| **Job ID Number / Date Issued:** |  |
| **Job Purpose** | |
| Give one or two sentences.  e.g. To organise and project manage maintenance schemes on County Roads | |
| **Principal Accountabilities and Responsibilities** | |
| Define the accountabilities in statements stating the areas of work.  e.g. Assess claims of loss of earnings for industrial injuries and attendance at courses to provide claimants with accurate and speedy reimbursements.  A Maximum of 10 principal accountabilities is advised. | |
| **Resources/Equipment/Material** | |
| Detail any equipment that the post will be personally responsible for.  e.g. petty cash  Refuse Truck | |
| **Supervision/Management of People** | |
| Detail any supervision and management responsibilities that the post will have.  e.g. Direct line management of 6 employees and 20 contract staff | |
| **Knowledge, Skills, Training and Experience** | |
| Detail the essential requirements of the post, including qualification, past experience and personal qualities.  e.g. Must be a qualified librarian with substantial experience in children’s library work. Must be enthusiastic and creative. | |
| **Special Working Conditions** | |
| Detail any working conditions that the post may be exposed to.  e.g. exposure to extreme weather  exposure to moderate noise, ear protection provided | |
| **Employment Checks/ Specific Requirements** | |
| Detail any employment checks that will be a requirement of the post  e.g. DBS Check, Health Surveillance, Politically Restricted Post  If you need further clarification on DBS checks please contact HR Direct for advice  All new starters are required to undergo our standard safer recruitment checks; DBS clearance, 2 satisfactory references covering 3 years employment, evidence of essential qualifications, evidence of Right to Work in the UK.  Denbighshire County Council recognises its obligations to safeguard children and adults together with preventing slavery and human trafficking and will do all in its power to prevent slavery and human trafficking within its business. Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery.  Safeguarding is everyone’s business and all Denbighshire employees are required to work in accordance with the Council’s Child / Adult Safeguarding policies and procedures and have a duty to report any concerns which may be noted during the course of their duties and are asked to be alert to the signs of exploitation. Concerns should be raised via their Designated Safeguarding Manager in order that the Council can take prompt action when exploitation is identified. | |
| **Vision/Context** | |
| Write one or two paragraphs to describe either the vision of the post when it is a new post, or to define the context when it is an established position.  e.g. This job was created to give focus to all children’s activities in the new County Library Service. | |

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| **DENBIGHSHIRE COUNTY COUNCIL PERSON SPECIFICATION** | | | |
| The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable). | | | |
| **Post Title:** |  | | |
| **Service** |  | | |
| **Grade:** |  | | |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT**  Application Form / Interview / Presentation / References etc |
| **1. EDUCATION & QUALIFICATIONS** | Please ensure a reasonable amount of criteria are included, being mindful of using these for shortlisting  Recommended max = 2 |  |  |
| **2. RELEVANT EXPERIENCE** | Focus on meaningful, practical experience, not length of service  Recommended max = 4 |  |  |
| **3. JOB RELATED KNOWLEDGE & SKILLS** | Consider transferable knowledge / skills  Recommended max = 5 |  |  |
| **4. PERSONAL QUALITIES** | Focus on measurable qualities you can assess at interview  Recommended max = 5 |  |  |
| **5. OTHER REQUIREMENTS** | Recommended max = 2  Empathy with the Welsh Language and Culture | Fluent in Welsh language |  |