

<b>Teitl y Swydd:</b> Swyddog Gweinyddol Morlais	<b>Lleoliad:</b> Llangefni	<b>Band Cyflog:</b> Gweinyddol a Thechnegol
<b>Yn adrodd i:</b> Rheolwr Prosiect Morlais	<b>Yn gyfrifol am:</b> n/a	<b>Ystod Cyflog:</b> £18,000
<b>Diben y Swydd:</b> Darparu gwasanaethau gweinyddol a chlerigol i swyddogion tim ac aelodau'r bwrdd Morlais.		
<b>Cyfrifoldebau</b>	<b>Sgiliau/Profiad</b>	
<b>Dyletswyddau:</b> Darparu gwasanaethau gweinyddol a chlerigol mewn modd effeithiol ac effeithlon er mwyn sicrhau y bydd gweithrediadau yn cael eu cynnal mewn ffordd effeithiol ac effeithlon. Tasgau yn cynnwys: <ul style="list-style-type: none"> <li>Teipio gohebiaeth, adroddiadau a dogfennau eraill, gan gynnwys dogfenaeth gyfrinachol;</li> <li>Cynnal a chadw ffeiliau swyddfa a chofrestrau;</li> <li>Agor a dosbarthu post ;</li> <li>Cymryd cofnodion mewn cyfarfodydd, a'u dosbarthu;</li> <li>Cydlynu offer swyddfa;</li> <li>Cynorthwyo gyda ymchwilio a pharatoi polisiâu a gweithdrefnau;</li> <li>Trefnu cyfarfodydd Bwrdd - mynychu'r cyfarfodydd, paratoi agenda a pheccynnau, paratoi cofnodion a'u chyflwyno ar gyfer eu dilysu;</li> <li>Paratoi gohebiaeth ar gyfer aelodau'r Bwrdd;</li> <li>Cyfarch a chynorthwyo ymwelwyr;</li> <li>Ateb galwadau ffôn, cyfeirio galwadau ac ymateb i ymholiadau;</li> <li>A pherfformio unrhyw dasgau cysylltiedig eraill sy'n ofynnol.</li> </ul>	<b>Hanfodol:</b> <ul style="list-style-type: none"> <li>Ymwybyddiaeth o weinyddiaeth swyddfa a gweithdrefnau cadw cofnodion;</li> <li>Y gallu i gynnal lefel uchel o sylw i fanylion, cywirdeb a chyfrinachedd;</li> <li>Sgiliau rhyngpersonol da, a sgiliau adeiladu tîm;</li> <li>Sgiliau cyfathrebu llafar, gwranddo ac ysgrifenedig effeithiol;</li> <li>Sgiliau cyfrifiadurol, gan gynnwys rhaglenni taenlen a phrosesu geiriau;</li> <li>Sgiliau rheoli amser a threfnu effeithiol.</li> </ul>	
		<b>Dymunol:</b> <ul style="list-style-type: none"> <li>Siarad ac ysgrifennu Cymraeg Lefel 3 (Canolradd).</li> </ul>
	<b>Hanfodol:</b> <ul style="list-style-type: none"> <li>Addysg dda hyd at lefel TGAU (A-C) <b>neu</b> gymwyster gyfwerth <b>neu</b> y gallu i arddangos sgiliau a gallu cyfwerth.</li> </ul>	<b>Dymunol:</b> <ul style="list-style-type: none"> <li></li> </ul>
<b>Nodweddion</b>	<b>Arall</b>	
Mae'r rhain yn disgrifio'r nodweddion yr ydym yn eu disgwyl gan unigolyn yn y swydd hon. <ul style="list-style-type: none"> <li>Atebol;</li> <li>Trefnus;</li> <li>Sylw i fanylion;</li> <li>Ystyriol;</li> <li>Ymroddedig;</li> </ul>	Parodrydd i ddatblygu eich gyrfa drwy hyfforddiant a chymwysterau pellach	le
	Parodrydd i deithio	le
	Trwydded yrru DU lawn a/neu fynediad at eich car eich hun/cludiant	le



<b>Job Title:</b> Morlais Administrative Officer	<b>Location:</b> Llangefni	<b>Salary Band:</b> Administration and Technical
<b>Reports To:</b> Morlais Project Manager	<b>Responsible for:</b> N/A	<b>Salary Range:</b> £18,000
<b>Purpose of the Role:</b> Responsible for providing administrative and clerical support services to the Morlais team and board members.		
<b>Responsibilities</b>	<b>Skills / Experience</b>	
<b>Duties:</b> Providing administrative and clerical support services in an effective and efficient manner to ensure that municipal operations are maintained in an effective and efficient manner. Tasks include: <ul style="list-style-type: none"> <li>• Typing of correspondence, reports and other documents, including confidential documentation;</li> <li>• Maintaining office filing systems and registers;</li> <li>• Open and distribute the mail;</li> <li>• Taking and distributing minutes of meetings;</li> <li>• Coordinate office equipment and repairs;</li> <li>• Assist with the research and preparation of motions, policies and procedures;</li> <li>• Schedule Board meetings – attend board meetings, prepare agenda and packages, record minutes and submit minutes for approval;</li> <li>• Prepare correspondence for Board Members;</li> <li>• Greet and assist visitors;</li> <li>• Answer phone calls, direct calls, and respond to inquiries;</li> <li>• And perform any other related duties as required.</li> </ul>	<b>Essential:</b> <ul style="list-style-type: none"> <li>• Knowledge of office administration and book keeping procedures;</li> <li>• Ability to maintain a high level of attention to detail, accuracy and confidentiality;</li> <li>• Excellent interpersonal and team building skills;</li> <li>• Effective verbal, listening and written communication skills;</li> <li>• Computer skills, including spreadsheet and word processing programs;</li> <li>• Time management and organisational skills.</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>• Level 3 Welsh Speaking and Writing (Intermediate).</li> </ul>	
	<b>Qualifications</b>	
	<b>Essential:</b> <ul style="list-style-type: none"> <li>• Must have a good standard of education to at least GCSE A-C Level <b>or</b> equivalent <b>or</b> be able to demonstrate equivalent skills and abilities.</li> </ul>	<b>Desirable:</b> <ul style="list-style-type: none"> <li>•</li> </ul>
<b>Characteristics</b>	<b>Other</b>	
These describe the characteristics we expect in an individual in this role. <ul style="list-style-type: none"> <li>• Accountable;</li> <li>• Organised;</li> <li>• Attention to detail;</li> <li>• Discreet;</li> <li>• Committed.</li> </ul>	A willingness to progress career through further training and qualifications	Yes
	A willingness to travel	Yes
	A full UK Driving License and/or access to own car/transport	Yes

