

MANYLEB YR UNIGOLYNTeitl y Swydd: **Ysgrifennydd**

Band: 3

	HANFODOL Y rhinweddau hynny na fyddai deilydd y swydd yn gallu cael ei benodi/phenodi hebddynt	DYMUNOL Rhinweddau ychwanegol y gellir eu defnyddio i ddewis rhwng ymgeiswyr sy'n bodloni'r holl feini prawf hanfodol	DULL ASESU
CYMWYSTERAU	- Addysg gyffredinol dda - Cymhwyster NVQ 3 <u>neu</u> brofiad cyfatebol mewn rôl debyg - Cymhwyster ECDL <u>neu</u> wybodaeth gyfatebol am TG	- Prosesu geiriau OCR/RSA lefel 3 neu lefel gyfwerth - NVQ I neu II mewn pwnc perthnasol	Tystysgrifau / Ffurflen gais Cyfweliad
PROFIAD	- Profiad blaenorol o weithio fel ysgrifennydd personol - Profiad o sefydlu a defnyddio systemau ffeilio/TG - Yn gyfarwydd â gweithdrefnau swyddfa a therfynau amser	- Profiad blaenorol o wasanaeth cleifion/cwsmeriaid - Profiad blaenorol o weithio gyda'r GIG	Cyfweliad Ffurflen Gais
SGILIAU	- Sgiliau cyfathrebu ardderchog - Gallu i weithio a gwneud penderfyniadau heb oruchwyliaeth - Sgiliau trefnu - Sgiliau rhifedd a llythrennedd - Sgiliau gofal cleifion/cwsmeriaid ardderchog - Safon dda o Saesneg yn ysgrifenedig ac ar lafar - Sgiliau a phrofiad o ran cymryd cofnodion - Sgiliau teipio/prosesu geiriau	- Sgiliau Cymraeg - Gallu creu adroddiadau - Hyderus ym mhob agwedd ar arferion swyddfa - Profiad o gynhyrchu graffiau a data	Cyfweliad / Ffurflen gais
GWYBODAETH	- Gwybodaeth eang a dwfn a dealltwriaeth am weithdrefnau ysgrifenyddol - Gwybodaeth ddatblygedig am becynnau prosesu geiriau, taenlenni a chyflwyno	- Gwybodaeth gynhwysfawr am Windows, Word, Excel, PowerPoint - Gwybodaeth am y Sefydliad	Cyfweliad Ffurflen Gais

RHINWEDDAU PERSONOL <i>(I'w dangos)</i>	▪ Agwedd gyfeillgar, broffesiynol ▪ Hyderus ▪ Yn ddibynadwy ▪ Gallu addasu ▪ Gonest ▪ Llawn cymhelliant a brwdfrydedd.		Cyfweliad
GOFYNION PERTHNASOL ERAILL	▪ Gallu gweithio dan bwysau ▪ Gallu gweithio fel rhan o dîm ▪ Gallu i gadw cyfrinachedd ▪ Ymagwedd hyblyg tuag at anghenion y gweithle	▪ Y gallu i siarad Cymraeg	

Paratowyd gan:

Adolygwyd gan:

Cytunwyd gan: Rheolwr

Dyddiad Cytuno:

PERSON SPECIFICATIONJob Title: **Secretary**

Band: 3

	ESSENTIAL The qualities without which a post holder could not be appointed	DESIRABLE Extra qualities which can be used to choose between candidates who meet all the essential criteria	METHOD OF ASSESSMENT
QUALIFICATIONS	▪ Good general education ▪ NVQ 3 Qualification <u>or</u> equivalent experience in similar role ▪ ECDL Qualification <u>or</u> equivalent IT knowledge	▪ RSA/OCR Level 3 or equivalent in Word Processing ▪ NVQ I or II in relevant subject	Certificates / Application Form / Interview
EXPERIENCE	▪ Previous experience of working as a personal secretary ▪ Experience of setting up and using filing/IT systems ▪ Familiar with office procedures & deadlines	▪ Previous patient/customer service experience ▪ Previous experience of working within the NHS	Interview / Application Form
SKILLS	▪ Excellent communication skills ▪ Ability to work unsupervised and make decisions ▪ Organisational skills ▪ Numeracy and literacy skills ▪ Excellent patient/customer care skills ▪ Good command of English both written & verbal ▪ Minute taking skills and experience ▪ Typing/word processing skills	▪ Welsh language skills ▪ Ability to produce reports ▪ Confident in all aspects of office practices ▪ Experience of producing graphs and data	Interview / Application form
KNOWLEDGE	▪ In-depth and detailed knowledge and understanding of secretarial procedures ▪ Advanced knowledge of word processing, spreadsheets and presentation packages	▪ Comprehensive knowledge of Windows, Word, Excel, PowerPoint ▪ Knowledge of Organisation	Interview / Application Form
PERSONAL QUALITIES (Demonstrable)	▪ Friendly, professional approach ▪ Confident manner		Interview

	▪ Reliable ▪ Adaptable ▪ Honest ▪ Self motivated and enthusiastic		
OTHER RELEVANT REQUIREMENTS	▪ Ability to work under pressure ▪ Ability to work as part of a team ▪ Ability to maintain confidentiality ▪ A flexible approach towards the demands of the workplace	▪ Welsh speaking	

Prepared By:

Reviewed By:

Agreed By: Manager

Date Agreed:
