

Come and join the team!

ADVERT

ROLE TITLE: Assistant Engineer – Highways Design - PERMANENT

ADVERT TEXT:

An exciting opportunity has arisen within the Highways & Flooding team for an Assistant Engineer. The successful candidate will be supporting the Highway Design Team Manager in the delivery of highways and Civil infrastructure schemes within the authority's Projects team.

POST ID: ROHT56

LOCATION: The postholder's normal place of work is MCC offices at Usk which may change in the future if the service location needs to relocate and which disturbance expenses will not be paid. The nature of the role requires travel within and outside of the county.

GRADE: BAND H SCP 27 (£35,745) – SCP 31 (£39,186)

HOURS: 37 Per Week.

TEMPORARY: No

DBS CHECK: No

CLOSING DATE: 5pm 28th November 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: Assistant Engineer – Highways Design - PERMANENT

POST ID: ROHT56

GRADE: BAND H SCP 27 (£35,745) – SCP 31 (£39,186)

HOURS: 37 Per Week

WORK PATTERN: Full time 37 hours wkly on a flexible basis agreed with line manager.

LOCATION: County Hall, Usk. The nature of the role also requires travel within and outside of the county.

DISCLOSURE AND BARRING SERVICE (DBS) CHECK: No DBS Required for this post

RESPONSIBLE TO: Rob Davies - Design Team Manager 01633644746

WELSH LANGUAGE ASSESSMENT: Welsh language skills are desirable

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:-

This Highway & Flood Management (H&FM) team provides some of the most high-profile services to the public and wider Monmouthshire community, the quality of which, directly reflects upon the public's perception of the Council. These vital highway and flood management services include the effective asset management approach to prioritising and planning the refurbishment of the highway network and the related infrastructure (bridges, drains etc.), that are all important in maintaining and improving the authorities most valuable infrastructure. The management and development of this asset includes functions such as the planning and Maintenance of new roads across the county, and how the road network operates safely and effective through the control of traffic orders such as speed limits, traffic signals, utilities and other traffic control measures etc. The team also manage the council's statutory role in managing water courses and controlling flood risks, along with the response service offered when properties are at risk.

Our vision is to provide good quality and cost effective services, that create an environment of which we can be proud.

The Purpose of this Role:-

The postholder will report to and assist the appropriate Senior Engineer/ Manager with the design, contract preparation, highway asset management development, administration and general highway service duties as directed by the Design Team Manager.

The postholder will be required to develop competencies and experience in the delivery of tendered Civil Engineering projects and day to day Civil Engineering solutions to infrastructure maintenance conducted by our in house services.

Expectation and Outcomes of this Role:-

To provide active support in the delivery of schemes continually developing knowledge and competence in the following key areas:

- Three dimensional design using Autocad and Civils 3D
- Working knowledge of the Manual of Contract Documents for Highway Works
- Working knowledge of the Engineering and Construction contract (NEC4) and its associated options and roles
- Working knowledge of the Construction, Design Management Regs 2015
- Working knowledge of Sustainable urban drainage design
- Working knowledge of current Active travel guidance
- Ownership of the conduction of topographical surveys and setting out.

Your responsibilities are to:-

1. To prepare detailed designs and full contract documentation for highway and civil engineering schemes including highway maintenance, traffic management, land drainage, highways structures and other civil engineering functions.
2. To carry out surveys, site investigations, feasibility studies and produce engineering estimates for proposed works utilising a variety of contract forms and procedures to suit the type of work and circumstances.
3. To set out works, supervise construction and ensure quality of workmanship on scheme sites.
4. To carry out measurement and agreement of work item quantities, to check and agree Contractors payment claims and submissions and prepare payment certificates for authorisation
5. To liaise with colleagues within the Highway & Flood Management Group, Highway Operations and other MCC Teams as well as external bodies, the public and landowners in connection with the management and improvement of the Council's highway and flood infrastructure.

6. To assist with the development and management of the Authority's Asset Management system and the collection and management of asset data in accordance with the Nation Code of Practice titled "Well-managed Highway Infrastructure" and the Council's own Highway Policies and 3rd Party Insurance Claims Review Process.
7. To ensure that designs are produced in accordance with the relevant Codes of practice, Design Manual for roads & Bridges and CDM Regulations.
8. To supervise and train junior team members as appropriate.
9. To ensure that all aspects of Health and Safety are adhered to at all work locations.
10. To accept telephone calls from the public, Councillors or others in respect of the teams' work, to respond appropriately and deal with the enquiry effectively.
11. To assist with the analysis of asset management data, its output and interpretation in terms of developing a forward programme of prioritised works.
11. To assist in the development of office practices, and quality procedures.
12. To prepare C.A.D. drawings associated with Highway Engineering, Structural Engineering and General Civil Engineering projects.
13. To arrange and manage CCTV inspections of drainage systems in connection with proposed works.
14. To assist with the management and development of the team's time management system and be familiar with running report protocols within that system.
15. To assist with and undertake topographical surveys in association with Civil Engineering Projects.
16. To participate in the Department's system for development, through broadening job experience and training.
17. To ensure that all services are customer focused and of high quality always working and observing proper levels of professional conduct.
18. To demonstrate commitment in equal opportunities in employment and service delivery.
19. To undertake any other duties that may be reasonably requested, commensurate with the grading of this post.

Here's what we can provide you with:-

Working for this council means that you will be offered the scope, opportunity and challenge to think about doing things differently; this is an ideal culture in which to deliver on some of those changes.

The work environment is different to a traditional office. Very few staff have an office or even a desk to call their own. You work agilely from different offices, depots, at home (sometimes wherever you can get wifi) and '9 to 5' does not exist. There are no core hours but you are expected to work the hours necessary to deliver the demands of the job. This is a minimum of 37 hours for a full time employee but as a senior officer of a crucial high profile service the hours worked may be more.

Don't be surprised if you need to work in the evenings (possibly at council or public meetings) and at any hour on the night or day and weekends during emergencies. Extra hours may be taken as time in lieu (as per the 'flexi time' system).

If you incur business mileage over and above your normal home to office journey whilst using your own vehicle then a mileage allowance will be paid. Pool cars may be available although, cannot be guaranteed so using your own car may be necessary.

Leave entitlement depends upon local government service.

You will be afforded the opportunity to develop Welsh language skills.

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.

This role will work with Monmouthshire to achieve these.

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 HIGH / MEDIUM / LOW	HOW TESTED
1. EDUCATION/QUALIFICATION KNOWLEDGE		
1.1 HNC/D Civil Engineering	HIGH	APPLICATION FORM
1.2 Continuing with relevant professional and personal development	HIGH	APPLICATION FORM
1.3 AutoCAD/KeyLine/KeySign/ Civils 3D	HIGH	APPLICATION FORM/ INTERVIEW
2. EXPERIENCE		
2.1 Minimum of 3yrs experience of working in an Engineering Design Environment	HIGH	APPLICATION FORM/ INTERVIEW
2.2 Working knowledge and experience of: Monitoring of costs/budgets, Programming of Work, Project management, Published/Statutory design criteria,	HIGH	APPLICATION FORM/ INTERVIEW
Construction design management Regulations 2015 (CDM)	HIGH	APPLICATION FORM/ INTERVIEW
Engineering and Construction contract (nec4) and its associated options and roles	MEDIUM	APPLICATION FORM/ INTERVIEW
Three dimensional design using Autocad and Civils 3D	HIGH	APPLICATION FORM/ INTERVIEW
Working knowledge of the Manual of Contract Documents for Highway Works	HIGH	APPLICATION FORM/ INTERVIEW
Working knowledge of current Active travel guidance	MEDIUM	APPLICATION FORM/ INTERVIEW
Conduction and interpretation of Topographical Surveys	HIGH	APPLICATION FORM/ INTERVIEW
Working knowledge of Sustainable urban drainage design	MEDIUM	APPLICATION FORM/ INTERVIEW
2.3 Experience of working effectively with elected members, the public and interested stakeholders within a multi-disciplinary environment. Be able to demonstrate awareness and sensitivity of the political and commercial pressures involved	HIGH	APPLICATION FORM/ INTERVIEW
2.4 An understanding and appreciation of Highway Asset	HIGH	APPLICATION FORM/ INTERVIEW



Management Systems (HAMP) and how to make best use of resources through the undertaking of highway surveys and analysing techniques employing proprietary and non-proprietary software linked with GIS mapping and other ICT/ technological systems.		
2.5 Have experience of working in a team, supervising technical, administrative and operational staff.	HIGH	APPLICATION FORM/ INTERVIEW
2.6 Computer literate with sound working knowledge and practical experience of a wide range of IT applications including AutoCAD, CIVILS 3D and Microsoft office suite.	HIGH	APPLICATION FORM/ INTERVIEW
2.7 Ability to produce and present technical reports, desktop and feasibility studies with options and costs considered.	HIGH	APPLICATION FORM/ INTERVIEW
3. APTITUDE & SKILLS		
3.1 Will be a strong communicator, with clear and developed communication skills, both written and oral along with good presentational skills.	HIGH	INTERVIEW
3.2 Ability to produce and maintain accurate records	HIGH	APPLICATION FORM/ INTERVIEW
3.3 Understand and respect the principles of confidentiality	HIGH	APPLICATION FORM/ INTERVIEW
3.4 Ability to prioritise and to work independently and as part of a team	HIGH	APPLICATION FORM/ INTERVIEW
3.5 Willingness to undertake and practice Health & Safety procedures to comply with legislation, to ensure the safety of themselves and others at all times	HIGH	INTERVIEW
3.6 Flexible approach to working hours and duties	HIGH	INTERVIEW
4. PERSONAL ATTRIBUTES		
4.1 Commitment to personal and professional development	HIGH	INTERVIEW
4.2 Strong work ethic	HIGH	INTERVIEW
4.3 Innovative & flexible	HIGH	INTERVIEW
4.4 Ability to self manage outputs in an agile working environment	HIGH	INTERVIEW
5. EQUAL OPPORTUNITIES		
5.1 Able to demonstrate a commitment to equal opportunities principles and practice	HIGH	APPLICATION FORM/ INTERVIEW



6. SPECIAL CIRCUMSTANCES		
6.1 Current full driving license and access to a car	HIGH	APPLICATION FORM/ INTERVIEW

**Should you require any further information regarding this post, please contact:
Rob Davies DesignTeam Manager (Highway & Flood Management) –
01633644746**

Closing Date: 5pm 28th November 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-email, 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.
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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 an 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 â'r tîm!

HYSBYSEB

TEITL SWYDD: Peiriannydd Cynorthwyol – Dylunio Priffyrdd - PARHAOL

GEIRIAD YR HYSBYSEB:

Daeth cyfle cyffrous ar gael o fewn y tîm Priffyrdd a Llifogydd ar gyfer Peiriannydd Cynorthwyol. Bydd yr ymgeisydd llwyddiannus yn cefnogi Rheolwr Tîm Dylunio Priffyrdd wrth gyflwyno cynlluniau priffyrdd a seilwaith sifil o fewn tîm Prosiectau yr awdurdod.

CYFEIRNOD: ROHT56

LLEOLIAD: Man gwaith arferol deiliad y swydd yw swyddfa Cyngor Sir Fynwy ym Mrynbuga a all newid yn y dyfodol os oes angen i leoliad y gwasanaeth symud ac os felly ni fyddir yn talu treuliau tarfu. Mae natur y swydd yn golygu fod angen teithio o fewn a thu allan i'r sir.

GRADD: BAND H SCP 27 (£35,745) – SCP 31 (£39,186)

ORIAU: 37 yr wythnos.

DROS DRO: Na

GWIRIAD DBS: Na

DYDDIAD CAU: 5pm 28/11/2024

Gwybodaeth ychwanegol

A fyddech gystal â nodi na allwn dderbyn CV

Er mwyn cynnig am y swydd hon a fyddech gystal â chwblhau'r ffurflen gais drwy gyfrwng: <https://www.monmouthshire.gov.uk/cy/swyddi-chyflogaeth/>

Gellid 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 y Saesneg.

Mae'r Corff Llywodraethol wedi ymrwymo i ddiogelu lles plant a phobl ifanc ac mae'n disgwyl i bob gweithiwr a gwirfoddolwr rannu'r ymrwymiad hwn.

Mae pob swydd yn agored i'w rhannu oni nodir yn wahanol.

Mae Cyngor Sir Fynwy :-

- yn gyflogwr cyfleoedd cyfartal ac mae'n croesawu ceisiadau o bob adran o'r gymuned.
- yn gefnogwr anabledd hyderus, ymroddedig .
- yn gyflogwr cyfeillgar i'r Lluoedd Arfog .
- yn ymwybodol o Awtistiaeth ac yn ymroddedig i symud unrhyw rwystrau i gyflogaeth
- yn ymrwymedig i gefnogi pobl ifanc sy'n gadael ein gofal i gael mynediad i gyfleoedd newydd a magu profiad.

PROFFIL Y SWYDD

TEITL SWYDD: Peiriannydd Cynorthwyol – Dylunio Priffyrdd - PARHAOL

CYFEIRNOD: ROHT56

GRADD: BAND H SCP 27 (£35,745) – SCP 31 (£39,186)

ORIAU: 37 yr wythnos

PATRW M GWAITH: Llawn-amser 37 awr yr wythnos ar sail hyblyg a gytunwyd gyda'r rheolwr llinell.

LLEOLIAD: Neuadd y Sir, Brynbuga. Mae natur y swydd hefyd yn golygu fod angen teithio o fewn a thu allan i'r sir.

GWIRIAD GWASANAETH DATGELU A GWAHARDD (DBS): Nid oes angen DBS ar gyfer y swydd hon.

ATEBOL I: Rob Davies – Rheolwr Tîm Dylunio 01633644746

ASESIAD SGILIAU YN Y GYMRAEG: Byddai sgiliau yn y Gymraeg yn ddymunol.

Mae Diogelu 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. Rydych yn gyfrifol am chwarae eich rhan mewn lles, diogelwch ac amddiffyn plant ac oedolion sy'n wynebu risg. Bydd gennych gyfrifoldeb i gymryd rhan mewn hyfforddiant i'r lefel briodol o ddiogelu a bydd gennych ddyletswydd i gyflawni eich cyfrifoldebau personol dros ddiogelu.

Ein diben:-

Mae'r tîm Priffyrdd a Rheoli Llifogydd yn darparu rhai o'r gwasanaethau proffil uchaf i'r cyhoedd a chymuned ehangach Sir Fynwy, ac mae ansawdd hynny yn adlewyrchu'n uniongyrchol ar ganfyddiad y cyhoedd o'r Cyngor. Mae'r gwasanaethau priffyrdd a rheoli llifogydd hanfodol hyn yn cynnwys dull rheoli asedau effeithiol i roi blaenoriaeth i a chynllunio adnewyddu'r rhwydwaith priffyrdd a'r seilwaith cysylltiedig (pontydd, draeniau ac yn y blaen), sydd i gyd yn bwysig wrth gynnal a gwella seilwaith mwyaf gwerthfawr yr awdurdod. Mae rheoli a datblygu'r ased hon yn cynnwys swyddogaethau tebyg i gynllunio a chynnal a chadw ffyrdd newydd ar draws y sir, a sut mae'r rhwydwaith ffyrdd yn gweithredu'n ddiogel ac yn effeithlon drwy orchmynion rheoli traffig tebyg i derfynau cyflymder, signalau traffig, cyfleustodau a mesurau eraill i reoli traffig. Mae'r tîm hefyd yn rheoli rôl statudol y cyngor wrth reoli cyrsiau dŵr a rheoli risgiau llifogydd, ynghyd â'r gwasanaeth ymateb a gynigir pan fo eiddo mewn risg.

Ein gweledigaeth yw darparu gwasanaethau ansawdd da ac effeithiol o ran cost, sy'n creu amgylchedd y gallwn fod yn falch ohono.

Diben y swydd hon:-

Bydd deiliad y swydd yn adrodd i ac yn cynorthwyo'r Uwch Beiriannydd/Rheolwr priodol gyda dylunio, paratoi contractau, datblygu rheoli asedau priffyrdd, gweinyddiaeth a dyletswyddau gwasanaeth priffordd cyffredinol yn ôl cyfarwyddyd Rheolwr y Tîm Dylunio.

Bydd angen i ddeiliad y swydd ddatblygu cymwyseddau a phrofiad wrth gyflwyno prosiectau tendr Peirianeg Sifil a datrysiadau Peirianeg Sifil dydd i ddydd i gynnal a chadw seilwaith a gynhaliwyd gan ein gwasanaethau mewnol.

Disgwyliad a chanlyniadau'r swydd hon:-

Rhoi cymorth gweithredol wrth gyflenwi cynlluniau gan ddatblygu gwybodaeth a chymhwysedd yn y meysydd allweddol dilynol fel arfer:

- Dylunio tri dimensiwn yn defnyddio Autocad a Civils 3D
- Gwybodaeth waith o'r Llawlyfr Dogfennau Contract ar gyfer Gweithiau Priffordd
- Gwybodaeth waith o'r contract Peirianeg ac Adeiladu (NEC 4) a'i opsiynau a rolau cysylltiedig
- Gwybodaeth waith o Reoliadau Rheoli Dylunio Adeiladu 2015
- Gwybodaeth waith o ddylunio draeniad trefol cynaliadwy
- Gwybodaeth waith o ganllawiau cyffredol ar deithio llesol
- Perchnogaeth o gynnal a gosod allan arolygon topograffeg.

Eich cyfrifoldebau yw:

1. Paratoi dyluniadau manwl a dogfennau contract llawn ar gyfer cynlluniau priffyrdd a sifil yn cynnwys cynnal a chadw priffyrdd, rheoli traffig, draeniad tir, strwythurau priffordd a swyddogaethau peirianeg sifil arall.
2. Cynnal arolygon, ymchwiliadau safle, astudiaethau dichonolrwydd a chynhyrchu amcangyfrifon peirianeg ar gyfer gwaith arfaethedig yn defnyddio amrywiaeth o ffurflenni a gweithdrefnau contract i weddu'r math o waith ac amgylchiadau.
3. Gosod gwaith allan, goruchwyllo adeiladu a sicrhau ansawdd gwaith ar safleoedd cynllun.
4. Mesur a chytuno ar feintiau eitemau gwaith, gwirio a chytuno ar hawliadau taliadau a ffurflenni contractwyr a pharatoi tystysgrifau talu ar gyfer awdurdod.
5. Cydlynu gyda chydweithwyr o fewn y Grŵp Rheoli Priffyrdd a Llyfogydd, Gweithrediadau Priffyrdd a thimau eraill Cyngor Sir Fynwy yn ogystal â chyrrff allanol, y cyhoedd a pherchnogion tir mewn cysylltiad gyda rheoli a gwella seilwaith priffyrdd a llifogydd y Cyngor.
6. Cynorthwyo gyda datblygu a rheoli system Rheoli Asedau yr Awdurdod a chaglu a rheoli data asedau yn unol â chod ymarfer cenedlaethol "Well-

managed highway Infrastructure” a pholisïau priffordd y Cyngor ei hun a phroses adolygu hawliadau yswiriant 3ydd parti.

7. Sicrhau y caiff dyluniadau eu cynhyrchu yn unol â'r codau ymarfer perthnasol, y Llawlyfr Dylunio ar gyfer ffyrdd a phontydd a Rheoliadau CDM.
8. Goruchwyllo a hyfforddi aelodau iau o'r tîm fel sy'n briodol.
9. Sicrhau y cydymffurfir gyda phob agwedd o iechyd a diogelwch ym mhob lleoliad gwaith.
10. Derbyn galwadau ffôn gan y cyhoedd, cynghorwyr neu eraill yng nghyswllt gwaith y tîm, ymateb mewn ffordd priodol a delio'n effeithiol gyda'r ymchwiliad.
11. Cynorthwyo gyda dadansoddi data rheoli'r asedau, ei allbwn a dehongli yn nhermau datblygu blaen-raglen o weithiau wedi ei flaenoriaethu.
12. Cynorthwyo gyda datblygu arferion swyddfa, a gweithdrefnau ansawdd.
13. Paratoi darluniau CAD yn gysylltiedig gyda phrosiectau peirianeg priffyrdd, peirianeg strwythurol a pheirianeg sifil cyffredinol.
14. Trefnu a rheoli archwiliadau teledu cylch cyfyng o systemau draeniad mewn cysylltiad gyda gwaith arfaethedig.
15. Cynorthwyo i reoli a datblygu system rheoli amser y tîm a bod yn gyfarwydd gyda chynnal protocolau adrodd o fewn y system honno.
16. Cynorthwyo gyda a chynnal arolygon topograffig mewn cysylltiad â phrosiectau peirianeg sifil.
17. Cymryd rhan yn system yr adran ar gyfer datblygu, drwy ehangu profiad gwaith a hyfforddiant.
18. Sicrhau fod gan bob gwasanaeth ffocws clir ac o ansawdd uchel bob amser yn gweithio ac arsylwi ar lefelau priodol o ymddygiad proffesiynol.
19. Arddangos ymrwymiad i gyfle cyfartal mewn cyflogaeth a darpariaeth gwasanaeth.
20. Gwneud unrhyw ddyletswyddau eraill y gellir gwneud cais rhesymol amdanynt, yn gymesur gyda gradd y swydd hon.

Dyma'r hyn yr ydym ei roi i chi:

Bydd gweithio i'r cyngor hwn yn golygu y cewch cynnig y cwmpas, cyfle a her i feddwl am wneud pethau'n wahanol' mae hwn yn ddiwylliant delfrydol i gyflawni rhai o'r newidiadau hyn.

Mae'r amgylchedd gwaith yn wahanol i swyddfa draddodiadol. Ychydig iawn o staff sydd â swyddfa neu hyd yn oed ddesg neilltuol iddynt hwy eu hunain. Byddwch yn gweithio'n ystwyth o wahanol swyddfeydd, depots, gartref (weithiau lle bynnag y gallwch gael wifi) ac nid yw '9 i 5' yn bodoli. Nid oes unrhyw oriau craidd ond disgwylir i chi weithio'r oriau angenrheidiol i gyflawni gofynion y swydd. Mae hyn o leiaf 37 awr ar gyfer aelod llawn-amser o staff ond fel uwch swyddog o gwasanaeth proffil uchel hanfodol, gall yr oriau gwaith fod yn fwy.

Peidiwch â synnu os oes angen i chi weithio gyda'r nos (efallai yn y cyngor neu mewn cyfarfodydd cyhoeddus) ac ar unrhyw awr o'r nos neu'r dydd ac ar benwythnosau yn ystod argyfyngau. Gellir cymryd oriau ychwanegol fel amser yn lle (yn unol â'r system 'amser hyblyg').

Os ydych yn teithio milltiroedd busnes yn ychwanegol i'ch taith arferol rhwng y cartref a'r swyddfa pan yn defnyddio eich cerbyd eich hun, yna telir lwfans milltiroedd. Gall ceir cronfa fod ar gael er na fedrir eu gwarantu felly gall fod angen defnyddio eich car eich hun.

Mae hawl gwyliau yn dibynnu ar wasanaeth llywodraeth leol.

Cewch gyfle i ddatblygu sgiliau yn y Gymraeg.

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

Ategir ein pwrpas gan synnwyr clir o bwy ydym ni fel sefydliad. Disgwylwn i bobl sy'n gweithio gyda ni rannu set o werthoedd cryf a disgwylwn fod y rhain yn amlwg yn y ffyrdd yr ydym yn gweithio ac yn ymgysylltu â'n cymunedau.

Gwaith tîm: Byddwn yn gweithio gyda chi a'n partneriaid i gefnogi ac ysbrydoli pawb i gymryd rhan. Byddwn yn gwneud y gorau o'r syniadau, a'r adnoddau sydd ar gael i wneud yn siŵr ein bod yn gwneud y pethau sy'n effeithio'n fwyaf cadarnhaol ar ein pobl a'n lleoedd.

Tryloywder: Rydym yn agored ac yn onest. Caiff pobl y cyfle i gymryd rhan a dweud wrthym beth sydd yn bwysig.

Hyblygrwydd : Rydym yn hyblyg, gan ein galluogi i ddarparu'r gwasanaethau mwyaf effeithiol ac effeithlon. Mae hyn yn golygu ymrwymiad diffuant i weithio gyda phawb i gofleidio ffyrdd newydd o weithio.

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

Caredigrwydd: Byddwn yn dangos Caredigrwydd i bawb byddwn yn gweithio gyda nhw, gan roi pwysigrwydd perthnasoedd a'r cysylltiadau sydd gennym â'n gilydd wrth wraidd pob rhyngweithio.

Bydd y swydd hon yn gweithio gyda Sir Fynwy i gyflawni'r rhain.

Yn ychwanegol:

Mae'n holl weithwyr yn gyfrifol am sicrhau eu bod yn gweithredu bob amser mewn ffordd sy'n gyson â Pholisi Cyfle Cyfartal Sir Fynwy yn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae'r awdurdod weithredu polisi gweithle dim ysmegu ac mae'n ofynnol i'r holl gyflogeion gydymffurfio â hynny.

Manyleb Person

Sut fyddwn ni'n gwybod os mai chi yw'r person cywir ar gyfer y swydd? Fel yr ymgeisydd llwyddiannus byddwch wedi dangos:-

GOFYNION	PWYSIAD UCHEL / CANOLIG / UCHEL	SUT Y PROFIR
1.ADDYSG/CYMHWYSTER/ GWYBODAETH		
1.1 HNC/D Peirianeg Sifil	UCHEL	FFURFLEN GAIS
1.2 Parhau gyda datblygiad proffesiynol a phersonol perthnasol	UCHEL	FFURFLEN GAIS
1.3 AutoCAD/KeyLine/KeySign/ Civils 3D	UCHEL	FFURFLEN GAIS/ CYFWELIAD
2. PROFIAD		
2.1 O leiaf 3 blynedd o brofiad o weithio mewn amgylchedd Dylunio Peirianeg	UCHEL	FFURFLEN GAIS/ CYFWELIAD
2.2 Gwybodaeth waith a phrofiad o fonitro costau/cyllidebau, rhaglennu gwaith, rheoli prosiectau, meini prawf a gyhoeddwyd/dylunio statudol	UCHEL	FFURFLEN GAIS/ CYFWELIAD
Rheoliadau Rheoli Dylunio Adeiladu (CDM)	UCHEL	FFURFLEN GAIS/ CYFWELIAD
Contract peirianeg ac adeiladu (nec4) a'i opsiynau a rolau cysylltiedig	CANOLIG	FFURFLEN GAIS/ CYFWELIAD
Dylunio tri dimensiwn yn defnyddio Autocad a Civils 3D	UCHEL	FFURFLEN GAIS/ CYFWELIAD
Gwybodaeth waith o ddogfennau Llawlyfr Contract ar gyfer Gwaith Priffyrdd	UCHEL	FFURFLEN GAIS/ CYFWELIAD
Gwybodaeth waith o ganllawiau teithio llesol cyfredol	CANOLIG	FFURFLEN GAIS/ CYFWELIAD
Cynnal a dehongli arolygon topograffig	UCHEL	FFURFLEN GAIS/ CYFWELIAD
Gwybodaeth waith o ddylunio draeniad trefol cynaliadwy	MEDIUM	FFURFLEN GAIS/ CYFWELIAD
2.3 Profiad o weithio'n effeithlon gydag aelodau etholedig, y cyhoedd a rhanddeiliaid sydd â diddordeb o fewn amgylchedd amlddisgyblaeth. Medru arddangos ymwybyddiaeth a sensitifrwydd o'r pwysau gwleidyddol a masnachol cysylltiedig.	UCHEL	FFURFLEN GAIS/ CYFWELIAD
2.4 Dealltwriaeth a gwerthfawrogiad o Systemau Rheoli Asedau Priffyrdd	UCHEL	FFURFLEN GAIS/ CYFWELIAD



(HAMP) a sut i wneud y defnydd gorau o adnoddau drwy gynnal arolygon priffyrdd a dadansoddi technegau'n defnyddio meddalwedd perchnogol ac arall yn gysylltiedig gyda mapio GIS a systemau TGCh/technolegol eraill.			
2.5 Profiad o weithio mewn tîm, goruchwylio staff technegol, gweinyddol a gweithredol.	UCHEL	FFURFLEN CYFWELIAD	GAIS/
2.6 Hyddysg mewn cyfrifiaduron gyda phrofiad gwaith cadarn a phrofiad ymarferol o ystod eang o raglenni TG yn cynnwys AutoCAD, CIVILS 3D a rhaglenni Microsoft Office	UCHEL	FFURFLEN CYFWELIAD	GAIS/
2.7 Gallu i gynhyrchu a chyflwyno adroddiadau technegol, astudiaethau bwrdd gwaith a dichonolrwydd gan roi ystyriaeth i opsiynau a chostau.	UCHEL	FFURFLEN CYFWELIAD	GAIS/
3. DONIAU A SGILIAU			
3.1 Cyfathrebydd cryf, gyda sgiliau cyfathrebu clir a datganoledig, yn ysgrifenedig a llafar ynghyd â sgiliau cyflwyno da	UCHEL	CYFWELIAD	
3.2 Gallu i gynhyrchu a chynnal cofnodion cywir.	UCHEL	FFURFLEN CYFWELIAD	GAIS/
3.3 Deall a pharchu egwyddorion cyfrinachedd	UCHEL	FFURFLEN CYFWELIAD	GAIS/
3.4 Gallu i flaenoriaethu a gweithio'n annibynnol ac fel rhan o dîm	UCHEL	FFURFLEN CYFWELIAD	GAIS/
3.5 Parodrwydd i gynnal ac ymarfer gweithdrefnau iechyd a diogelwch i gydymffurfio gyda deddfwriaeth, i sicrhau eu diogelwch eu hunain ac eraill bob amser	UCHEL	CYFWELIAD	
3.6 Dull gweithredu hyblyg at oriau gwaith a dyletswyddau	UCHEL	CYFWELIAD	
4. NODWEDDION PERSONOL			
4.1 Ymroddiad i ddatblygiad personol a phroffesiynol	UCHEL	CYFWELIAD	
4.2 Moeseg gwaith cryf	UCHEL	CYFWELIAD	
4.3 Arloesol a hyblyg	UCHEL	CYFWELIAD	
4.4 Gallu i hunan-reoli allbynnau mewn amgylchedd gwaith ystwyth	UCHEL	CYFWELIAD	
5. CYFLE CYFARTAL			
5.1 Gallu i arddangos ymrwymiad i egwyddorion ac ymarfer cyfle cyfartal	UCHEL	FFURFLEN CYFWELIAD	GAIS/
6. AMGYLCHIADAU ARBENNIG			
6.1 Trwydded yrru lawn gyfredol a mynediad i gar	UCHEL	FFURFLEN CYFWELIAD	GAIS/

**Os ydych angen mwy o wybodaeth am y swydd hon, cysylltwch â:
Rob Davies, Rheolwr Tîm Dylunio (Priffyrdd a Rheoli Llifogydd) -
01633644746**

Dyddiad Cau: 5pm 28/11/2024



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 sgysiau 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

- 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.

SIARAD

- Gall gymryd rhan yn y rhan fwyaf o sgysiau 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.
- Gall addasu cywair iaith i weddu i'r gynulleidfa.

DARLLEN

- Gall ddeall y rhan fwyaf o negeseuon e-bost neu llythyrau'n ymwneud â gwaith dydd i ddydd.
- Gall ddyfalu ystyr gair yn seiliedig ar gyd-destun os yw'r pwnc yn gyfarwydd.
- Gall ddarllen erthygl syml a rhwydd mewn papurau newydd neu fathau o ddeunydd ysgrifenedig mewn cylchgrawn.

YSGRIFENNU

- 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.
- Yn gallu ysgrifennu'n gymharol gywir wrth ddrafftio taflen wybodaeth fer neu boster yn Gymraeg yn ôl yr angen.

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

- Gall ddilyn y rhan fwyaf o sgysiau a thrafodaethau gydag unigolion neu gydweithwyr hyd yn oed os yw'r deunydd pwnc yn anghyfarwydd.

SIARAD

- 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.

DARLLEN

- 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.

YSGRIFENNU

- Gall gynhyrchu gohebiaeth o bob math, adroddiadau byr, dogfennau a llenyddiaeth gyda chymorth offer cyfieithu Cymraeg e.e. Cysgair, Cysill.

	<ul style="list-style-type: none"> • 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 ddeall testunau, os na ysgrifennwyd mewn dull ffurfiol iawn neu dafodieithol. 	
LEFEL 5			
<p>Gall ddeall popeth a gaiff ei ddweud. Gall siarad yn helaeth am faterion cymhleth, gan gyflwyno gwybodaeth anodd a gall hwyluso a chrynhai 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.</p>			
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 darllenydd 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.