

Disgrifiad Swydd a Manyleb y Person



MANYLION Y SWYDD

Teitl y Swydd:	Cynghorydd Ailgylchu
Rhif Adnabod Gwerthuso Swydd:	2862EN
Gradd:	6
Cyfadrn:	Economi a'r Amgylchedd
Adran:	Isadeiledd
Is-adran:	Strategaeth a Gweithrediadau Gwastraff
Lleoliad:	Depo Tir-y-berth
Yn atebol i:	Prif Swyddog Rheoli Gwastraff

DIBEN Y SWYDD

Cynorthwyo'r gwaith o ddatblygu mentrau rheoli gwastraff cynaliadwy a'u rhoi nhw ar waith, drwy ymgysylltu â'r cyhoedd.

Hyrwyddo lleihau gwastraff/ailgylchu/compostio i ddeiliaid tai a busnesau ledled y Fwrdeistref Sirol drwy berswadio, addysgu a gorfodi.

Cynorthwyo'r gwaith o ddatblygu rhaglenni addysg ac ymchwil/dadansoddi i gynorthwyo gweithredu strategaethau gwastraff cynaliadwy.

MEYSYDD CANLYNIADAU ALLWEDDOL

Cynyddu cyfranogi effeithiol (deiliaid tai a busnesau) yng ngwasanaethau ailgylchu yr Awdurdod.

Cynyddu lefelau cyfranogi yn y gwasanaeth gwagio cadis ailgylchu gwastraff bwyd wythnosol.

Gwella cyfraddau adfer yn rhwydwaith yr Awdurdod o safleoedd Canolfannau Ailgylchu i Gartrefi.

Lleihau faint o wastraff gweddilliol sy'n cael ei gynhyrchu gan ddeiliaid tai.

Cyflawni targedau ailgylchu statudol Llywodraeth Cymru.

PROFFIL MANWL O'R DASG

Codi ymwybyddiaeth y cyhoedd o ailgylchu/compostio drwy berswadio, addysgu a gorfodi.

Rhoi gwybod i fusnesau nad ydyn nhw'n cydymffurfio am y gofynion cyfreithiol a'r cosbau posibl o ran gwastraff masnachol a thrwyddedu.

Cynorthwyo'r Prif Swyddog Rheoli Gwastraff i ddatblygu polisiau a strategaethau rheoli gwastraff cynaliadwy a'u rhoi nhw ar waith.

Dylunio a chynhyrchu deunydd darllen addysg a deunydd ar y we sy'n hyrwyddo mentrau rheoli gwastraff cynaliadwy.

Rhoi cyflwyniadau i ysgolion, busnesau, grwpiau cymunedol a rhanddeiliaid allweddol eraill ar bolisiau ac arferion gwastraff.

Monitro a llunio adroddiadau ar gyfranogiad deiliaid tai mewn gwasanaethau ailgylchu.

Cynnal ymweliadau o ddrws i ddrws i hyrwyddo ailgylchu, annog cyfranogi a rhoi gwybod i drigolion am ddefnyddio gwasanaethau gwastraff ac ailgylchu y Cyngor yn gywir.

Cymryd camau gorfodi priodol pan fydd dulliau perswadio eraill wedi methu.

Ymchwilio i arferion rheoli gwastraff sy'n cael eu gweithredu gan awdurdodau lleol eraill ledled y Deyrnas Unedig i lunio casgliadau ynghylch arferion gorau.

Cwblhau cofnodion priodol a sicrhau cydymffurfio â'r holl welliannau.

Helpu/cynorthwyo goruchwylwyr (glanhau/casglu gwastraff a gwaredu/trin) i ddarparu/trefnu gwasanaethau rheng flaen.

Ymgysylltu â thrigolion yn y canolfannau ailgylchu i gartrefi gan ddarparu cyngor ac arweiniad ar sut i reoli gwastraff a chymryd camau unioni ar unwaith i wella cyfraddau adfer a ffigurau perfformio.

Cael gwybod yn gyson am gyfrifoldebau'r Cyngor o ran newid deddfwriaeth a pholisiau sy'n effeithio ar feysydd Rheoli Gwastraff, Diogelu'r Amgylchedd ac Iechyd a Diogelwch.

Datblygu ysbryd cymunedol drwy fod yn hawdd siarad â chi, yn ymatebol, cyfathrebu newyddion cadarnhaol a delio â phroblemau yn gyflym ac yn broffesiynol.

Sicrhau bod data sy'n berthnasol i'r is-adran Strategaeth a Gweithrediadau Gwastraff (gan gynnwys Dataflow, Flycapture, Rheoli Perfformiad, ac ati) yn cael eu coladu/eu hadrodd/eu darparu yn gywir.

Annog trigolion a busnesau i gymryd cyfrifoldeb am eu gwastraff nhw. Gall hyn olygu didoli gwastraff yn y fan a'r lle i bennu'r cynnwys.

Cynorthwyo a gweithio ochr yn ochr â Swyddogion eraill y Cyngor e.e. staff Goruchwylio a Gweithredol rheng flaen, Iechyd yr Amgylchedd, Swyddogion Gorfodi yr Amgylchedd, Wardeiniaid Diogelwch Cymunedol, Swyddogion Prifffyrdd, Peirianwyr, Staff Tai ac ati.

Hyrwyddo agwedd ofalgar, gymwynasgar a diduedd tuag at drigolion a busnesau.

Cymryd gofal rhesymol o'ch diogelwch eich hun ac eraill, cydweithredu â rheolwyr/goruchwylwyr i gydymffurfio â materion iechyd a diogelwch statudol i roi gwybod am ddiffygion, digwyddiadau ac ati.

Bydd gofyn i chi weithio ym mhob sefyllfa amgylcheddol a thywydd a thu allan i oriau gwaith arferol.

Bydd gofyn i chi fod yn hyblyg a gweithio oriau anghymdeithasol mewn sefyllfaoedd o argyfwng yn ôl y galw o ran y tasgau sy'n berthnasol i'r rôl.

Bydd angen cyflawni'r ystod lawn o ddyletswyddau a gweithredu bob amser yn unol â safonau ac egwyddorion gweithio mewn gwasanaeth cyhoeddus a thrwy hynny helpu i gyflawni llywodraethu da.

PERTHNASOEDD GWEITHIO ALLWEDDOL

Rheolwr Strategaeth a Gweithrediadau Gwastraff, Prif Swyddog Rheoli Gwastraff a Swyddogion o fewn y Gyfadran – cael gwybodaeth ac arweiniad a darparu gwybodaeth a chymorth.

Swyddogion o adrannau eraill yr Awdurdod, awdurdodau lleol eraill, asiantaethau'r llywodraeth a sefydliadau'r trydydd sector – cael/cyfnewid gwybodaeth, gweithio ar y cyd i gyflawni effeithlonrwydd gwasanaeth, cyfathrebu polisi, gwelliannau o ran cymryd rhan mewn ailgylchu a chompostio, a holl amcanion perfformio eraill yr Awdurdod.

Rhanddeiliaid allweddol – hyrwyddo a chymryd rhan mewn datblygu partneriaethau gyda rhanddeiliaid allweddol sy'n ymwneud ag ailgylchu/compostio.

Defnyddwyr busnes – Hyrwyddo a rhoi gwybod i gwsmeriaid am ofynion deddfwriaethol newydd o ran didoli deunyddiau gan gynnwys cyngor ar leihau gwastraff a chyfrifoldebau dyletswydd gofal. Datrys cwynion, hyrwyddo gwasanaethau a gwella cyfranogiad a pherfformiad.

Llywodraeth Cymru/Cyfoeth Naturiol Cymru a sefydliadau llywodraethol perthnasol eraill – darparu data perfformiad ystadegol drwy Waste Data Flow i sicrhau cydymffurfio.

Aelodau Etholedig (Cynghorwyr, Aelodau o'r Senedd ac Aelodau Seneddol) – darparu gwybodaeth ac arweiniad ategol.

Ysgolion, grwpiau cymunedol, cleientiaid ac aelodau o'r cyhoedd – darparu cymorth gyda chyngor/arweiniad a gwybodaeth ar ystod eang o faterion gyda'r nod o wella cyfranogi mewn mentrau ailgylchu a chompostio er mwyn cyflawni targedau Llywodraeth Cymru.

Trigolion – ymgysylltu â thrigolion ar eu stepen drws nhw, ar y rhwydwaith neu yn y cyfleusterau ailgylchu i gartrefi a digwyddiadau cyhoeddus gan hyrwyddo ein maes gwasanaeth a sut i fyw'n fwy dyfeisgar.

CYFRIFOLDEBAU AM STAFF

Teitlau Swyddi, Niferoedd a Lefel Atebolrwydd

Nid oes unrhyw gyfrifoldeb rheolwr llinell uniongyrchol heblaw am helpu cydweithwyr a gweithwyr newydd i ymgysylltu â'u gwaith nhw.

CYFRIFOLDEBAU AM ADNODDAU

Cyllid, Peiriannau, Adeiladau neu Gyfarpar

Cyfrifiadur personol a meddalwedd gysylltiedig.
Dyfeisiau data symudol a chyfarpar ategol cysylltiedig.
Ffôn symudol.

Cyfarpar diogelu personol.
Cerbyd/ôl-gerbyd y Cyngor yn ôl yr angen.
Stoc gwastraff masnachol gan gynnwys biniau a bagiau.

Systemau Data

Systemau ffeilio ac yn gyfrifol am ffeilio gohebiaeth, e-byst, cofnodion arolygu, dogfennaeth, adroddiadau a'r archif o ddydd i ddydd.
Cronfa ddata gwastraff masnachol.
Casglu tystiolaeth a pharatoi dogfennau ar gyfer erlyn.
System gofal cwsmeriaid – ceisiadau a diweddarau gwybodaeth ar y system.

AMGYLCHEDD GWAITH

Swydd symudol yn unol â Pholisi Gweithio Ystwyth y Cyngor. Mae'r tîm yn gweithio ar sail ystwyth rhwng y gymuned, y swyddfa a'r cartref. Bydd mwy na hanner yr amser yn cael ei dreulio yn gweithio yn y gymuned.

Bydd gofyn gweithio yn yr awyr agored, a dod i gysylltiad â llwch/baw yn aml ac yn rheolaidd, sŵn cymedrol a phob math o dywydd garw.

Bydd angen ymweld ag eiddo preswyl a masnachol yn rheolaidd.

Mae asesiadau risg ar waith, ond bydd rhaid i ddeiliad y swydd fod yn ymwybodol o'i ddiogelwch ei hun ac eraill, cydweithredu â'r rheolwr/goruchwylwyr i gydymffurfio â materion iechyd a diogelwch statudol ac i adrodd am ddigwyddiadau/diffygion ac ati.

GOFYNION YCHWANEGOL

Cyfyngiad Gwleidyddol:	Nac oes
Gwiriad y Gwasanaeth Datgelu a Gwahardd:	Nac oes
Gwiriad y Rhestr Wahardd:	Nac oes
Asesiad Meddygol Sylfaenol Cyn Cyflogaeth:	Nac oes
Cofrestru:	Nac oes

CYFRIFOLDEBAU CYFUNDREFNOL

Yn deall ac yn gallu dangos egwyddorion cyfrinachedd.

Yn gweithio o fewn polisiau a gweithdrefnau'r Cyngor, gan gynnwys cydnabod y ddyletswydd i ddiogelu oedolion, plant a phobl ifanc sy'n agored i niwed.

Yn deall ac yn dangos ymrwymiad i bolisiau'r Cyngor.

Yn dangos ymrwymiad i ddatblygiad personol parhaus.

Mae'r dyletswyddau a chyfrifoldebau yn anodd eu diffinio'n fanwl a gallen nhw amrywio o dro i dro heb newid natur gyffredinol y dyletswyddau neu lefel y cyfrifoldebau dan sylw. Felly, mae disgwyl i ddeiliad y swydd ymgymryd â dyletswyddau eraill yn ôl y gofyn ar yr amod na fydd natur gyffredinol y dyletswyddau na lefel y cyfrifoldebau yn newid.

MANYLEB Y PERSON

	HANFODOL	DELFRYDOL
CYMWYSTERAU	Cymhwyster Lefel 3 perthnasol ar Fframwaith Credydau a Chymwysterau Cymru.	Cymhwyster rheoli gwastraff a/neu gymwysterau perthnasol eraill.
GWYBODAETH	<p>Yn hyddysg mewn cyfrifiadura ac â phrofiad o ddefnyddio amrywiaeth o becynnau cyfrifiadurol.</p> <p>Meddu ar wybodaeth gadarn a chyfoes am reoli gwastraff a materion amgylcheddol.</p> <p>Ymwybyddiaeth a sensitifrwydd i gyd-destun gwleidyddol y rôl a gallu i gynnal didueddrwydd.</p>	Profiad o ddefnyddio systemau meddalwedd TG pwrpasol.
SGILIAU	<p>Yn gallu dyfeisio atebion cadarn ac effeithiol i broblemau cymhleth.</p> <p>Yn gallu gwneud penderfyniadau cadarn o fewn amserlen dderbyniol ac o fewn fframwaith o bamedrau wedi'i gytuno.</p> <p>Yn dangos ymrwymiad i ethos gwasanaeth cyhoeddus rheng flaen sy'n atebol yn ddemocrataidd ond eto'n ymatebol, o ansawdd uchel ac yn cael ei yrru gan y cwsmer.</p> <p>Y gallu i ddadansoddi a gwerthuso gwybodaeth o ffynonellau amrywiol a gwneud penderfyniadau priodol.</p> <p>Y gallu i asesu blaenoriaethau a dyfeisio atebion effeithiol i broblemau.</p> <p>Y gallu i ystyried buddiannau a allai wrthdaro a'u datrys nhw.</p> <p>Y gallu i wneud penderfyniadau cadarn yn gyflym.</p> <p>Cyfathrebu rhagorol ar lafar ac yn ysgrifenedig.</p> <p>Sgiliau trefnu eithriadol.</p>	Sgiliau Cymraeg.

	HANFODOL	DELFRYDOL
	<p>Yn llawn cymhelliant i gyflawni llwyddiant personol a sefydliadol.</p> <p>Y gallu i flaenoriaethu gwaith i gwrdd â therfynau amser a thargedau.</p>	
PROFIAD	<p>Profiad mewn swydd sy'n cynnwys gweithio gyda'r cyhoedd a darparu gwasanaeth cyhoeddus.</p> <p>Profiad o weithio fel rhan o dîm ac yn gallu dangos eich gallu i weithio ar eich liwt eich hun.</p>	<p>O leiaf dwy flwyddyn o brofiad mewn swydd sy'n cynnwys gweithio gyda'r cyhoedd a darparu gwasanaeth cyhoeddus.</p> <p>Profiad o weithio gyda phobl ifanc.</p> <p>Profiad o weithio mewn lleoliad cymunedol.</p> <p>Profiad o weithio mewn amgylchedd sy'n canolbwyntio ar y cwsmer.</p> <p>Profiad o swyddogaethau rheoli gwastraff awdurdodau lleol.</p>
ARALL	<p>Trwydded yrru lawn y DU Categori B (Ceir) a defnydd o gerbyd modur wedi'i yswirio at ddibenion busnes/gwaith i deithio ledled y Fwrdeistref Sirol i fynychu cyfarfodydd ac ymweld â defnyddwyr y gwasanaeth yn eu cartrefi nhw.</p> <p>Hyblygrwydd i weithio y tu allan i oriau arferol.</p>	

AWDURDODI'R SWYDD

PENNAETH GWASANAETH:	Marcus Lloyd	DYDDIAD:	22/08/2023
RHEOLWR:	Rhodri Lloyd	DYDDIAD:	22/08/2023
ADNODDAU DYNOL:	Janine Harrington	DYDDIAD:	22/08/2023

ADOLYGU'R SWYDD

SWYDDOG:		DYDDIAD:	
SWYDDOG:		DYDDIAD:	
SWYDDOG:		DYDDIAD:	

Job Description and Person Specification



POST IDENTIFICATION

Post Title:	Recycling Advisor
Job Evaluation ID:	2862EN
Grade:	6
Directorate:	Economy and Environment
Division:	Infrastructure
Section:	Waste Strategy and Operations
Location:	Tir-y-Berth Depot
Responsible to:	Principal Waste Management Officer

JOB PURPOSE

Assist in the development and implementation of sustainable waste management initiatives through public engagement.

Promote waste minimisation/recycling/composting to householders and businesses across the County Borough via persuasion, education and enforcement.

Assist in the development of education and research/analysis programmes to support the implementation of sustainable waste strategies.

KEY RESULT AREAS

Increase effective (householder and business) participation in the Authority's recycling services.

Increase participation levels in the weekly food waste recycling caddy emptying service.

Enhance recovery rates at the Authority's network of Household Recycling Centre sites.

Reduction in amount of residual waste being generated by householders.

Achievement of the Welsh Government's statutory recycling targets.

DETAILED TASK PROFILE

Raise public awareness of recycling/composting through persuasion, education and enforcement.

Advise non-compliant businesses on the legal requirements and potential penalties in relation to commercial waste and licensing.

Assist the Principal Waste Management Officer in the development and implementation of sustainable waste management policies and strategies.

Design and produce education literature and web based material promoting sustainable waste management initiatives.

Deliver presentations to schools, businesses, community groups and other key stakeholders on waste policies and practices.

Monitor and compile reports on householder participation in recycling services.

Undertake door-to-door visits to promote recycling encourage participation and advise residents on the correct use of the Council's waste and recycling services.

Take appropriate enforcement action when other methods of persuasion have failed.

Research waste management practices implemented by other Local Authorities across the UK to formulate conclusions relating to best practice.

Complete appropriate records and ensure compliance with all improvements.

Assist/support Supervisors (Cleansing /Waste Collections and Disposal/Treatment) in the provision/organisation of front line services.

Undertake engagement with residents at the household recycling centres providing advice and guidance on how to manage waste and taking immediate corrective measures to improve recovery rates and performance figures.

Keep abreast of the Council's responsibilities regarding changing legislation and policies affecting Waste Management, Environmental Protection and Health and Safety.

Develop community spirit by being approachable, responsive and by communicating positive news and dealing with problems quickly and professionally.

Ensure the accurate collating/reporting/provision of data relevant to the Waste Strategy and Operations division (including Dataflow, Flycapture, Performance Management etc.).

Encourage residents and businesses to take responsibility for their waste. This may involve physically sorting waste to determine contents.

Support and work alongside other Council Officers eg Front line Supervision and Operational staff, Environmental Health, Environmental Enforcement Officers, Community Safety Wardens, Highways officers, Engineers, Housing Staff, etc.

Promote a caring, helpful and unbiased attitude towards residents and businesses.

Take reasonable care of own and others safety, cooperate with managers/supervisors in compiling with statutory health and safety issues to report incidents faults etc.

Required to work in all environmental situations and weather conditions and outside normal working hours.

Required to be flexible to work unsociable hours in emergency situations where tasks relevant to the post demand.

Required to be able to undertake the full range of duties and act at all times in accordance with the standards and principles of working in public service and thereby help to deliver good governance.

KEY WORKING RELATIONSHIPS

Waste Strategy and Operations Manager, Principal Waste Management Officer and Officers within the Directorate - receive information and guidance and to provide information and support.

Officers from other sections of the Authority other Local Authorities, government agencies and third sector organisations - receive/exchange information, undertake collaborative working to achieve service efficiencies, communication of policy, improvements in recycling and composting participation and all other performance objectives of the Authority.

Key Stakeholders - promote and participate in developing partnerships with key stakeholders involved in recycling/composting.

Business Users – Promote and advise customers on new source separated legislative requirements including advice on waste reduction and duty of care responsibilities. Resolve complaints, promote services and improve participation and performance.

Welsh Government/Natural Resources Wales and other relevant governmental organisations – provide statistical performance data via Waste Data Flow to ensure compliance.

Elected Members (Councillors, Members of the Senedd and Members of Parliament) – provide supportive information and guidance.

Schools, Community Groups, Clients and Members of the Public - provide support with advice/guidance and information covering a wide range of matters with the aim of improving participation in recycling and composting initiative to achieve Welsh Government targets.

Residents – engage with residents at the doorstep, at network or household recycling facilities and public events promoting our service area and how to live more resourcefully.

RESPONSIBILITIES FOR STAFF

Post Titles, Numbers and Level of Accountability

No direct line management responsibility other than assisting in work familiarisation of colleagues and new recruits.

RESPONSIBILITIES FOR RESOURCES

Financial; Plant; Buildings or Equipment

Personal computer and associated software.
Mobile data devices and associated ancillary equipment.
Mobile phone.
PPE.
Council vehicle/trailer as required.
Commercial waste stock including bins and bags.

Data Systems

Filing systems and responsible for day-to-day filing or correspondences, emails, records of inspection, documentation, reports and archive.

Commercial waste database.

Collection of evidence and preparation of documentation for prosecution.

Customer care system –requests and updating of system information.

WORKING ENVIRONMENT

Mobile post in accordance with the Council's Agile Working Policy. The team work on an agile basis between the community, office and home. More than half of the time will be spent working in the community.

Required to work outdoors being exposed to frequent and regular dust/dirt, moderate noise and all types of inclement weather.

Required to make regular visits to residential and commercial properties.

Risk assessments are present but the postholder must be aware of their own and others safety, co-operate with manager/supervisors in complying with statutory health and safety issues and to report incidents/faults etc.

ADDITIONAL REQUIREMENTS

Politically Restricted:	No
Disclosure and Barring Service Check:	No
Barred List Check:	No
Baseline Pre Employment Medical Assessment:	No
Registration:	No

ORGANISATIONAL RESPONSIBILITIES

Understands and demonstrates the principles of confidentiality.

Work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.

Understands and demonstrates commitment to the Council's policies.

Demonstrate commitment to ongoing personal development.

The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Relevant Level 3 qualification on the Credit and Qualifications Framework for Wales.	Waste management qualification and /or other relevant qualifications.
KNOWLEDGE	<p>Computer literate and experienced in the use of a variety of computer packages.</p> <p>Possess sound and up to date knowledge of waste management and environmental issues.</p> <p>An awareness and sensitivity to the political context of the role and an ability to maintain impartiality.</p>	Experience in utilising bespoke IT software systems.
SKILLS	<p>Able to devise sound and effective solutions to complex problems.</p> <p>Able to take sound decisions within an acceptable timescale and within an agreed framework of parameters.</p> <p>Demonstrate commitment to the ethos of a democratically accountable yet responsive, caring, high quality and customer driven front-line public service.</p> <p>Capacity to analyse and evaluate information from diverse sources and make appropriate decisions.</p> <p>Ability to assess priorities and devise effective solutions to problems.</p> <p>Ability to consider and resolve potentially competing interests.</p> <p>Ability to make sound decisions quickly.</p> <p>Excellent oral and written communication.</p> <p>Exceptional organisational skills.</p> <p>Motivated to achieve personal and organisational success.</p>	Welsh language skills.

	ESSENTIAL	DESIRABLE
	Ability to prioritise work to meet deadlines and targets.	
EXPERIENCE	<p>Experience in a job, which requires working with the public and delivering a public service.</p> <p>Experience of working as part of a team and be able to demonstrate their ability to work under their own initiative.</p>	<p>At least 2 years experience in a job, which requires working with the public and delivering a public service.</p> <p>Experience of working with young people.</p> <p>Experience of working in a community setting.</p> <p>Experience of working in a customer focussed environment.</p> <p>Experience of local authority waste management functions.</p>
OTHER	<p>Full UK Category B (Cars) driving licence and the use of a motor vehicle insured for business / work purposes to travel throughout the borough to attend meetings and visit service users at home.</p> <p>Flexibility to work outside of normal hours.</p>	

POST AUTHORISATION

HEAD OF SERVICE:	Marcus Lloyd	DATE:	22/08/2023
MANAGER:	Rhodri Lloyd	DATE:	22/08/2023
HR:	Janine Harrington	DATE:	22/08/2023

POST REVIEW

OFFICER:		DATE:	
OFFICER:		DATE:	
OFFICER:		DATE:	