

## ROLE ADVERT

**ROLE TITLE:** BUS FUNDING PROJECT SUPPORT & ADMIN OFFICER

TEMPORARY to 31 August 2019

**POST ID:** ROTR25

**GRADE:** BAND E SCP 21 – SCP 25 (£20,541 – £23,111)

**HOURS:** 37 Per Week

**LOCATION:** Raglan Depot, which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

**WELSH LANGUAGE ASSESSMENT:** Welsh Language skills are desirable for this post

**RESPONSIBLE TO:** Transport Planning & Policy Officer

**SAFEGUARDING:**

Safeguarding and Child and Adult Protection are key priorities for the Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. All Council employees and volunteers are responsible for playing their part in the well-being, safety and protection of children and adults at risk. All employees and volunteers will be trained to the appropriate level of safeguarding and have a duty to fulfil their personal responsibilities for safeguarding.

**PURPOSE OF POST:**

To administer the Bus Services Support Grant across the Cardiff Capital Region and to support the Bus Funding Project Board and Cardiff Capital Region Transport Authority Core Team in the management and delivery of any related projects.

**Should you require any further information regarding this post, please contact:**  
**Christian Schmidt, Transport Planning & Policy Officer Tel: 07471 479238**

**Closing Date: 12 noon on 20 July 2018**

**Please Note that we are not able to accept CV's**

**Application forms can be completed online or down loaded via:**

**[www.monmouthshire.gov.uk/how-to-apply-for-council-jobs](http://www.monmouthshire.gov.uk/how-to-apply-for-council-jobs)**

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

Completed paper application forms should be returned to the following address:-

People Services, Monmouthshire County Council, PO BOX 106,  
CALDICOT, NP26 9AN

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check.

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council operates a Smoke Free Workplace policy.

## **ROLE PROFILE**

**ROLE TITLE:** **BUS FUNDING PROJECT SUPPORT & ADMIN OFFICER**

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**RESPONSIBLE TO:** Transport Planning & Policy Officer

**Passenger Transport Unit.....Who are we?**

**SAFEGUARDING:**

Safeguarding and Child and Adult Protection are key priorities for the Council. We aim to support children and adults at risk to be as safe as they can and to fulfil their potential. All Council employees and volunteers are responsible for playing their part in the well-being, safety and protection of children and adults at risk. All employees and volunteers will be trained to the appropriate level of safeguarding and have a duty to fulfil their personal responsibilities for safeguarding.

**Our Purpose:-**

The Passenger Transport Unit (PTU) provides a number of statutory and commercial transport functions with an overall purpose to provide and enable a range of transport solutions and implementation of policies that meet the various needs of residents in Monmouthshire, including procurement of bus service contracts, home-to-school transport, Community Transport and administration of the Bus Services Support Grant as lead authority on behalf of the ten Cardiff Capital Region local authorities.

**The Purpose of this Role:-**

The BSSG is a grant paid by Welsh Government to five local Welsh local authorities acting as regional lead authorities, to support and maintain the core strategic bus network, to improve bus quality standards, and for provision of certain bus, Community Transport and other local transport services.

MCC is the current regional lead authority for BSSG for the Cardiff Capital. Following changes within Monmouthshire's PTU, a new full-time Bus Funding Project Support & Admin Officer is required to undertake the work. The position would be for a fixed-term period to 31 August 2019. The position may be extended.

The purpose of the role is to administer the Bus Services Support Grant across the Cardiff Capital Region and to support the Bus Funding Project Board and Cardiff Capital Region Transport Authority Core Team in the management and delivery of any related projects.

**Expectation and Outcomes of this Role:-**

"You will be expected to ensure that all administrative tasks associated with the BSSG are undertaken in a timely and efficient manner. The outcome is that grant recipients are paid accurately and quickly and MCC will be able to account for its spending to the Welsh Government. You will be guided by the Cardiff Capital Region Bus Funding Project Board and your outcomes and outputs will be linked to the Board's project plan..

**Your responsibilities are to:-**

- To administer the Bus Services Support Grant across the Cardiff Capital Region

- To manage correspondence with more than 50 operators and local authorities
- To gather and compiling financial and operational information
- To monitor bus quality standards
- To provide analysis and reports to the Bus Funding Project Board
- To minute board meetings
- To undertake actions agreed by the board.
- To support the Bus Funding Project Board and the Cardiff Capital Region Transport Authority Core Team as required.

**Here's what we can provide you with:-**

- The necessary management and team support

**What else you need to know.....Monmouthshire Values are:**

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

**In addition:**

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

## **Person Specification**

**How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-**

### **Experience**

- |           |                                                                                             |
|-----------|---------------------------------------------------------------------------------------------|
| Essential | • Experience of working effectively with local authorities and with private sector partners |
| Desirable | • Experience of working in a public transport context                                       |
|           | • Experience of financial management and grant administration                               |
|           | • Experience of preparing, supporting and minuting meetings                                 |

### **Knowledge / qualifications**

- |           |                                                                                                      |
|-----------|------------------------------------------------------------------------------------------------------|
| Essential | • Practical skill, knowledge and experience of a range of IT applications, including word and excel. |
| Desirable | • Understanding of Bus Services Support Grant / bus funding issues                                   |
|           | • Ability to speak Welsh (or willingness to learn)                                                   |
|           | • Possession of a relevant professional qualification                                                |

### **Interpersonal Skills / competencies**

- |           |                                                                                                           |
|-----------|-----------------------------------------------------------------------------------------------------------|
| Essential | • Good team player within a multi-disciplinary environment, working on own initiative and under pressure. |
|           | • Ability to building lasting, positive & supportive relationships with a wide variety of people.         |
|           | • Effective and efficient communication skills, both written and verbal.                                  |
|           | • Accuracy and attention to detail                                                                        |
| Desirable | • Willing to engage with new ideas and looks for ways to make them work and develop                       |
|           | • Contributes ideas to better manage systems, processes or practices                                      |

**Should you require any further information regarding this post, please contact:  
Christian Schmidt, Transport Planning & Policy Officer, Tel: 07471 479238**

**Closing Date:            12 Noon on 20 July 2018**

## WELSH LANGUAGE SKILLS FRAMEWORK

| LEVEL 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                            |                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><i>Can understand basic everyday phrases if the speaker talks slowly and clearly and is willing to help. Can introduce yourself and others and can ask and answer questions regarding basic information, e.g. individual asking to see someone, where is the xxx meeting, toilet etc. Can transfer phone calls pass on a simple message or make a straightforward request, e.g. via e-mail.</i></p>                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                            |                                                                                                                                                                                                                                                                  |
| UNDERSTANDING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | SPEAKING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | READING                                                                                                                                                                    | WRITING                                                                                                                                                                                                                                                          |
| <ul style="list-style-type: none"> <li>➤ Can understand simple questions: where is the xxx meeting, where is the toilet, who is the person they wish to see. Can understand who to transfer a phone call to etc,</li> </ul>                                                                                                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>➤ Can pronounce place names and personal names correctly.</li> <li>➤ Can greet individuals face to face or over the phone</li> <li>➤ Can open and close a conversation or open and close a meeting.</li> </ul>                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>➤ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms</li> </ul>              | <ul style="list-style-type: none"> <li>➤ Can open and close an e-mail or letter</li> <li>➤ Can write personal names, place names, job titles</li> <li>➤ Can write a simple message to a colleague on paper or e-mail, e.g. such and such has called.</li> </ul>  |
| LEVEL 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                            |                                                                                                                                                                                                                                                                  |
| <p><i>Can understand sentences when people talk about everyday situations, e.g. simple personal and family information. Can hold a basic conversation with someone to obtain or exchange straightforward information, e.g. discuss how a person is feeling; something which has happened; simple plan for the future. Can write and read messages in letters or e-mails describing familiar issues and written in short sentences.</i></p>                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                            |                                                                                                                                                                                                                                                                  |
| UNDERSTANDING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | SPEAKING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | READING                                                                                                                                                                    | WRITING                                                                                                                                                                                                                                                          |
| <ul style="list-style-type: none"> <li>➤ Can understand when people speak slowly about everyday situations, e.g. providing personal information, talking about what they have been doing, what they would like to do, how they feel general</li> <li>➤ Can understand when people ask you do something</li> </ul>                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>➤ Can communicate simple information or ask common questions, e.g. to acquire information from an individual</li> <li>➤ Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh</li> <li>➤ Can hold a short conversation with an individual or exchange relatively straightforward information</li> <li>➤ Can contribute to a meeting, but need to revert to English for specialist terms.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Can read short message and certain letters or e-mails, e.g. those which make a request or ask you to pass on a message</li> </ul> | <ul style="list-style-type: none"> <li>➤ Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting</li> <li>➤ Can write a short letter or e-mail to arrange an appointment</li> </ul> |
| LEVEL 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                            |                                                                                                                                                                                                                                                                  |
| <p><i>Can understand the main points when an individual or colleague is talking about familiar subjects, e.g. during a conversation or small group meeting. Can hold extended conversations with fluent speakers about familiar subjects involving everyday work. Can describe experiences and events and provide concise explanations and reasons for opinions and plans. Can read articles, letters or e-mails about general subjects. Can write letters or e-mails about most subjects, e.g. requesting something; providing information; inviting somebody or organising an event.</i></p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                            |                                                                                                                                                                                                                                                                  |

| UNDERSTANDING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | SPEAKING                                                                                                                                                                                                                                                                                                                                                                                                                                     | READING                                                                                                                                                                                                                                                                                                                            | WRITING                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>➤ Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar.</li> <li>➤ Can understand a discussion at a meeting if the subject is familiar.</li> <li>➤ Can understand individuals and colleagues in a familiar situation or in everyday conversation.</li> </ul>                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>➤ Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical.</li> <li>➤ Can hold a conversation with an individual or exchanging relatively straightforward information.</li> <li>➤ Can contribute to a meeting but need to revert to English for specialist terms.</li> <li>➤ Can adapt the style of language to suit the audience.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Can understand most e-mail messages or letters concerning day to day work.</li> <li>➤ Can guess the meaning of a word based on context if the subject is familiar.</li> <li>➤ Can read a simple, straightforward article in a newspaper or magazine types of written material.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Can write a letter or e-mail to an individual, or colleague about most topics in order to request something; provide an explanation; describe an experience or situation; invite people or organise an event.</li> <li>➤ Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.</li> </ul> |
| <b>LEVEL 4</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                        |
| <i>Can usually follow most conversations or discussions, even on unfamiliar topics, Can talk confidently with fluent speakers about familiar subjects relating to work, and can express an opinion, take part in discussion, and talk extensively about general topics, e.g. in meetings or one-to-one situations with individuals. Can understand most correspondence, newspaper articles and reports intended for fluent speakers with the aid of Welsh language resources and can scan long texts to find details. Can complete forms and write reports relating to work and respond accurately.</i> |                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                        |
| UNDERSTANDING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | SPEAKING                                                                                                                                                                                                                                                                                                                                                                                                                                     | READING                                                                                                                                                                                                                                                                                                                            | WRITING                                                                                                                                                                                                                                                                                                                                                                                |
| <ul style="list-style-type: none"> <li>➤ Can follow most conversations and discussions with individuals or colleagues even if the subject matter is unfamiliar.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>➤ Can contribute effectively to internal and external meetings in a work context.</li> <li>➤ Can converse comfortably with individuals and exchange information as required.</li> <li>➤ Can argue for and against a specific case.</li> <li>➤ Can chair meetings and answer questions from the chair confidently.</li> </ul>                                                                          | <ul style="list-style-type: none"> <li>➤ Can read most correspondence and scan long texts to find details.</li> <li>➤ Can understand most newspaper articles and reports with the aid of a dictionary.</li> <li>➤ Can understand texts, unless written in a very formal or colloquial form.</li> </ul>                             | <ul style="list-style-type: none"> <li>➤ Can produce correspondence of all types, short reports, documents and literature with support of Welsh language translation aids eg. Cysgeir, cysill.</li> </ul>                                                                                                                                                                              |
| <b>LEVEL 5</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                        |
| <i>Can understand everything that is being said. Can talk extensively about complex issues, presenting difficult information and can facilitate and summarise extended or complex discussions. Can summarise information from different sources (orally and in writing) and present it in a coherent way. Can express themselves spontaneously, fluently and in detail, adapting the language to suit the audience.</i>                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                        |
| UNDERSTANDING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | SPEAKING                                                                                                                                                                                                                                                                                                                                                                                                                                     | READING                                                                                                                                                                                                                                                                                                                            | WRITING                                                                                                                                                                                                                                                                                                                                                                                |
| <ul style="list-style-type: none"> <li>➤ Can follow all conversations and discussions with individuals or colleagues.</li> <li>➤ Can understand the ambiguity and nuance of language.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>➤ Can express yourself fully in detail, even when discussing complex issues.</li> <li>➤ Can adapt the style and register of your language to suit the audience.</li> </ul>                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>➤ Can read and understand almost all written texts without difficulty, referring to a dictionary occasionally.</li> <li>➤ Can read long texts to find relevant details and can understand most types of written material.</li> </ul>                                                        | <ul style="list-style-type: none"> <li>➤ Can write reports in a clear style appropriate to the reader with the support of electronic language aids.</li> <li>➤ Can write formal or informal Welsh as required.</li> <li>➤ Can write a range of documents accurately and with confidence.</li> </ul>                                                                                    |



## HYSBYSEB SWYDD

**TEITL Y RÔL:** **SWYDDOG CEFNOGI A GWEINYDDOL PROSIECT CYLLID BYSIAU**

Contract dechreuol tymor sefydlog i 31 Awst 2019

**RHIF ADNABOD Y SWYDD:** ROTR25

**GRADD:** BAND E SCP 21 – SCP 25 (£20,541 – £23,111)

**ORIAU:** 37 yr Wythnos

**LLEOLIAD:** Raglan. (A all newid yn y dyfodol os oes angen newid lleoliad y gwasanaeth. Ni thelir treuliau adleoli neu ymyrryd os yw hyn yn digwydd.)

**ASESIAD Y GYMRAEG:** Mae sgiliau iaith Gymraeg yn ddymunol ar gyfer y swydd hon

**YN ATEBOL I:** Swyddog Polisi a Chynllunio Trafnidiaeth

### **DIOGELU:**

Mae Diogelu ac Amddiffyn Plant ac Oedolion yn flaenoriaethau allweddol i'r Cyngor. Ein nod yw cefnogi plant ac oedolion sydd mewn perygl i fod mor ddiogel ag y gallant ac i gyflawni eu potensial. Mae holl weithwyr a gwirfoddolwyr y Cyngor yn gyfrifol am chwarae rhan yng ngwaith lles, diogelu ac amddiffyn plant ac oedolion sydd mewn perygl. Bydd yr holl weithwyr a gwirfoddolwyr yn cael eu hyfforddi i'r lefel briodol o ddiogelu ac mae ganddynt ddyletswydd i gyflawni eu cyfrifoldebau personol dros ddiogelu.

### **DISGRIFIAD O'R SWYDD:**

Gweinyddu Grant Cynnal Gwasanaethau Bysiau ar draws Prifddinas-Ranbarth Caerdydd a chefnogi Bwrdd Prosiect Cyllido Bysiau a Thîm Craidd Awdurdod Trafnidiaeth Prifddinas-Ranbarth Caerdydd i reoli a chyflwyno unrhyw brosiectau cysylltiedig.

Os oes gennych unrhyw gwestiynau pellach am y rôl hon, cysylltwch os gwelwch yn dda gyda: Christian Schmidt, Swyddog Polisi a Chynllunio Trafnidiaeth. Ffôn: 07471 479238

**Dyddiad cau hanner Ddydd 20 Gorffennaf 2018**

**Gofynnir i chi nodi na allwn dderbyn CVs**

Gellir llenwi ffurflenni cais ar-lein neu eu lawrlwytho drwy:

<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Gellir cyflwyno ceisiadau yn y Gymraeg ac ni chaiff cais a gyflwynir yn y Gymraeg ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg.

Ar ôl eu llenwi, dylid dychwelyd ffurflenni cais ar-lein neu eu lawrlwytho drwy:  
Gwasanaethau Pobl, Cyngor Sir Fynwy, Blwch SP 106, Cil-y-coed, NP26 9AN

Mae Cyngor Sir Fynwy yn gyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob adran o'r gymuned. Mae'r holl swyddi'n agored i'w rhannu os na nodir fel arall.

## PROFFIL Y RÔL

**TEITL Y RÔL:** **SWYDDOG CEFNOGI A GWEINYDDOL PROSIECT CYLLID BYSIAU**

Contract dechreuol tymor sefydlog i 31 Awst 2019

**RHIF ADNABOD Y SWYDD:** ROTR25

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**ORIAU:** 37 yr Wythnos

**LLEOLIAD:** Rhaglan. (A all newid yn y dyfodol os oes angen newid lleoliad y gwasanaeth. Ni thelir treuliau adleoli neu ymyrryd os yw hyn yn digwydd.)

**ASESIAD Y GYMRAEG:** Mae sgiliau iaith Gymraeg yn ddymunol ar gyfer y swydd hon

**YN ATEBOL I:** Swyddog Polisi a Chynllunio Trafnidiaeth

### **DIOGELU:**

Mae Diogelu ac Amddiffyn Plant ac Oedolion yn flaenoriaethau allweddol i'r Cyngor. Ein nod yw cefnogi plant ac oedolion sydd mewn perygl i fod mor ddiogel ag y gallant ac i gyflawni eu potensial. Mae holl weithwyr a gwirfoddolwyr y Cyngor yn gyfrifol am chwarae rhan yng ngwaith lles, diogelu ac amddiffyn plant ac oedolion sydd mewn perygl. Bydd yr holl weithwyr a gwirfoddolwyr yn cael eu hyfforddi i'r lefel briodol o ddiogelu ac mae ganddynt ddyletswydd i gyflawni eu cyfrifoldebau personol dros ddiogelu.

### **Uned Cludiant Teithwyr ..Who are we?**

#### **Ein Diben:-**

Mae'r Uned Cludiant Teithwyr yn darparu nifer o swyddogaethau cludiant statudol a masnachol gyda diben cyffredinol i ddarparu a galluogi ystod o ddatrysiadau cludiant a gweithredu polisiau sy'n diwallu anghenion amrywiol preswylwyr Sir Fynwy, yn cynnwys caffael contractau gwsanaeth bws, cludiant rhwng y cartef a'r ysgol, cludiant cymunedol a gweinyddu'r Grant Cynnal Gwasanaethau Bws fel awdurdod arweiniol ar ran deg awdurdod lleol Prifddinas-Ranbarth Caerdydd.

#### **Pwrpas y Rôl hon:-**

Mae Llywodraeth Cymru yn talu grant BSSG i bump awdurdod lleol yng Nghymru sy'n gweithredu fel awdurdodau arweiniol rhanbarthol i gefnogi a chynnal y

rhwydwaith bysiau strategol craidd, i wella safonau ansawdd bysiau ac am ddarparu rhai gwasanaethau bysiau, cludiant cymunedol a chludiant lleol arall.

Ar hyn o bryd Cyngor Sir Fynwy yw'r awdurdod arweiniol rhanbarthol ar gyfer BSSG ym Mhrifddinas-Ranbarth Caerdydd (De Ddwyrain Cymru). Yn dilyn newidiadau o fewn Uned Cludiant Teithwyr Sir Fynwy, mae angen Swyddog Cefnogi a Gweinyddol Prosiect Cyllido Bysiau i ymgymryd â'r gwaith. Byddai'r swydd am gyfnod sefydlog hyd at 31 Awst 2019. Gellir ymestyn y swydd.

Pwrpas y Rôl hon yw Gweinyddu Grant Cynnal Gwasanaethau Bysiau ar draws Prifddinas-Ranbarth Caerdydd a chefnogi Bwrdd Prosiect Cyllido Bysiau a Thîm Craidd Awdurdod Trafnidiaeth Prifddinas-Ranbarth Caerdydd i reoli a chyflwyno unrhyw brosiectau cysylltiedig.

### **Disgwyliadau a Chanlyniadau'r Rôl hon:-**

Disgwylir i chi sirhau y caiff pob tasg weinyddol yn gysylltiedig gyda Grant Cynnal Gwasanaethau Bysiau ei wneud mewn modd amserol ac effeithol. Y canlyniad yw y caiff y rhai sy'n derbyn grant eu talu'n gywir ac yn gyflym ac y gall Cyngor Sir Fynwy roi cyngor am ei wariant i Lywodraeth Cymru. Cewch eich llywio gan Fwrdd Prosiect Cyllido Bysiau Prifddinas-Ranbarth Caerdydd a bydd eich deilliannau ac allbynnau yn gysylltiedig â chynllun prosiect y Bwrdd.

### **Bydd eich cyfrifoldebau yn cynnwys:-**

1. Gweinyddu'r Grant Cynnal Gwasanaethau Bws ar draws Prifddinas-Ranbarth Caerdydd
2. Bod yng ngofal gohebiaeth gyda mwy na 50 o weithredwyr ac awdurdodau lleol
3. Casglu a pharatoi gwybodaeth ariannol a gweithredol
4. Monitro safonau ansawdd bysiau
5. Darparu dadansoddiad ac adroddiadau i Fwrdd Prosiect Cyllid Bysiau
6. Cadw cofnodion o gyfarfodydd y bwrdd
7. Ymgymryd â chymau gweithredu a gytunwyd gan y Bwrdd
8. Cefnogi Bwrdd Prosiect Cyllido Bysiau a Thîm Craidd Awdurdod Trafnidiaeth Prifddinas-Ranbarth Caerdydd fel sydd angen.

### **Dyma beth I ni gallu darparu I chi:-**

- Y gefnogaeth reoli a thîm angenrheidiol.

### **Beth arall sydd angen i chi wybod.....Dyma Werthoedd Cyngor Fynwy:**

- Tryloywder: Rydym am geisio bod yn agored ac onest er mwyn datblygu perthynas lle y mae pobl yn medru ymddiried yn ei gilydd.
- Tegwch: Rydym am geisio cynnig dewis teg, cyfleoedd a phrofiad ac i ddod yn fudiad lle y mae'r naill yn parchu'r llall.
- Hyblygrwydd: Rydym am geisio bod yn hyblyg wrth feddwl a gweithredu er mwyn dod yn fudiad effeithiol ac effeithlon.

- Gwaith tîm: Rydym am geisio gweithio gyda'n gilydd er mwyn rhannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd er mwyn cyflawni ein hamcanion.

A bydd y rôl hon yn gweithio gyda Sir Fynwy er mwyn cyflawni hyn.

**Yn ychwanegol at hyn:**

Mae'r holl weithwyr yn gyfrifol am sicrhau eu bod yn ymddwyn bob tro mewn ffordd sydd yn gyson â Pholisi Cyfle Cyfartal Sir Fynwy yn eu meysydd perthnasol ac yn eu hymddygiad cyffredinol.

## Manyleb Person

**Sut fyddwch yn gwybod os mai chi yw'r person cywir ar gyfer y rôl hon? Fel yr ymgeisydd llwyddiannus, byddwch wedi arddangos y canlynol:-**

### Profiad

- |          |                                                                                                                                                                                                                                         |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hanfodol | <ul style="list-style-type: none"><li>• Profiad o weithio'n effeithlon gydag awdurdodau lleol a phartneriaid sector preifat</li></ul>                                                                                                   |
| Dymunol  | <ul style="list-style-type: none"><li>• Profiad o weithio mewn cyd-destun trafnidiaeth gyhoeddus</li><li>• Profiad o reolaeth ariannol a gweinyddu grant</li><li>• Profiad o baratoi, cefnogi a chadw cofnodion o gyfarfodydd</li></ul> |

### Gwybodaeth / Cymwysterau

- |          |                                                                                                                                                                                                                                               |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hanfodol | <ul style="list-style-type: none"><li>• Sgiliau ymarferol, gwybodaeth a phrofiad o amrywiaeth o raglenni technoleg gwybodaeth, yn cynnwys Word ac Excel.</li></ul>                                                                            |
| Dymunol  | <ul style="list-style-type: none"><li>• Dealltwriaeth o Grant Cynnal Gwasanaethau Bysiau / materion cyllido bysiau</li><li>• Gallu i siarad Cymraeg (neu barodrwydd i ddysgu)</li><li>• Meddu ar gymhwyster proffesiynol perthnasol</li></ul> |

### Sgiliau / Cymwyseddau Rhyngpersonol

- |          |                                                                                                                                                                                                                                                                                                                                                                                             |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hanfodol | <ul style="list-style-type: none"><li>• Aelod da o dîm o fewn amgylchedd amlddisgyblaeth, gan weithio ar eich cymhelliant eich hun a dan bwysau.</li><li>• Gallu i adeiladu perthnasoedd parhaus, cadarnhaol a chefnogol gydag amrywiaeth eang o bobl.</li><li>• Sgiliau cyfathrebu effeithlon ac effeithiol, yn ysgrifenedig ac yn llafar.</li><li>• Cywirdeb a sylw i fanylion.</li></ul> |
| Dymunol  | <ul style="list-style-type: none"><li>• Parod i ymgysylltu gyda syniadau newydd ac edrych am ffyrdd i wneud iddynt weithio a datblygu</li><li>• Cyfrannu syniadau i wella systemau, prosesau neu arferion yn well</li></ul>                                                                                                                                                                 |

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**Os oes gennych unrhyw gwestiynau pellach am y rôl hon, cysylltwch os gwelwch yn dda gyda: Christian Schmidt, Swyddog Polisi a Chynllunio Trafnidiaeth. Ffôn: 07471 479238**

**Dyddiad cau hanner Ddydd 20 Gorffennaf 2018**

## FFRAMWAITH SGILIAU YN Y GYMRAEG

### LEFEL 1

*Gall ddeall ymadroddion sylfaenol bob dydd os yw'r siaradwr yn siarad yn araf ac yn glir ac yn fodlon helpu. Gall gyflwyno ei hunan ac eraill a gall ofyn ac ateb cwestiynau am wybodaeth sylfaenol e.e. unigolyn yn gofyn am weld rhywun, ble mae cyfarfod xxx, toiled ac yn y blaen. Gall drosglwyddo galwadau ffôn, cyfleu neges fer neu wneud cais syml e.e. drwy e-bost.*

| DEALL                                                                                                                                                                                                 | SIARAD                                                                                                                                                                                                                                  | DARLLEN                                                                                                                                                                  | YSGRIFENNU                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>➤ Gall ddeall cwestiynau syml: lle mae cyfarfod xxx, pwy yw'r person y dymunant ei weld. Gall ddeall i bwy i drosglwyddo galwad ffôn ac yn y blaen.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Gall ynganu enwau lleoedd ac enwau personol yn gywir.</li> <li>➤ Gall gyfarch unigolion wyneb yn wyneb neu dros y ffôn.</li> <li>➤ Gall agor a chau sgwrs neu agor a chau cyfarfod.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Gall ddarllen brawddeg fer, e.e. arwyddion syml, cyfarwyddiadau syml, eitemau agenda, gwybodaeth syml ar ffurflenni.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Gall agor a chau neges e-bost neu lythyr.</li> <li>➤ Gall ysgrifennu enwau personol, enwau lleoedd, teitlau swyddi.</li> <li>➤ Gall ysgrifennu neges syml i gydweithiwr ar bapur neu e-bost e.e. mae hwn a hon wedi galw.</li> </ul> |

### LEFEL 2

*Gall ddeall brawddegau pan mae pobl yn siarad am sefyllfaoedd bob dydd, e.e. gwybodaeth bersonol a theuluol syml. Gall gynnal sgwrs sylfaenol gyda rhywun i gael neu gyfnewid gwybodaeth syml, e.e. trafod sut mae person yn teimlo; rhywbeth a ddigwyddodd; cynllun syml ar gyfer y dyfodol. Gall ysgrifennu a deall negeseuon mewn llythyrau neu negeseuon e-bost yn disgrifio materion cyfarwydd ac ysgrifennu mewn brawddegau byr.*

| DEALL                                                                                                                                                                                                                                                                                                                 | SIARAD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | DARLLEN                                                                                                                                                                       | YSGRIFENNU                                                                                                                                                                                                                                                 |
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| <ul style="list-style-type: none"> <li>➤ Gall ddeall pan mae pobl yn siarad yn araf am sefyllfaoedd bob dydd e.e. rhoi gwybodaeth bersonol, siarad am beth fuont yn ei wneud, yr hyn yr hoffent ei wneud, sut y teimlant yn gyffredinol</li> <li>➤ Gall ddeall pan mae pobl yn gofyn iddynt wneud rhywbeth</li> </ul> | <ul style="list-style-type: none"> <li>➤ Gall gyfathrebu gwybodaeth syml neu ofyn cwestiynau cyffredin, e.e. cael gwybodaeth gan unigolion.</li> <li>➤ Gall ddefnyddio'r Gymraeg i gyrraedd a dangos empathi gydag unigolyn ond dim i gynnal yr holl sgwrs neu sesiwn yn y Gymraeg.</li> <li>➤ Gall gynnal sgwrs fer gydag unigolyn neu gyfnewid gwybodaeth cymharol syml.</li> <li>➤ Gall gyfrannu at gyfarfod ond bydd angen troi i'r Saesneg ar gyfer termau arbenigol.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Gall ddarllen negeseuon byr a rhai llythyrau neu negeseuon e-bost, e.e. rhai sy'n gwneud cais neu'n gofyn am gyfleu neges</li> </ul> | <ul style="list-style-type: none"> <li>➤ Gall ysgrifennu neges fer at gydweithiwr yn gofyn cwestiwn, yn diolch iddo/iddi, esbonio rhywbeth e.e. amser a lle cyfarfod</li> <li>➤ Gall ysgrifennu llythyr neu neges e-bost byr i drefnu apwyntiad</li> </ul> |

### LEFEL 3

*Gall ddeall y prif bwyntiau pan mae unigolyn neu gydweithiwr yn siarad am bynciau cyfarwydd e.e. yn ystod sgwrs neu gyfarfod grŵp bach. Gall gynnal sgysiau estynedig gyda siaradwyr rhugl am bynciau cyfarwydd yn ymwneud â gwaith bob dydd. Gall ddisgrifio profiadau a digwyddiadau a rhoi esboniadau am a rhesymau cryno am farnau a chynlluniau. Gall ddarllen erthyglau, llythyrau neu negeseuon e-bost am bynciau cyffredinol. Gall ysgrifennu llythyrau neu negeseuon e-bost am y rhan fwyaf o bynciau, e.e. yn gofyn am rywbeth; rhoi gwybodaeth; gwahodd rhywun neu drefnu digwyddiad.*

| DEALL                                                                                                                                                                                                                                                                                                                                           | SIARAD                                                                                                                                                                                                                                                                                                                                                       | DARLLEN                                                                                                                                                                                                                                                                                                                                                      | YSGRIFENNU                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>➤ Gall ddeall unigolion a chydweithwyr wrth gyfnewid gwybodaeth neu drafod cynlluniau, os yw'r pwnc yn gyfarwydd.</li> <li>➤ Gall ddeall trafodaeth mewn cyfarfod os yw'r pwnc yn gyfarwydd.</li> <li>➤ Gall ddeall unigolion a chydweithwyr mewn sefyllfa gyfarwydd neu mewn sgwrs bob dydd.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Gall gymryd rhan yn y rhan fwyaf o sgysiau gyda chydweithwyr am waith a chynlluniau os nad yw'r eirfa yn rhy dechnegol.</li> <li>➤ Gall gynnal sgwrs gydag unigolyn neu gyfnewid gwybodaeth cymharol syml.</li> <li>➤ Gall gyfrannu at gyfarfod ond gall fod angen troi i'r Saesneg am dermau arbenigol.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Gall ddeall y rhan fwyaf o negeseuon e-bost neu lythyrau'n ymwneud â gwaith dydd i ddydd.</li> <li>➤ Gall ddyfalu ystyr gair yn seiliedig ar gyddestun os yw'r pwnc yn gyfarwydd.</li> <li>➤ Gall ddarllen erthygl syml a rhwydd mewn papurau newydd neu fathau o ddeunydd ysgrifenedig mewn cylchgrawn.</li> </ul> | <ul style="list-style-type: none"> <li>➤ Gall ysgrifennu llythyr neu neges e-bost at unigolyn neu gydweithiwr am y rhan fwyaf o bynciau er mwyn gofyn am rywbeth; rhoi esboniad; disgrifio profiad neu sefyllfa; gwahodd pobl neu drefnu digwyddiad.</li> </ul> |



- Gall addasu cywair iaith i weddu i'r gynulleidfa.

#### LEFEL 4

*Gall fel arfer ddilyn y rhan fwyaf o sgysiau neu drafodaethau, hyd yn oed ar bynciau anghyfarwydd. Gall siarad yn hyderus gyda siaradwyr rhugl am bynciau cyfarwydd yn ymwneud â gwaith, a mynegi barn, cymryd rhan mewn trafodaeth a siarad yn helaeth am bynciau cyffredinol e.e. mewn cyfarfodydd neu sefyllfaoedd un-i-un gydag unigolion. Gall ddeall y rhan fwyaf o ohebiaeth, erthyglau papur newydd ac adroddiadau a fwriedir ar gyfer siaradwyr rhugl gyda chymorth adnoddau Cymraeg a gall fwrw golwg dros destunau hir i ganfod manylion. Gall lenwi ffurflenni ac ysgrifennu adroddiadau'n ymwneud â gwaith ac ymateb yn gywir.*

| DEALL                                                                                                                                                                                 | SIARAD                                                                                                                                                                                                                                                                                                                                                             | DARLLEN                                                                                                                                                                                                                                                                                                                                 | YSGRIFENNU                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>➤ Gall ddilyn y rhan fwyaf o sgysiau a thrafodaethau gydag unigolion neu gydweithwyr hyd yn oed os yw'r deunydd pwnc yn anghyfarwydd.</li></ul> | <ul style="list-style-type: none"><li>➤ Gall gyfrannu'n effeithlon at gyfarfodydd mewnol ac allanol mewn cyd-destun gwaith.</li><li>➤ Gall sgwrsio'n gysurus gydag unigolion a chyfnewid gwybodaeth fel sydd angen.</li><li>➤ Gall ddadlau dros ac yn erbyn achos penodol.</li><li>➤ Gall gadeirio cyfarfodydd ac ateb cwestiynau o'r gadair yn hyderus.</li></ul> | <ul style="list-style-type: none"><li>➤ Gall ddarllen y rhan fwyaf ohebiaeth a bwrw golwg ar destunau hir i ganfod manylion.</li><li>➤ Gall ddeall y rhan fwyaf o erthyglau ac adroddiadau papur newydd gyda chymorth geiriadur.</li><li>➤ Gall ddeall testunau, os na ysgrifennwyd mewn dull ffurfiol iawn neu dafodieithol.</li></ul> | <ul style="list-style-type: none"><li>➤ Gall gynhyrchu gohebiaeth o bob math, adroddiadau byr, dogfennau a llenyddiaeth gyda chymorth offer cyfieithu Cymraeg e.e. Cysgair, Cysill.</li></ul> |

#### LEFEL 5

*Gall ddeall popeth a gaiff ei ddweud. Gall siarad yn helaeth am faterion cymhleth, gan gyflwyno gwybodaeth anodd a gall hwyluso a chrynhof trafodaethau estynedig neu gymhleth. Gall grynhoi gwybodaeth o wahanol ffynonellau (yn llafar ac yn ysgrifenedig) a'i chyflwyno mewn modd cydlynus. Gall fynegi ei hunan yn fyrfyr, rhugl ac yn fanwl, gan addasu'r iaith i weddu i'r gynulleidfa.*

| DEALL                                                                                                                                                               | SIARAD                                                                                                                                                                                              | DARLLEN                                                                                                                                                                                                                                                                                    | YSGRIFENNU                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>➤ Gall ddilyn pob sgwrs a thrafodaeth gydag unigolion neu gydweithwyr.</li><li>➤ Gall ddeall amwysedd a naws iaith.</li></ul> | <ul style="list-style-type: none"><li>➤ Gall fynegi ei hunan yn fanwl, hyd yn oed wrth drafod materion cymhleth</li><li>➤ Gall addasu arddull a chywair yr iaith i weddu i'r gynulleidfa.</li></ul> | <ul style="list-style-type: none"><li>➤ Gall ddarllen a deall bron bob testun ysgrifenedig heb anhawster, gan ddefnyddio geiriadur yn achlysurol.</li><li>➤ Gall ddarllen testunau hir i ganfod manylion perthnasol a gall ddeall y rhan fwyaf o fathau o ddeunydd ysgrifenedig.</li></ul> | <ul style="list-style-type: none"><li>➤ Gall ysgrifennu adroddiadau mewn arddull glir addas i'r darlennydd gyda chefnogaeth offer cymorth iaith electronig.</li><li>➤ Gall ysgrifennu Cymraeg ffurfiol neu anffurfiol yn ôl yr angen.</li><li>➤ Gall ysgrifennu ystod o ddogfennau yn gywir ac yn hyderus.</li></ul> |