



POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

<u>JOB DETAILS</u>	
Job Title:	Administration Team Lead
Pay Band:	4
Hours of Work and Nature of Contract:	To be completed on recruitment
Service Group:	To be completed on recruitment
Department:	To be completed on recruitment
Base:	To be completed on recruitment
<u>ORGANISATIONAL ARRANGEMENTS</u>	
Managerially Accountable to:	To be completed on recruitment
Professionally Accountable to:	To be completed on recruitment
<u>VALUES & BEHAVIOUR</u> Our Values and Behaviours are demonstrated through our 'Health Care Strategy' centred on the Needs of the Individual' through Respect, Trust, Integrity, Working Together, Kindness and Caring and Fairness and Equality.	

JOB SUMMARY / PURPOSE:

To provide a comprehensive clerical, administrative and secretarial service to the service including comprehensive and effective diary management and support for the Service.

- Responsible for organising meetings, preparing agendas and papers as required. Recording of formal minutes and notes and following up any actions. Liaising with other Health Board staff, external organisations and contractors.
- Handling sensitive, potentially contentious and confidential information and data and using tact, diplomacy and persuasive skills where cooperation is required.
- Planning and co-ordination of minor projects and events as required
- Line manage the Administration Team
- Oversee the co-ordination, organisation, planning and provision of training, meetings, workshops and events to support programme delivery.
- Ensure timely, high quality reports are produced to meet reporting requirements.
- Compile reports based on analysis of highly complex information.
- Ensure that tracking mechanisms are in place and maintained to meet progress monitoring requirements.
- Communicate effectively with staff throughout the PTHB in relation to areas of responsibility.
- Assist in the ordering process and data input in relation to the Workforce & OD function

DUTIES & RESPONSIBILITIES**Service Management**

- Provide a clerical, administrative and full secretarial service to the service within PTHB, including support for programme work stream leads.
- Arrange and confirm appointments and meetings on behalf of the service including booking venues and facilities as directed e.g. hospitality, equipment, travel, accommodation etc.
- Undertake duties in a public setting including venue set up, hospitality, meet and greet, issuing information and note taking.
- Diary management and coordination for the service; at all times assessing

the appropriateness of meeting timings, helping to prioritise tasks and arrangements co-ordinating electronic and paper diary systems accordingly.

- Management of electronic office monitoring systems and document configuration.
- Management of accurate paper-based office systems such as brought forward systems for meeting papers and pending items, ensuring deadlines are met.
- Coordinating, checking and processing of monthly returns ensuring that they are signed off, sent and processed in a timely manner.
- Update monthly risk logs and obtain and collate weekly/monthly work stream reports to submit end of work/project reporting reports.
- Plan annual programmes of formal meetings, in discussion with the Chair; prepare agendas, co-ordinate collation of papers, take formal minutes of meetings; distribute after approval from the meeting Chair and take appropriate follow-up action if required.
- Provide a full administration service with the ability to prioritise and manage own workload with minimum supervision and deal with competing demands with frequent interruptions. Planning and organising activities, some of which maybe complex and sensitive requiring the quick adjustment of plans.
- Liaise with PTHB Communications team to ensure the programme intranet pages and social media are suitably maintained on behalf of the Business Partner.
- Prioritisation and delegation of incoming mail and telephone calls for the service, bringing urgent items to the attention of the Business Support Manager. Replying to routine queries, correspondence and drafting responses where necessary.
- Answer/deal with face to face, electronic and telephone enquiries.
- Respond positively to change in the working environment and to deal effectively with work pressures when they arise.
- Independently undertake the planning and coordination of projects and provide project support to the service for larger projects.
- Provide administrative cross cover for colleagues during periods of annual leave or other absence.

Information Processing

- Provide general clerical and typing support utilising advanced keyboard skills and knowledge of Microsoft Office. Use of e mail, electronic diaries, intranet updating, word processing, copy typing, creating databases, spreadsheets and PowerPoint presentations.
- Implement and maintain effective office systems making maximum use of technology and ensure that there are robust systems and processes in place.
- Ensure compliance with policies and procedures and support development of appropriate systems and processes within the office.
- Help create, send out and receive results for surveys and analyse results.

Communication

- Act as the first point of contact ensuring matters are dealt with efficiently and effectively.
- Communicate effectively and establish good working relations with a wide range of people including work stream leads, internal and external stakeholders (including Executive Directors), contractors and members of the public.
- Appropriately exchange confidential, sensitive or contentious information with staff and stakeholders.
- Make and receive phone calls, using initiative, judgement, tact and persuasive skills when handling enquiries. Take action and provide feedback as appropriate, ensuring that messages are relayed and action is taken.
- Screen all incoming calls and manage any barriers to communication, remaining courteous, polite and calm at all times.
- Greet, assist and direct stakeholders and members of the public at public meetings under the direction of the Business Partner.

Personal and People Development and People Management

- Line manage the administration team e.g. PADR, Performance and sickness management etc
- Take every reasonable opportunity to maintain and improve professional knowledge. Attend statutory/mandatory training.

- Prepare for and take an active part in the Personal Development Review process in accordance with organisational policy. In partnership with reviewer, identify opportunities to develop own competence/own skills in order to achieve objectives.

Service Improvement

- Make changes in own practice and constructively undertake own role in improving services as agreed, offering suggestions for improving services.

Quality

- Support others effectively during times of change and work with others to overcome problems and tensions as they arise.
- To ensure that own workload is managed effectively and autonomously to deliver against business priorities in a timely manner.
- The post holder should be able to maintain a good understanding of policy issues and be aware of current developments in and across the Heath Board's area of responsibility.

Equality and Diversity

- Ensure that equality and diversity issues are recognised, addressed in accordance with legislation, policies and procedures.

Finance and Resources

- Provide excellent housekeeping skills in stock management, and to be able to use the ORACLE system for raising purchase orders and requisitions.
- Authorising staff expenses

<u>PERSON SPECIFICATION</u>			
ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	GCSE English and Mathematics (grade C or above or equivalent qualification) Typing/word processing qualification e.g. RSA level 3 or equivalent Diploma level education or equivalent experience	Bronze IQT European Computer Driving License or equivalent	Application Form Pre-employment checks
Experience	Experience of relevant practical administrative work, including arranging meetings, handling telephone enquiries, receiving visitors in a friendly and efficient manner and establishing and maintaining office systems both electronic and manual. Proven work record of consistently achieving high standards and delivering objectives and priorities Experience of supporting programmes/projects ideally within the NHS or a public sector organisation Evidence of compiling and producing high quality professionally written reports Experience of using Microsoft packages, including Project, Word, Excel, PowerPoint, Outlook, Access and Visio Experience of developing relationships with external agencies and organisations	Evidence of successful completion of Programme/ Project Management training Knowledge of Oracle system Knowledge of CYPRIS system NHS Patient information systems	Application form and interview

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Aptitude and Abilities	Ability to communicate and build effective working relationships with colleagues at all levels both internally and externally Excellent verbal and written communication skills Ability to deal with confidential issues in a professional and sensitive manner Evidence of political awareness and sensitivity to the high profile of the Health Board Ability to communicate clearly and succinctly, both orally and written Ability to take accurate minutes Ability to prepare information for meetings and seminars An understanding of the Data Protection Act particularly in relation to confidentiality	Ability to speak Welsh	Application form and interview
Values	Can demonstrate PTHB Values		Interview / Application Form
Other	Can travel to different sites within PTHB for meetings / training Ability to travel across Powys		Interview

GENERAL REQUIREMENTS

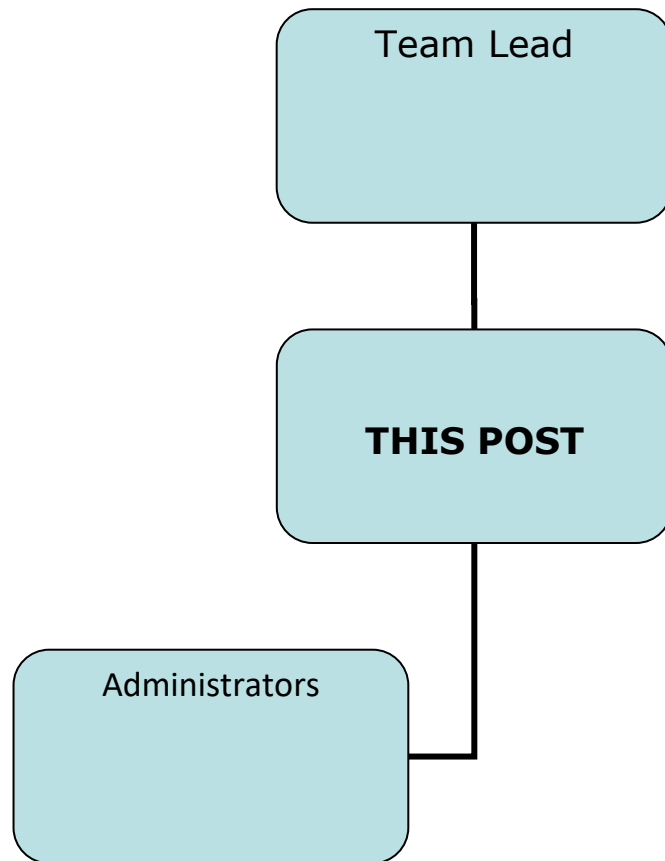
Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high-quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have no **direct** contact with patients / service users / children /vulnerable adults in the course of your normal duties. You will therefore not be required to apply for a Criminal Record Bureau Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure.

- **Safeguarding Children and Adults at Risk:** Powys Teaching Health Board is fully committed to safeguarding people. Employees and workers (including agency and bank workers) are responsible for ensuring they understand what actions to take if they have reasonable cause to suspect that a child or an adult is at risk of harm and mandatory safeguarding training is completed in line with their role specific competencies.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Organisational Chart





BWRDD IECHYD ADDYSGU POWYS SWYDD-DDISGRIFIAD

<u>MANYLION Y SWYDD:</u>	
Teitl Swydd:	Arweinydd Tîm Gweinyddu
Band cyflog:	4
Oriau Gwaith a Natur y Contract:	I'w gwblhau ar ôl recriwtio
Is-adran/Cyfarwyddiaeth:	I'w gwblhau ar ôl recriwtio
Adran:	I'w gwblhau ar ôl recriwtio
Safle:	I'w gwblhau ar ôl recriwtio
<u>TREFNIADAU SEFYDLIADOL:</u>	
Yn Rheolaethol Atebol i:	I'w gwblhau ar ôl recriwtio
Yn Broffesiynol Atebol i:	I'w gwblhau ar ôl recriwtio
<u>GWERTHOEDD AC YMDDYGIAD</u>	
 Mae ein 'Strategaeth Gofal Iechyd', sy'n canolbwyntio ar Anghenion yr Unigolyn, sef Parch, Ymddiriedaeth, Gonestrwydd, Cydweithio, Caredig a Gofalgar a Thegwch a Chydraddoldeb, yn dangos ein Gwerthoedd a'n Hymddygiadau.	

CRYNODEB O'R SWYDD / EI NOD :

Darparu gwasanaeth clercaidd, gweinyddol ac ysgrifenyddol cynhwysfawr i'r gwasanaeth, gan gynnwys rheoli dyddiadur yn gynhwysfawr ac yn effeithiol a chefnogi'r gwasanaeth.

- Bod yn gyfrifol am drefnu cyfarfodydd, paratoi agendâu a phapurau yn ôl y galw. Cofnodi cofnodion a nodiadau ffurfiol a sicrhau bod yr holl gamau gweithredu'n cael eu cymryd. Cysylltu â staff eraill y Bwrdd Iechyd, sefydliadau allanol a chontractwyr.
- Trin gwybodaeth a data sensitif a allai fod yn gynhennus a chyfrinachol a defnyddio tact, tringarwch a sgiliau perswadio lle bo galw am gydweithredu.
- Cynllunio a chydlynu mân brosiectau a digwyddiadau, yn ôl y galw.
- Bod yn rheolwr llinell i'r Tîm Gweinyddu.
- Goruchwylio gwaith cydlynu, trefnu, cynllunio a darparu hyfforddiant, cyfarfodydd, gweithdai a digwyddiadau i gefnogi cyflenwi'r rhaglen.
- Sicrhau bod adroddiadau amserol, o ansawdd uchel yn cael eu cynhyrchu i fodloni gofynion adrodd.
- Llunio adroddiadau ar sail dadansoddiad o wybodaeth hynod gymhleth.
- Sicrhau bod mecanweithiau olrhain ar waith a sicrhau eu bod yn cael eu cynnal a'u cadw i fodloni gofynion monitro cynnydd.
- Cyfathrebu'n effeithiol â staff ledled BIAP o ran meysydd cyfrifoldeb.
- Cynorthwyo â'r broses archebu a mewnbynnu data ynglŷn â swyddogaeth y Gweithlu a Datblygu Sefydliadol.

DYLETSWYDDAU A CHYFRIFOLDEBAU :**Rheoli Gwasanaeth**

- Darparu gwasanaeth clercaidd, gweinyddol ac ysgrifenyddol llawn i'r gwasanaeth o fewn BIAP, gan gynnwys cefnogi arweinwyr ffrydiau gwaith y rhaglen.
- Trefnu a chadarnhau apwyntiadau a chyfarfodydd ar ran y gwasanaeth, gan gynnwys bwcio manau cyfarfod a chyfleusterau yn ôl y cyfarwyddyd e.e. lletygarwch, offer, teithio, llety ac ati.
- Gwneud dyletswyddau mewn amgylchedd cyhoeddus, gan gynnwys paratoi'r man cyfarfod, lletygarwch, cyfarfod a chyfarch, dosbarthu gwybodaeth a chymryd nodiadau.

- Rheoli a chydlynu'r dyddiadur ar ran y gwasanaeth; bob amser asesu priodoldeb amseroedd cyfarfodydd, helpu i flaenoriaethu tasgau a threfniadau, gan gydlynu systemau dyddiadur electronig ac ar bapur yn ôl y galw.
- Rheoli systemau monitro swyddfa electronig a chyfluniad dogfennau.
- Rheoli systemau swyddfa seiliedig ar bapur yn fanwl gywir, er enghraifft systemau a ddygir ymlaen ar gyfer papurau cyfarfodydd ac eitemau sy'n aros sylw, gan sicrhau bod dyddiadau cau yn cael eu cwrdd.
- Cydlynu, gwirio a phrosesu ffurflenni misol, gan sicrhau eu bod yn cael eu llofnodi i'w cymeradwyo, eu hanfon a'u prosesu yn brydlon.
- Diweddarw cofnodion risg misol a sicrhau a chasglu adroddiadau ffrydiau gwaith wythnosol/ misol er mwyn cyflwyno adroddiadau pan ddaw gwaith/ prosiect i ben.
- Cynllunio rhaglenni blynyddol o gyfarfodydd ffurfiol, mewn trafodaeth â'r Cadeirydd; paratoi agendâu, cydlynu gwaith casglu papurau at ei gilydd, cymryd cofnodion ffurfiol o gyfarfodydd; eu dosbarthu ar ôl i Gadeirydd y cyfarfod eu cymeradwyo a chymryd camau dilynol priodol lle bo angen.
- Darparu gwasanaeth gweinyddol llawn gan flaenoriaethu a rheoli'ch llwyth gwaith eich hun gyda chyn lleied o oruchwyliaeth â phosibl a delio â galwadau sy'n cystadlu gydag ymyriadau aml. Cynllunio a threfnu gweithgareddau, rhai ohonyn nhw'n gymhleth ac yn sensitif sy'n galw am addasu cynlluniau'n gyflym.
- Cysylltu â thîm Cyfathrebu BIAP i sicrhau bod tudalennau mewnwyd y rhaglen a'r cyfryngau cymdeithasol yn cael eu cynnal yn addas ar ran y Partner Busnes.
- Blaenoriaethu a dirprwyo post a galwadau ffôn sy'n dod i mewn ar gyfer y gwasanaeth, gan ddwyn eitemau brys at sylw'r Rheolwr Cymorth Busnes. Ateb gohebiaeth ac ymholiadau cyffredinol a drafftio ymatebion lle bo angen.
- Ateb/ delio ag ymholiadau wyneb yn wyneb ac electronig ac ymholiadau dros y ffôn.
- Ymateb yn bositif i newid yn yr amgylchedd gweithio a delio'n effeithiol â phwysau gwaith pan fyddan nhw'n codi.
- Ymgymryd yn annibynnol â chynllunio a chydlynu prosiectau a darparu cefnogaeth prosiect i'r gwasanaeth ar gyfer prosiectau mwy.
- Darparu cymorth gweinyddol ar ran cydweithwyr yn ystod cyfnodau gwyliau blynyddol ac absenoldebau eraill.

Prosesu Gwybodaeth

- Darparu cefnogaeth glercaidd a chefnogaeth teipio cyffredinol, gan ddefnyddio bysellfwrdd yn hyddysg a bod yn gyfarwydd iawn â Microsoft Office. Defnyddio e-bost, dyddiaduron electronig, diweddaru'r fewnwyd, prosesu geiriau, copideipio, creu cronfeydd data, taenlenni a chyflwyniadau PowerPoint.
- Gweithredu a chynnal systemau swyddfa effeithiol, gan ddefnyddio technoleg i'r eithaf a sicrhau bod yna systemau a phrosesau cadarn ar waith.
- Sicrhau bod y swyddfa'n cydymffurfio â pholisïau a gweithdrefnau a chefnogi datblygiad systemau a phrosesau priodol o fewn y swyddfa.
- Helpu i greu, anfon a derbyn canlyniadau ar gyfer arolygon a dadansoddi'r canlyniadau.

Cyfathrebu

- Bod yn bwynt cyswllt cyntaf, gan sicrhau bod materion yn cael eu trin yn effeithlon ac effeithiol.
- Cyfathrebu'n effeithiol a sefydlu perthnasoedd gweithio da gydag ystod lawn o bobl, gan gynnwys arweinwyr ffrydiau gwaith, rhanddeiliaid mewnol ac allanol (gan gynnwys Cyfarwyddwyr Gweithredol), contractwyr ac aelodau'r cyhoedd.
- Cyfnewid gwybodaeth gyfrinachol, sensitif neu gynhennus yn briodol â staff a rhanddeiliaid.
- Gwneud a derbyn galwadau ffôn, gan ddefnyddio synnwyr cyffredin, tact a sgiliau perswadio, ac ymateb ar eich liwt eich hun wrth drin ymholiadau. Gweithredu a rhoi adborth fel bo'n briodol, gan sicrhau bod negeseuon yn cael eu trosglwyddo a bod camau priodol yn cael eu cymryd.
- Sgrinio pob galwad sy'n dod i mewn a rheoli unrhyw rwystrau rhag cyfathrebu, gan gadw'n gwrtais, yn foesgar ac yn ddigyffro bob amser.
- Cyfarch, cynorthwyo a chyfeirio rhanddeiliaid ac aelodau'r cyhoedd mewn cyfarfodydd cyhoeddus, dan gyfarwyddyd y Partner Busnes.

Datblygiad Personol, Datblygu Pobl a Rheoli Pobl

- Bod yn rheolwr llinell i'r tîm gweinyddu e.e. PADR, Perfformiad a rheoli salwch ac ati.
- Manteisio ar bob cyfle rhesymol i gynnal a gwella gwybodaeth broffesiynol. Mynychu hyfforddiant statudol/ gorfodol.

- Paratoi ar gyfer y broses Adolygu Datblygiad Personol, a chymryd rhan ynddi, yn unol â pholisi'r sefydliad. Mewn partneriaeth â'r adolygwr, nodi cyfleoedd i ddatblygu'ch cymhwysedd a'ch sgiliau eich hun er mwyn cyflawni amcanion.

Gwella Gwasanaeth

- Gwneud newidiadau i'ch arfer eich hun a chymryd eich cyfrifoldeb eich hun am wella gwasanaethau fel y cytunir arno, gan gynnig awgrymiadau ar gyfer gwella gwasanaethau.

Ansawdd

- Cefnogi eraill yn effeithiol pan fydd pethau'n newid a gweithio gydag eraill i oresgyn problemau ac anghydfodau wrth iddyn nhw godi.
- Sicrhau bod eich llwyth gwaith eich hun yn cael ei reoli'n effeithiol ac yn annibynnol er mwyn cyflawni blaenoriaethau busnes mewn modd amserol.
- Dylai deiliad y swydd allu cynnal dealltwriaeth dda o faterion yn ymwneud â pholisi a bod yn ymwybodol o ddatblygiadau cyfredol ym maes cyfrifoldeb y Bwrdd Iechyd ac ar ei draws.

Cydraddoldeb ac Amrywiaeth

- Sicrhau bod materion sy'n ymwneud â chydraddoldeb ac amrywiaeth yn cael eu cydnabod a'u bod yn cael sylw yn unol â deddfwriaeth, polisïau a gweithdrefnau.

Cyllid ac Adnoddau

- Darparu sgiliau cadw tŷ rhagorol wrth reoli stoc, a gallu defnyddio system ORACLE i godi archebion prynu ac i archebu.
- Awdurdodi treuliau staff.

MANYLEB Y PERSON			
RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Cymwysterau a / neu Wybodaeth	TGAU Saesneg a Mathemateg (gradd C neu uwch neu gymhwyster cyfwerth) Cymhwyster teipio/prosesu geiriau e.e. RSA lefel 3 neu gyfwerth Addysg i lefel diploma neu brofiad cyfwerth	Gwobr Efydd IQT Trwydded Yrru Gyfrifiadurol Ewropeaidd neu gymhwyster cyfwerth	Ffurflen Gais Gwiriadau cyn cyflogi
Profiad	Profiad o waith gweinyddol ymarferol perthnasol, gan gynnwys trefnu cyfarfodydd, trin ymholiadau dros y ffôn, derbyn ymwelwyr mewn modd cyfeillgar ac effeithlon a sefydlu a chynnal systemau swyddfa, yn rhai electronig ac yn rhai ar bapur Hanes gwaith profedig o gyflawni safonau uchel a chyflawni amcanion a blaenoriaethau'n gyson Profiad o gefnogi rhaglenni/prosiectau, yn ddelfrydol yn y GIG neu mewn sefydliad sector cyhoeddus Tystiolaeth o lunio a chynhyrchu adroddiadau o ansawdd uchel, wedi'u hysgrifennu'n broffesiynol Profiad o ddefnyddio pecynnau Microsoft, gan gynnwys Project, Word, Excel, PowerPoint, Outlook, Access a Visio Profiad o ddatblygu perthnasoedd ag asiantaethau a sefydliadau allanol	Profiad o gwblhau hyfforddiant Rheoli Rhaglenni/ Prosiectau yn llwyddiannus Gwybodaeth o system Oracle Gwybodaeth o system CYPRIS Systemau gwybodaeth cleifion y GIG	Ffurflen gais a chyfweliad

RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Doniau a Galluoedd	Gallu cyfathrebu a meithrin perthnasoedd gweithio effeithiol â chydweithwyr ar bob lefel, yn fewnol ac yn allanol Sgiliau cyfathrebu llafar ac ysgrifenedig rhagorol Gallu delio â materion cyfrinachol mewn modd proffesiynol a sensitif Tystiolaeth o ymwybyddiaeth wleidyddol a sensitifrwydd i broffil uchel y Bwrdd Iechyd Gallu cyfathrebu'n glir ac yn gryno, ar lafar ac yn ysgrifenedig Gallu cymryd cofnodion manwl gywir Gallu paratoi gwybodaeth ar gyfer cyfarfodydd a seminarau Dealltwriaeth o'r Ddeddf Diogelu Data, yn enwedig o ran cyfrinachedd	Gallu siarad Cymraeg	Ffurflen gais a chyfweliad
Gwerthoedd	Gallu dangos gwerthoedd BIAP		Cyfweliad / Ffurflen Gais
Arall	Gallu teithio i wahanol safleoedd o fewn BIAP ar gyfer cyfarfodydd/hyfforddiant Gallu teithio ar draws Powys		Cyfweliad

GOFYNION CYFFREDINOL

Yn cynnwys y rheini sy'n berthnasol i ofynion y swydd

- **Gwerthoedd:** Mae gofyn i bob un o gyflogeion y Bwrdd Iechyd ddangos a gwreiddio'r Datganiadau Gwerthoedd ac Ymddygiad er mwyn iddyn nhw ddod yn rhan annatod o fywyd gweithio deiliad y swydd, a gwreiddio'r egwyddorion yn niwylliant y sefydliad.
- **Gweithwyr Iechyd Proffesiynol Cofrestredig:** Mae gofyn i bob cyflogai sydd angen cofrestru â chorff proffesiynol, i'w galluogi i arfer o fewn eu proffesiwn, gydymffurfio â'u cod ymddygiad a gofynion eu cofrestriad proffesiynol.
- **Gweithwyr Cymorth Gofal Iechyd:** Mae Gweithwyr Cymorth Gofal Iechyd yn gwneud cyfraniad gwerthfawr a phwysig i'r ffordd o gyflenwi gofal iechyd o ansawdd uchel. Mae'r Cod Ymddygiad cenedlaethol ar gyfer GIG Cymru'n disgrifio'r safonau ymddygiad ac ymagwedd y mae gofyn i bob Gweithiwr Cymorth Gofal Iechyd a gyflogir yn GIG Cymru eu cyrraedd. Mae Gweithwyr Cymorth Gofal Iechyd yn gyfrifol am sicrhau nad yw eu hymddygiad yn methu â chyrraedd y safonau y manylir arnyn nhw yn y Cod, ac nad yw unrhyw beth y maen nhw'n ei wneud, neu ddim yn ei wneud, yn gwneud drwg i ddiogelwch a llesiant defnyddwyr gwasanaeth a'r cyhoedd, tra'u bod yn eu gofal.
- **Cymhwysedd:** Ni ddylai deiliad y swydd fyth weithio y tu allan i'w lefel cymhwysedd ddiffiniedig. Os oes yna bryderon ynglŷn â hyn, dylai deiliad y swydd eu trafod ar unwaith â'i Reolwr/Goruchwyliwr. Mae gan gyflogeion gyfrifoldeb i roi gwybod i'w Rheolwr/Goruchwyliwr os ydyn nhw'n amau eu cymhwysedd eu hunain i berfformio dyletswydd.
- **Dysgu a Datblygu:** Mae'n rhaid i bob aelod o staff ddilyn rhaglenni cynefino/ymgyfarwyddo ar lefel Gorfforaethol ac Adrannol, ac mae'n rhaid iddyn nhw sicrhau bod unrhyw ofynion hyfforddiant statudol/gorfodol yn gyfoes ac wedi'u diweddarau. Mae gofyn i staff ddangos tystiolaeth o ddatblygiad proffesiynol parhaus lle yr ystyrir hyn yn briodol.
- **Arfarnu Perfformiad:** Rydyn ni wedi ymrwymo i ddatblygu ein staff ac rydych chi'n gyfrifol am gymryd rhan mewn Adolygiad Blynnyddol o Ddatblygu Perfformiad yn y swydd.
- **Iechyd a Diogelwch:** Mae gan bob un o gyflogeion y sefydliad ddyletswydd statudol i ofalu am eu diogelwch personol eu hunain a diogelwch eraill y gallai y pethau y maen nhw'n eu gwneud, neu ddim yn eu gwneud, effeithio arnyn nhw. Mae gofyn i ddeiliad y swydd gydweithredu â rheolwyr i alluogi'r sefydliad i gyflawni ei ddyletswyddau cyfreithiol ei hun, a rhoi gwybod am unrhyw sefyllfaoedd peryglus neu offer diffygiol. Rhaid i ddeiliad y swydd lynu at bolisi Rheoli Risg, Iechyd a Diogelwch y sefydliad, a pholisïau cysylltiedig.
- **Rheoli Risg:** Mae'n un o elfennau safonol rôl a chyfrifoldeb pob aelod o staff y sefydliad eu bod nhw'n cyflawni rôl ragweithiol o ran rheoli risg ym mhopeth y maen nhw'n ei wneud. Mae hyn yn golygu gwneud asesiad risg o bob sefyllfa, cymryd camau priodol ac adrodd am bob cythrwfl, perygl, a chythrwfl a fu bron â digwydd.

- **Yr Iaith Gymraeg:** Rhaid i bob cyflogai berfformio'i ddyletswyddau gan gydymffurfio'n llwyr â gofynion Cynllun Iaith Gymraeg eu sefydliad, a manteisio ar bob cyfle i hybu'r Gymraeg wrth ddelio â'r cyhoedd.
- **Llywodraethu Gwybodaeth:** Rhaid i ddeiliad y swydd fod yn ymwybodol bob amser o bwysigrwydd cynnal cyfrinachedd a chadw'n ddiogel unrhyw wybodaeth sy'n dod i'w ran wrth wneud ei ddyletswyddau. Bydd hyn, mewn sawl achos, yn cynnwys mynediad at wybodaeth bersonol sy'n ymwneud â defnyddwyr gwasanaeth.
- **Diogelu Data:** Rhaid i ddeiliad y swydd drin yr holl wybodaeth, boed yn wybodaeth am y gorfforaeth, staff neu gleifion, mewn modd gochelgar a chyfrinachol yn unol â darpariaethau'r Ddeddfwriaeth Gyffredinol ar Ddiogelu Data a'r Polisi Sefydliadol. Ystyrir unrhyw achos o dorri cyfrinachedd o'r fath yn drosedd ddisgyblu ddifrifol a allai arwain at ddiswyddo a / neu erlyn dan ddeddfwriaeth statudol gyfredol a Pholisi Disgyblu'r Bwrdd neu'r Ymddiriedolaeth Iechyd.
- **Rheoli Cofnodion:** Fel cyflogai'r sefydliad hwn, mae deiliad y swydd yn gyfreithiol gyfrifol am bob cofnod y mae'n ei gasglu, ei greu neu ei ddefnyddio fel rhan o'i waith o fewn y sefydliad (gan gynnwys iechyd cleifion, iechyd neu anafiad staff, gwybodaeth ariannol, bersonol a gweinyddol), boed ar bapur neu ar gyfrifiadur. Ystyrir cofnodion o'r fath yn gofnodion cyhoeddus ac mae gan ddeiliad y swydd ddyletswydd cyfrinachedd gyfreithiol i ddefnyddwyr gwasanaeth (hyd yn oed ar ôl i gyflogai fod wedi gadael y sefydliad). Dylai deiliad y swydd ymgynghori â'i reolwr os oes unrhyw amheuaeth o gwbl ynglŷn â sut i reoli'n gywir y cofnodion y mae'n gweithio â nhw.
- **Cydraddoldeb a Hawliau Dynol:** Mae'r Ddyletswydd Cydraddoldeb yn y Sector Cyhoeddus yng Nghymru'n gosod dyletswydd bositif ar y Bwrdd Iechyd/Ymddiriedolaeth i hybu cydraddoldeb i bobl â nodweddion gwarchodedig, fel cyflogwr a hefyd fel darparwr gwasanaethau cyhoeddus. Mae yna naw o nodweddion gwarchodedig: oedran; anabledd; ailbennu rhywedd; priodas a phartneriaeth sifil; beichiogrwydd a mamolaeth; hil; crefydd neu gredo; rhyw a chyfeiriadedd rhywiol. Mae'r Bwrdd Iechyd/Ymddiriedolaeth wedi ymrwymo i sicrhau nad yw unrhyw ymgeisydd am swydd neu gyflogai'n derbyn triniaeth lai ffafriol ar unrhyw sail a nodir uchod. I'r perwyl hwn, mae gan y sefydliad Bolisi Cydraddoldeb ac mae hi i fyny i bob cyflogai gyfrannu at ei lwyddiant.
- **Urddas yn y Gwaith:** Mae'r sefydliad yn condemnio pob ffurf ar fwlio ac aflonyddu ac mae'n mynd ati'n weithredol i geisio hybu gweithle lle mae cyflogaion yn cael eu trin yn deg a chydag urddas a pharch. Mae gofyn i bob aelod o staff roi gwybod am unrhyw ffurf ar fwlio ac aflonyddu i naill ai eu Rheolwr Llinell neu i unrhyw Gyfarwyddwr y sefydliad. Ni oddefir unrhyw ymddygiad amhriodol yn y gweithle a chaiff hyn ei drin fel mater difrifol dan Bolisi Disgyblu'r BI/Ymddiriedolaeth.

- **Gwiriad Datgelu DBS:** Yn y rôl hon ni fydd gennych chi gyswllt â chleifion / defnyddwyr gwasanaeth / plant /oedolion agored i niwed wrth wneud eich dyletswyddau arferol. Felly ni fydd gofyn ichi ymgeisio am Wiriad Datgelu'r Swyddfa Cofnodion Troseddol fel rhan o weithdrefn wirio cyn cyflogi'r BI/Ymddiriedolaeth.
- **Diogelu Plant ac Oedolion mewn Risg:** Mae Bwrdd Iechyd Addysgu Powys wedi ymrwymo'n llwyr i ddiogelu pobl. Mae cyflogeion a gweithwyr (gan gynnwys gweithwyr asiantaeth a gweithwyr cronfa) yn gyfrifol am sicrhau eu bod nhw'n deall pa gamau i'w cymryd os oes ganddyn nhw achos rhesymol i amau bod plentyn neu oedolyn mewn risg o niwed, a'u bod nhw'n cwblhau hyfforddiant diogelu gorfodol yn unol â chymwyseddau penodol eu rôl.
- **Rheoli Haint:** Mae'r sefydliad wedi ymrwymo i ddiwallu ei rwymedigaethau i sicrhau cyn lleied o heintiau â phosibl. Mae pob aelod o staff yn gyfrifol am amddiffyn a diogelu cleifion, defnyddwyr gwasanaeth, ymwelwyr a chyflogeion rhag y risg o ddal heintiau sy'n gysylltiedig â gofal iechyd. Mae'r cyfrifoldeb hwn yn cynnwys bod yn ymwybodol o gynnwys Polisiâu a Gweithdrefnau Atal a Rheoli Haint y Bwrdd Iechyd/Ymddiriedolaeth, a glynu at y rhain yn gyson.
- **Dim Ysmygu:** Er mwyn rhoi'r cyfle gorau i'r holl gleifion, ymwelwyr a staff fod yn iach, mae pob un o safleoedd y Bwrdd Iechyd/Ymddiriedolaeth, gan gynnwys yr adeiladau a'r tiroedd, yn ddi-fwg.

Siart Sefydliadol:

