



DISGRIFIAD SWYDD

MANYLION Y SWYDD:

Teitl y Swydd	Ymarferydd Cynorthwyol Deieteg
Band Cyflog	4
Oriau Gwaith a Natur y Contract	I'w gwblhau wrth recriwtio
Uwch Adran / Cyfarwyddiaeth	I'w gadarnhau
Adran	I'w gadarnhau
Lleoliad	I'w gwblhau wrth recriwtio

TREFNIADAU SEFYDLIADOL:

Yn atebol yn rheolaethol i:	I'w gadarnhau
Yn adrodd i: Enw'r Rheolwr Llinell:	I'w gadarnhau
Yn gyfrifol ar lefel broffesiynol i:	Arweinydd Tîm Deieteg

Ychwanegwch ddatganiad sefydliadol ar werthoedd ac ymddygiad

Gwella iechyd a darparu gofal ardderchog. Rhoi cleifion yn gyntaf, gweithio gyda'n gilydd, gwerthfawrogi a pharchu ein gilydd, dysgu ac arloesi, cyfathrebu'n glir ac yn onest.

Crynodeb/Pwrpas y swydd:

Bydd deilydd y swydd yn gweithio ochr yn ochr â staff deieteg iechyd y cyhoedd o dan arweiniad yr Arweinydd Tîm, i gyflawni a chefnogi prosiectau a gweithgareddau maeth iechyd cyhoeddus sy'n cefnogi teuluoedd ar draws Gwynedd ac Ynys Môn.

Bydd hyn yn cynnwys datblygu a phrofi ffyrdd newydd o weithio i gynnwys teuluoedd mewn ymyriadau cymunedol, gan ddefnyddio amrywiaeth o ddulliau y cytunwyd arnynt i gefnogi newidiadau positif i ymddygiadau bwyd a maeth.

Bydd deilydd y swydd yn gweithio'n gymharol annibynnol, gan weithio i fframwaith y

cytunwyd arni gyda rhywfaint o ymreolaeth a bydd yn gyfrifol ac yn atebol am y tasgau hyn. Bydd hyn yn cynnwys cael eu llwyth achosion ei hun a gweithio ar y cyd gydag ystod o bartneriaid a sefydliadau mewn amgylchedd cymuned cymhleth.

Diben y rôl hon yw galluogi gweithredu rhaglenni maeth iechyd cyhoeddus allweddol sy'n cefnogi gweithredu strategaeth Pwysau Iach Cymru Iach, gyda ffocws penodol ar gyflwyno dull system gyfan o atal a rheoli gorbwysau a gordewdra. Bydd yn cefnogi arweinydd y Tîm i fonitro a sicrhau ansawdd ymyriadau ac yn cyfrannu at werthuso canlyniadau a chynaliadwydd y gwaith, gyda'r nod o ddatblygu asedau cymunedol i hwyluso statws maeth iechyd cyhoeddus gwell yn y boblogaeth leol.

Bydd deilydd y swydd yn rhan o dîm lleol ymroddedig gan gynnwys Arweinydd Tîm, Dietegydd, a chyd-weithwyr cymorth dietegol.

DYLETSWYDDAU/CYFRIFOLDEBAU:

Prif Gyfrifoldebau:

Cyffredinol

- Cynllunio, cydlynu a chyflwyno sesiynau grŵp addysg maeth, sgiliau coginio ymarferol ac ymyriadau maeth yn y gymuned i deuluoedd, o dan gyfarwyddyd y Dietegydd a'r Arweinydd Tîm.
- Cyflawni a chofnodi mesuriadau anthropometreg yn gywir fel pwysau, uchder a chyfrifo Mynegai Màs y Corff yn ôl y cyfarwyddyd ac, os bydd angen gwneud hynny.
- Ysgogi, arwain ac annog teuluoedd/unigolion i gymryd rhan mewn gweithgareddau hybu iechyd, monitro eu cynnydd ac adrodd ar ganlyniadau/canfyddiadau i'r tîm a/neu bartneriaid ehangach.
- Gweithio'n annibynnol ac ar eich menter eich hun ar feysydd prosiect penodol, fel y cytunwyd gyda'r Arweinydd Tîm, gan geisio cyngor a chymorth yn ôl yr angen

Sgiliau Cyfathrebu

- Datblygu a chynnal gwaith partneriaeth cadarnhaol ar draws ystod o randdeiliaid i hyrwyddo'r prosiect, ymyriadau a chefnogi egwyddorion allweddol iechyd a lles yn gyffredinol. Mae hyn yn cynnwys cyfathrebu gyda staff awdurdod lleol, cyd-weithwyr iechyd, staff hamdden, a'r sector wirfoddol.
- Cychwyn a chynnal cyfathrebiadau effeithiol (ar lafar/ysgrifenedig/digidol) gyda theuluoedd, gan ddefnyddio hyfforddiant a chefnogaeth a hwylusir gan dîm y prosiect, a sgiliau arfer eich hun i reoli sgysiau sensitif ar faterion sy'n ymwneud â phwysau gyda theuluoedd.
- Cyfathrebu'n briodol ac yn effeithiol ar bob lefel gyda grwpiau cleientiaid ac asiantaethau partner sy'n ymwneud â chyflawni prosiectau, gan ystyried rhwystrau cyfathrebu fel llythrennedd isel.

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- Cadw cofnodion clir a chywir yn unol â safonau proffesiynol ac adrannol; cofnodi a chasglu data gweithgaredd, gwerthuso a chanlyniadau sy'n berthnasol i'r prosiect a'r gofynion a amlinellwyd gan Brifysgol Betsi Cadwaladr | Bwrdd Iechyd / Sgiliau Maeth am Oes. Er enghraifft, cwblhau logiau cyswllt/ gweithgaredd ac adroddiadau gwerthuso yn ôl gofyn yr arweinydd Tîm.
- Cefnogi arweinydd y Tîm a'r tîm i gasglu gwybodaeth a data sydd eu hangen i fodloni gofynion unrhyw werthusiadau mewnol neu allanol.
- Gweithredu ar ohebiaeth sy'n cael ei dderbyn (post, e-bost, ffôn) a thynnu sylw'r Arweinydd Tîm/Deietegydd at faterion brys, gan sicrhau bod camau'n cael eu cymryd.
- Cymryd rhan mewn cyfarfodydd prosiect lleol a chenedlaethol / cyfarfodydd adrannol, tîm ac amlasiantaeth perthnasol i drafod cynnydd a sicrhau bod adborth yn cael ei rannu gyda chyrrff neu grwpiau perthnasol
- Adrodd yn effeithiol at Arweinydd y Tîm os oes unrhyw anawsterau wrth berfformio dyletswyddau ac unrhyw bryderon parthed diogelu.

Sgiliau Dadansoddi

- Gweithio ar y cyd â thîm deieteg iechyd y cyhoedd i nodi ac adolygu ymchwil berthnasol i gefnogi datblygiad cynlluniau gwaith blynyddol a ffocws. Er enghraifft, perfformio chwiliadau llenyddiaeth a gwneud gwaith dilynol ar brosiectau/rhaglenni tebyg.
- Adrodd ar y rhwystrau a wynebir i ddatblygiad prosiect a gweithio gyda thîm y prosiect a rhanddeiliaid ehangach i nodi atebion posibl. Gall hyn gynnwys defnyddio methodoleg gwella ansawdd.
- Cymryd rhan mewn trafodaethau a fforymau partneriaeth i rannu profiadau dysgedig a myfyrio ar feysydd llwyddiant a'r rhai i'w datblygu ymhellach.
- Cyfrannu at adolygu, monitro a dilyniant parhaus mentrau/ymyriadau, dan arweiniad yr Arweinydd Tîm/Deietegydd, ac yn unol â safonau cydnabyddedig

Sgiliau trefnu

- Gweithio gydag aelodau'r tîm / gweinyddiaeth i sicrhau bod lefelau stoc adnoddau, offer a deunyddiau addysgol yn cael eu harchebu a'u cynnal yn briodol.
- Bod yn gyfrifol am drefnu offer ac adnoddau perthnasol sy'n ofynnol ar gyfer cyflwyno ymyriadau/mentrau penodol gyda theuluoedd.
- Cynnal systemau ffeilio ac adfer effeithlon ar gyfer yr holl wybodaeth prosiect, gan sicrhau bod safonau GDPR yn cael eu cynnal.
- Bydd yn rheoli amser personol yn dda ar gyfer cwblhau llwyth gwaith dynodedig.
- Cydlynu ag aelodau'r tîm/gweinyddiaeth i hwyluso archebion ar gyfer lleoliadau cymunedol a threfniadau ar gyfer trefnu gwahoddiadau/cysylltiadau â theuluoedd a/neu randdeiliaid ar gyfer digwyddiadau ac ymyriadau a arweinir gan brosiectau.

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- Bydd yn cynllunio a blaenoriaethu ei lwyth gwaith ei hun yn unol â Pholisïau'r Bwrdd Iechyd.

Ymddygiad Proffesiynol

- Gweithio yn unol â safonau, polisïau a gweithdrefnau proffesiynol ac adrannau perthnasol.
- Cynnal cyfrinachedd llym holl wybodaeth defnyddwyr gwasanaeth yn unol â'r fframwaith Llywodraethu Gwybodaeth.
- Cynnal safonau iechyd a diogelwch priodol bob amser, yn unol â pholisi sefydliadol.
- Byddwch yn ystyriol o ddiogelwch personol eich hun ac eraill mewn perthynas â gweithio ar eich pen eich hun a chadw at Bolisi Gweithiwr Unigol y Bwrdd Iechyd.

Datblygiad Proffesiynol Personol

- Nodi anghenion hyfforddi personol, ymgymryd â CPD rheolaidd a chymryd rhan mewn PADRs blynyddol ynghyd â goruchwyliaeth chwarterol.

Adnoddau / Gwybodaeth

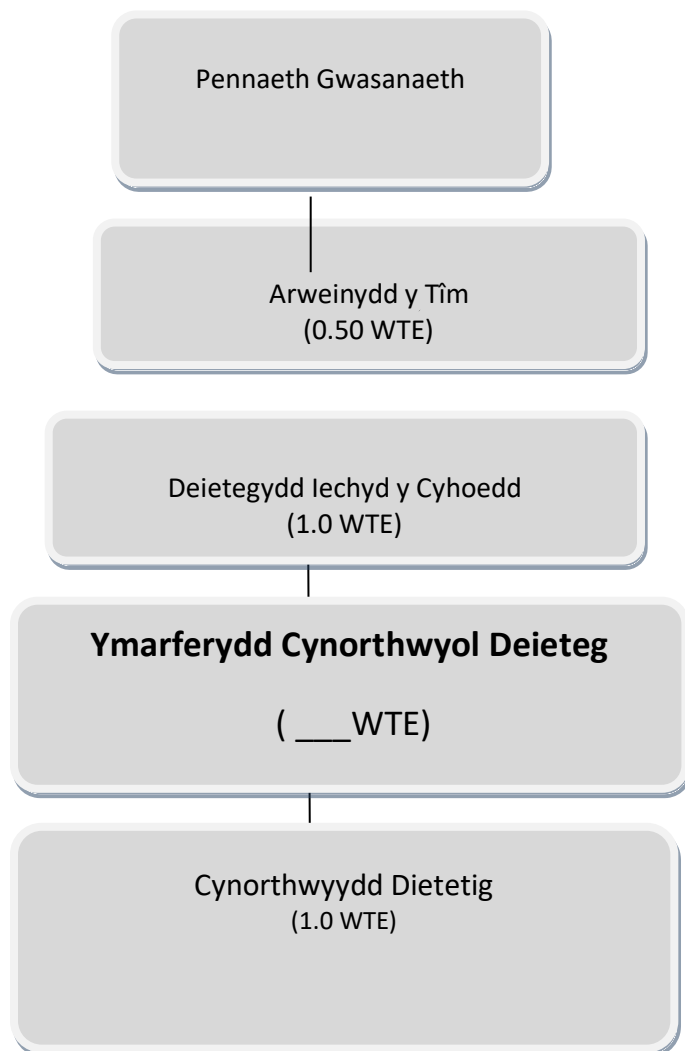
- Cynhyrchu adnoddau a deunyddiau hyfforddi, megis cyflwyniadau PowerPoint, taflenni gwybodaeth, arddangosfeydd, taflenni ac offer gwerthuso gan gynnwys defnyddio swyddfa Microsoft, TEAMS, ac Outlook ar gyfer e-bost.

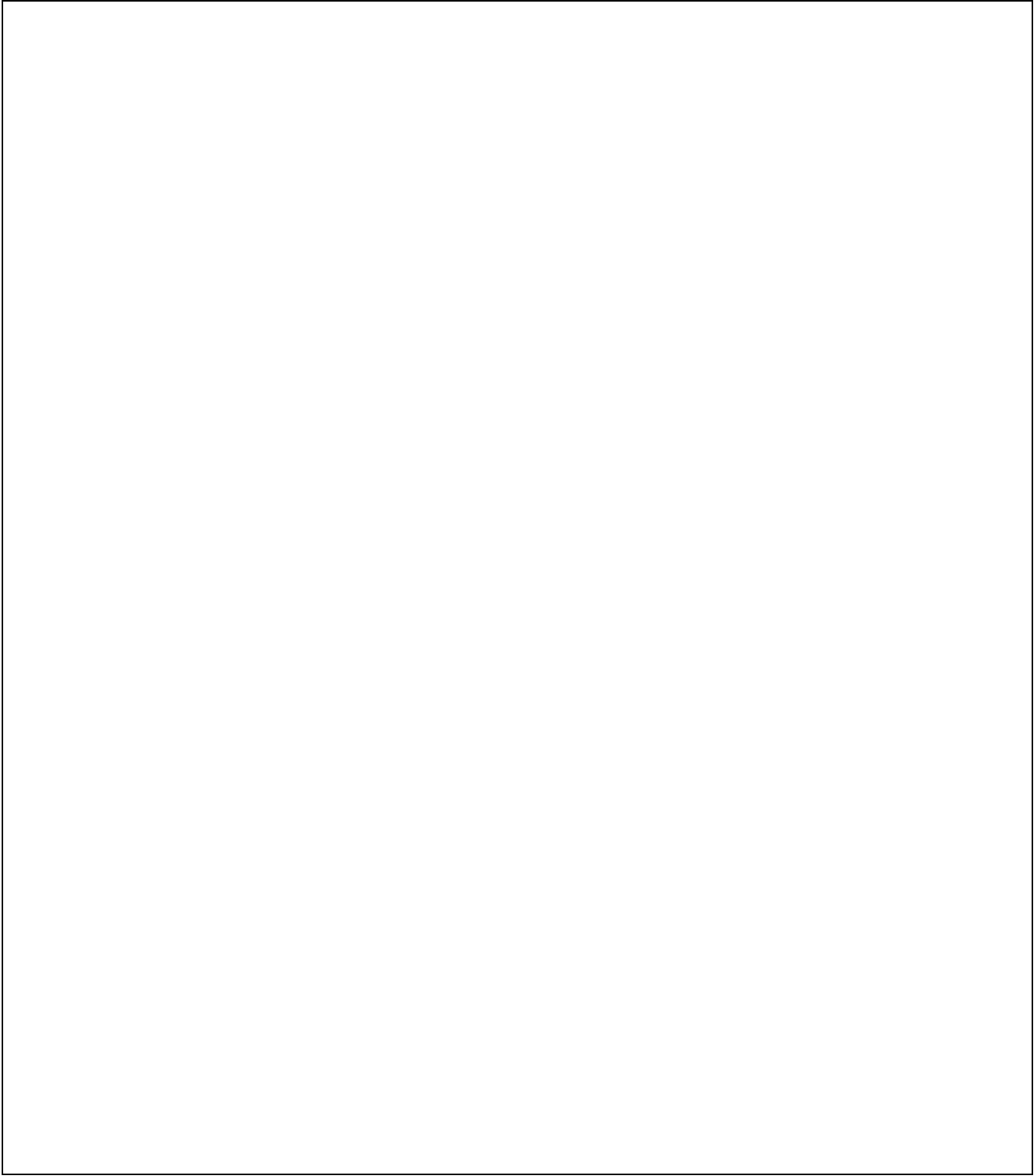
Teitl y Swydd: -----Ymarferydd Cynorthwyol Deieteg

Siart Sefydliadol

Rhaid i'r Siart Sefydliadol ddwyn sylw at y swydd y mae'r disgrifiad swydd hwn yn cyfeirio ati gan ddangos y berthynas â swyddi ar yr un lefel ac os yw'n briodol, ddau lefel uwch ben ac o dan.

Cwblhewch fel bo'n briodol y blychau isod, eu dileu neu ychwanegu atynt gan ddangos y perthnasoedd sefydliadol.







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WALES

Bwrdd Iechyd Prifysgol
Betsi Cadwaladr
University Health Board

CAJE REF: 2022/0281

JOB DESCRIPTION

JOB DETAILS:

Job Title	Dietetic Assistant Practitioner (Public Health)
Pay Band	4
Hours of Work and Nature of Contract	To be completed on recruitment
Division/Directorate	TBC
Department	TBC
Base	To be completed on recruitment

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	TBC
Reports to: Name Line Manager:	TBC
Professionally Responsible to:	Dietetic Team Leader

Add organisational statement on values and behaviours

To improve health and deliver excellent care. Put patients first, Work together, Value and respect each other, Learn and innovate, Communicate openly and honestly.

Job Summary/Job Purpose:

The post holder will work alongside public health dietetic staff under the guidance of the Team Leader, to deliver and support public health nutrition projects and activities supporting families across Gwynedd and Anglesey.

This will involve developing, and testing new ways of working to engage families in

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community based interventions, utilising a range of agreed approaches to support positive changes to food and nutrition behaviours.

The post holder will work relatively independently, working to an agreed framework with a degree of autonomy and will be responsible and accountable for these tasks. This will involve having their own caseload of projects, and working co productively with a range of partners and organisations in a complex community environment.

The purpose of this role is to enable implementation of key public health nutrition programmes that support implementation of the Healthy Weight Healthy Wales strategy, with a particular focus on the delivery of a whole systems approach to overweight and obesity prevention and management. They will support the Team lead to monitor and quality assure interventions and contribute to the evaluation of outcomes and sustainability of the work, with the aim of developing community assets to facilitate improved public health nutrition status in the local population.

The post holder will form part of a dedicated local team including a Team lead, Dietitian, and fellow dietetic support workers..

DUTIES/RESPONSIBILITIES:

Key Responsibilities:

General

- Plan, coordinate and deliver nutrition group education sessions, practical cooking skills and community based nutrition interventions for families, under the direction of the Dietitian and Team Lead.
- Accurately carry out and record measurements of anthropometry such as weight, height and calculation of Body Mass Index as instructed and, if required to do so.
- Motivate, guide and encourage families/ individuals to participate in health promoting activities, monitor their progress and report outcomes/findings to the team and/or wider partners
- Work autonomously and under own initiative on specific project areas, as agreed with the Team Lead, seeking advice and support as necessary

Communication Skills

- Develop and maintain positive partnership working across a range of stakeholders to promote the project, interventions and overall support key principles of health and wellbeing. To include communication with local authority staff, fellow health workers, leisure staff, and the voluntary sector
- Initiate and maintain effective communications (verbal/ written/ digital) with families, utilising training and support facilitated by the public health dietetics team, and own

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practised skills to manage sensitive conversations on weight related issues with families.

- Communicate appropriately and effectively at all levels with client groups and partner agencies involved in project delivery, considering communication barriers such as low literacy.
- Maintain clear and accurate records in line with professional and departmental standards; recording and collating activity, evaluation and outcome data pertinent to project and requirements outlined by Besti Cadwaladr University |Health Board/ Nutrition Skills for Life. For example completing contact/ activity logs and evaluation reports as required by the Team lead.
- Support the Team lead and team in gathering information and data required to satisfy requirements of any internal or external evaluations.
- Action incoming communications (post, e-mail, telephone) bringing urgent matters to the attention of the Team Lead/ Dietitian, ensuring action is taken
- Participate in local and national project meetings/ relevant departmental, team and multi-agency meetings to discuss progress and ensure feedback is shared with relevant bodies or groups
- Report effectively to the Team Lead any difficulties in performing their duties and any concerns regarding safeguarding

Analytical Skills

- Work collaboratively with the public health dietetics team to identify and review relevant research to support development of annual workplans and focus. For example, performing literature searches and following up contacts of similar projects/ programmes
- Report on barriers encountered to project progression and work with the team and wider stakeholders to identify possible solutions. This may involve use of quality improvement methodology.
- Engage in partnership discussions and forums to share learnt experiences and reflect on areas of success and those for further development.
- Contribute to the review, monitoring and ongoing progression of initiatives/ interventions, under the guidance of the Team Lead/ Dietitian, and in line with recognised standards

Organisational Skills

- Work with the team members / administration to ensure appropriate ordering and maintenance of stock levels for project resources, equipment and educational materials
- Be responsible for organising relevant equipment and resources required for own delivery of specific interventions/ initiatives with families

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- Maintain efficient filing and retrieval systems for all project information, ensuring GDPR standards are upheld
- Exercise good personal time management for completion of allocated workload.
- Liaise with the team members/ administration to facilitate bookings for community-based venues and arrangements for organising invites/ contacts with families and/ or stakeholders for project led events and interventions.
- Plan and prioritise own workload in accordance with Health Board policy

Professional Conduct

- Work in accordance with relevant professional, organisation and departmental standards, policies and procedures
- Maintain strict confidentiality of all service user information in accordance with the Information Governance framework.
- Maintain appropriate health and safety standards at all times, in line with organisational policy
- Be considerate to personal safety of self and others in respect to loan working and to adhere to the Health Boards Loan Worker Policy

Personal Professional Development

- Identify personal training needs, undertake regular CPD and participate in annual PADR's plus quarterly supervision.

Information / Resources

- To produce resources and training materials, such as PowerPoint presentations, information sheets, displays, handouts and evaluation tools including use of Microsoft office, TEAMS, and Outlook for email.

APPENDIX 1

Job Title: Dietetic Assistant Practitioner

CAJE Reference/Date:

Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.

