

Proffil Swydd/Job Profile

Teitl y Swydd –

Post Title –

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

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

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

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

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

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

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| **Prif Ddiben y Swydd** |
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| **Prif cyfrifoldebau** |
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| **Yn gyfrifol am staff/offer** |
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| **Yn atebol i** |
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| Meini Prawf Hanfodol |
| **Cymwysterau, Hyfforddiant galwedigaethol ac Aelodaeth Broffesiynol** |
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| **Y sgiliau sy'n ymwneud â'r swydd a Galluoedd** |
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| **Gwybodaeth** |
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| **Profiad** |
|  |
| **Rhinweddau personol** |
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| Meini Prawf Dymunol |
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| **Sgiliau Iaith /Cyfathrebu** |

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

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

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| **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 hon  Adran 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** |

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| **Y RHESWM** |
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| **UNRHYW WYBODAETH ARALL** |
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| **Main Purpose of Job** |
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| **Key responsibilities** |
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| **Responsible for staff/equipment** |
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| **Reporting to** |
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| Essential Criteria |
| **Qualifications, Vocational training and Professional Memberships** |
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| **Job Related Skills and Competencies** |
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| **Knowledge** |
|  |
| **Experience** |
|  |
| **Personal qualities** |
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| Desirable Criteria |
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| **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) |  |  |

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| **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** |

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| **JUSTIFICATION** |
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| **ANY OTHER INFORMATION** |
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