

Come and join the team!

ADVERT

ROLE TITLE: **Business Support Officer**
Temporary until 31st March 2025

ADVERT TEXT:

Would you like to use your experience of working with businesses to enable Monmouthshire's entrepreneurs and businesses to access the support they need to grow?

Our Economy, Employment & Skills team is seeking a Business Support Officer to enable more local enterprises to benefit from the support available from Monmouthshire County Council and our partner organisations.

This is a fixed term post funded by the UK Government through the UK Shared Prosperity Fund.

POST ID: RCED36
LOCATION: County Hall, Usk, Monmouthshire with the ability to work from home.
GRADE: BAND G SCP 23 – SCP 27 £30,151 - £33,820
HOURS: 37 hours per week
TEMPORARY: Yes until 31st March 2025
DBS CHECK: No (Disclosure & Barring Service Check)
CLOSING DATE: **5pm on 9th March 2023**

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:	Business Support Officer Temporary until 31 st March 2025
POST ID:	RCED36
GRADE:	BAND G SCP 23 – SCP 27 £30,151 - £33,820
HOURS:	37 Hours Per Week
WORK PATTERN:	37 Hours Monday to Thursday 9am to 5pm, Friday 9am to 4.30pm
LOCATION:	County Hall, Usk, Monmouthshire with the ability to work from home.

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:

- (a) No DBS Required for this post

RESPONSIBLE TO: Business Insights Manager

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are desirable;

This is a fixed term post funded by the UK Government through the UK Shared Prosperity Fund.

Economy, Employment & Skills Team.....Who are we?

Our Purpose:-

The Economy, Employment & Skills Team works with a range of partners to provide advice and support to anyone looking to start or grow a business in Monmouthshire. This includes business planning and access to finance and premises. Our aim is to increase the number of businesses benefitting from these services. The wider team also supports children, young people and adults to engage in education, training and employment.

The Purpose of this Role:-

Working within the Economy, Employment & Skills Team, you will:

- Engage with entrepreneurs and businesses in Monmouthshire, to identify the support needed to enable them to grow and refer them to appropriate support providers.
- Develop and maintain good relationships with entrepreneurs and businesses and with partner organisations involved in delivering support to businesses.
- Maintain records of interactions with businesses and support provided using the team's Evolutive customer relationship management (CRM) system

Expectation and Outcomes of this Role:-

Working with our Business Data & Communication Officer and utilising our Evolutive CRM system you will be expected to deliver:

- Increased number of business enquiries received.
- Increased number of businesses assisted as a result of support provided by the Economy, Employment and Skills team and partner organisations.

Your responsibilities are to:-

- Respond to requests for support received from entrepreneurs and businesses starting in or located in Monmouthshire;
- Proactively reach out to businesses to introduce the support available from Monmouthshire County Council and partners organisations and to identify businesses in need of support;
- Refer entrepreneurs and businesses to providers of the support they need to enable them to grow;
- Account manage a caseload of entrepreneurs and businesses.
- Work with key stakeholders, service delivery partners, statutory and non-statutory organisations in order to promote the support available to businesses via Monmouthshire County Council.
- Update the Evolutive CRM system to reflect contact with businesses and advice provided.
- Provide detailed management reports and respond to ad-hoc requests for data.
- Support the Business Data & Communication Officer in:
 - Creating a digital communications plan to promote the support available from Monmouthshire County Council and partner organisations to pre-start and existing businesses in Monmouthshire.
 - Maintaining and delivering improvements to the Economy, Employment & Skills website.
- Represent the Economy, Employment & Skills teams in meetings and events involving partners and businesses, including providing presentations where required
- Network and build relationships with entrepreneurs and businesses in Monmouthshire
- Provide support where necessary to the team, including contributing to the delivery of face to face and online events.
- Work with businesses to encourage cross sector conversations to facilitate new product development and job creation.
- Deliver a capital grant scheme for community businesses, cooperatives and social enterprises subject to available funding.
- Carry out other tasks and responsibilities of a similar nature as determined from time to time by the manager in relation to the smooth running of the service.
- Carry out any duties and responsibilities required under the Data Protection Act(s) 1984 and 1998 and take reasonable care that no loss or disclosure of personal data occurs.

- Exercise proper integrity in respect of confidential matters and commercially sensitive information obtained during the execution of the duties of this post.
- Ensure that the Council's responsibilities in relation to Equality and Diversity are met.
- Ensure that health and safety duties and practices are carried out by all provisions or as detailed in the Council's Health and Safety Policy and Health and Safety at Work Regulations 1999, and to ensure that provisions and services comply with current legislation.

Here's what we can provide you with:-

- The opportunity to work within an experienced, friendly and dynamic team
- Supportive and flexible line management
- Freedom to work agilely in order to achieve a positive work life balance
- Opportunity to grow your own skills and make a difference to the Monmouthshire business community

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.

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.

In addition:

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

Person Specification

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

Education, Qualifications & Knowledge

- Educated to NVQ level 4 in Business Counselling or other similar qualification or have equivalent relevant experience.
- A sound understanding of the support needs of entrepreneurs and businesses and of the local economy
- Knowledge of business support programmes in Wales
- An understanding of how local government works and how other agencies and organisations contribute to the delivery of economic development and regeneration.

Experience

Experience of:

- Providing guidance to both pre and post start businesses, at all levels, or direct experience of running a private business successfully.
- Working with business leaders, building effective working relationships and identifying the support needs of businesses.
- Dealing with incoming business enquiries and confident in signposting to the correct provision.
- Working in partnership with other organisations and building effective working relationships
- Coordinating business support across a range of organisations
- Delivering grant schemes to businesses
- Delivering presentations and producing reports
- Using a customer relationship management system

Communication and Interpersonal Skills

- Excellent communication and people skills with the ability to effectively convey complex information at all levels, verbally and in writing, both within and outside the organisation.

Personal attributes

- Friendly and approachable
- Excellent attention to detail
- Flexible, innovative and creative in problem solving.
- Excellent time management skills
- Ability to work with limited supervision
- Ability to be self-disciplined and set priorities, manage progress, work within competing deadlines and achieve goals
- A professional approach with an ability to demonstrate excellent customer and stakeholder relationships
- Ability to use initiative and be involved in a range of challenging and innovative work

- Ability to work as part of a team and build and maintain effective and supportive relationships with peers.
- Ability to work flexibly to meet participant needs and service requirements, including occasional evening working.
- Ability to adapt approach to suit different audiences.
- Digital skills including Office 365 systems (inc. Teams and Sharepoint) and customer relationship management (CRM) systems.
- Continually demonstrating the highest levels of integrity, honesty and professionalism, keeping commitments made to others. Encouraging honesty, trust and respect in relationships with others.
- Understanding and respect for the principles of confidentiality
- Welsh language skills are desirable. You may be required to learn or improve your existing skills through attending staff Welsh language training funded by the council.

Circumstances

- Possess current driving licence and have access to a vehicle for which the agreed MCC mileage allowance will be paid.

**Should you require any further information regarding this post, please contact:
James Woodcock, Business Insights Manager – Economy, Employment & Skills**

Email: jameswoodcock@monmouthshire.gov.uk

Tel: 01633 644036

Closing Date: 5pm on 9th March 2023

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
<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. 	<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.

	<ul style="list-style-type: none"> • Can contribute to a meeting, but need to revert to English for specialist terms. 		
--	--	--	--

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
<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

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 â'r tîm!

HYSBYSEB

TEITL Y RÔL: Swyddog Cymorth Busnes
Dros Dro tan 31ain Mawrth 2025

TESTUN YR HYSBYSEB:

A hoffech ddefnyddio'ch profiad o weithio gyda busnesau i alluogi entrepreneuriaid a busnesau Sir Fynwy i gael y cymorth sydd ei angen arnynt i dyfu?

Mae ein tîm Economi, Cyflogaeth a Sgiliau yn chwilio am Swyddog Cymorth Busnes i alluogi mwy o fentrau lleol i elwa ar y cymorth sydd ar gael gan Gyngor Sir Fynwy a'n sefydliadau partner.

Mae hon yn swydd dymor penodol sy'n cael ei hariannu gan Lywodraeth y DU drwy Gronfa Ffyniant Gyffredin y DU.

RHIF ADNABOD Y SWYDD: RCED36

LLEOLIAD: Neuadd y Sir Brynbuga, Sir Fynwy gyda'r gallu i weithio gartref.

GRADD: BAND G SCP 23 – SCP 27 £30,151 - £33,820

ORIAU: 37 awr yr wythnos

DROS DRO: Ydy tan 31^{ain} Mawrth 2025

A oes angen Gwiriad Gwasanaeth Datgelu a Gwahardd?

Nac oes

DYDDIAD CAU: 5pm ar 9fed o Fawrth 2023

Gwybodaeth Ychwanegol

Gofynnir i chi nodi na allwn dderbyn CVau

I wneud cais am y swydd hon, cwblhewch y ffurflen gais ar-lein sydd i'w gweld ar y dudalen ganlynol:

<https://www.monmouthshire.gov.uk/cy/swyddi-chyflogaeth/>

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'r holl swyddi'n agored i'w rhannu os na nodir fel arall.

Mae Cyngor Sir Fynwy -

- yn gyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob adran o'r gymuned.
- yn gyflogwr Hyderus o ran Anabledd.
- yn gyflogwr sy'n gyfeillgar i'r Lluoedd Arfog.
- yn ystyriol o Awtistiaeth ac wedi ymrwymo i gael gwared ar y rhwystrau i gyflogaeth
- yn ymrwymedig i gefnogi pobl ifanc sy'n gadael ein gofal i fanteisio ar gyfleoedd newydd ac ennill profiad.



PROFFIL Y RÔL

TEITL Y RÔL: **Swyddog Cymorth Busnes**
Dros dro tan 31^{ain} Mawrth 2025

RHIF ADNABOD Y SWYDD: RCED36

GRADD: BAND G SCP 23 – SCP 27 £30,151 - £33,820

ORIAU: 37 Awr yr Wythnos

PATRYMAU GWAITH: 37 awr o ddydd Llun i ddydd Iau 9am i 5pm,
dydd Gwener 9am i 4.30pm

LLEOLIAD: Neuadd y Sir Brynbuga, Sir Fynwy gyda'r gallu i weithio gartref.

GWIRIAD GWASANAETH DATGELU A GWAHARDD (GDG)

Mae penodiad i'r swydd hon wedi'i eithrio o'r Ddeddf Adsefydlu Troseddwyr ac mae'n destun y gwiriad GDG canlynol:

(b) Nid oes angen Gwiriad Gwasanaeth Datgelu a Gwahardd ar gyfer y swydd hon

YN ATEBOL I: Rheolwr Mewnwelediad Busnes

ASESIAD Y GYMRAEG:

Sgiliau yn y Gymraeg yn ddymunol;

Mae hon yn swydd dymor penodol sy'n cael ei hariannu gan Lywodraeth y DU drwy Gronfa Ffyniant Gyffredin y DU.

Y Tîm Economi, Cyflogaeth a Sgiliau..... Pwy ydym ni?

Ein Pwrpas:-

Mae'r Tîm Economi, Cyflogaeth a Sgiliau yn gweithio gydag ystod o bartneriaid i roi cyngor a chymorth i unrhyw un sydd am ddechrau neu dyfu busnes yn Sir Fynwy. Mae hyn yn cynnwys cynllunio busnes a mynediad at gyllid ac adeiladau. Ein nod yw cynyddu nifer y busnesau sy'n elwa o'r gwasanaethau hyn. Mae'r tîm ehangach hefyd yn cefnogi plant, pobl ifanc ac oedolion i gymryd rhan mewn addysg, hyfforddiant a chyflogaeth.

Pwrpas y Rôl hon:-

Gan weithio o fewn y Tîm Economi, Cyflogaeth a Sgiliau, byddwch yn:

- Ymgysylltu ag entrepreneuriaid a busnesau yn Sir Fynwy, er mwyn nodi'r cymorth sydd ei angen i'w galluogi i dyfu a'u cyfeirio at ddarparwyr cymorth priodol.
- Datblygu a chynnal perthnasoedd da gydag entrepreneuriaid a busnesau a gyda sefydliadau partner sy'n rhan o roi cymorth i fusnesau.
- Cynnal cofnodion o ryngweithio â busnesau a chefnogaeth a ddarperir gan ddefnyddio system rheoli perthynas cwsmeriaid Evolutive y tîm.

Disgwyliadau a Chanlyniadau'r Rôl hon:-

Gan weithio gyda'n Swyddog Data a Chyfathrebu Busnes a defnyddio ein system rheoli perthynas cwsmeriaid Evolutive, bydd disgwyl i chi gyflawni'r canlynol:

- Mwy o ymholiadau busnes yn cael eu derbyn.
- Mwy o fusnesau yn derbyn cefnogaeth o ganlyniad i gymorth gan dîm yr Economi, Cyflogaeth a Sgiliau a sefydliadau partner.

Bydd eich cyfrifoldebau yn cynnwys:-

- Ymateb i geisiadau am gymorth a gafwyd gan entrepreneuriaid a busnesau sy'n dechrau yn Sir Fynwy neu sydd wedi'u lleoli yn Sir Fynwy;
- Estyn allan yn rhagweithiol i fusnesau i gyflwyno'r gefnogaeth sydd ar gael gan Gyngor Sir Fynwy a sefydliadau partneriaid a nodi busnesau sydd angen cymorth;
- Cyfeirio entrepreneuriaid a busnesau at ddarparwyr y cymorth sydd ei angen arnynt i'w galluogi i dyfu;
- Rheoli cyfrif llwyth gwaith o entrepreneuriaid a busnesau.
- Gweithio gyda rhanddeiliaid allweddol, partneriaid cyflenwi gwasanaethau, sefydliadau statudol ac anstatudol er mwyn hyrwyddo'r gefnogaeth sydd ar gael i fusnesau drwy Gyngor Sir Fynwy.
- Diweddarau'r system rheoli perthynas cwsmeriaid Evolutive i adlewyrchu'r cysylltiad â busnesau a'r cyngor sy'n cael ei ddarparu.
- Darparu adroddiadau rheoli manwl ac ymateb i geisiadau ad-hoc am ddata.
- Cefnogi'r Swyddog Data a Chyfathrebu Busnes gyda'r canlynol:
 - Creu cynllun cyfathrebu digidol i hyrwyddo'r cymorth sydd ar gael gan Gyngor Sir Fynwy a'r sefydliadau partner i fusnesau cyn dechrau a busnesau sy'n bodoli eisoes yn Sir Fynwy.
 - Cynnal a chyflwyno gwelliannau i'r wefan Economi, Cyflogaeth a Sgiliau.
- Cynrychioli'r timau Economi, Cyflogaeth a Sgiliau mewn cyfarfodydd a digwyddiadau sy'n cynnwys partneriaid a busnesau, gan gynnwys darparu cyflwyniadau lle bo angen
- Rhwydweithio a meithrin perthynas ag entrepreneuriaid a busnesau yn Sir Fynwy
- Rhoi cymorth lle bo angen i'r tîm, gan gynnwys cyfrannu at gyflwyno digwyddiadau wyneb yn wyneb ac ar-lein.
- Gweithio gyda busnesau i annog sgysiau traws-sector i hwyluso datblygu cynnyrch newydd a chreu swyddi.
- Cyflawni cynllun grant cyfalaf i fusnesau cymunedol, cwmnïau cydweithredol a mentrau cymdeithasol sy'n amodol ar y cyllid sydd ar gael.
- Cynnal tasgau a chyfrifoldebau eraill o natur debyg, fel y penderfynir o bryd i'w gilydd gan y rheolwr, mewn perthynas â rhedeg y gwasanaeth yn llyfn.
- Cyflawni unrhyw ddyletswyddau a chyfrifoldebau sy'n ofynnol o dan Ddeddfau Diogelu Data 1984 a 1998 a chymryd gofal rhesymol nad oes unrhyw golled neu ddatgelu data personol yn digwydd.
- Arfer uniondeb priodol mewn perthynas â materion cyfrinachol a gwybodaeth fasnachol sensitif a gafwyd yn ystod gweithredu dyletswyddau'r swydd hon.

- Sicrhau bod cyfrifoldebau'r Cyngor o ran Cydraddoldeb ac Amrywiaeth yn cael eu cyflawni.
- Sicrhau bod yr holl ddarpariaethau neu ddyletswyddau iechyd a diogelwch yn cael eu cyflawni neu fel y'i nodir ym Mholisi Iechyd a Diogelwch y Cyngor a Rheoliadau Iechyd a Diogelwch yn y Gwaith 1999, ac i sicrhau bod darpariaethau a gwasanaethau i bobl ifanc yn cydymffurfio â'r ddeddfwriaeth gyfredol.

Dyma beth y gallwn ei rhoi i chi:-

- Y cyfle i weithio mewn tîm profiadol, cyfeillgar a deinamig
- Rheolwyr llinell cefnogol a hyblyg
- Rhyddid i weithio'n ystwyth er mwyn sicrhau cydbwysedd bywyd a gwaith positif
- Cyfle i dyfu eich sgiliau eich hun a gwneud gwahaniaeth i gymuned fusnes Sir Fynwy

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

Mae ein diben yn seiliedig ar ymdeimlad clir o bwy ydym ni fel sefydliad. Rydym yn disgwyl i bobl sy'n gweithio gyda ni rannu set gwerth cryf a disgwyl bod y rhain yn amlwg yn y ffyrdd yr ydym yn gweithio ac yn ymgysylltu â'n cymunedau.

Gwaith Tîm:	Byddwn yn gweithio gyda chi a'n partneriaid i gefnogi ac ysbrydoli pawb i gymryd rhan. Byddwn yn gwneud y gorau o'r syniadau, a'r adnoddau sydd ar gael er mwyn sicrhau ein bod yn gwneud y pethau sy'n cael effaith fwyaf cadarnhaol ar ein pobl a'n lleoedd.
Bod yn agored:	Rydym yn agored ac yn onest. Mae pobl yn cael y cyfle i gymryd rhan a dweud wrthym beth sy'n bwysig.
Hyblygrwydd:	Rydym yn hyblyg er mwyn gallu darparu'r gwasanaethau mwyaf effeithiol ac effeithlon. Mae hyn yn golygu ymrwymiad gwirioneddol i weithio gyda phawb i gofleidio ffyrdd newydd o weithio.
Tegwch:	Rydym yn darparu cyfleoedd i bobl a chymunedau ffynnu. Byddwn bob amser yn ceisio trin pawb yn deg ac yn gyson.
Caredigrwydd:	Byddwn yn dangos caredigrwydd i bawb yr ydym yn gweithio gyda nhw, gan roi pwysigrwydd perthnasoedd a'r cysylltiadau sydd gennym â'n gilydd wrth wraidd pob rhyngweithio.

DIOGELU:

Mae Diogelu 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.

Yn ogystal:

Mae pob gweithiwr yn gyfrifol am gynnal eu hunain mewn modd sy'n cydymffurfio â Pholisi Cyfle Cyfartal y Cyngor yn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Manyleb Person

Sut y byddwn yn gwybod os mai chi yw'r person cywir ar gyfer y swydd? Fel yr ymgeisydd llwyddiannus, byddwch wedi dangos eich bod â'r canlynol:-

Addysg / Cymwysterau / Gwybodaeth

- Wedi'ch addysgu i NVQ lefel 4 mewn Cwrsela Busnes neu gymhwyster tebyg arall, neu â phrofiad perthnasol cyfatebol.
- Dealltwriaeth gadarn o anghenion cefnogi entrepreneuriaid a busnesau a'r economi leol
- Gwybodaeth am raglenni cymorth busnes yng Nghymru
- Dealltwriaeth o sut mae llywodraeth leol yn gweithio a sut mae asiantaethau a sefydliadau eraill yn cyfrannu at gyflawni datblygiad economaidd ac adfywio.

Profiad

Profiad o'r canlynol:

- Darparu arweiniad i fusnesau cyn ac ôl dechrau, ar bob lefel, neu brofiad uniongyrchol o redeg busnes preifat yn llwyddiannus.
- Gweithio gydag arweinwyr busnes, meithrin perthnasoedd gweithio effeithiol a nodi anghenion cefnogi busnesau.
- Delio â'r ymholiadau busnes sy'n dod i mewn ac yn hyderus wrth gyfeirio at y ddarpariaeth gywir.
- Gweithio mewn partneriaeth â sefydliadau eraill a meithrin perthnasoedd gweithio effeithiol
- Cydlynw cymorth busnes ar draws amrywiaeth o sefydliadau
- Cyflwyno cynlluniau grant i fusnesau
- Cyflwyno cyflwyniadau a chynhyrchu adroddiadau
- Defnyddio system rheoli perthynas cwsmeriaid

Sgiliau Cyfathrebu a Rhyngpersonol

- Sgiliau cyfathrebu a phobl rhagorol gyda'r gallu i gyfleu gwybodaeth gymhleth yn effeithiol ar bob lefel, ar lafar ac yn ysgrifenedig, o fewn a thu allan i'r sefydliad.

Nodweddion Personol

- Agwedd cyfeillgar a chroesawgar
- Sylw ardderchog i fanylion
- Hyblyg, arloesol a chreadigol wrth ddatrys problemau.
- Sgiliau rheoli amser ardderchog
- Y gallu i weithio heb fawr o oruchwyliaeth
- Y gallu i fod yn hunan-ddisgybledig a gosod blaenoriaethau, rheoli cynnydd, gweithio o fewn terfynau amser sy'n cystadlu a chyflawni nodau
- Dull proffesiynol gyda'r gallu i ddangos perthnasoedd ardderchog i gwsmeriaid a rhanddeiliaid
- Y gallu i ddefnyddio mentergarwch a bod yn rhan o ystod o waith heriol ac arloesol

- Y gallu i weithio fel rhan o dîm a meithrin a chynnal perthynas effeithiol a chefnogol gyda chyfoedion.
- Y gallu i weithio'n hyblyg i ddiwallu anghenion cyfranogwyr a gofynion gwasanaeth, gan gynnwys gweithio gyda'r nos o bryd i'w gilydd.
- Y gallu i addasu dull o fynd ati i siwtio cynulleidfaoedd gwahanol.
- Sgiliau digidol gan gynnwys systemau Office 365 (gan gynnwys Teams a Sharepoint) a systemau rheoli perthynas cwsmeriaid.
- Gan ddangos y lefelau uchaf o uniondeb, gonestrwydd a phroffesiynoldeb yn barhaus, gan gadw at ymrwymadau a wnaed i eraill. Annog gonestrwydd, ymddiriedaeth a pharch mewn perthynas ag eraill.
- Deall a pharchu egwyddorion cyfrinachedd
- Sgiliau yn y Gymraeg yn ddymunol. Efallai y bydd gofyn i chi ddysgu neu wella eich sgiliau presennol drwy fynychu hyfforddiant iaith Gymraeg i staff sy'n cael ei ariannu gan y Cyngor.

Arbennig

- Meddu ar drwydded yrru gyfredol a bod â mynediad at gerbyd, a bydd y lwfans milltired y cytunwyd arno gan Gyngor Sir Fynwy yn cael ei dalu amdano.

Os ydych am gael unrhyw wybodaeth bellach am y rôl hon, mae croeso i chi gysylltu â: James Woodcock, Rheolwr Mewnwelediadau Busnes – Economi, Cyflogaeth a Sgiliau

E-bost: jameswoodcock@monmouthshire.gov.uk

Rhif Ffôn: 01633 644429

Dyddiad cau: 5pm ar 9fed o Fawrth 2023

FFRAMWAITH SGILIAU IAITH 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 	<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 e-bost byr i drefnu apwyntiad.

	<p>gwybodaeth cymharol syml.</p> <ul style="list-style-type: none"> Gall gyfrannu at gyfarfod ond bydd angen troi i'r Saesneg ar gyfer termau arbenigol. 		
--	---	--	--

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. Gallu ysgrifennu'n gymharol gywir wrth ddrafftio taflen wybodaeth fer neu boster yn Gymraeg fel bo'r angen.

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"> Yn gallu cynhyrchu gohebiaeth o bob math, adroddiadau, dogfennau a llenyddiaeth byr gyda chymorth cymhorthion cyfieithu Cymraeg ee. Cysgeir, 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 fyrfyfr, 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.