

DISGRIFIAD SWYDD

TEITL SWYDD	Cydlynnydd Eiddo
CYFRIFOL I	Pennaeth Cyllid
RHEOLI	Swyddog Eiddo
LLEOLIAD	Caernarfon (gyda'r angen i deithio yng Ngwynedd)
ORIAU	37 awr
CYFLOG	B3.5 £21,252-£24,176
CYTUNDEB	Parhaol

PRIF BWRPAS Y SWYDD

Pwrpas y swydd yma yw i gydlynu gwaith cynnal a chadw GISDA er mwyn cynllunio ein gwaith, sicrhau ansawdd a monitro gwariant.

Bydd deilydd y swydd yn gyfrifodl am gynnal cofrestrau eiddo ar system ddigidol y cwmni sef InForm.

Bydd hefyd cyfrifodlebb dros gydymffurfio â deddfwriaeth perthasol ac adrodd i'r Pennaeth Cyllid yn ol y gofyn

CYFRIFOLDEBAU ALLWEDDOL

Cydlynu gwaith cynnal a chadw eiddo GISDA gan gynnwys :

- ⇒ Datblygu a gweithredu cynllun cynnal a chadw cyfnodol (cyclic maintenance) holl lety ac eiddo GISDA gan gynnwys arolygu cyflwr ac adnabod unrhyw angen am waith adnewyddu.
- ⇒ Cydlynu gwaith ar frys (reactive maintenance) holl lety ac eiddo GISDA yn cynnwys arolygu cyflwr, ceisio am awdurdodi'r gwaith, caffael contractwyr a sicrhau safon y gwaith
- ⇒ Sicrhau cydymffurfiaeth â deddfwriaeth perthnasol yn cynnwys iechyd a diogelwch.
- ⇒ Datblygu a gweithredu rhaglen archwiliadau asedau a chyflwyno adroddiadau i'r Pennaeth pan fo'r angen
- ⇒ Gweinyddu prosesau gwaith cynnal a chadw yn cynnwys cadw cofnodion, briffio contractwyr, monitro amserlenni, gohebiaeth, ffeilio ayyb
- ⇒ Cydweithio'n agos efo adrannau Gweinyddiaeth, Cyllid a Chymorth Tai y cwmni i hwyluso'r gwaith cynnal a chadw eiddo e mwyn cefnogi pawb i gyflawni gwaith o safon uchel
- ⇒ Sicrhau gwerth gorau am arian wrth gomisyntu gwaith gan lynnu at bolisi caffael GISDA
- ⇒ Pwynt cyswllt a hwylusydd ar gyfer landlordiaid ac asiantaethau tai
- ⇒ Gweithredu fel Asiant o fewn rheoliadau Rhentu Doeth Cymru ar ran GISDA a sicrhau cydymffurfiaeth â deddfwriaethau Rhentu Doeth Cymru
- ⇒ Cynnal cofrestrau llety ac eiddo ar system digidol cwmni (InForm) a threfnu uwchraddio ble'n addas

- ⇒ Rheoli ac arwain gwaith y Swyddog Eiddo
- ⇒ Cynorthwyo Arweinyddion Tîm gyda chlirio ac adnewyddu llety ar ddiwedd tenantiaith
- ⇒ Cydlynu, monitro ac adrodd defnydd cerbydau y cwmni
- ⇒ Cydlynu rhaglen cynnal a chadw ceir
- ⇒ Cydweithio efo'r Adran Gyllid i ddatblygu a monitro cyllidebau
- ⇒ Llunio a monitro asesiadau risg yn ol yr angen a chyfrannu i Gofrestr Risg cyffredinol y cwmni

CYFRIFOLDEBAU CYFFREDINOL

- ⇒ Cyfrannu tuag at hyfforddiant a datblygiad personol eich hun.
- ⇒ Hyrwyddo agwedd gyfeillgar, anfarnol, gwrth-wahaniaethol ym mhob agwedd o'r gwaith tuag at ddefnyddwyr gwasanaeth, cyd-weithwyr, aelodau o'r Bwrdd Rheoli ac aelodau o'r cyhoedd / asiantaethau eraill.
- ⇒ Hyrwyddo gwerthoedd a diwylliant mewnol y Cwmni.
- ⇒ Hyrwyddo nod ac amcanion y Cwmni.
- ⇒ Ymgymryd ag unrhyw dasgau rhesymol yn ôl yr angen.
- ⇒ Ymlynu at holl bolisiâu a gweithdrefnau cyffredol y Cwmni.
- ⇒ Cyfrannu at sesiynau arolygaeth.
- ⇒ Cadw holl wybodaeth sy'n berthnasol i'r Cwmni, y staff a defnyddwyr gwasanaeth y Cwmni yn gyfrinachol.

Ni all unrhyw ddisgrifiad swydd gwmpasu pob mater a all godi yn y rôl ar wahanol adegau. Er mwyn cynnal gwasanaeth effeithiol efallai y bydd gofyn i chi ymgymryd ag unrhyw dasgau rhesymol eraill sy'n weddol gyson â'r rhai yn y ddogfen hon fel y penderfynir gan eich pennaeth adran

MANYLDEB PERSON

MEINI PRAWF	HANFODOL	DYMUNOL	DULL ASESU
Addysg a Chymhwysterau		Lefel A neu QCF level 3 mewn maes adeiladwaith neu gyfatebol	Ffurflen Gais a Thystysgrifau
Profiad Perthnasol i Swydd		Wedi rheoli eiddo	Ffurflen Gais a Chyfweliad
Gwybodaeth Perthnasol i Swydd		Gwybodaeth am y diwydiant adeiladu	Ffurflen Gais a Chyfweliad
Sgiliau Perthnasol i Swydd	Sgiliau technoleg gwybodaeth cryf a gallu defnyddio rhaglenni cyfrifadurol addas		Ffurflen Gais a Chyfweliad
	Delio efo pobl yn effeithiol a phroffesiynol		
	Llygad am fanylder a chywirdeb		

	Gallu gweithio i ddedlein ac o dan bwysau		
	Gallu trefnu a blaenoriaethu gwaith yn addas		
	Sgiliau gweinyddol cryf		
	Gallu adnabod a chofnodi risgiau a nodi camau gweithredu a mesurau lliniaru		
Arall	Trwydded yrru llawn a chyfredol		Ffurflen Gais a Chyfweliad
Iaith	Dwy ieithog (Cymraeg a Saesneg)		Ffurflen Gais a Chyfweliad

JOB DESCRIPTION

JOB TITLE	Property Coordinator
REPORTING TO	Head of Finance
MANAGING	Property Officer
LOCATION	Caernarfon (travelling within Gwynedd required)
HOURS	37 hours
SALARY	B3.5 £21,252-£24,176
CONTRACT	Permanent
MAIN PURPOSE OF ROLE	
<p>The purpose of this post is to coordinate the maintenance work of GISDA in order to plan our work, ensure quality and monitor expenditure.</p> <p>The post holder will be responsible for maintaining property registers on the company's digital system, InForm.</p> <p>The post holder will also be responsible for compliance with relevant legislation and reporting to the Head of Finance as required</p>	
KEY RESPONSIBILITIES	
<p>Coordinating the maintenance of GISDA properties including:</p> <ul style="list-style-type: none"> ⇒ Develop and implement a periodic maintenance plan (cyclic maintenance) of all GISDA accommodation and properties including inspecting the condition and identifying any need for renovation work. ⇒ Coordinating urgent work (reactive maintenance) of all GISDA accommodation and property including inspecting the condition, seeking authorization for the work, acquiring contractors and ensuring the quality of the work ⇒ Ensure compliance with relevant legislation including health and safety. ⇒ Develop and implement an asset audit program and submit reports to the Head when necessary ⇒ Administration of maintenance work processes including record keeping, briefing contractors, monitoring schedules, correspondence, filing etc. ⇒ Collaborate closely with the company's Administration, Finance and Housing Support departments to facilitate property maintenance in order to support everyone to deliver high quality work ⇒ Ensure best value for money when commissioning work adhering to GISDA procurement policy ⇒ Contact point and facilitator for landlords and housing agencies ⇒ Act as an Agent within Rent Smart Wales regulations on behalf of GISDA and ensure compliance with Rent Smart Wales legislation ⇒ Maintain accommodation and property registers on the company's digital system (InForm) and organize upgrades where appropriate ⇒ Manage and lead the work of the Property Officer ⇒ Assist Team Leaders with clearing and renewing accommodation at the end of a tenancy 	

- ⇒ Coordinating, monitoring and reporting the use of the company's vehicles
- ⇒ Coordinate car maintenance programme
- ⇒ Collaborate with the Finance Department to develop and monitor budgets
- ⇒ Draw up and monitor risk assessments as needed and contribute to the company's general Risk Register

GENERAL RESPONSIBILITIES

- ⇒ Contribute towards your own training and personal development.
- ⇒ Promote a friendly, non-judgmental, anti-discriminatory attitude in all aspects of the work towards service users, fellow workers, members of the Management Board and members of the public / other agencies.
- ⇒ Promote the values and internal culture of the Company.
- ⇒ Promote the aim and objectives of the Company.
- ⇒ Undertake any reasonable tasks as required.
- ⇒ Adhere to all current Company policies and procedures.
- ⇒ Contribute to supervision sessions.
- ⇒ Keep all information relevant to the Company, the staff and users of the Company's service confidential.

No job description can cover all issues that may arise in the role at different times. In order to maintain an effective service you may be required to undertake any other reasonable tasks reasonably consistent with those in this document as determined by your head of department

JOB SPECIFICATION			
BENCHMARKS	ESSENTIAL	DESIREABLE	ASSESSMENT
Education and Qualifications		A Level neu QCF level 3 in property or equivalent area	Application Form and Certificates
Relevant Experience		Has managed property	Application Form and Interview
Relevant Knowledge		Knowledge of the building industry	Application Form and Interview
Relevant Skills	Strong IT skills and able to use appropriate computer programmes		Application Form and Interview
	Interacting effectively and professionally with people		
	Eye for detail and accuracy		
	Able to work to a deadline and under pressure		
	Able to organise and prioritise work appropriately		
	Strong administrative skills		

	Able to identify and record risks and note actions and mitigation measures		
Other	Full and current driving licence		Ffurflen Gais a Chyweliad
Language	Bilingual (Welsh and English)		Ffurflen Gais a Chyweliad