



THIS POST IS AN INTERNAL ADVERTISEMENT ONLY OPEN TO MONMOUTHSHIRE COUNTY COUNCIL EMPLOYEES; STAFF 'AT RISK' IN ACCORDANCE WITH THE PROTECTION OF EMPLOYMENT POLICY AND AGENCY WORKERS CURRENTLY ENAGAGED WITH THE COUNCIL.

Come and join the team!

ADVERT

ROLE TITLE: Senior Loader

ADVERT TEXT:

Are you looking for an exciting opportunity to work within Neighbourhood services and in particular the waste services section? We are looking for a Senior Loader to maintain our high standards by inflencing the team around them. If you are what we are looking for then we would be delighted to hear from you!

POST ID: OPWSCALD39 – OPWSMON39

LOCATION: Caldicot - Monmouth

GRADE: BAND D SCP 9-13 £20903-£22627

HOURS: 37 Per Week

TEMPORARY: No

DBS CHECK: No

CLOSING DATE: 5PM 20/01/2022

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.

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ROLE PROFILE

ROLE TITLE: Senior Loader
PERMANENT

POST ID: OPWSCALD39 – OPWSMON39

GRADE: BAND D SCP 9-13 £20903-£22627

HOURS: 37 Per Week

WORK PATTERN: Monday to Thursday 7am to 3pm, Friday 7am to 2.30pm

LOCATION: Abergavenny, Caldicot and Monmouth which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

DISCLOSURE AND BARRING SERVICE (DBS) CHECK:

No DBS Required for this post

RESPONSIBLE TO: Depot Operations Manager

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are desirable;

Neighbourhood Services.....**Who are we?**

Neighbourhood Services Encompasses the full spectrum of high visibility services that are the priorities of the residents of Monmouthshire. Services including Recycling & Waste Collection, Waste Transfer Station and Household Waste Recycling Centre Operation, Highway Maintenance, South Wales Trunk Road Agency Maintenance, Grounds Maintenance, Street Cleaning and Operational Health and Safety.

Happy, healthy and wealthy residents living in clean, green and safe communities is our goal. Neighbourhood Services are in the unique position within MCC to deliver the frontline services that residents access everyday. With over 250 staff across the range of different activities the services we deliver have a significant influence on the way stakeholders perceive the Councils effectiveness.

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.

Our Purpose:-

Neighbourhood Services delivers a wide range of frontline services that directly impact on residents, visitors and businesses and our purpose is to ensure these interactions are positive :-

- our residents, visitors and businesses will have an environment which is safe, clean, green and sustainable.
- our highway network will be safe and well maintained for all users and positively encourages active travel
- streets in our towns and villages will be clean and tidy and our businesses and communities will be actively engaged in achieving this
- our parks and green spaces will be well maintained to encourage people outdoors and into an active lifestyle
- landfill will be reduced and waste will be treated as a resource to be reduced reused and recycled
- our services will limit their environmental impact by ensuring every decision we take is in line with the Wellbeing of Future Generations Act and achieves a positive outcome towards Climate Change Emergency
- our internal and external customers will have access to high quality commercial services across the department
- we will provide a high quality, cost effective service with a focus on customer care for our residents

The Purpose of this Role:-

The Senior Loaders will assist the Depot Management Team in delivering the efficient and effective running of recycling and waste collections. The expectation is for the Senior Loader to act as an exemplar with the ability to mentor / guide others around him. There will be a requirement for them to promote a positive Health and Safety Culture and address any issues brought to their attention and have a no walk by attitude.

On a day to day basis the Senior Loader will be required to carry out the normal Loader duties but can be called upon to investigate operational issues and report back to the Depot Management Teams. The Senior Loader will also be required to carry out corrective measures to resolve issues as directed by their Management Team. These corrective measures may take the form of training / refresher training and mentoring providing that the relevant qualification are held.

The services include:

• Dry recycling collections
• Food waste collections
• Residual waste collections
• Hygiene waste (nappy) collections
• Garden waste collections
• Trade waste collections
• Litter and flytipping

Expectation and Outcomes of this Role:-

This is an important post within the service. As well as being a key part of service delivery in an operational capacity, the Senior Loader will be expected to have a thorough

understanding of the purpose of the services and the service standards the public must receive.

Your responsibilities are to:-

- Maintain Safe Working Practices for yourself and others in accordance with the Council's Safe Working Practices and Health and Safety Policy.
- Comply with the relevant legislation in relation to Health and Safety.
- Act as an Health & Safety exemplar and promote a positive Health and Safety culture.
- Carry out your role in a polite and orderly manner.
- Work constructively and effectively as part of a team.
- Undertake other duties commensurate with the grade of post if the relevant training has been provided.
- Undertake any training that is required to undertake your role safely and effectively.
- Must be willing to abide by the principles and practices of Equal Opportunities as laid down within the Council's Equal Opportunities Policy.
- Work at other depots when operational necessity demands it. Where this occurs the service will do its best to provide transport. Alternatively, if you use your own vehicle the Council's mileage rate can be claimed.
- Carry out investigation to operational issues and provide feedback to the Depot Management Team on corrective measures.
- Conduct refresher / corrective training where required provide the relevant qualifications are held.
- Be a mentoring and provide guidance to work colleagues when instructed by Depot Management Team.
- Work outside normal working hours:
 - Weekends and evenings:- some weekend or evening working will be required. This could include being on a rota for cleaning town centres, waste collections from markets (please note these are examples and not a definitive list). These rotas will be available to everyone to indicate availability or willingness to work and are voluntary.
 - Bank holidays:- the Council will provide the bank holiday and catch up working pattern on a three year rolling basis. It is presumed that staff are working and a fair and equitable system will be developed to allow people to have time off over bank holidays. Please see enclosed briefing note on how bank holiday scheduling will operate.
 - Responding to emergencies (including evenings, weekends and bank holidays):- staff will be expected to be able to assist the Council in its response to emergencies on instruction from management. This includes instances such as flooding (sandbagging), snow (town centre clearances), storms (tree removal).

Scheduling for working bank holidays, weekends etc. will be based on principles of fairness and equality with the single status agreement applying.

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Here's what we can provide you with:-

- Up to 30 days holiday
- All necessary training and support
- Wide range of council benefit packages
- If you have to travel over and above your normal home to office journey then you are paid 45p for additional mileage (subject to revision locally). Alternatively there are pool cars available although this cannot be guaranteed so using your own car may be essential.

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:-

1. Must hold a full category B driving licence and category C would be desirable. Category B training may be provided depending on circumstances.
2. Related experience within a similar environment as described within this role.
3. Experience of working within the recycling and waste operations environment
4. A good understanding of Health and Safety issues and abide by the authority's agreed policies and procedures.
5. The ability to work without close supervision and self-motivate.
6. A high standard of verbal communication skills and the ability to communicate with their Management Team and peers.
7. A willingness to undertake any relevant training
8. Hold an IOSH qualification, where the qualification is not held training will be provided.
9. Flexibility and ability to work outside the core hours to meet the needs of the service when required, including covering bank holidays.
10. Commitment to providing high standard of service and promote this ethos with work colleagues.
11. Provide support via mentoring colleagues on request for Management Team.
12. Deliver training / refresher training to work colleagues when instructed to do so by your Management Team providing the relevant qualifications are held.
13. The ability to clearly explain and or train others to be able to undertake the role of a Loader.

**Should you require any further information regarding this post, please contact:
Dewi Lane Depot Operations Manager Tel: 07951272492**

Closing Date: 5PM 20/01/2022

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"> ➤ 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, 	<ul style="list-style-type: none"> ➤ Can pronounce place names and personal names correctly. ➤ Can greet individuals face to face or over the phone ➤ Can open and close a conversation or open and close a meeting. 	<ul style="list-style-type: none"> ➤ Can read short sentence, e.g. basic signs, simple instructions, agenda items, simple information on forms 	<ul style="list-style-type: none"> ➤ Can open and close an e-mail or letter ➤ Can write personal names, place names, job titles ➤ Can write a simple message to a colleague on paper or e-email, e.g. such and such has called.
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"> ➤ 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 ➤ Can understand when people ask you do something 	<ul style="list-style-type: none"> ➤ Can communicate simple information or ask common questions, e.g. to acquire information from an individual ➤ Can use Welsh to get to and emphasise with the individual but not able to conduct the entire conversation or session in Welsh ➤ Can hold a short conversation with an individual or exchange relatively straightforward information ➤ Can contribute to a meeting, but need to revert to English for specialist terms. 	<ul style="list-style-type: none"> ➤ 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 	<ul style="list-style-type: none"> ➤ Can write a short message to a colleague asking a question, thanking her/him, explaining something, e.g. time and place of a meeting ➤ Can write a short letter or e-mail to arrange an appointment
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"> ➤ Can understand individuals and colleagues when exchanging information or discussing plans, if the subject is familiar. ➤ Can understand a discussion at a meeting if the subject is familiar. ➤ Can understand individuals and colleagues in a familiar situation or in everyday conversation. 	<ul style="list-style-type: none"> ➤ Can take part in most conversations with colleagues about work and plans if the vocabulary is not too technical. ➤ Can hold a conversation with an individual or exchanging relatively straightforward information. ➤ Can contribute to a meeting but need to revert to English for specialist terms. ➤ Can adapt the style of language to suit the audience. 	<ul style="list-style-type: none"> ➤ Can understand most e-mail messages or letters concerning day to day work. ➤ Can guess the meaning of a word based on context if the subject is familiar. ➤ Can read a simple, straightforward article in a newspaper or magazine types of written material. 	<ul style="list-style-type: none"> ➤ 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. ➤ Can write relatively accurately when drafting a short information leaflet or poster in Welsh as required.
LEVEL 4			
<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"> ➤ Can follow most conversations and discussions with individuals or colleagues even if the subject matter is unfamiliar. 	<ul style="list-style-type: none"> ➤ Can contribute effectively to internal and external meetings in a work context. ➤ Can converse comfortably with individuals and exchange information as required. ➤ Can argue for and against a specific case. ➤ Can chair meetings and answer questions from the chair confidently. 	<ul style="list-style-type: none"> ➤ Can read most correspondence and scan long texts to find details. ➤ Can understand most newspaper articles and reports with the aid of a dictionary. ➤ Can understand texts, unless written in a very formal or colloquial form. 	<ul style="list-style-type: none"> ➤ Can produce correspondence of all types, short reports, documents and literature with support of Welsh language translation aids eg. Cysgeir, cysill.
LEVEL 5			
<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"> ➤ Can follow all conversations and discussions with individuals or colleagues. ➤ Can understand the ambiguity and nuance of language. 	<ul style="list-style-type: none"> ➤ Can express yourself fully in detail, even when discussing complex issues. ➤ Can adapt the style and register of your language to suit the audience. 	<ul style="list-style-type: none"> ➤ Can read and understand almost all written texts without difficulty, referring to a dictionary occasionally. ➤ Can read long texts to find relevant details and can understand most types of written material. 	<ul style="list-style-type: none"> ➤ Can write reports in a clear style appropriate to the reader with the support of electronic language aids. ➤ Can write formal or informal Welsh as required. ➤ Can write a range of documents accurately and with confidence.



MAE'R SWYDD HON YN HYSBYSEB FEWNOL SYDD OND AR GAEL I WEITHWYR CYFLOGEDIG CYNGOR SIR FYNWY, STAFF 'MEWN RISG' YN UNOL Â PHOLISI GWARCHOD CYFLOGAETH A GWEITHWYR ASiantaeth SYDD WEDI EU CYMRYD YMLAEN GAN Y CYNGOR AR HYN O BRYD.

Dewch i ymuno gyda'r tîm!

HYSBYSEB SWYDD

TEITL Y RÔL: Senior Loader

COPI AR GYFER YR HYSBYSEB:

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RHIF ADNABOD Y SWYDD: OPWSCALD39 – OPWSMON39

LLEOLIAD: Cil-y-coed - Trefynwy

GRADD: BAND D SCP 9-13 £20903-£22627

ORIAU: 37 Yr Wythnos

DROS DRO: Na

GWIRIAD GAN Y GWASANAETH

DATGELU A GWAHARDD: Nid oes angen gwiriad

DYDDIAD CAU: 5PM 20/01/2022

Gwybodaeth Ychwanegol

Gofynnir i chi nodi na allwn dderbyn CV

Er mwyn gwneud cais am y rôl hon, cwblhewch y ffurflen gais ar-lein sydd ar gael ar y dudalen ganlynol:

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

Mae modd cyflwyno ceisiadau yn y Gymraeg, ac ni fydd cais a gyflwynir yn y Gymraeg yn cael ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg,

Mae modd rhannu'r holl swyddi os na nodir fel arall.

Mae Cyngor Sir Fynwy yn:-

- cyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob rhan o'r gymuned .
- cyflogwr sydd wedi ymrwymo i fod yn hyderus o ran anabledd
- cyflogwr sydd yn gyfeillgar i'r Lluedd Arfog



- ymwybodol o Awtistiaeth ac wedi ymrwymo i ddileu unrhyw rywstrau at gyflogaeth
- ymrwymo i gefnogi pobl ifanc sydd yn gadael ein gofal i gael cyfleoedd newydd a phrofiad.

MAE'R SWYDD HON YN HYSBYSEB FEWNOL SYDD OND AR GAEL I WEITHWYR CYFLOGEDIG CYNGOR SIR FYNWY, STAFF 'MEWN RISG' YN UNOL Â PHOLISI GWARCHOD CYFLOGAETH A GWEITHWYR ASiantaeth SYDD WEDI EU CYMRYD YMLAEN GAN Y CYNGOR AR HYN O BRYD.

PROFFIL Y RÔL

TEITL Y RÔL: Gyrrwr / Arweinydd Tîm
PARHAOL

RHIF ADNABOD Y SWYDD: **OPWSCALD27 – OPWSMON27**

GRADD: BAND D SCP 9-13 £20903-£22627

ORIAU: 37 yr wythnos

PATRWM GWAITH Dydd Llun i Ddydd Iau 7am – 3pm, Dydd Gwener 7am - 2.30pm

LLEOLIAD: Y Fenni, Cil-y-coed a Threfynwy ond nodwch y gall hyn newid yn y dyfodol os oes angen newid lleoliad y gwasanaeth. Ni fydd treuliau adleoli yn cael eu talu os yw hyn yn digwydd.

GWIRIAD GAN Y GWASANAETH DATGELU A GWAHARDD:

Nid oes angen gwiriad gan y GDG ar gyfer y rôl

YN ATEBOL I: Rheolwr Gweithrediadau'r Depo

ASESIAD O'R GYMRAEG:

Sgiliau yn y Gymraeg yn ddymunol

Gwasanaethau Cymdogaeth**Pwy ydym ni?**

Mae Gwasanaethau Cymdogaeth yn cwmpasu'r sbectrwm llawn o wasanaethau uchel eu proffil sydd yn flaenoriaeth i drigolion Sir Fynwy. Mae gwasanaethau yn cynnwys Cynnal a Chadw'r Priffyrdd, gwaith Cynnal a Chadw ag Asiantaeth Cefnffyrdd De Cymru, Cynnal a Chadw Tiroedd, Glanhau Strydoedd, Ailgylchu a Chasglu Gwastraff ac Iechyd a Diogelwch Gweithredol.

Trigolion hapus, iachus a chyfoethog yn byw mewn cymunedau glan, gwyrdd a diogel yw ein nod. Mae Gwasanaethau Cymdogaeth mewn sefyllfa unigryw o fewn Cyngor Sir Fynwy i ddarparu gwasanaethau rhengflaen y mae trigolion yn eu defnyddio bob dydd. Gyda mwy na 250 o staff, mae'r ystod o wasanaethau yr ydym yn darparu yn cael dylanwad sylweddol ar y modd y mae budd-ddeliliaid yn ystyried pa mor effeithiol yw'r Cyngor.

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.

Ein Diben:-

The Senior Loaders will assist the Depot Management Team in delivering the efficient and effective running of recycling and waste collections. The expectation is for the Senior Loader to act as an exemplar with the ability to mentor / guide others around him. There will be a requirement for them to promote a positive Health and Safety Culture and address any issues brought to their attention and have a no walk by attitude.

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The services include:

• Dry recycling collections
• Food waste collections
• Residual waste collections
• Hygiene waste (nappy) collections
• Garden waste collections
• Trade waste collections
• Litter and flytipping

Pwrpas y rôl:-

Mae Gwasanaethau Cymdogaeth yn aml yn wyneb cyhoeddus ar gyfer y Cyngor - rydym yn darparu'r gwasanaethau y mae'r cyhoedd yn eu gweld ac yn poeni amdanynt. Mae'r modd y maent yn ymddwyn yn effeithio yn uniongyrchol ar farn y bobl am y Cyngor cyfan. Dyma'r unig wasanaeth yn y Cyngor sydd yn cyrraedd pob un trigolyn bob wythnos.

Mae'r rôl yn hanfodol er mwyn sicrhau bod casgliadau yn cael eu gwneud yn broffesiynol, yn effeithlon ac yn ddiogel. Fel gyrrwr, chi fydd yr arweinydd tîm sydd yn goruchwyllo'r Llwythwyr ac yn cadw mewn cysylltiad gyda'r goruchwylwyr er mwyn eu hysbysu am unrhyw faterion/problemau wrth i chi wneud eich gwaith.

Disgwyliadau a Chanlyniadau'r Rôl:-

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Bydd eich cyfrifoldebau yn cynnwys:-

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- Work outside normal working hours:
 - Weekends and evenings:- some weekend or evening working will be required. This could include being on a rota for cleaning town centres, waste collections from markets (please note these are examples and not a definitive list). These rotas will be available to everyone to indicate availability or willingness to work and are voluntary.
 - Bank holidays:- the Council will provide the bank holiday and catch up working pattern on a three year rolling basis. It is presumed that staff are working and a fair and equitable system will be developed to allow people to have time off over bank holidays. Please see enclosed briefing note on how bank holiday scheduling will operate.
 - Responding to emergencies (including evenings, weekends and bank holidays):- staff will be expected to be able to assist the Council in its response to emergencies on instruction from management. This includes instances such as flooding (sandbagging), snow (town centre clearances), storms (tree removal). Scheduling for working bank holidays, weekends etc. will be based on principles of fairness and equality with the single status agreement applying.

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

- Hyd at 30 diwrnod o wyliau
- Yr hyfforddiant a'r gefnogaeth angenrheidiol.
- Ystod eang o becynnau buddion y Cyngor.
- Os ydych yn teithio yn bellach na'r daith arferol rhwng eich cartref a'r swyddfa, byddwch yn derbyn 45c ychwanegol am bob milltir (yn amodol ar y trefniadau lleol). Fel arall, mae modd i chi rhannu ceir, er nad oes modd sicrhau hyn; felly, efallai y bydd angen i chi ddefnyddio eich car eich hun.

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 gweithredu bob amser mewn ffordd sy'n gydnaws â Pholisi Cyfle Cyfartal Sir Fynwy yn eu meysydd o gyfrifoldeb ac fel rhan o'u hymddygiad cyffredinol.

Mae Cyngor Sir Fynwy yn gweithredu polisi Dim Ymysgu yn y Gweithle ac mae disgwyl i'r holl weithwyr i gydymffurfio gyda hyn.

Manyleb Person

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

1. Must hold a full category B driving licence and category C would be desirable. Category B training may be provided depending on circumstances.
2. Related experience within a similar environment as described within this role.
3. Experience of working within the recycling and waste operations environment
4. A good understanding of Health and Safety issues and abide by the authority's agreed policies and procedures.
5. The ability to work without close supervision and self-motivate.
6. A high standard of verbal communication skills and the ability to communicate with their Management Team and peers.
7. A willingness to undertake any relevant training
8. Hold an IOSH qualification, where the qualification is not held training will be provided.
9. Flexibility and ability to work outside the core hours to meet the needs of the service when required, including covering bank holidays.
10. Commitment to providing high standard of service and promote this ethos with work colleagues.
11. Provide support via mentoring colleagues on request for Management Team.
12. Deliver training / refresher training to work colleagues when instructed to do so by your Management Team providing the relevant qualifications are held.
13. The ability to clearly explain and or train others to be able to undertake the role of a Loader.

**Should you require any further information regarding this post, please contact:
Dewi Lane Depot Operations Manager Tel: 07951272492**

Closing Date: 5PM 20/01/2022

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"> ➤ 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. 	<ul style="list-style-type: none"> ➤ Gall ynganu enwau lleoedd ac enwau personol yn gywir. ➤ Gall gyfarch unigolion wyneb yn wyneb neu dros y ffôn. ➤ Gall agor a chau sgwrs neu agor a chau cyfarfod. 	<ul style="list-style-type: none"> ➤ Gall ddarllen brawddeg fer, e.e. arwyddion syml, cyfarwyddiadau syml, eitemau agenda, gwybodaeth syml ar ffurflenni. 	<ul style="list-style-type: none"> ➤ Gall agor a chau neges e-bost neu lythyr. ➤ Gall ysgrifennu enwau personol, enwau lleoedd, teitlau swyddi. ➤ Gall ysgrifennu neges syml i gydweithiwr ar bapur neu e-bost e.e. mae hwn a hon wedi galw.

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

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 disgrifio 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"> ➤ Gall ddeall unigolion a chydweithwyr wrth gyfnewid gwybodaeth neu drafod cynlluniau, os yw'r pwnc yn gyfarwydd. ➤ Gall ddeall trafodaeth mewn cyfarfod os yw'r pwnc yn gyfarwydd. ➤ Gall ddeall unigolion a chydweithwyr mewn sefyllfa gyfarwydd neu mewn sgwrs bob dydd. 	<ul style="list-style-type: none"> ➤ Gall gymryd rhan yn y rhan fwyaf o sgysiau gyda chydweithwyr am waith a chynlluniau os nad yw'r eirfa yn rhy dechnegol. ➤ Gall gynnal sgwrs gydag unigolyn neu gyfnewid gwybodaeth cymharol syml. ➤ Gall gyfrannu at gyfarfod ond gall fod angen troi i'r Saesneg am dermau arbenigol. 	<ul style="list-style-type: none"> ➤ Gall ddeall y rhan fwyaf o negeseuon e-bost neu lythyrau'n ymwneud â gwaith dydd i ddydd. ➤ Gall ddyfalu ystyr gair yn seiliedig ar gyddestun os yw'r pwnc yn gyfarwydd. ➤ Gall ddarllen erthygl syml a rhwydd mewn papurau newydd neu fathau o ddeunydd ysgrifenedig mewn cylchgrawn. 	<ul style="list-style-type: none"> ➤ 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.



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

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