

MANYLEB BERSONOL

Yr wybodaeth i'w mesur fel y lleiafswm sydd ei hangen i gynnal dyletswyddau llawn y swydd at y safonau gofynnol. Dylid defnyddio cymwysterau i roi dangosydd o lefel y wybodaeth angenrheidiol. Mae hyfforddiant a phrofiad hefyd yn ffordd o gael y wybodaeth angenrheidiol ar gyfer swydd, megis hyfforddiant mewn swydd, cyrsiau byr a phrofiad hyd at lefel cyfatebol o wybodaeth y dylid ei nodi.

SYLWER: Peidiwch â defnyddio hyn a hyn o flynyddoedd o brofiad gan fod hyn yn gallu bod yn wahaniaethu a bydd y rhain yn cael eu dychwelyd. Mae'n hanfodol bod rheolwyr yn canolbwyntio ar y mathau o sgiliau a rhinweddau sydd eu hangen i wneud dyletswyddau'r swydd.

PERSONOL	HANFODOL	DYMUNOL	DULL ASESU
Cymwysterau a/neu Wybodaeth	Sgiliau rhifedd a llythrennedd sylfaenol Lefel 2 mewn Iechyd a Gofal Cymdeithasol neu brofiad cyfwerth.	Cwblhau Fframwaith Gynefino Cymru gyfan	Ffurflen gais a gwiriadau cyn dechrau gweithio
Profiad	Profiad sy'n ofynnol i gyflawni gofynion y swydd. Profiad o ddelio â'r cyhoedd.	Profiad clinigol blaenorol	Ffurflen Gais a chyfweliad
Cymhwyster a Galluoedd	Gallu aros yn ddigynnwrf ac yn broffesiynol mewn amgylchiadau heriol	Gallu siarad Cymraeg	Cyfweliad
Gwerthoedd	Rhinweddau amlwg ychwanegol a all fod o fudd i'r swydd e.e. gofal, cydymdeimlad, galluoedd, cyfathrebu, gwroldeb ac ymroddiad. Dangos ymrwymiad i weithio'n gyson yn unol â'n Gwerthoedd Sefydliadol, a galluogi eraill o fewn y gweithlu i wneud hyn, fel y dangosir yn y gwaith o ddydd i ddydd a drwy drafodaeth yn y PADR.		Ffurflen Gais Cyfweliad Geirdaon

	Parchu eraill Arddangos natur ofalgar		
Arall	Gofynion arbennig i wneud y swydd e.e. gallu teithio o fewn ardal ddaearyddol. Agwedd hyblyg tuag at waith.		Ffurflen Gais a chyfweliad

PERSON SPECIFICATION

The knowledge to be measured as a minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	Basic numeracy and literacy skills Level 2 in health and social care or equivalent experience	Completion of all Wales Induction Framework	Application form and pre-employment checks
Experience	Experience required to fulfil the requirements of the post. Experience of dealing with the public	Previous clinical experience	Application form and interview
Aptitude and Abilities	Ability to remain calm and professional in challenging circumstances	Ability to speak Welsh	Interview
Values	Additional demonstrable qualities that may be beneficial to the role, e.g. care, compassion, competence, communication, courage and commitment Demonstrate a commitment to working consistently in line with our Organisational Values, and enabling others within the workforce to do so to as evidenced in day to day work and through discussion at PADR		Application Form Interview References

	Respectful of others Demonstrable caring nature		
Other	Special requirements to perform in the role e.g. Ability to travel within geographical area. Flexible approach to work.		Application form and interview