



MANYLEB YR UNIGOLYN

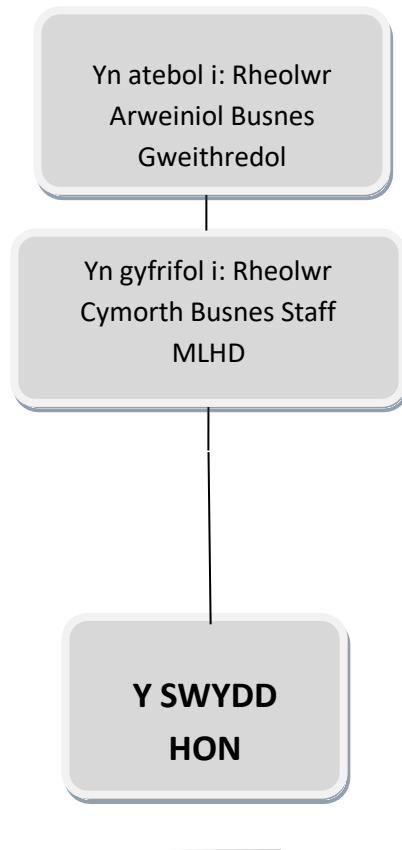
RHINWEDDAU	HANFODOL	DYMUNOL	DULL ASESU
Cymwysterau	Addysg lefel diploma neu brofiad cyfatebol o fewn rôl weinyddol. ECDL neu brofiad cyfatebol		Ffurflen gais a gwiriadau cyn-cyflogi.
Profiad	Profiad o gynghori ar ystod o faterion yn ymwneud a chyflogaeth sylfaenol gan gynnwys cytundebau cyflogaeth ac amodau a thelerau cyflogaeth sy'n ymwneud â'r Gweithlu Meddygol a Deintyddol. Profiad sylweddol o weithio mewn lleoliad gweinyddol beichus/prysur iawn. Profiad blaenorol o weithio gyda staff clinigol neu uwch staff yn y GIG neu leoliad gofal iechyd. Yn gymwys i ddefnyddio pecynnau TG modern, gan gynnwys Excel, Work, ac Outlook. Profiad o ddadansoddi gwybodaeth cymhleth o amrywiaeth o ffynonellau er mwyn datblygu amserlenni a'u cynnal.	Profiad o ddefnyddio cronfeydd data TG Profiad o systemau'r GIG e.e. ESR/NHS/Intrepid Deall rotas staff. Profiad blaenorol o weithio yn y GIG	Ffurflen gais a chyfweliad.
Gwybodaeth	Gwybodaeth o Delerau ac Amodau Cyflogaeth Staff Meddygol.	Gwybodaeth am y Fargen Newydd ar gyfer meddygon Iau/Cyfarwyddeb Amser Gwaith Ewropeaidd.	Ffurflen gais a chyfweliad.
Rhinweddau Personol	Yn gallu defnyddio'ch barn eich hun i ddadansoddi a datrys problemau.	Gallu siarad Cymraeg	Cyfweliad

	Gallu dangos doethineb a diplomyddiaeth wrth weithio ag eraill. Bod yn rhagweithiol ac yn cael ei yrru i fodloni terfynau amser ar ystod eang o brosesau/prosiectau gweinyddol. Sgiliau cyfathrebu a gallu trefnu rhagorol. Sgiliau dadansoddi Gallu cyfathrebu gwybodaeth bwysig yn glir ac yn gywir i staff meddygol o bob gradd Gallu gweithio'n annibynnol gan ddefnyddio'ch menter eich hun. Unigolyn brwdfrydig a llawn cymhelliant sy'n ymrwymo i dasgau yn llawn. Yn gallu datblygu systemau newydd a gwella prosesau.		
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ATODIAD 1

Teitl y Swydd: _____

Siart Sefydliadol



PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	Diploma level education or equivalent experience within administrative role. ECDL or equivalent experience		Application form and pre-employment checks.
Experience	Experience of advising on a range of basic employee relations issues including contracts of employment and terms & conditions of employment relating to Medical and Dental Workforce. Significant experience of working within a demanding/high intensity administrative setting. Previous experience of working with clinical or senior staff within the NHS or health care setting. Competent in use of modern IT packages, including Excel, Word, and Outlook. Experience of analysing complex information from a variety of sources to develop and maintain schedules.	Experience of using IT databases Experience of NHS systems e.g. ESR / NHS /Intrepid Understanding of staff rotas. Previous experience of working within NHS.	Application form and interview.
Knowledge	Knowledge of Staff Terms and Conditions of Employment.	Knowledge of New Deal for Junior doctors/European Working Time Directive.	Application form and interview.
Personal Qualities	Able to use own judgement to analyse and solve problems.	Ability to speak Welsh	Interview

	Be able to demonstrate tact and diplomacy when working with others. To be proactive and driven to meet deadlines on a wide range of administrative/project processes. Excellent communication skills and organisational ability. Analytical skills Ability to communicate important information clearly and accurately, to all grades of medical personnel To be able to work independently using own initiative. Enthusiastic and motivated individual who commits to tasks fully. Able to develop new systems and improve processes.		
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APPENDIX 1

Job Title: _____

Organisational Chart

