

MANYLEB YR UNIGOLYN

RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Cymwysterau a/neu Wybodaeth	- Addysg gyffredinol dda. Tystiolaeth gadarn o sgiliau iaith Saesneg a mathemateg - Cymhwyster lefel 3 perthnasol neu gyfwerth e.e. blynyddoedd cynnar/gofal plant/gofal iechyd a chymdeithasol/bwyd a maeth cymuned - Cymhwyster Lefel 4 perthnasol mewn Gofal Iechyd ynghyd â chysrtau byr / profiad cyfatebol neu barodrwydd i weithio tuag at gymhwyster lefel 4 o fewn 3 blynedd yn y swydd - Gwybodaeth am negeseuon iechyd cyhoeddus allweddol (yn benodol bwyd a maeth)	Gradd mewn pwnc cysylltiedig - maeth / / iechyd Tystysgrif mewn hylendid bwyd Tystysgrif Sylfaenol mewn Cymorth Cyntaf Gwybodaeth o systemau iechyd cyhoedd.	Ffurflen gais a gwiriadau cyn cyflogi

Profiad	Profiad blaenorol o weithio yn GIG, gofal cymdeithasol neu leoliadau cymuned Profiad o weithio gyda phlant a theuluoedd/grwpiau cymuned perthnasol. Profiad o weithio mewn tîm. Profiad o ddefnyddio meddalwedd a chymwysiadau TG e.e. Microsoft Office, TEAMS ac Outlook. Profiad o fewnbynnu data.	Presenoldeb mewn cyrsiau/cynhadleddau perthnasol. Profiad o roi cyflwyniadau i grwpiau bach. Profiad o greu a defnyddio taenlenni syml.	Ffurflen gais a chyfweliad
Tueddfryd a Galluoedd	Gallu gweithio'n annibynnol gyda theuluoedd/grwpiau cymuned. Gallu gweithio fel rhan o dîm. Sgiliau cyfathrebu ardderchog - llafar ac ysgrifenedig Gallu ysgogi eraill Gallu i flaenoriaethu llwyth gwaith yn unol ag anghenion gwasanaeth Sgiliau rheoli amser Sgiliau bysellfwrdd cywir -	Gallu siarad Cymraeg Cwrs byr neu hyfforddiant mewn newid ymddygiad iechyd/cyfweld ysgogol/ymyrraeth gryno. Sgiliau TG datblygedig	Cyfweliad

	mewnbynnu data, prosesu geiriau, defnydd o'r we. Sgiliau TG i gynnwys e-bost, Excel a PowerPoint i safon dda.		
Gwerthoedd	Hyderus ac awyddus Dull hyblyg at waith er mwyn bodloni anghenion gwasanaeth. Gallu delio â gweithgaredd corfforol e.e. cludo offer i grwpiau a sefydlu amgylchedd grŵp addas. Dull ac ymddangosiad proffesiynol Ymagwedd positif a brwdfrydig.		Ffurflen Gais Cyfweliad Geirda
Arall	Gallu teithio ledled ardal ddaearyddol y prosiect peilot, gan gludo deunyddiau ac adnoddau addysgol, yn ôl yr angen ac mewn modd amserol. Gallu gweithio'n hyblyg i fodloni anghenion y gwasanaeth a'r cymuned.	Profiad o gymryd rhan yn goruchwyllo eraill.	Ffurflen gais a chyfweliad

GOFYNION CYFFREDINOL

Dylech gynnwys y rhai sy'n berthnasol i ofynion y swydd

- **Gwerthoedd:** Mae'n ofynnol bod pob gweithiwr y Bwrdd Iechyd yn dangos a chynnwys y Gwerthoedd a Datganiadau Ymddygiad er mwyn iddynt fod yn rhan integredig o fywyd gweithio deilydd y swydd ac i gynnwys yr egwyddorion yn niwylliant y sefydliad.
- **Gweithiwr Proffesiynol Iechyd Cofrestredig:** Gofynnir i holl weithwyr BIPBC y mae gofyn iddynt gofrestru â chorff proffesiynol, er mwyn iddynt allu gweithio o fewn eu proffesiwn, gydymffurfio â'u cod ymddygiad a gofynion eu cofrestriad proffesiynol.
- **Gweithwyr Cefnogi Gofal Iechyd:** Mae Gweithwyr Cefnogi Gofal Iechyd yn gwneud cyfraniad gwerthfawr a phwysig at ddarparu gofal iechyd o safon uchel. Mae'r Cod Ymddygiad cenedlaethol ar gyfer GIG Cymru yn disgrifio'r safonau ymddygiad a'r agwedd sy'n ofynnol gan yr holl Weithwyr Cymorth Gofal Iechyd a gyflogir o fewn GIG Cymru. Mae Gweithwyr Cefnogi Gofal Iechyd yn gyfrifol am sicrhau nad yw eu hymddygiad yn disgyn o dan y safonau a ddisgrifir yn y Cod ac nad yw unrhyw weithred neu esgeulustra o'u rhan yn niweidio diogelwch a lles defnyddwyr gwasanaeth a'r cyhoedd, tra eu bod yn eu gofal, ac mae ganddynt ddyletswydd gofal i sicrhau hynny.
- **Gallu:** Ni ddylai deilydd y swydd weithio y tu allan i'w lefel gallu diffiniedig ar unrhyw adeg. Os oes pryderon ynghylch hyn, dylai deilydd y swydd eu trafod ar unwaith â'i reolwr / goruchwyliwr. Mae gan weithwyr gyfrifoldeb i roi gwybod i'w goruchwyliwr/rheolwr os oes ganddynt amheuaeth ynglŷn â'u gallu i wneud eu dyletswyddau.
- **Dysgu a Datblygu:** Mae'n rhaid i bob aelod o staff ymgymryd â rhaglenni ymsefydlu/ymgynefino ar lefel Gorfforaethol ac Adrannol a rhaid sicrhau bod unrhyw ofynion hyfforddiant statudol/gorfodol yn gyfredol. Os yw'n briodol, gofynnir i staff ddangos tystiolaeth o ddatblygiad proffesiynol parhaus.
- **Gwerthuso Perfformiad:** Rydym yn ymroddedig i ddatblygu ein staff ac rydych yn gyfrifol am gymryd rhan mewn Adolygiad Datblygu Perfformiad Blynnyddol o'r swydd.

- **Iechyd a Diogelwch:** Mae gan holl staff y sefydliad ddyletswydd gofal statudol dros eu diogelwch personol eu hunain ac eraill yr effeithir arnynt gan eu gweithredoedd neu esgeulustod. Mae gofyn i ddeilydd y swydd gydweithredu â rheolwyr er mwyn galluogi'r sefydliad i fodloni ei ddyletswyddau cyfreithiol ei hun ac i roi gwybod am unrhyw sefyllfaoedd peryglus neu offer diffygiol. Rhaid i ddeilydd y swydd gadw at bolisiau rheoli risg, iechyd a diogelwch a pholisiau cysylltiedig y Bwrdd Iechyd.
- **Rheoli Risg:** Un o elfennau safonol y rôl a chyfrifoldeb holl staff y sefydliad yw eu bod yn cyflawni rôl ragweithiol o ran rheoli risg yn eu holl waith. Mae hyn yn cynnwys asesu risg pob sefyllfa, cymryd camau perthnasol ac adrodd ar bob digwyddiad, pethau y bu ond y dim iddynt ddigwydd a pheryglon.
- **Y Gymraeg:** Rhaid i bob gweithiwr gyflawni ei ddyletswyddau er mwyn cydymffurfio'n gaeth â gofynion Cynllun Iaith Gymraeg ei sefydliad a chymryd pob cyfle i hyrwyddo'r Gymraeg wrth ymwneud â'r cyhoedd.
- **Llywodraethu Gwybodaeth:** Rhaid i ddeilydd y swydd fod yn ymwybodol bob amser o bwysigrwydd cadw gwybodaeth sy'n codi yn ystod ei ddyletswyddau yn gyfrinachol ac yn ddiogel. Bydd hyn yn cynnwys mewn sawl achos, gweld gwybodaeth bersonol yn ymwneud â defnyddwyr gwasanaeth.
- **Diogelu Data:** Rhaid i ddeilydd y swydd drin pob darn o wybodaeth, boed honno'n gorfforaethol, neu'n wybodaeth am staff neu gleifion, mewn modd synhwyrol a chyfrinachol yn unol â'r Ddeddfwriaeth Diogelu Data Cyffredinol a Pholisi'r Sefydliad. Ystyrir unrhyw achos o dorri cyfrinachedd yn drosedd disgyblu difrifol sy'n agored i ddisgyblu a/ neu erlyn dan y ddeddfwriaeth statudol bresennol a Pholisi Disgyblu'r Bwrdd Iechyd.
- **Rheoli Cofnodion:** Fel gweithiwr yn y sefydliad hwn, mae deilydd y swydd yn gyfreithiol gyfrifol am yr holl gofnodion y bydd yn eu casglu, eu creu neu'n eu defnyddio fel rhan o'i waith yn y sefydliad (gan gynnwys iechyd cleifion, materion ariannol, personol a gweinyddol) p'un a ydynt ar bapur neu ar ar gyfrifiadur. Ystyrir bob cofnod o'r fath yn gofnodion cyhoeddus, ac mae gan ddeilydd y swydd ddyletswydd cyfrinachedd gyfreithiol tuag at ddefnyddwyr gwasanaethau (hyd yn oed ar ôl i weithiwr adael y sefydliad). Dylai deilydd y swydd ymgynghori â'i reolwyr os oes ganddo unrhyw amheuaeth am y ffordd gywir o reoli unrhyw gofnodion y mae'n gweithio gyda nhw.
- **Cydraddoldeb a Hawliau Dynol:** Mae Dyletswydd Cydraddoldeb y Sector Cyhoeddus yng Nghymru yn gosod

dyletswydd gadarnhaol ar y Bwrdd Iechyd i hyrwyddo cydraddoldeb i bobl a nodweddion gwarchodedig, fel cyflogwr a darparwr gwasanaethau cyhoeddus. Mae naw nodwedd gwarchodedig: oed, anabledd, ailbennu rhywedd, priodas a phartneriaeth sifil, beichiogrwydd a mamolaeth, hil, crefydd neu gred, rhyw a chyfeiriadedd rhywiol. Mae'r Bwrdd Iechyd yn ymroddedig i sicrhau nad yw unrhyw ymgeisydd am swydd neu weithiwr yn derbyn triniaeth llai ffafriol ar sail unrhyw un o'r uchod. I'r perwyl hwn, mae gan y Bwrdd Iechyd Bolisi Cydraddoldeb a rhaid i bob gweithiwr gyfrannu at ei lwyddiant.

- **Urddas yn y Gwaith:** Mae'r sefydliad yn gwrthwynebu pob math o aflonyddu a bwlio ac mae'n ceisio hyrwyddo gweithle lle mae gweithwyr yn cael eu trin yn deg a chydag urddas a pharch. Gofynnir i staff roi gwybod am unrhyw fath o fwlio ac aflonyddu i'w Rheolwyr Llinell neu unrhyw Gyfarwyddwr yn y sefydliad. Ni fydd ymddygiad amhriodol yn y gweithle yn cael ei oddef a bydd yn cael ei drin fel mater difrifol dan Bolisi Disgyblu'r Bwrdd Iechyd.
- **Gwiriad Datgelu DBS:** Yn y swydd hon, bydd gofyn i chi gael cyswllt *uniongyrchol / anuniongyrchol â *chleifion / defnyddwyr y gwasanaeth / plant / oedolion bregus wrth wneud eich dyletswyddau arferol. Felly, bydd angen i chi wneud cais am Wiriad CRB *Safonol / Uwch fel rhan o drefn wirio cyn cyflogi'r Bwrdd Iechyd. *Dileer fel bo'n briodol
Os nad oes ar ddeilydd y swydd angen Gwiriad DBS, dileer fel bo'n briodol.
- **Diogelu Plant ac Oedolion sydd mewn Perygl:** Mae'r sefydliad wedi ymrwymo i ddiogelu plant ac oedolion sydd mewn perygl. Felly, rhaid i'r holl staff felly fynychu hyfforddiant Diogelu Plant ac Oedolion a bod yn ymwybodol o'u cyfrifoldeb dan y Gweithdrefnau Cymru Gyfan.
- **Rheoli Heintiau:** Mae'r sefydliad wedi ymrwymo i fodloni ei rwymedigaethau o ran lleihau heintiau. Mae'r holl staff yn gyfrifol am amddiffyn a diogelu cleifion, defnyddwyr y gwasanaeth, ymwelwyr a gweithwyr rhag y risg o gael haint sy'n gysylltiedig â gofal iechyd. Mae'r risg yn cynnwys bod yn ymwybodol o gynnwys Polisiau a Gweithdrefnau Atal a Rheoli Haint y Bwrdd Iechyd a chadw atynt yn gyson.
- **Dim Ysmygu:** Er mwyn rhoi'r cyfle gorau i'r holl gleifion, ymwelwyr a staff fod yn iach, mae pob safle'r Bwrdd Iechyd, yn cynnwys adeiladau a thiroedd yn ddi-fwg.

Datganiad Hyblygrwydd: Amlinelliad o ddyletswyddau'r swydd yw'r Disgrifiad Swydd a'r Manyleb Personol ac efallai y cânt eu newid drwy gytundeb y ddwy ochr o bryd i'w gilydd.

PERSON SPECIFICATION

The knowledge to be measured is the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post. Essential criteria must not state "or willing to work towards" any qualification.

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	• Good general education. Evidence of sound English language skills and mathematics • Relevant level 3 qualification or equivalent e.g. early years/ childcare/ health and social care/ community food and	Degree in related topic- nutrition/ / health Food Hygiene Certificate Basic First Aid certificate Knowledge of public health	Application form and pre-employment checks

	nutrition • Relevant Level 4 qualification in Healthcare plus short courses / equivalent experience or willingness to work towards level 4 qualification within 3 years in post • Knowledge of key public health messages (particularly food and nutrition)	systems	
Experience	Previous experience of working in the NHS, social care, or community settings Experience working with children and families/ relevant community groups Experience of team working Experience of using IT software and applications e.g. Microsoft Office, TEAMS, Outlook. Experience of data inputting.	Attendance at relevant courses/conferences Experience of presenting to small groups Experience of creating and using simple spreadsheets.	Application form and interview
Aptitude and Abilities	Ability to work independently with families / community groups	Ability to speak Welsh	Interview

	Ability to work as part of a team Excellent communication skills – verbal and written Ability to motivate others Ability to prioritise workload according to service needs Time management skills Accurate keyboard skills- inputting data, word processing, internet use IT skills to include e-mail, Excel and PowerPoint to a good standard	Short course or training in health behaviour change/ motivational interviewing / brief intervention Advanced IT skills	
Values	Confident and self-motivated Flexible approach to work in order to meet service needs Able to deal with moderate physical activity e.g. transportation of equipment to groups and setting up of suitable group environment Professional manner and appearance		Application Form Interview References

	Positive, enthusiastic approach		
Other	Able to travel throughout the geographical area, transporting educational materials and resources, as required and in a timely manner Ability to work flexible hours to meet the needs of the service and community.	Experience of participation in the supervision of others	Application form and interview

GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of

conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.

- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining

confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.

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

Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. *Delete as appropriate.

If the post holder does not require a DBS Disclosure Check, delete as appropriate.

- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.

Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.