

 Proffil Swydd/Job Profile

 Teitl y Swydd –

 Post Title –

|  |  |
| --- | --- |
| Adran |  |
| Department |  |

|  |  |
| --- | --- |
| Is-Adran/Adain |  |
| Division/Section |  |

|  |  |
| --- | --- |
| Gradd/Grade |  |

|  |  |
| --- | --- |
| Rhif y Swydd/Post Number |  |

|  |  |
| --- | --- |
| Paratowyd Gan/Prepared By |  |

|  |  |
| --- | --- |
| Dyddiad/Date |  |

|  |
| --- |
| **Prif Ddiben y Swydd** |
|  |
| **Prif cyfrifoldebau** |
|  |
| **Yn gyfrifol am staff/offer** |
|  |
| **Yn atebol i** |
|  |

|  |
| --- |
| Meini Prawf Hanfodol |
| **Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiynol** |
|  |
| **Y sgiliau sy'n ymwneud â'r swydd a Galluoedd** |
|  |
| **Gwybodaeth** |
|  |
| **Profiad** |
|  |
| **Rhinweddau personol** |
|  |
| Meini Prawf Dymunol |
|  |

|  |
| --- |
| **Sgiliau Iaith /Cyfathrebu** |

Cliciwch ar y ddolen **-** [Beth yw lefel eich gallu?](https://www.carmarthenshire.gov.wales/media/1218857/lefelau-levels.pdf)

|  |  |  |
| --- | --- | --- |
| Cymraeg | **Dewiswch** | **Dewiswch** |
| Saesneg | **Dewiswch** | **Dewiswch** |
| Arall (nodwch) |  |  |

|  |
| --- |
| **GWIRIADAU'R GWASANAETH DATGELU A GWAHARDD (DBS)** |
|  Gall fod gwiriadau DBS yn ofynnol ar gyfer rhai swyddi lle bydd angen gweithio gyda phlant ac oedolion agored i niwed. Mae'r canlynol yn ofynnol ar gyfer y swydd honAdran A – y math o ddatgeliad **Dewiswch**Adran B – y math o weithlu **Dewiswch**Adran C – A yw'n ofyniad ar gyfer adnewyddiadau DBS 3 blynedd neu DBS wedi cofrestru ar y gwasanaeth diweddaru **Dewiswch** |

|  |
| --- |
| **Y RHESWM** |
|  |

|  |
| --- |
| **UNRHYW WYBODAETH ARALL** |
|  |

|  |
| --- |
| **Main Purpose of Job** |
|  |
| **Key responsibilities** |
|  |
| **Responsible for staff/equipment** |
|  |
| **Reporting to** |
|  |

|  |
| --- |
| Essential Criteria |
| **Qualifications, Vocational training and Professional Memberships** |
|  |
| **Job Related Skills and Competencies** |
|  |
| **Knowledge** |
|  |
| **Experience** |
|  |
| **Personal qualities** |
|  |
| Desirable Criteria |
|  |

|  |
| --- |
| **Language and Communication Skills** |

**Click on the link** [What level are you?](https://www.carmarthenshire.gov.wales/media/1218857/lefelau-levels.pdf)

|  |  |  |
| --- | --- | --- |
| Welsh | **Please Select** | **Please select** |
| English | **Please Select** | **Please select** |
| Other (please State) |  |  |

|  |
| --- |
| **DISCLOSURE AND BARRING SERVICES (DBS) CHECKS** |
| DBS Checks may be required for certain posts which work with children and vulnerable adults. This post requires:  **Section A – type of disclosure Please select****Section B – workforce type Please select****Section C – Does the post require 3 yearly DBS renewals** **or registration with the DBS online update service? Please select** |

|  |
| --- |
| **JUSTIFICATION** |
|  |

|  |
| --- |
| **ANY OTHER INFORMATION** |
|  |