

## *Come and join the team!*

### ROLE ADVERT

**ROLE TITLE:** Specialist Environmental Health Officer

**POST ID:** REH34

**GRADE:** Band J SCP 35 - 39

**SALARY:** £38,890 to £42,821 per annum

**HOURS:** 37 per week, full time

**TEMPORARY:** until 31<sup>st</sup> July 2022

**START DATE:** As soon as possible

**WORK PATTERN:** 37 hrs per week Monday to Friday, team supports agile working.

**LOCATION:** Abergavenney Education Centre, Old Hereford Road, Abergavenny NP7 6EL

**WELSH LANGUAGE ASSESSMENT:** Welsh language skills are desirable.

#### **PURPOSE OF POST:**

You will join a team of officers, based in three areas covering a range of Environmental Health duties within the General Public Health Team covering Monmouthshire. Our General Public Health Team has responsibilities for housing enforcement, pollution control, statutory nuisances and general public health work. You will also have the opportunity to contribute to other initiatives undertaken by the EH team as part of the wider public health agenda.

If you have any questions regarding this post please contact Huw Owen, Principal Environmental Health Officer on 01873 735420.

**Closing Date: 12 noon on Friday 29<sup>th</sup> October 2021**

#### **Additional Information**

**Please note that we are not able to accept CVs**

To apply for this post please complete the online application form which can be found on the following page:

<https://www.monmouthshire.gov.uk/jobs-employment/>

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.

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



Monmouthshire County Council is:-

- an equal opportunities employer and welcomes applications from all sections of the community.
- a disability confident committed employer.
- an Armed Forces friendly employer.
- Autism aware and committed to removing barriers to employment
- committed to supporting young people who leave our care to access new opportunities and gain experience.

## ROLE PROFILE

**ROLE TITLE:** Specialist Environmental Health Officer (Temporary post to 31<sup>st</sup> July 2022)

**POST ID:** REH34

**GRADE:** Band J SCP 35 - 39

**HOURS:** 37 per week, full time

**WORK PATTERN:** 37 hrs per week.

**LOCATION:** Abergavenny Education Centre, Old Hereford Road, Abergavenny NP7 6EL

### **DISCLOSURE AND BARRING SERVICE (DBS) CHECK:**

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to the following DBS check (Please specify level of check:,

(a) No DBS Required for this post

**RESPONSIBLE TO:** Principal Environmental Health Officer

**WELSH LANGUAGE ASSESSMENT:** Welsh language skills are desirable.

### **SAFEGUARDING:**

Child and Adult Safeguarding 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.

## **ENVIRONMENTAL HEALTH, SOCIAL CARE AND HEALTH DIRECTORATE**

### **Our Purpose:-**

Our General Public Health Team has responsibilities for housing enforcement, pollution control, statutory nuisances, private water supplies and general public health work.

**The Purpose of this Role:-**

1. To undertake specialist environmental health officer duties within the General Public Health and to provide technical advice and support to other Officers.
2. To assist in the efficient, effective and economic discharge of the Council's policies and statutory duties.

**Your responsibilities are to:-**

1. To undertake appropriate inspections, investigations, surveys and enforcement action, together with the preparation, serving and enforcement of Statutory Notices.
2. Respond to complaints and enquiries and bring all matters to a speedy conclusion. Maintain clear, factual and relevant records as appropriate. Ensure all recording systems are maintained properly, making full use of computer-based systems.
3. Possess, develop and maintain a specialist knowledge of the major work areas covered by the post. Provide advice and guidance to customers and to other staff engaged in Environmental Health work.
4. To manage other staff as appropriate (currently no line management responsibilities). Contribute to the professional development and training of student EHOs and other staff.
5. Prepare evidence for legal proceedings including attendance and giving evidence to Court, Justices of the Peace, and Tribunals etc.
6. Contribute to the development, application and review of policies and procedures. Prepare reports, annual and statutory returns, together with attendance at Committee, Council or Cabinet when appropriate.
7. Work effectively with stakeholders, liaise with and advise other departments, agencies and organisations and participate in multi disciplinary working groups.
8. To prepare, assist and undertake promotional work, including lectures and talks on subject matters related to the post
9. To participate and assist in coordinating training activities.
10. To work in accordance with the authority's Equal Opportunities principles and practices and assist in their effective implementation.
11. To be responsible for and maintain full awareness of the Health and Safety requirements of the service and to be responsible for own safety and not endangering that of colleagues and others within the workplace or the public generally when undertaking official duties.

If you have any questions regarding this post please contact: Huw Owen, Principal Environmental Health Officer (General Public health) on 01873 735420.

**Closing Date: 12 noon on Friday 29<sup>th</sup> October 2021**

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

Candidates may wish to be aware that the team is fully supportive of “agile working”, i.e. more flexible working arrangements less dependant upon traditional concepts of fixed base / workday.

The duties of the post require the successful candidate to be able to access all areas of the County and at times travel outside Monmouthshire.

**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:**

**ROLE TITLE:** Specialist Environmental Health Officer (Temporary post to 31<sup>st</sup> July 2022)

**POST ID:** REH34

**GRADE:** Band J SCP 35 - 39

**HOURS:** 37 per week, full time

**How will we know if you are the right person for the role?**

	<b>The successful candidate must be able to demonstrate:</b>	<b>High (H) Medium (M) or Low (L)</b>
	<b>Qualifications and Experience</b>	
1	The post holder must be professionally qualified as an Environmental Health Officer and registered with the CIEH	H
2	Evidence of continuing professional development.	M
3	Experience in delivering Environmental Health duties relevant to the post;	M
4	Experience in other areas of Environmental Health and/or specialist knowledge, skills or experience	M
	<b>Skills and Ability</b>	
5	Practical experience and knowledge of efficient and effective investigative skills.	H
6	Effective communication skills, both written and verbal.	H
7	Ability to work within guidelines and take the initiative when appropriate.	H
8	Managing, motivating and supporting staff for the benefit of both the individual and the service, and to ensure performance targets are met.	M
9	A customer focus	H
10	Ability to work well with others, e.g. other departments, organisations and individuals and as part of a team	H
11	Willingness and ability to demonstrate a clear understanding of Equal Opportunities principles and practices, and a commitment to their effective implementation in an environmental context.	L
	<b>General Information</b>	
12	The post holder will be expected to work flexibly outside normal office hours in order to ensure the proper and effective discharge of the Councils	

	responsibilities, and to provide the appropriate levels of service.	
13	The duties of the post require the successful candidate to be able to access all areas of the County and at times travel outside Monmouthshire	
14	The post requires the post holder to have access to a car	
15	This post is subject to 2 suitable written references being received.	

If you have any questions regarding this post please contact: Huw Owen, Principal Environmental Health Officer (General Public health) on 01873 735420.

**Closing Date: 12 noon on Friday 29<sup>th</sup> October 2021**

## 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>			
<p><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 an 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></p>			
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>			
<p><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></p>			
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 RÔL

**TEITL Y SWYDD:** Swyddog Iechyd Amgylcheddol Arbenigol

**RHIF ADNABOD Y SWYDD:** REH34

**GRADD:** Band J SCP 35 - 39

**CYFLOG:** £38,890 - £42,821 y flwyddyn

**ORIAU:** 37 awr yr wythnos, amser llawn

**DROS DRO:** Tan fis 31ain Gorffennaf 2022

**DYDDIAD DECHRAU:** Cyn gynted ag sydd yn bosib

**PATRWM GWAITH:** 37 awr yr wythnos, tîm yn cefnogi gweithio ystwyth

**LLEOLIAD:** Canolfan Addysg Gymunedol Y Fenni, Old Hereford Road, Y Fenni, NP76EL

**ASESIAD Y GYMRAEG:** Nid yw sgiliau yn y Gymraeg yn angenrheidiol

### **PWRPAS Y RÔL:**

Byddwch yn ymuno gyda thîm o swyddogion, sydd yn rhan o dri maes sydd ymgymryd ag amryw o ddyletswyddau Iechyd Amgylcheddol o fewn y Tîm Iechyd Cyhoeddus Cyffredinol, a hynny dros Sir Fynwy. Mae ein Tîm Iechyd Cyhoeddus Cyffredinol yn gyfrifol am orfodaeth tai, rheoli llygredd, niwsans statudol a gwaith iechyd cyhoeddus cyffredinol. Byddwch hefyd yn cael y cyfle i gyfrannu at waith arall y Tîm Iechyd Amgylcheddol fel rhan o'r agenda iechyd cyhoeddus ehangach.

Os ydych chi angen mwy o wybodaeth am y swydd hon, cysylltwch os gwelwch yn dda gyda Huw Owen, Prif Swyddogion Iechyd Amgylcheddol ar 01873 735420.

**Dyddiad Cau:** 12pm ar ddydd Gwener 29fed Hydref 2021

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

**Gellir llenwi ffurflenni cais ar-lein neu eu lawrlwytho drwy fynd i:**  
<http://www.monmouthshire.gov.uk/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.

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.

Mae Cyngor Sir Fynwy yn gweithredu polisi Gweithle Di-fwg.

## PROFFIL RÔL

**TEITL Y SWYDD:** Swyddog Iechyd Amgylcheddol Arbenigol  
(Swydd Dros Dro tan 31ain Gorffennaf 2021)

**RHIF ADNABOD Y SWYDD:** REH34

**GRADD:** Band J SCP 35 - 39

**ORIAU:** 37 awr yr wythnos, amser llawn

**PATRW M GWAITH:** 37 awr yr wythnos

**LLEOLIAD:** Canolfan Addysg Gymunedol Y Fenni, Old Hereford Road,  
Y Fenni, NP76EL

**YN ATEBOL I:** Prif Swyddog Iechyd Amgylcheddol

**ASESIAD Y GYMRAEG:** Nid yw sgiliau yn y Gymraeg yn angenrheidiol

### **CYFARWYDDIAETH IECHYD AMGYLCHEDDOL, GOFAL CYMDEITHASOL AC IECHYD**

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

Mae ein Tîm Iechyd Cyhoeddus Cyffredinol yn gyfrifol am orfodaeth tai, rheoli llygredd, niwsans statudol cyflenwadau dwr preifat a gwaith iechyd cyhoeddus cyffredinol.

#### **Pwrpas y Rôl hon:-**

1. Ymgymryd â dyletswyddau fel swyddog amgylcheddol arbenigol o fewn y tîm Iechyd Cyhoeddus Cyffredinol ac yn darparu cyngor technegol ac yn cefnogi'r Swyddogion eraill.
2. Yn cynorthwyo'r Cyngor i ymgymryd â'r dyletswyddau polisi a statudol mewn modd effeithiol, effeithlon ac economaidd.

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

1. Cynnal arolygon priodol ynghyd ag ymchwiliadau a chamau gorfodi, ynghyd â pharatoi, cyflwyno a gorfodi Hysbysiadau Statudol.
2. Yn ymateb i gwynion ac ymholiadau gan sicrhau bod y materion yn cael eu datrys yn gyflym. Yn cadw cofnodion clir, ffeithiol a pherthnasol fel sydd yn briodol. Yn sicrhau bod yr holl systemau cofnodi yn cael eu cynnal yn gywir, gan wneud defnydd llawn o'r systemau cyfrifiadurol.

3. Yn meddu, datblygu ac yn cynnal dealltwriaeth arbenigol o'r prif waith a wneir fel rhan o'r rôl. Yn darparu cyngor a chyfarwyddyd i gwsmeriaid a staff eraill, sydd yn rhan o waith ym ames Iechyd Amgylcheddol.
4. Yn rheoli staff arall fel sydd yn briodol (nid oes angen rheoli staff ar hyn o bryd). Yn cyfrannu at ddatblygiad proffesiynol a hyfforddiant y myfyrwyr Swyddogion Iechyd Amgylcheddol a staff eraill.
5. Paratoi tystiolaeth ar gyfer achosion cyfreithiol, gan gynnwys mynychu a chyflwyno tystiolaeth i'r Llys, Ynadon Heddwch a Thribiwnlysoedd ayyb.
6. Yn cyfrannu at ddatblygu, gweithredu ac adolygu polisïau a gweithdrefnau. Yn paratoi adroddiadau, datganiadau blynyddol a statudol ynghyd â mynychu Pwyllgorau, y Cyngor neu'r Cabinet pan yn briodol.
7. Yn gweithio'n effeithiol gyda budd-ddeiliaid, yn cysylltu ac yn cyngori adrannau a mudiadau eraill ac yn cymryd rhan mewn grwpiau gwaith amlddisgyblaethol.
8. Yn paratoi, cynorthwyo a'n gwneud gwaith hyrwyddo, gan gynnwys darlithoedd ac anerchiadau ar bynciau sydd yn ymwneud gyda'r rôl.
9. Yn cymryd rhan ac yn cefnogi wrth gydlynu gweithgareddau hyfforddi.
10. Yn gweithio'n unol gydag egwyddorion a phraxis Cyfle Cyfartal ac yn eu cynorthwyo i weithredu'n effeithiol.
11. Yn gyfrifol am gynnal ymwybyddiaeth lawn o'r gofynion Iechyd a Diogelwch ar gyfer y gwasanaeth ac yn gyfrifol am eich diogelwch eich hun ac yn ymatal rhag peryglu cydweithwyr ac eraill o fewn y gweithle a'r cyhoedd yn gyffredinol wrth ymgymryd â'r dyletswyddau swyddogol.

Os oes unrhyw gwestiynau gennych am y rôl hon, cysylltwch os gwelwch yn dda gyda: Huw Owen Prif Swyddogion Iechyd Amgylcheddol (Iechyd Cyhoeddus Cyffredinol a Masnachol) ar 01873 735420.

**Dyddiad Cau: 12pm ar ddydd Gwener 29fed Hydref 2021**

**Dyma'r hyn y mae modd i ni ddarparu i chi:-**

Dylai ymgeiswyr fod yn ymwybodol fod y tîm yn hynod gefnogol o "weithio'n hyblyg" e.e. Trefniadau gweithio hyblyg sydd yn llai dibynnol ar gysyniadau traddodiadol o'r diwrnod gwaith.

Mae dyletswyddau'r rôl yn golygu bod angen i'r ymgeisydd llwyddiannus i fedru teithio i bob ardal o'r Sir.

**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.

### **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.

Mae'r awdurdod yn gweithredu Polisi Gweithle Di-fwg ac mae'n ofynnol i'r holl weithwyr cyflogedig gydymffurfio ag ef.

**Manyleb Person:**

**TEITL Y SWYDD:** Swyddog lechyd Amgylcheddol Arbenigol  
(Swydd Dros Dro tan 31ain Gorffennaf 2021)

**RHIF ADNABOD Y SWYDD:** REH34

**GRADD:** Band J SCP 35 - 39

**ORIAU:** 37 awr yr wythnos, amser llawn

**Sut fyddwn ni'n gwybod os mai chi yw'r person cywir ar gyfer y swydd?**

	<b>Rhaid i'r ymgeisydd llwyddiannus fedru arddangos:</b>	<b>Uchel (U) Canolig (C) neu Isel (I)</b>
	<b>Cymwysterau a Phrofiad</b>	
1	Rhaid i'r deiliad swydd fod yn gymwys yn broffesiynol fel Swyddog lechyd Amgylcheddol ac wedi cofrestru gyda'r CIEH	U
2	Profiad o ddatblygiad proffesiynol parhaus.	C
3	Profiad o ymgymryd â'r dyletswyddau lechyd Amgylcheddol sydd yn berthnasol i'r rôl.	C
4	Profiad mewn meysydd eraill o lechyd Amgylcheddol a/neu wybodaeth arbenigol, sgiliau neu brofiad.	C
	<b>Sgiliau a Gallu</b>	
5	Profiad ymarferol a gwybodaeth o sgiliau ymchwilio effeithiol ac effeithlon.	U
6	Sgiliau cyfathrebu effeithiol, ar lafar ac yn ysgrifenedig.	U
7	Y gallu i weithio o fewn canllawiau a bwrw ati pan fydd angen.	U
8	Rheoli, ysgogi a chefnogi staff er budd yr unigolyn a'r gwasanaeth ac yn cwrdd â'r targedau perfformiad.	C
9	Yn ffocysu ar gwsmeriaid	U
10	Y gallu i weithio'n dda ag eraill e.e. adrannau eraill, mudiadau ac unigolion a'n gweithio fel rhan o dîm	U
11	Parodrwydd a'r gallu i arddangos dealltwriaeth glir o egwyddorion a phraxis Cyfle Cyfartal, ac ymroddiad i'w gweithredu'n effeithiol mewn cyd-destun amgylcheddol.	I
	<b>Gwybodaeth Gyffredinol</b>	
	Bydd disgwyl i'r deiliad swydd i weithio y tu hwnt i oriau swyddfa arferol er mwyn ymgymryd â chyfrifoldebau'r Cyngor yn briodol ac effeithiol ac er mwyn darparu'r lefel priodol o wasanaeth.	



	<p>Mae dyletswyddau'r rôl yn golygu bod angen i'r ymgeisydd llwyddiannus i fedru teithio i bob ardal o'r Sir, a thu hŵt i Sir Fynwy ar adegau, a bydd yn elwa o lwfans defnyddiwr car. Fel arall, mae modd rhannu car gyda swyddogion eraill.</p>	
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Os oes unrhyw gwestiynau gennych am y rôl hon, cysylltwch os gwelwch yn dda gyda: Huw Owen Prif Swyddogion Iechyd Amgylcheddol (Iechyd Cyhoeddus Cyffredinol a Masnachol) ar 01873 735420.

**Dyddiad Cau: 12pm ar ddydd Gwener 29fed Hydref 2021**



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