

Come and join the team!

ADVERT

ROLE TITLE: Financial System Administration and Development Officer

ADVERT TEXT: To work with the Finance Manager for System Administration and Financial Control and alongside various System Administrators to plan, coordinate and manage projects to upgrade and develop the Corporate Financial Systems which currently includes Business World, and Civica Pay.

To coordinate, drive and contribute the development of systems and working practises for the Financial Systems Support Team and System Users.

POST ID: RFN41

LOCATION: Usk, although the post holder may be required to work in an agile manner. This may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

GRADE: Band G, SCP 23 to 27 £28,226 - £31,895 pro rata

HOURS: 37 hours per week

Permanent:

DBS CHECK: No (Disclosure & Barring Service Check).

CLOSING DATE: 5pm on 19/05/2022.

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.

ROLE PROFILE

ROLE TITLE: Financial System Administration and Development Officer

POST ID: RFN41

GRADE: Band G, SCP 23 to 27 £28,226 - £31,895 pro rata

HOURS: 37 Hours Per Week

WORK PATTERN: Monday to Friday

LOCATION: Usk headquarters, although the post holder may be required to work in an agile manner. This 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:

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

No DBS Required for this post.

RESPONSIBLE TO: Finance Manager: System Administration & Financial Control

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are desirable;

Who are we? The Revenues, Systems and Exchequer Team.

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:-

We are here to ensure that the financial systems used by the authority are accurate, up to date, secure and adhere to legislative and best practice requirements. This includes System Administration, System Development, supporting system users and clients.

The Purpose of this Role:-

To work with the Finance Manager for System Administration and Financial Control and various System Administrators to plan, coordinate and manage projects to develop the Corporate Financial Systems which currently includes Business World and Civica Pay.

To coordinate, drive and contribute the development of systems and working practises for the Financial Systems Support Teams and System Users

Expectation and Outcomes of this Role:-

You will be expected to successfully deliver on projects that meet the needs of the clients, system users, individual services, and the Authority.

You will be required to support teams and system users in the administration and development of financial systems.

You will be required to provide support and cover to the Senior System Support officer for the Revenues and Income systems.

You will be required to support The Revenues, Systems and Exchequer Team in all things digital. Representing the team at Digital Champion meetings, providing an escalation link between individuals on the team and the SRS who provide the authority's ICT service.

Your responsibilities are to:-

3. To be operationally responsible for the day to day running of the Systems' Development Programs.
4. To liaise with customers ensuring their involvement in directing and participating in the development of systems and streamlining of processes.
5. To embrace the technologies and IT systems at the disposal of the Authority, with a view to maintaining more robust management information systems.
6. The post holder will be expected to maintain an awareness of developments in best practice and changes in legislation, that affect the way we work and to assist the System Administrators in revising procedures as appropriate.
7. Plan and coordinate major system upgrades / developments, which includes coordinating resources, developing and monitoring timetables and test plans plus undertaking testing as required by the System Administrators.
8. Liaise with software suppliers on projects as directed by the Business World and Civica Pay System Administrators.
9. To plan, co-ordinate and participate in working groups set-up to assist in the development and delivery of component parts of the Authority's systems.
10. To represent the Authority at internal or external meetings and working groups as required.

11. Represent the Finance Manager: System Administration and Financial Control as appropriate and to provide cover/support for the Business World and Revenues System Administrators when necessary.
12. To promote the work of the Financial System Support teams and work with client departments and system administrators to ensure processes are operating as efficiently as possible.
13. To hold frequent and regular system development meetings with system administrators and team managers
14. Projects will include but not limited to:
 - a. System Implementations
 - b. System Upgrades
 - c. Review of Processes e.g.:
 - i. Efficient and effective payment of Suppliers.
 - ii. Automation of tasks
 - d. Review of system performance monitoring
 - e. Planning and coordination of customer user groups in conjunction with System Administrators to ensure the customer input and involvement in system developments.
15. To undertake fieldwork on an adhoc basis as required by specific tasks / projects, whereby the postholder will be required to attend a specific location?
16. To carry out other duties commensurate with the grade as required.
17. To be responsible for the implementation of Equal Opportunities principles and practice as laid down in the Council's Equal Opportunities Policy.

Here's what we can provide you with:-

- Management and team support.
- On the job training to learn the systems and associated tasks.
- Access to IT training courses relevant to your role.
- A flexible work environment.

What else you need to know.....Our Values:

Our purpose is underpinned by a clear sense of who we are as an organisation. We expect people who work with us to share a strong value set and expect that these are evident in the ways in which we work and engage with our communities.

Teamwork: We will work with you and our partners to support and inspire everyone to get involved. We will make the best of the ideas, and resources available to make sure we do the things that most positively impact our people and places.

Openness: We are open and honest. People have the chance to be involved and tell us what matters.

Flexibility: We are flexible, enabling delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

Fairness: We provide opportunities for people and communities to thrive. We will always try to treat everyone fairly and consistently.

Kindness: We will show kindness to all those we work with, putting the importance of relationships and the connections we have with one another at the heart of all interactions.

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:-

		Requirements	High/Medium	Ascertained by
1	Experience	A minimum of three years' experience, within a systems environment with an emphasis on delivering IT projects	High	Application form & interview
		Significant experience of systems administration.	High	Application form & interview
		Able to demonstrate experience of implementing technical IT projects within a set project timeframe.	High	Application form & interview
2	Qualifications	Qualified to a minimum of 5 GCSE's including Mathematics and English	Medium	Application form
		A recognised project management qualification or practical experience of program and project management	High	Application form & interview
3	Knowledge	Able to demonstrate computer literacy and proficiency in the use of modern financial management information systems and desktop software.	High	Application form & interview
4	Aptitude & Skills	Good interpersonal skills with the ability to work as part of a team	High	Application form & interview
		The ability to organise yourself and others under pressure and to achieve deadlines, according to	High	Application form & interview

		stated timescales		
		Ability to work well independently and in a flexible manner as per the needs of the service	High	Application form & interview
		Able to demonstrate a strong customer focus with a positive track record in delivering customer centered services and developing partnerships.	High	Application form & interview
		Able to lead project teams and manage change through effective communications.	High	Application form & interview
		Able to coordinate resources to deliver an agreed set of outcomes.	High	Application form & interview
		Develop solutions to complex problems	High	Application form & interview
		Maintain project documentation to a high standard	High	Application form & interview
		Able to demonstrate a proven track record of leadership, motivating and developing staff, establishing networks and team working.	High	Application form & interview
5	Communication Skills	Able to evidence sound interpersonal skills which have a positive impact on others in developing strong working relationships.	High	Application form & interview
		Able to demonstrate high level communication skills, both written and oral	High	Application form & interview
6	Other	Must hold a current, valid drivers Licence.	High	Application form & interview
		To abide by the Council's Equal Opportunities Policy	High	Application

				form & interview
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Should you require any further information regarding this post, please contact:

Lisa Widenham Finance Manager : System Administration and Financial Control Tel: 01633 644282

Closing Date: 5pm on 19/05/2022.

WELSH LANGUAGE SKILLS FRAMEWORK
LEVEL 1

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.

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-mail, e.g. such and such has called.

LEVEL 2

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.

UNDERSTANDING	SPEAKING	READING	WRITING
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<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
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LEVEL 3

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.

UNDERSTANDING	SPEAKING	READING	WRITING
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<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.
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LEVEL 4

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.

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

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.

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.

Dewch i ymuno gyda'r tîm!

HYSBYSEB

- TEITL Y SWYDD:** Swyddog Gweinyddu a Datblygu Systemau Ariannol
- GEIRIAD HYSBYSEB:** Gweithio gyda'r Rheolwr Cyllid Gweinyddiaeth Systemau a Rheolaeth Ariannol a gyda gwahanol Weinyddwyr Systemau i gynllunio, cydlynu a rheoli prosiectau i uwchraddio a datblygu'r systemau ariannol corfforaethol sydd ar hyn o bryd yn cynnwys Business World a Civica Pay.
- Cydlynu, gyrru a chyfrannu at ddatblygu systemau ac arferion gwaith ar gyfer y Tîm Cymorth Systemau Ariannol a defnyddwyr systemau.
- CYFEIRNOD SWYDD:** **RFN41**
- LLEOLIAD:** Brynbuga, er y gall fod angen i ddeiliad y swydd weithio mewn modd ystwyth. Gall hyn newid os oes angen i leoliad y gwasanaeth newid. Ni fyddir yn talu treuliau adleoli neu ymyrryd os yw hyn yn digwydd.
- GRADD:** Band G, SCP 23 i 27 £28,226 - £31,895 pro rata
- ORIAU:** 37 awr yr wythnos
- Parhaol**
- GWIRIAD DBS:** Na (Gwiriad Gwasanaeth Datgelu a Gwahardd)
- DYDDIAD CAU:** 5pm ar 19/05/2022.

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:-

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



PROFFIL Y SWYDD

TEITL Y SWYDD: Swyddog Gweinyddu a Datblygu Systemau Ariannol

CYFEIRNOD Y SWYDD: RFN41

GRADD: Band G, SCP 23 i 27 £28,226 - £31,895 pro rata

ORIAU: 37 awr yr wythnos

PATRWM GWAITH: Dydd Llun i ddydd Gwener

LLEOLIAD: Brynbuga, er y gall fod angen i ddeiliad y swydd weithio mewn modd ystwyth. Gall hyn newid os oes angen i leoliad y gwasanaeth newid. Ni fyddir yn talu treuliau adleoli neu ymyrryd os yw hyn yn digwydd.

GWIRIAD GAN Y GWASANAETH DATGELU A GWAHARDD (DBS):

Bydd apwyntiad i'r swydd hon wedi ei eithrio o'r Ddeddf Adsefydlu Troseddwyr ac nid oes angen gwiriad DBS ar gyfer y swydd hon.

YN ATEBOL I: Rheolwr Cyllid: Gweinyddu Systemau a Rheolaeth Ariannol

ASESIAD O'R GYMRAEG:

Byddai sgiliau yn y Gymraeg yn ddymunol.

Pwy ydym ni? Tîm Refeniw, Systemau a Thrysorlys

DIOGELU:

Mae Diogelu Plant ac Oedolion yn flaenoriaethau allweddol i'r Cyngor. Gweithiwn i gefnogi plant ac oedolion mewn risg i fod mor ddiogel ag y gallant fod ac i gyflawni eu potensial. Mae holl weithwyr a gwirfoddolwyr y Cyngor yn gyfrifol am chwarae eu rhan yn llesiant, diogelwch ac amddiffyn plant ac oedolion mewn risg. Caiff ein holl weithwyr a gwirfoddolwyr eu hyfforddi i'r lefel briodol o ddiogelu a bydd yn ddyletswydd arnynt i gyflawni eu cyfrifoldeb personol am ddiogelu.

Ein Diben:-

Rydym yma i sicrhau fod y systemau ariannol a ddefnyddir gan yr awdurdod yn gywir, yn gyfredol, yn ddiogel ac yn cydymffurfio gyda gofynion deddfwriaethol ac arfer gorau. Mae hyn yn cynnwys Gweinyddu Systemau, Datblygu Systemau, cefnogi defnyddwyr systemau a chleientiaid.

Pwrpas y swydd:-

Gweithio gyda'r Rheolwr Cyllid ar gyfer Gweinyddu Systemau a Rheolaeth Ariannol a gwahanol Weinyddwyr Systemau i gynllunio, cydlynu a rheoli prosiectau i ddatblygu'r systemau ariannol corfforaethol sydd ar hyn o bryd yn cynnwys Business World a Civica Pay.

Cydlynu, gyrru a chyfrannu at ddatblygu systemau ac arferion gwaith ar gyfer y Timau Cefnogaeth Systemau Ariannol a Defnyddwyr Systemau.

Disgwyliadau a Chanlyniadau'r Swydd:-

Disgwylir i chi gyflawni prosiectau yn llwyddiannus sy'n diwallu anghenion y cleientiaid, defnyddwyr systemau, gwasanaethau unigol a'r Awdurdod.

Bydd angen i chi gefnogi timau a defnyddwyr systemau wrth weinyddu a datblygu systemau ariannol.

Bydd angen i chi roi cymorth a llanw dros yr Uwch Swyddog Cefnogi Systemau ar gyfer y systemau Refeniw ac Incwm.

Bydd angen i chi gefnogi'r Tîm Refeniw, Systemau a Thrysorlys gyda phopeth digidol. Byddwch yn cynrychioli'r tîm mewn cyfarfodydd Hyrwyddwyr Digidol, gan roi dolen esgyn rhwng unigolion ar y tîm a SRS sy'n darparu gwasanaeth TGCh yr awdurdod

Eich cyfrifoldebau yw:-

1. Bod yn weithredol gyfrifol am redeg y rhaglenni Datblygu Systemau o ddydd i ddydd.
2. Cydlynu gyda chwsmeriaid gan sicrhau eu hymgyfraniad wrth gyfeirio a chymryd rhan wrth ddatblygu systemau a symleiddio prosesau.
3. Defnyddio technolegau a'r systemau TG sydd ar gael i'r Awdurdod, gyda golwg ar gynnal systemau rheoli gwybodaeth mwy cadarn.
4. Disgwylir i ddeiliad y swydd gadw ymwybyddiaeth o ddatblygiadau mewn arfer gorau a newidiadau mewn deddfwriaeth sy'n effeithio ar y ffordd y gweithiwn a chynorthwyo'r Gweinyddwyr Systemau wrth ddiwygio gweithdrefnau fel sy'n briodol.
5. Cynllunio a chydlynu uwchraddio/datblygiadau mawr ar systemau, sy'n cynnwys cydlynu adnoddau, datblygu a monitro amserlenni a chynlluniau profi ynghyd â chynnal profion fel sydd angen gan Weinyddwyr Systemau.
6. Cydlynu gyda chyflenwyr meddalwedd ar prosiectau yn ôl cyfarwyddyd gweinyddwyr systemau Business Word a Civica Pay.
7. Cynllunio, cydlynu a chymryd rhan mewn gweithgorau a sefydlir i gynorthwyo gyda datblygu a chyflenwi gwahanol rannau systemau'r Awdurdod.
8. Cynrychioli'r Awdurdod mewn cyfarfodydd a gweithgorau mewnol neu allanol fel sydd angen.

9. Cynrychioli'r Rheolwr Cyllid: Gweinyddu Systemau a Rheolaeth Ariannol fel sy'n briodol a rhoi llanw/cefnogaeth i weinyddwyr systemau Business World a Refeniw pan fo angen.
10. Hyrwyddo gwaith y Timau Cefnogi Systemau Ariannol a gweithio gydag adrannau cleient a gweinyddwyr systemau i sicrhau fod prosesau yn gweithredu mor effeithiol ag sydd modd.
11. Cynnal cyfarfodydd datblygu systemau yn aml a chyson gyda gweinyddwyr systemau a rheolwyr tîm.
12. Bydd prosiectau yn cynnwys ond heb eu cyfyngu i:
 - a. Gweithredu systemau
 - b. Diweddarau systemau
 - c. Adolygu prosesau e.e.
 - i. Talu cyflenwyr mewn dull effeithiol ac effeithlon
 - ii. Awtomeiddio tasgau
 - d. Adolygu monitro perfformiad systemau
 - e. Cynnal a chydlynu grwpiau defnyddwyr cwsmeriaid ar y cyd â Gweinyddwyr Systemau i sicrhau mewnbwn ac ymgysylltwyd cwsmeriaid mewn datblygu systemau.
13. Gwneud gwaith maes ar sail ad hoc fel sydd angen gan dasgau/prosiectau penodol, lle bydd angen i'r swyddog fynychu lleoliad penodol.
14. Cyflawni dyletswyddau eraill yn gymesur gyda'r radd fel sydd angen.
15. Bod yn gyfrifol am weithredu egwyddorion ac ymarfer Cyfle Cyfartal fel y'u nodir ym mholisi Cyfle Cyfartal y Cyngor.

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

- Cefnogaeth rheolwyr a thîm.
- Hyfforddiant ar y swydd i ddysgu'r systemau a thasgau cysylltiedig.
- Mynediad i gyrsiau hyfforddiant TG perthnasol i'ch swydd.
- Amgylchedd gwaith hyblyg.

Beth arall sydd angen i chi wybod.....Ein Gwerthoedd:

Caiff ein diben ei seilio ar ymdeimlad glir o bwy ydym fel sefydliad. Disgwyliwn i'r bobl sy'n gweithio gyda ni i rannu set gref o werthoedd a disgwyliwn y bydd y rhain yn amlwg yn y ffyrdd y gweithiwn ac yr ymgysylltwyn gyda'n cymunedau.

Gwaith tîm: Byddwn yn gweithio gyda chi a'ch partneriaid i gefnogi ac ysbrydoli pawb i gymryd rhan. Byddwn yn gwneud y gorau glas o'r syniadau a'r adnoddau sydd ar gael i sicrhau ein bod yn gwneud y pethau sy'n cael yr effaith fwyaf cadarnhaol ar ein pobl a'n lleoedd.

Tryloywder: Rydym yn agored ac yn onest. Mae pobl yn cael cyfle i gymryd rhan a dweud wrthym beth sy'n bwysig.

Hyblygrwydd: Rydym yn hyblyg, gan alluogi darparu'r gwasanaethau mwyaf effeithlon ac effeithiol. Mae hyn yn golygu ymrwymiad

gwirioneddol i weithio gyda phawb i groesawu ffyrdd newydd o weithio.

Tegwch: Rydym yn rhoi cyfleoedd i bobl a chymunedau i ffynnu. Byddwn bob amser yn ceisio trin pawb yn deg ac yn gyson.

Caredigrwydd: Byddwn yn dangos caredigrwydd i bawb y gweithiwn gyda nhw, gan roi pwysigrwydd perthynas a'r cysylltiadau sydd gennym gyda'n gilydd wrth galon pob rhyngweithio.

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

Yn ychwanegol at hyn:

Mae pob gweithiwr cyflogedig yn gyfrifol am sicrhau eu bod bob amser yn gweithredu mewn ffordd sy'n gydnaws â pholisi Cyfle Cyfartal Sir Fynwy yn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae'r awdurdod yn gweithredu Polisi Gweithle Difwg ac mae'n ofynnol i'r holl weithwyr cyflogedig gydymffurfio â hynny.

Manyleb Person

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

		Gofynion	Uchel/Canolig	Cadarnheir gan
1	Profiad	<p>O leiaf dair blynedd o brofiad mewn amgylchedd systemau gyda phwyslais ar gyflenwi prosiectau TG.</p> <p>Profiad sylweddol o weinyddu systemau.</p> <p>Gallu i arddangos profiad o weithredu prosiectau TG technegol o fewn amserlen prosiect benodol.</p>	<p>Uchel</p> <p>Uchel</p> <p>Uchel</p>	<p>Ffurflen Gais a Chyfweliad</p> <p>Ffurflen Gais a Chyfweliad</p> <p>Ffurflen Gais a Chyfweliad</p>
2	Cymwysterau	<p>O leiaf 5 TGAU yn cynnwys Mathemateg a Saesneg.</p> <p>Cymhwyster cydnabyddedig mewn rheoli prosiectau neu brofiad ymarferol o reoli rhaglenni a phrosiectau.</p>	<p>Canolig</p> <p>Uchel</p>	<p>Ffurflen Gais</p> <p>Ffurflen Gais a Chyfweliad</p>
3	Gwybodaeth	<p>Gallu i arddangos llythrennedd cyfrifiadurol a hyfedredd mewn defnyddio systemau rheoli gwybodaeth ariannol modern a meddalwedd bwrdd gwaith.</p>	<p>Uchel</p>	<p>Ffurflen Gais a Chyfweliad</p>
4	Doniau Sgiliau	<p>a Sgiliau rhyngpersonol da gyda'r gallu i weithio fel rhan o dîm.</p> <p>Y gallu i drefnu eich hun ac eraill dan bwysau ac i gyflawni amserlenni, yn ôl amserlenni a nodwyd.</p> <p>Gallu i weithio'n dda yn annibynnol ac mewn modd hyblyg yn unol ag anghenion y gwasanaeth.</p>	<p>Uchel</p> <p>Uchel</p> <p>Uchel</p>	<p>Ffurflen Gais a Chyfweliad</p> <p>Ffurflen Gais a Chyfweliad</p> <p>Ffurflen Gais a Chyfweliad</p>

		Gallu i ddangos ffocws cryf ar gwsmeriaid gyda hanes o lwyddiant mewn cyflwyno gwasanaethau sy'n canolbwyntio ar y cwsmer a datblygu partneriaethau.	Uchel	Ffurflen Gais a Chyfweliad
		Gallu i arwain timau prosiect a rheoli newid drwy gyfathrebu effeithlon.	Uchel	Ffurflen Gais a Chyfweliad
		Gallu i gydlynu adnoddau i gyflwyno set o ddeilliannau a gytunwyd.	Uchel	Ffurflen Gais a Chyfweliad
		Datblygu datrysiadau i broblemau cymhleth.	Uchel	Ffurflen Gais a Chyfweliad
		Cynnal dogfennau prosiect i safonau uchel.	Uchel	Ffurflen Gais a Chyfweliad
		Gallu i ddangos hanes o lwyddiant wrth arwain, cymell a datblygu staff, sefydlu rhwydweithio a gweithio tîm.	Uchel	Ffurflen Gais a Chyfweliad
5	Sgiliau Cyfathrebu	Gallu i arddangos sgiliau rhyngpersonol cadarn sy'n cael effaith gadarnhaol ar eraill wrth ddatblygu perthynas waith gref.	Uchel	Ffurflen Gais a Chyfweliad
		Gallu i ddangos sgiliau cyfathrebu lefel uchel yn ysgrifenedig ac yn llafar.	Uchel	Ffurflen Gais a Chyfweliad
6	Arall	Rhaid bod â thrwydded yrru ddilys, gyfredol.	Uchel	Ffurflen Gais a Chyfweliad
		Cydymffurfio gyda pholisi Cyfle Cyfartal y Cyngor.	Uchel	Ffurflen Gais a Chyfweliad

Os ydych angen unrhyw wybodaeth bellach am y swydd hon, cysylltwch os gwelwch yn dda gyda:

Lisa Widenham, Rheolwr Cyllid: Gweinyddu Systemau a Rheolaeth Ariannol
Ffôn: 01633 644282
Dyddiad Cau: 5pm ar 19/05/2022.

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 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"> ➤ 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. ➤ Gall addasu cywair iaith i weddu i'r gynulleidfa. 	<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 gyd-destun 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.

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 	<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 chrynhoi 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.