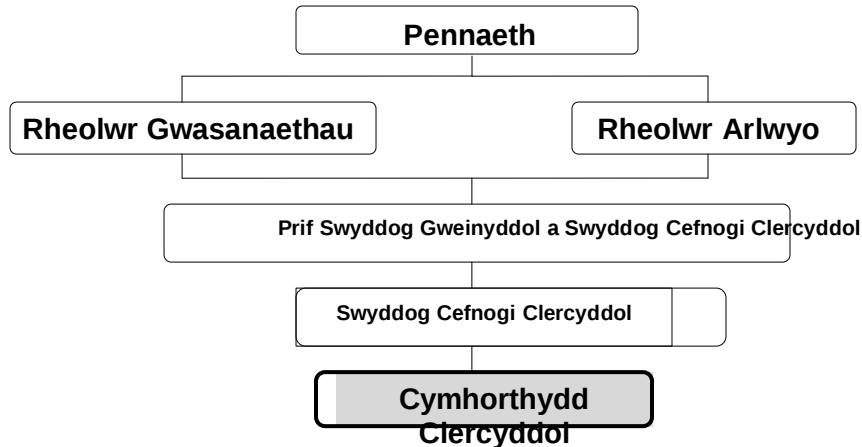


PERSON SPECIFICATION

SIART SEFYDLIADOL



MANYLEB BERSONOL

Teitl Swydd: Cymhorthydd Clercyddol

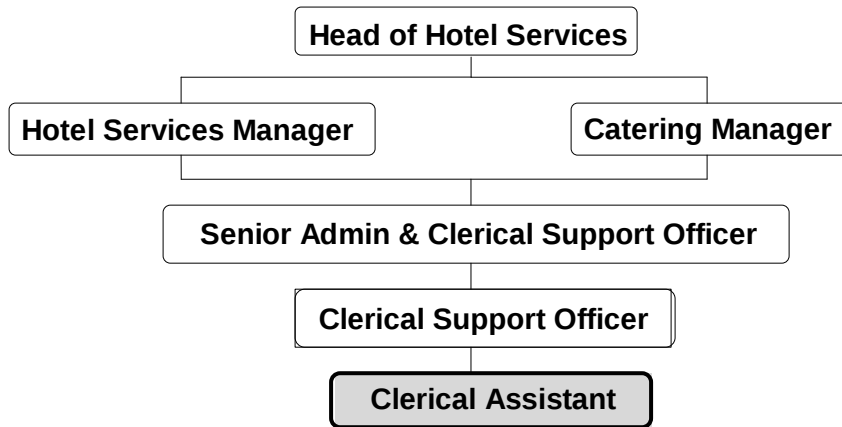
Band:

	<u>HANFODOL</u> Ni ellir penodi'r deilydd swydd heb y nodweddion hyn	<u>DYMUNOL</u> Rhinweddau ychwanegol y gellir eu defnyddio i ddewis rhwng ymgeiswyr sy'n bodloni'r meini prawf hanfodol	DULL ASESU
CYMWYSTERAU	☐ ECDL neu brofiad cyfwerth o weithio gyda Phecynnau Microsoft yn cynnwys Excel a word.	☐ Tystiolaeth o ddatblygiad proffesiynol parhaus.	Tystysgrifau
PROFIAD	- Profiad o ddefnyddio cronfeydd data. - Gallu gweithio o fewn amserlenni cytunedig.	☐ Profiad o weithio yn y GIG	Ffurflen Gais Cyfweliad Geirdaon
GWYBODAETH		☐ Gwybodaeth am y GIG a dealltwriaeth ohono.	Ffurflen Gais Cyfweliad Geirdaon

NODWEDDION PERSONOL (Amlwg)	• Hyblyg ac yn barod i addasu. • Gallu i flaenoriaethu eich gwaith eich hun yn erbyn cefndir o newid ac ansicrwydd.	☐ Brwdfrydedd, blaengaredd ac arloesed.	Ffurflen Gais Cyfweliad Geirdaon
SGILIAU	• Gallu i ddatblygu a chynnal perthnasau gyda gwahanol unigolion ac o fewn grŵp. • Sgiliau rhifedd, llafar ac ysgrifenedig gwyb. • Sgiliau cyfathrebu ardderchog. • Gallu i weithio mewn amgylchedd swyddfa brysur a delio â nifer o wahanol dasgau. • Gallu i flaenoriaethu.	☐ Gwybodaeth am strwythurau a phrosesau'r GIG.	Ffurflen Gais Cyfweliad Geirdaon
GOFYNION PERTHNASOL ERAILL	• Gallu gweithio dan bwysau. • Gallu i weithio fel rhan o dîm. • Gallu ateb y ffôn yn ddwyieithog. • Gallu cadw cyfrinachedd. • Agwedd hyblyg at alwadau'r gweithle.		Ffurflen Gais Cyfweliad Gwirio Dogfennau
GOFYNION O RAN Y GYMRAEG	☐ Parodrwydd i gyflawni lefel gytunedig o sgiliau gwrando a siarad Cymraeg o fewn cyfnod amser penodol.	☐ Siarad Cymraeg	

PERSON SPECIFICATION

ORGANISATIONAL CHART



PERSON SPECIFICATION

Job Title: Clerical Assistant **Band:** 2

	<u>ESSENTIAL</u> The qualities without which a post holder could not be appointed	<u>DESIRABLE</u> Extra qualities which can be used to choose between candidates who meet all the essential criteria working at full competencies	METHOD OF ASSESSMENT
QUALIFICATIONS	□ ECDL or equivalent experience of working with Microsoft Packages to include Excel and word.	□ Evidence of continuing professional development.	Certificates
EXPERIENCE	• Experience of using databases. • Ability to work to agreed timetables/deadlines.	□ Experience of working in the NHS.	Application Form Interview References
KNOWLEDGE		□ Knowledge and understanding of NHS.	Application Form Interview References

PERSONAL QUALITIES <i>(Demonstrable)</i>	• Flexible and adaptable. • Ability to prioritise own work against a background of change and uncertainty.	☐ Self-motivated, proactive and innovative.	Application Form Interview References
SKILLS	• Ability to develop and sustain relationships with a wide range of individuals and within group. • Excellent numerate, oral and written skills. • Excellent communication skills. • Able to work in a busy office environmental and deal with a number of different tasks. • Ability to prioritise.	☐ Knowledge of NHS structures and processes.	Application Form Interview References
OTHER RELEVANT REQUIREMENTS	• Ability to work under pressures. • Ability to work as part of a team. • Ability to answer telephone bi-lingually. • Ability to maintain confidentiality. • A flexible approach towards the demands of the workplace.		Application Form Interview Document Check
WELSH LANGUAGE REQUIREMENTS	☐ Willingness to achieve an agreed level of Welsh listening and speaking skills within a specified period of time.	☐ Welsh speaking.	

