

Come and join the team!

ADVERT

ROLE TITLE: Health and Safety Officer (Children and Young People Directorate)

ADVERT TEXT:

Are you a Health and Safety Professional, looking to take up a new challenge? Monmouthshire has a new opportunity that could be right for you, working within our Corporate Health and Safety Team to support the Children and Young People Directorate, including schools.

You will be a dynamic and effective health and safety officer, with experience of delivering health and safety support. You will have a proven track record of advising on health and safety issues, as well as practical experience of undertaking audits, inspections, risk assessments and accident investigations as well as delivering presentations and briefing sessions on workplace health and safety issues.

We are looking for someone with passion and experience, capable of working under their own initiative to help champion the health and safety agenda. If you are someone who thrives in this environment, is proactive and has excellent IT and communication skills this could be the role for you.

POST ID: RHS002

LOCATION: Agile working required across a number of schools and County Hall, Usk. This may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

GRADE: BAND J SCP 35 – SCP 39 (£43,421 to £47,420)

HOURS: 37 Per Week

TEMPORARY: No

DBS CHECK: Yes

CLOSING DATE: 12 noon on 27th September 2024

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:** Health and Safety Officer - Children and Young People
- POST ID:** RHS002
- GRADE:** BAND J SCP 35 – SCP 39 (£43,421 to £47,420)
- HOURS:** 37 Per Week
- WORK PATTERN:** Monday to Thursday 9am to 5pm, Friday 9am to 4.30pm. However, flexibility, including occasional evening and weekend work may be required to reflect requirements of the role and service areas.
- LOCATION:** Agile working required across schools and County Hall, Usk. This may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens
- DISCLOSURE AND BARRING SERVICE (DBS) CHECK:** Yes
- RESPONSIBLE TO:** Corporate Health and Safety Manager

WELSH LANGUAGE ASSESSMENT:

Welsh language skills are desirable

Children & Young People Directorate ...Who are we?

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.

Our Purpose:-

“To give children the best start in life, the Children and Young People Directorate (CYP) provides a range of support services for schools including admissions, finance, school improvement and support for pupils with additional learning needs”.

The Purpose of this Role:-

Keeping staff, pupils and others who may be affected by the Council’s activities and facilities safe is a priority. Providing the health and safety lead for the Children and Young People Directorate, you will advise, guide and support service managers and headteachers in managing health and safety. Championing the health and safety agenda, you will provide them with competent, professional advice and guidance to ensure compliance with legislative requirements and Council policy.

Through strong health and safety leadership, support, training and a proactive approach, you will assist in embedding a strong health and safety culture across the Authority.

Expectation and Outcomes of this Role:-

Working as part of the Corporate Health and Safety Team you will work with service managers and headteachers to ensure arrangements for managing health and safety within the Children and Young People Directorate are suitably robust and any areas of non compliance are identified and subsequently addressed.

With excellent oral and written communication skills, you will need to demonstrate the ability to prioritise varying tasks and workload to align with service targets and deadlines.

Your responsibilities are to:-

Health & Safety

1. Work as part of the Corporate Health and Safety team to protect and promote the health, safety, welfare and wellbeing of staff, pupils and others affected by the Council's activities and facilities.
2. Undertake the role of competent person, for the Children and Young Peoples Directorate, including schools as outlined in Regulation 7 of the Management of Health Safety and Welfare Regulations.
3. Provide competent, risk focused health and safety support, advice and guidance to service managers and headteachers in line with legislative requirements, official guidance, Council policy and best practice.
4. Promote and ensure safe working practices by providing advice, support, and guidance to staff.
5. Support the development, review and updating of Council health and safety policies and guidance.
6. Provide assistance to service managers and headteachers in undertaking risk assessments and provide competent advice for the completion of complex risk assessments, offering pragmatic and proportionate solutions and recommendations as appropriate.
7. Undertake planned and ad-hoc health and safety audits, inspections and monitoring activities across the full breadth of the Council's operations and activities, including those carried out by third parties, to ensure that risks are being suitably communicated and controls are being effectively implemented. Assist managers in the formation of action plans to address any concerns.
8. Report issues identified through the monitoring process for resolution.
9. Routinely monitor health and safety across the Directorate, providing support to minimise, eliminate or control identified risks and hazards.

10. Actively participate in the safety management process, safety walks, staff and Governor meetings as required.
11. Review reports of work-related accidents, near misses, work-related ill health and incidents of violence at work, undertaking analysis of data to address any trends; investigate any significant health and safety failures, identify contributory factors and root causes and report on the findings.
12. Work with service managers and headteachers to ensure the timely notification of relevant incidents to the HSE under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR).
13. Support service managers and headteachers prior to and during regulator (HSE/Fire Officer) interventions and in responding to regulator recommendations and/or enforcement actions.
14. Assist in the development and maintenance of health and safety systems and ensure all advice and guidance provided, inspections, visits and action taken are appropriately recorded and where necessary suitable evidence is gathered.
15. Develop expertise on health and safety subjects as required e.g. work related stress, vibration, contractor management, fire safety, management of asbestos and legionella.
16. Advise on implications and interpretations of current, new and pending health and safety legislation.
17. Undertake investigations and prepare reports as required. This may include leading on high risk accident investigation activities, preparing reports for the Directorate Management Team, Corporate Health & Safety Group, employee forums or other or local health and safety groups.
18. Represent the authority during inquiries, inquests and in legal proceedings as necessary.

Training

19. Assist managers and headteachers in undertaking employee health and safety training needs assessments.
20. Work with managers and headteachers to identify improvement strategies, training and development needs arising from the analysis of accident statistics, departmental needs, new legislation and official guidance.
21. Develop and deliver training within areas of expertise, which meet the Council's statutory obligations and reflects the level of understanding and learning required by employees at different levels within the organisation.
22. Quality assure health and safety training provided internally and by third parties to ensure it is consistent with current legislation, official guidance and Council policy.

Workforce Development and Well-Being

23. Lead in the development and delivery of health, safety, and wellbeing programmes and campaigns to raise awareness of health and safety requirements and improve compliance.
24. Work with service managers, headteachers and HR colleagues to identify health, safety and wellbeing priorities and assist in the development of service plans and risk registers as required. .
25. Produce an annual health, safety and wellbeing report for the Children and Young People Directorate
26. Work with managers and the Council's occupational health service provider, to ensure health surveillance requirements are met.
27. Work with service managers and headteachers to ensure health and safety inductions are suitably robust.
28. Attend as required health and safety meetings and forums, including the Children and Young People Directorate Health and Safety Group and Corporate Health and Safety Group and liaise with Trade Union representatives and external agencies on health and safety matters as necessary.
29. Provide cover for other Health and Safety Officers when required e.g. when they are on annual leave or otherwise unavailable.
30. Develop, implement and monitor a succession plan to give colleagues the best possible opportunity to improve, progress and for the service to have resilience and sustainability.
31. At all times comply with and promote the Council's Health and Safety Policy.
32. Keep up to date with knowledge, developments and legislation concerning health and safety and other relevant areas of work e.g. British Standards, best management practice
33. Undertake refresher and update training as required.
34. Undertake any other duties commensurate with the grade of this post.

Here's what we can provide you with:-

- The opportunity to develop Welsh language skills.
- Full support of the Council as a valued colleague.
- Supportive and flexible line management from the Corporate Health and Safety Manager.
- Support from colleagues in the wider Children and Young People Directorate with collaborative working to achieve excellent outcomes. Pooling resources and accessing internal expertise where possible; and

- A pleasant working environment with an ability and freedom to work on an agile basis.

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.

In addition:

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

The Authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

Person Specification

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

REQUIREMENTS	WEIGHTING Essential, desirable	HOW TESTED
1. Education / Qualifications / Knowledge		
1.1 Qualified to degree level in a relevant subject area or have equivalent experience	Essential	Application form, Interview
1.2 Relevant Health and Safety qualification e.g. NEBOSH Diploma (exceptional candidates working towards a Health and Safety qualification will be considered)	Essential	Application form
1.3 Extensive understanding, knowledge and experience of current health and safety law, official guidance and best practice,	Essential	Interview
1.4 Understanding of the issues affecting Local Government and inter-connections with other stakeholders, Trade Unions, Health & Safety Executive, Fire Service, etc.	Essential	Application form, Interview
1.5 Training qualification	Desirable	Application form
2. Experience		
Experience of working in a local authority and/or other public sector setting, to fully understand connectivities with other relevant departments	Essential	Application Form, Interview
Providing advice and guidance to managers, supervisors and the workforce on health and safety and training requirements	Essential	Application Form, Interview
Development or improvement of processes, systems, and procedures to support the responsibilities set out for this role.	Desirable	Application Form, Interview
Analysing and interpreting data, legislative requirements, and other information; to inform practical and innovative solutions.	Essential	Application Form
Undertaking investigations and making appropriate recommendations.	Essential	Application Form
Experience of delivering training	Desirable	Application Form

Development of workforce succession, training, and development plans	Desirable	Application Form
3. Communication / Interpersonal Skills		
An excellent team player with demonstrable experience and an ability to motivate and impassion others.	Essential	Application Form, Interview
Ability to be analytical and be able to translate data into relevant reports and to a wide variety of teams	Essential	Application Form, Interview
Excellent communication and people skills with the ability to effectively convey complex information at all levels, verbally and in writing	Essential	Application Form, Interview
Focussed on delivery and have an ability to work independently but also to work in a team, galvanising people to develop and deliver shared purpose and common aims	Essential	Application Form, Interview
4. Aptitude and Skills		
Excellent interpersonal skills, emotional intelligence, and self-awareness.	Essential	Interview
Conversant with a range of computer packages and an appetite for digital opportunities and improvements.	Essential	Application Form, Interview
An ability to influence, negotiate and constructively challenge to achieve innovative, productive and measurable solutions	Essential	Application Form, Interview
An ability to be self-disciplined and set priorities, manage progress and work within competing deadlines	Essential	Application Form, Interview
Must be flexible, willing, and able to work outside core hours to meet the needs of the service and Council demands e.g. respond to emergencies, be on call when required and cover for other H&S colleagues	Essential	Application Form, Interview
Willing to abide by the Council's Equal Opportunities Policy, including undertaking appropriate equality awareness training.	Essential	Application Form, Interview
5. Additional Requirements		
Able to work flexible hours, from different locations, to meet the needs of the service. This will sometimes require working outside office hours	Essential	Interview
Site visits are required which may include working in adverse weather, visiting construction sites and other settings where our staff are required to work	Essential	Interview

Able to work flexible hours, from different locations, to meet the needs of the service. This will sometimes require working outside office hours	Essential	Interview
Full Driving Licence and access to a vehicle	Essential	Application Form, Interview

Should you require any further information regarding this post, please contact:
Kate Thompson – email katethompson@monmouthshire.gov.uk
Or
Nikki Wellington – email nicolawellington@monmouthshire.gov.uk

Closing Date: 12 Noon on 27th September 2024

WELSH LANGUAGE SKILLS FRAMEWORK

LEVEL 1			
<p><i>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.</i></p>			
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			
<p><i>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.</i></p>			
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 ➤ Can contribute to a meeting, but need to revert to English for specialist terms. 	<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
LEVEL 3			
<p><i>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.</i></p>			

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 can 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 gyda'r tîm!

HYSBYSEB

TEITL Y RÔL: Swyddog Iechyd a Diogelwch (Cyfarwyddiaeth Plant a Phobl Ifanc)

GEIRIAD HYSBYSEB:

A ydych chi yn Weithiwr Iechyd a Diogelwch proffesiynol sydd yn chwilio am her newydd? Mae gan Sir Fynwy gyfle newydd sydd o bosib yn addas ar eich cyfer chi, yn gweithio o fewn ein Tîm Iechyd a Diogelwch Corfforaethol i gefnogi'r Gyfarwyddiaeth Plant a Phobl Ifanc yn cynnwys ysgolion.

Byddwch yn swyddog iechyd a diogelwch deinamig ac effeithiol, gyda phrofiad o ddarparu cymorth iechyd a diogelwch. Bydd gennych hanes o lwyddiant mewn cynghori ar faterion iechyd a diogelwch, yn ogystal â phrofiad ymarferol o gynnal archwiliadau, arolygiadau, asesiadau risg ac ymchwiliadau damweiniau yn ogystal â chyflwyno cyflwyniadau a sesiynau briffio ar faterion iechyd a diogelwch gweithle.

Rydym yn edrych am rywun sydd ag angerdd a phrofiad, a all weithio ar eu cymhelliant eu hunain i helpu hyrwyddo'r agenda iechyd a diogelwch. Os ydych chi yn rhywun sy'n ffynnu yn yr amgylchedd hwn, sy'n rhagweithiol ac sydd â sgiliau TG a chyfathrebu rhagorol, gallai hon fod y swydd i chi.

CYFEIRNOD SWYDD: RHS002

LLEOLIAD: Bydd angen gweithio ystwyth ar draws ysgolion a Neuadd y Sir, Brynbuga. Gall hyn newid yn y dyfodol os oes angen newid lleoliad y gwasanaeth. Ni fydd treuliau adleoli yn cael eu talu os yw hyn yn digwydd.

GRADD: BAND J SCP 35 – SCP 39 (£43,421 i £47,420)

ORIAU: 37 yr wythnos

DROS DRO: Na

GWIRIAD DBS: Oes

DYDDIAD CAU: 12pm ar 27 Medi 2024

Gwybodaeth Ychwanegol

Gofynnir i chi nodi na allwn dderbyn CV

Er mwyn gwneud cais am y rôl hon, cwblhewch y ffurflen gais ar-lein sydd ar gael ar y dudalen ganlynol:

<https://www.monmouthshire.gov.uk/jobs-employment/>

Mae modd cyflwyno ceisiadau yn y Gymraeg, ac ni fydd cais a gyflwynir yn y Gymraeg yn cael ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg,



Mae modd rhannu'r holl swyddi os na nodir fel arall.

Mae Cyngor Sir Fynwy yn:-

- cyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob rhan o'r gymuned .
- cyflogwr sydd wedi ymrwymo i fod yn hyderus o ran anabledd
- cyflogwr sydd yn gyfeillgar i'r Lluoedd Arfog
- ymwybodol o Awtistiaeth ac wedi ymrwymo i ddileu unrhyw rwystrau at gyflogaeth
- ymrwymo i gefnogi pobl ifanc sydd yn gadael ein gofal i gael cyfleoedd newydd a phrofiad.



PROFFIL Y SWYDD

TEITL Y SWYDD: Swyddog Iechyd a Diogelwch – Plant a Phobl Ifanc

CYFEIRNOD SWYDD: RHS002

GRADD: BAND J SCP 35 – SCP 39 (£43,421 i £47,420)

ORIAU: 37 yr wythnos

PATRWM GWAITH: Dydd Llun i Ddydd Iau 9am - 5pm, Dydd Gwener 9am - 4.30pm. Fodd bynnag, bydd angen bod yn hyblyg gan weithio gyda'r hwyr ar adegau a dros y penwythnos er mwyn cwrdd â gofynion y swydd a meysydd gwasanaeth y Gyfarwyddiaeth.

LLEOLIAD: Bydd angen gweithio'n ystwyth ar draws ysgolion a Neuadd y Sir, Brynbuga. Nodwch y gall hyn newid yn y dyfodol os oes angen newid lleoliad y gwasanaeth. Ni fydd treuliau adleoli yn cael eu talu os yw hyn yn digwydd.

GWIRIAD GAN Y GWASANAETH DATGELU A GWAHARDD (DBS): Oes

YN ATEBOL I: Rheolwr Iechyd a Diogelwch Corfforaethol

ASESIAD O'R GYMRAEG:

Byddai Sgiliau yn y Gymraeg yn ddymunol

Y Gyfarwyddiaeth Plant a Phobl Ifanc – Pwy ydym ni?

DIOGELU:

Mae Diogelu ac Amddiffyn Plant ac Oedolion yn flaenoriaethau allweddol i'r Cyngor. Ein nod yw cefnogi plant ac oedolion sydd mewn risg 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 risg. 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.

Ein Diben:-

“Er mwyn rhoi'r dechrau gorau mewn bywyd i blant, mae'r Gyfarwyddiaeth Plant a Phobl Ifanc yn darparu ystod o wasanaethau cymorth ar gyfer ysgolion yn cynnwys derbyn, cyllid, gwella ysgolion a chymorth i ddisgyblion gydag anghenion dysgu ychwanegol.”

Pwrpas y swydd hon:-

Mae cadw staff, disgyblion ac eraill y gall gweithgareddau a chyfleusterau'r Cyngor effeithio arnynt yn ddiogel yn flaenoriaeth. Fel yr arweinydd iechyd a diogelwch ar gyfer y Gyfarwyddiaeth Plant a Phobl Ifanc, byddwch yn cynghori, llywio a chefnogi rheolwyr gwasanaeth a phenaethiaid ysgol wrth reoli iechyd a diogelwch. Gan

hyrwyddo'r agenda iechyd a diogelwch, byddwch yn rhoi cyngor ac arweiniad cymwys a phroffesiynol iddynt i sicrhau cydymffurfiaeth gyda gofynion deddfwriaethol a pholisi'r Cyngor.

Drwy arweinyddiaeth iechyd a diogelwch cryf, cefnogaeth, hyfforddiant a dull gweithredu rhagweithiol, byddwch yn cynorthwyo wrth ymwreiddio diwylliant iechyd a diogelwch cryf ar draws yr Awdurdod.

Disgwyliadau a chanlyniadau swydd hon:

Gan weithio fel rhan o'r Tîm Iechyd a Diogelwch Corfforaethol, byddwch yn gweithio gyda rheolwyr gwasanaeth a phenaethiaid ysgol i sicrhau bod trefniadau ar gyfer rheoli iechyd a diogelwch o fewn y Gyfarwyddiaeth Plant a Phobl Ifanc yn ddigon cadarn ac y caiff unrhyw feysydd o ddiffyg cydymffurfiaeth eu dynodi ac yr eir i'r afael â nhw wedyn.

Gyda sgiliau cyfathrebu llafar ac ysgrifenedig rhagorol, bydd angen i chi ddangos y gallu i flaenoriaethu gwahanol dasgau a llwyth gwaith i alinio gyda thargedau a dyddiadau cau y gwasanaeth.

Eich cyfrifoldebau yw:-

Iechyd a Diogelwch

1. Gweithio fel rhan o'r tîm iechyd a Diogelwch Corfforaethol i ddiogelu a hyrwyddo iechyd, diogelwch a llesiant staff, disgyblion ac eraill y mae gweithgareddau a chyfleusterau'r Cyngor yn effeithio arnynt.
2. Ymgymryd â rôl person cymwys, ar gyfer y Gyfarwyddiaeth Plant a Phobl ifanc, yn cynnwys ysgolion fel yr amlinellir yn Rheoliad 7 Rheoliadau Rheoli Iechyd, Diogelwch a Llesiant.
3. Rhoi cymorth, cyngor ac arweiniad cymwys a gyda ffocws ar risg i reolwyr gwasanaeth a phenaethiaid ysgol yn unol â gofynion deddfwriaethol, canllawiau swyddogol, polisi'r Cyngor ac arfer gorau.
4. Hyrwyddo a sicrhau arferion gwaith diogel drwy roi cyngor, cymorth ac arweiniad i staff.
5. Cefnogi datblygu, adolygu a diweddarau polisiau ac arweiniad y Cyngor ar iechyd a diogelwch.
6. Rhoi cymorth i reolwyr gwasanaeth a phenaethiaid ysgol wrth gynnal asesiadau risg a rhoi cyngor cymwys ar gyfer cwblhau asesiadau risg cymhleth gan gynnig datrysiadau ac argymhellion pragmatig a chymesur fel sy'n briodol.
7. Cynnal archwiliadau, arolygiadau a gweithgareddau monitro wedi eu cynllunio ac ad-hoc ar iechyd a diogelwch ar holl ystod llawn gweithrediadau a gweithgareddau'r Cyngor yn cynnwys y rhai a wneir gan drydydd parti, i sicrhau y caiff risgiau eu cyfathrebu'n addas ac y caiff mesurau rheoli eu

gweithredu'n effeithiol. Cynorthwyo rheolwyr wrth ffurfio cynlluniau gweithredu i fynd i'r afael ag unrhyw bryderon.

8. Rhoi adroddiad am faterion a ddynodwyd drwy'r broses fonitro ar gyfer eu datrys.
9. Monitro iechyd a diogelwch fel mater o drefn ar draws y Gyfarwyddiaeth, gan roi cymorth i leihau, dileu neu rheoli risgiau a pheryglon a ddynodwyd.
10. Cymryd rhan weithgar yn y broses rheoli diogelwch, troeon diogelwch, cyfarfodydd staff a Llywodraethwyr fel sydd angen.
11. Adolygu adroddiadau o ddamweiniau cysylltiedig â gwaith, damweiniau fu bron â digwydd, afiechyd cysylltiedig â gwaith a digwyddiadau o drais y gwaith, gan gynnal dadansoddiad o ddata i fynd i'r afael ag unrhyw dueddiadau, ymchwilio unrhyw fethiannau iechyd a diogelwch sylweddol, dynodi ffactorau sy'n cyfrannu ac achosion gwraidd a rhoi adroddiad ar y canfyddiadau.
12. Gweithio gyda rheolwyr gwasanaeth a phenaethiaid ysgol i sicrhau y caiff digwyddiadau perthnasol eu hysbysu'n brydlon i'r Awdurdod Gweithredol Iechyd a Diogelwch dan RIDDOR (Rheoliadau Adrodd Anafiadau, Clefydau a Digwyddiadau Perygl).
13. Cefnogi rheolwyr gwasanaeth a phenaethiaid ysgol cyn ac yn ystod ymyriadau gan reoleiddiwr (Awdurdod Gweithredol Iechyd a Diogelwch/Swyddog Tân) ac wrth ymateb i argymhellion y rheoleiddir a/neu gamau gorfodi.
14. Cynorthwyo gyda datblygu a chynnal systemau iechyd a diogelwch a sicrhau y caiff yr holl gyngor ac arweiniad a roddir, arolygiadau, ymweliadau a chamau gweithredu eu cofnodi'n briodol a lle bo angen gasglu tystiolaeth addas.
15. Datblygu arbenigedd ar bynciau iechyd a diogelwch fel sydd angen e.e. straen cysylltiedig â gwaith, dirgryniad, rheoli contractwyr, diogelwch tân, rheoli asbestos a legionella.
16. Cynghori ar oblygiadau a dehongliadau o ddeddfwriaeth gyfredol, newydd ac arfaethedig ar iechyd a diogelwch.
17. Cynnal ymchwiliadau a pharatoi adroddiadau fel sydd angen. Gall hyn gynnwys arwain ar weithgareddau ymchwilio damweiniau risg uchel, paratoi adroddiadau ar gyfer Tîm Rheoli'r Gyfarwyddiaeth, y Grŵp Iechyd a Diogelwch Corfforaethol, fforymau cyflogeion neu arall neu grwpiau iechyd a diogelwch lleol.
18. Cynrychioli'r awdurdod yn ystod ymchwiliadau, cwestau ac mewn trafodion cyfreithiol fel bo angen.

Hyfforddiant

19. Cynorthwyo rheolwyr a phenaethiaid ysgol i gynnal asesiadau o anghenion hyfforddiant iechyd a diogelwch cyflogeion.
20. Gweithio gyda rheolwyr a phenaethiaid ysgol i ddynodi strategaethau gwella, hyfforddiant ac anghenion datblygu yn deillio o ddadansoddiad o ystadegau ar ddamweiniau, anghenion adrannol, deddfwriaeth newydd a chyfarwyddyd swyddogol.
21. Datblygu a chyflwyno hyfforddiant o fewn meysydd arbenigedd, sy'n diwallu goblygiadau statudol y Cyngor ac sy'n adlewyrchu'r lefel o ddealltwriaeth a dysgu sydd ei angen gan gyflogeion ar wahanol lefelau o fewn y sefydliad.
22. Mesur sicrwydd ansawdd hyfforddiant iechyd a diogelwch a ddarperir yn fewnol a gan drydydd parti i sicrhau ei bod yn cyd-fynd â deddfwriaeth gyfredol, canllawiau swyddogion a pholisi'r Cyngor.

Datblygu'r Gweithlu a Llesiant

23. Arwain wrth ddatblygu a chyflwyno rhaglenni ac ymgyrchoedd ar iechyd, diogelwch a llesiant i godi ymwybyddiaeth o ofynion iechyd a diogelwch a gwella cydymffurfiaeth.
24. Gweithio gyda rheolwyr gwasanaeth, penaethiaid ysgol a chydweithwyr adnoddau dynol i ddynodi blaenoriaethau iechyd, diogelwch a llesiant a chynorthwyo wrth ddatblygu cynlluniau a chofrestri risg gwasanaeth fel sydd angen.
25. Paratoi adroddiad blynyddol ar iechyd, diogelwch a llesiant ar gyfer y Gyfarwyddiaeth Plant a Phobl Ifanc.
26. Gweithio gyda rheolwyr a darparwydd gwasanaeth iechyd galwedigaethol y Cyngor i sicrhau y caiff gofynion goruchwyliaeth iechyd eu hateb.
27. Gweithio gyda rheolwyr gwasanaeth a phenaethiaid ysgol i sicrhau fod gweithgareddau cynefino iechyd a diogelwch yn ddigon cadarn.
28. Mynychu cyfarfodydd a fforymau iechyd a diogelwch fel sydd angen, yn cynnwys Grŵp Iechyd a Diogelwch y Gyfarwyddiaeth Plant a Phobl Ifanc a'r Grŵp Iechyd a Diogelwch Corfforaethol a chydlynu gyda chynrychiolwyr undebau llafur ac asiantaethau allanol ar faterion iechyd a diogelwch fel sydd angen.
29. Llanw dros Swyddogion Iechyd a Diogelwch eraill pan fo angen e.e. pan maent ar wyliau blynyddol neu heb fod ar gael am reswm arall.
30. Datblygu, gweithredu a monitro cynllun olyniaeth i roi'r cyfle gorau posibl i gydweithwyr i wella, sicrhau cynnydd ac i'r gwasanaeth fod yn gydnerth a chynaliadwy.

31. Cydymffurfio â Pholisi Iechyd a Diogelwch y Cyngor a'i hyrwyddo bob amser.
32. Cadw'n gyfoes gyda gwybodaeth, datblygiadau a deddfwriaeth yn ymwneud ag iechyd a diogelwch a meysydd gwaith eraill perthnasol e.e. safonau Prydeinig, arfer rheoli gorau.
33. Dilyn hyfforddiant gloewi a diweddarau fel sydd angen.
34. Ymgymryd ag unrhyw ddyletswyddau eraill sy'n gymesur gyda gradd y swydd.

Dyma'r hyn y mae modd i ni ddarparu i chi:-

- Y cyfle i ddatblygu sgiliau yn y Gymraeg.
- Cefnogaeth lawn y Cyngor fel cydweithiwr gwerthfawr.
- Rheolwr llinell cefnogol a hyblyg yn y Rheolwr Iechyd a Diogelwch Corfforaethol.
- Cefnogaeth gan gydweithwyr yn y Gyfarwyddiaeth Plant a Phobl Ifanc yn ehangach gyda chydweithio i sicrhau canlyniadau rhagorol. Cronni adnoddau a chael mynediad i arbenigedd mewnol lle'n bosibl, ac
- Amgylchedd gwaith dymunol a'r gallu a'r rhyddid i weithio'n ystwyth.

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

Caiff ein diben ei seilio ar ymdeimlad clir o bwy ydym fel sefydliad. Disgwylwn i'r bobl sy'n gweithio gyda ni i rannu set gref o werthoedd a disgwylwn y bydd y rhain yn amlwg yn y ffyrdd y gweithiwn ac yr ymgysylltwn gyda'n cymunedau.

Gwaith tîm: Byddwn yn gweithio gyda chi a'ch partneriaid i gefnogi ac ysbrydoli pawb i gymryd rhan. Byddwn yn gwneud y gorau glas o'r syniadau a'r adnoddau sydd ar gael i sicrhau ein bod yn gwneud y pethau sy'n cael yr effaith fwyaf cadarnhaol ar ein pobl a'n lleoedd.

Tryloywder: Rydym yn agored ac yn onest. Mae pobl yn cael cyfle i gymryd rhan a dweud wrthym beth sy'n bwysig.

Hyblygrwydd: Rydym yn hyblyg, gan alluogi darparu'r gwasanaethau mwyaf effeithlon ac effeithiol. Mae hyn yn golygu ymrwymiad gwirioneddol i weithio gyda phawb i groesawu ffyrdd newydd o weithio.

Tegwch: Rydym yn rhoi cyfleoedd i bobl a chymunedau i ffynnu. Byddwn bob amser yn ceisio trin pawb yn deg ac yn gyson.

Caredigrwydd: Byddwn yn dangos caredigrwydd i bawb y gweithiwn gyda nhw, gan roi pwysigrwydd perthynas a'r cysylltiadau sydd gennym gyda'n gilydd wrth galon pob rhyngweithio.

Yn ychwanegol at hyn:

Mae'r holl weithwyr yn gyfrifol am sicrhau eu bod yn gweithredu bob amser mewn ffordd sy'n gydnaws â Pholisi Cyfle Cyfartal Sir Fynwy yn eu meysydd o gyfrifoldeb ac fel rhan o'u hymddygiad cyffredinol.

Mae Cyngor Sir Fynwy yn gweithredu polisi Dim Ymysgu yn y Gweithle ac mae disgwyl i'r holl weithwyr i gydymffurfio gyda hyn.



Manyleb Person

Sut fyddwn ni yn gwybod os mai chi yw'r person cywir ar gyfer y swydd hon?
Fel yr ymgeisydd llwyddiannus, byddwch wedi arddangos y canlynol:-

GOFYNION	PWYSOLI Hanfodol, dymunol	SUT Y CAIFF HYN EI BROFI
1. Addysg / Cymwysterau / Gwybodaeth		
1.1 Cymhwyster i lefel gradd mewn maes pwnc perthnasol neu brofiad cyfwerth,	Hanfodol	Ffurflen gais, cyfweiliad
1.2 Cymhwyster perthnasol mewn lechyd a Diogelwch e.e. Diploma NEBOSH (caiff ymgeiswyr eithriadol sy'n gweithio at gymhwyster lechyd a Diogelwch eu hystyried)	Hanfodol	Ffurflen gais
1.3 Dealltwriaeth helaeth, gwybodaeth a phrofiad o gyfraith iechyd a diogelwch gyfredol, arferion gorau a pholisïau a gweithdrefnau	Hanfodol	Cyfweiliad
1.6 Dealltwriaeth o'r materion sydd yn effeithio ar Lywodraeth Leol a'r rhyng-gysylltiadau gyda rhanddeiliaid eraill, Undebau Llafur, Awdurdod Gweithredol lechyd a Diogelwch, Gwasanaeth Tân, ac yn y blaen	Hanfodol	Ffurflen gais, Cyfweiliad
1.7 Cymhwyster hyfforddiant	Dymunol	Ffurflen gais
2. Profiad		
Profiad o weithio mewn awdurdod lleol a/neu leoliad sector cyhoeddus eraill i deall yn llawn y cysylltiadau gydag adrannau perthnasol	Hanfodol	Ffurflen gais, Cyfweiliad
Darparu cyngor a chanllawiau i reolwyr, goruchwylwyr a'r gweithlu ar ofynion hyfforddi iechyd a diogelwch	Hanfodol	Ffurflen gais, Cyfweiliad
Datblygu neu wella prosesau, systemau a gweithdrefnau er mwyn cefnogi'r cyfrifoldebau sydd wedi eu hamlinellu ar gyfer y swydd hon.	Dymunol	Ffurflen gais, Cyfweiliad
Dadansoddi a dehongli data, gofynion deddfwriaethol a gwybodaeth arall; er mwyn llywio datrysiadau ymarferol ac arloesol.	Hanfodol	Ffurflen gais
Cynnal ymchwiliadau a'n gwneud argymhellion priodol.	Hanfodol	Ffurflen gais
Profiad o gyflwyno hyfforddiant.	Hanfodol	Ffurflen gais
Datblygu cynlluniau olyniaeth gweithlu, hyfforddiant a datblygu	Dymunol	Ffurflen gais
3. Sgiliau Cyfathrebu / Rhyngbersonol		
Chwaraewr tîm ardderchog gyda phrofiad amlwg a'r gallu i ysgogi a chreu angerdd ymhlith staff.	Hanfodol	Ffurflen gais, Cyfweiliad

Medru dadansoddi a throsi data i mewn i adroddiadau perthnasol ac i amrywiaeth eang o dimau	Hanfodol	Ffurflen gais, Cyfweliad
Sgiliau cyfathrebu a delio gyda phobl sydd yn ardderchog gyda'r gallu i fynegi gwybodaeth gymhleth ar bob lefel, ar lafar ac yn ysgrifenedig	Hanfodol	Ffurflen gais, Cyfweliad
Ffocws ar ddarparu a'n medru gweithio yn annibynnol ond hefyd mewn tîm, yn ysgogi pobl i ddatblygu a darparu pwrpas ac amcanion cyffredinol a rennir.	Hanfodol	Ffurflen gais, Cyfweliad
4. Doniau a Sgiliau		
Sgiliau rhyngbersonol ardderchog, deallusrwydd emosïynol a hunanymwybyddiaeth,	Hanfodol	Cyfweliad
Cyfarwydd gydag ystod o becynnau cyfrifiadurol ac awch am gyfleoedd a gwelliannau digidol.	Hanfodol	Ffurflen gais, Cyfweliad
Gallu i ddylanwadu, negodi a herio'n adeiladol er mwyn sicrhau datrysiadau arloesol, cynhyrchiol a mesuradwy.	Hanfodol	Ffurflen gais, Cyfweliad
Gallu i fod yn hunan-ddisgybledig a'n gosod blaenoriaethau, rheoli cynnydd a'n gweithio o fewn amserlenni anodd	Hanfodol	Ffurflen gais, Cyfweliad
Rhaid bod yn hyblyg, yn fodlon gweithio y tu hwnt i oriau craidd er mwyn diwallu anghenion y gwasanaeth a gofynion y Cyngor e.e. ymateb i argyfyngau, boed ar alw pan fydd angen.	Hanfodol	Ffurflen gais, Cyfweliad
Bodlon cydymffurfio gyda Pholisi Cyfle Cyfartal y Cyngor, gan gynnwys cwblhau hyfforddiant ymwybyddiaeth o gyfle cyfartal.	Hanfodol	Ffurflen gais, Cyfweliad
5. Gofynion Ychwanegol		
Medru gweithio oriau hyblyg o leoliadau gwahanol, er mwyn cwrdd â gofynion y gwasanaeth. Bydd angen gweithio weithiau y tu hwnt i oriau swyddfa arferol.	Hanfodol	Cyfweliad
Bydd angen ymweld â safleoedd a all gynnwys gweithio mewn tywydd garw, ymweld â safleoedd adeiladu a lleoliadau eraill lle mae angen i'n staff weithio.	Hanfodol	Cyfweliad
Medru gweithio oriau hyblyg, o leoliadau gwahanol, er mwyn cwrdd â gofynion y gwasanaeth. Bydd angen gweithio weithiau y tu hwnt i oriau swyddfa arferol.	Hanfodol	Cyfweliad
Trwydded yrru lawn a mynediad i gerbyd.	Hanfodol	Ffurflen gais, Cyfweliad

Os ydych angen unrhyw wybodaeth bellach am y swydd hon, cysylltwch os gwelwch yn dda â:

Kate Thompson -e-bost katethompson@monmouthshire.gov.uk

neu

Nikki Wellington – e-bost nicolawellington@monmouthshire.gov.uk

Dyddiad Cau: 12pm ar 27 Medi 2024

FFRAMWAITH SGILIAU YN Y 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 gwybodaeth cymharol syml. ➤ Gall gyfrannu at gyfarfod ond bydd angen troi i'r Saesneg ar gyfer termau arbenigol. 	<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 neges e-bost byr i drefnu apwyntiad

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 sgwrsiau 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 sgwrsiau 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. 	<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 gyddestun 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.



➤ Gall addasu cywair iaith i weddu i'r gynulleidfa.

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"> ➤ Gall gynhyrchu gohebiaeth o bob math, adroddiadau byr, dogfennau a llenyddiaeth gyda chymorth offer cyfieithu Cymraeg e.e. Cysgair, 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 fyrfyr, 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.