



DISGRIFIAD SWYDD

TEITL SWYDD	Swyddog Gweinyddol a Llety
CYFRIFOL I	Rheolwr Gwasanaethau Cefnogi
LLEOLIAD	Caernarfon (gyda'r angen i deithio yng Ngwynedd)
ORIAU	22.5 awr
CYFLOG	B3 £23,338-£24,646 (pro rata)
CYTUNDEB	Parhaol
PRIF BWRPAS Y SWYDD	
Pwrpas y swydd yma yw cynorthwyo efo gwaith gweinyddu, cynnal a chadw llety GISDA er mwyn cynllunio ein gwaith, sicrhau ansawdd a monitro gwariant.	
CYFRIFOLDEBAU ALLWEDDOL	
<ul style="list-style-type: none"> ⇒ Cynorthwyo efo gweithredu cynllun cynnal a chadw cyfnodol (cyclic maintenance) holl lety GISDA gan gynnwys arolygu cyflwr ac adnabod unrhyw angen am waith adnewyddu. ⇒ Cynorthwyo efo cydlynu gwaith ar frys (reactive maintenance) holl lety 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. ⇒ Cynorthwyo efo gweithredu rhaglen archwiliadau llety a chyflwyno adroddiadau i'r Rheolwr pan fo'r angen ⇒ Gweinyddu prosesau gwaith cynnal a chadw yn cynnwys cadw cofnodion, briffio contractwyr, monitro amserlenni, gohebiaeth, ffeilio ayyb ⇒ Sicrhau gwerth gorau am arian wrth gomisiynu gwaith gan lynu at bolisi caffael GISDA ⇒ Bod yn bwynt cyswllt a hwylusydd ar gyfer landlordiaid ac asiantaethau tai ⇒ Cynnal cofrestrau llety ar system digidol y cwmni (InForm) a threfnu uwchraddio ble'n addas ⇒ Cydweithio efo'r Swyddog Eiddo ⇒ Cynorthwyo Arweinyddion Tîm gyda chlirio ac adnewyddu llety ar ddiwedd tenantiaeth ⇒ Cynorthwyo efo gweinyddu, monitro ac adrodd defnydd cerbydau y cwmni ⇒ Cynorthwyo efo rhaglen cynnal a chadw ceir ⇒ Cynorthwyo efo paratoi adroddiad byr misol i'r Tim Rheoli ar bob eiddo. 	
CYFRIFOLDEBAU CYFFREDINOL	
<ul style="list-style-type: none"> ⇒ 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 cyfredol 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
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		Ffurflen Gais a Chyfweliad
	Llygad am fanylder a chywirdeb		Ffurflen Gais a Chyfweliad
	Gallu gweithio i ddedlein ac o dan bwysau		Ffurflen Gais a Chyfweliad
	Gallu trefnu a blaenoriaethu gwaith yn addas		Ffurflen Gais a Chyfweliad
	Sgiliau gweinyddol cryf		Ffurflen Gais a Chyfweliad
	Gallu adnabod a chofnodi risgiau a nodi camau gweithredu a mesurau lliniaru		Ffurflen Gais a Chyfweliad
Arall	Trwydded yrru llawn a chyfredol a defnydd o gar efo yswiriant busnes		Ffurflen Gais a Chyfweliad
Iaith	Dwy ieithog (Cymraeg a Saesneg)		Ffurflen Gais a Chyfweliad



JOB DESCRIPTION

JOB TITLE	Accommodation and Admin Officer
REPORTS TO	Support Services Manager
LOCATION	Caernarfon (travelling within Gwynedd required)
HOURS	22.5 hours
SALARY	B3 £23,338-£24,646 (pro rata)
CONTRACT	Permanent
MAIN PURPOSE OF ROLE	
The purpose of this position is to assist with administration and maintenance work of GISDA accommodation in order to plan our work, ensure quality and monitor expenditure.	
KEY RESPONSIBILITIES	
<ul style="list-style-type: none"> ⇒ Assist with the implementation of a cyclic maintenance plan for all GISDA accommodation including inspecting the condition and identifying any need for renovation work. ⇒ Assist with the coordination of urgent work (reactive maintenance) of all GISDA accommodation 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. ⇒ Ensure compliance with relevant legislation including health and safety. ⇒ Assist with the implementation of the accommodation inspection programme and submit reports to the Manager when necessary ⇒ Administration of maintenance work processes including record keeping, briefing contractors, monitoring schedules, correspondence, filing etc. ⇒ Ensure best value for money when commissioning work adhering to GISDA's procurement policy ⇒ Be a point of contact and facilitator for landlords and housing agencies ⇒ Maintain accommodation registers on the company's digital system (InForm) and organize upgrades where appropriate ⇒ Collaborate with the Property Officer ⇒ Assist Team Leaders with clearing and renewing accommodation at the end of a tenancy ⇒ Assist with the administration, monitoring and reporting of the use of the company's vehicles ⇒ Assist with car maintenance program ⇒ Assist with the preparation of a short monthly report for the Management Team on each property. 	

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
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		Application Form and Interview
	Eye for detail and accuracy		Application Form and Interview
	Able to work to a deadline and under pressure		Application Form and Interview
	Able to organise and prioritise work appropriately		Application Form and Interview
	Strong administrative skills		Application Form and Interview
	Able to identify and record risks and note actions and mitigation measures		Application Form and Interview
Other	Full and current driving licence, use of car with business insurance		Application Form and Interview
Language	Bilingual (Welsh and English)		Application Form and Interview