

## **DIRPRWY GLERC Y DREF / RHEOLWR CANOLBWyNT Y DREF**

### **DISGRIFIAD SWYDD**

#### **1. PWRPAS Y SWYDD**

Cynorthwyo Clerc y Dref gydag ystod lawn dyletswyddau'r Cyngor Tref o ddydd i ddydd

Mae'r gallu i siarad Cymraeg a chynnal busnes y Cyngor yn ddwyieithog yn ofynnol Gweithio mewn ymgynghoriad gyda Chlerc y Dref i sicrhau bod gweithdrefnau rheoli o ddydd i ddydd yn effeithiol, darparu gwybodaeth a llunio adroddiadau ar gyfer pwyllgorau, fel bo'n ofynnol, i sicrhau gweithredu penderfyniadau'r Cyngor a'i Bwyllgorau'n effeithiol.

Dirprwyo yn absenoldeb Clerc y Dref.

#### **PRIF DASGAU**

- Cynorthwyo Clerc y Dref i sicrhau rheoli darparu gwasanaethau'n effeithiol
- Cynorthwyo Clerc y Dref gyda rheoli cyllidebau
- Mynychu cyfarfodydd y Cyngor Tref a sicrhau cadw cofnodion cywir
- Sefydlu a chadw'r holl gofnodion sy'n ymwneud gyda'r Cyngor mewn trefn dda a chydymffurfio gyda gofynion statudol
- Rheoli a diweddarau gwefan y Cyngor Tref yn rheolaidd a, lle bo'n briodol, diweddarau'r cyfryngau cymdeithasol a dulliau cyfathrebu eraill, er mwyn hysbysu'r gymuned am flaenoriaethau'r Cyngor
- Mynd ar gyrsiau hyfforddiant sy'n gysylltiedig gyda'r rôl, fel y cytunwyd gan Clerc y Dref a'r Cyngor
- Sicrhau bod Cofrestr Asedau'r Cyngor yn gywir ac wedi'i diweddarau
- Gweithio gyda Chlerc y Dref a'r Cynghorwyr i adnabod ffyrdd y gall y cyngor gryfhau ei berthynas gyda'r gymuned a rhanddeiliaid allweddol ymhellach
- Dirprwyo yn absenoldeb, a thrwy gytundeb, Clerc y Dref

#### **2. IECHYD A DIOGELWCH**

- Gweithio gyda Chlerc y Dref i sicrhau rheoli iechyd a diogelwch yn effeithiol

#### **3. CONTRACTAU**

- Cynorthwyo Clerc y Dre fi sicrhau rheoli adnewyddu contractau cyflenwi gwasanaethau i'r Cyngor mewn modd amserol ac effeithiol
- Cynorthwyo gyda chaffael nwyddau a gwasanaethau ar gyfer y Cyngor Tref

#### 4. PROSIECTAU

- Cynorthwyo Clerc y Dref gyda rheoli prosiectau fel y cytunwyd gan y Cyngor Tref

#### 5. CYFRIFOLDEBAU – YR HEN LYS

- Hyrwyddo llogi ystafelloedd/digwyddiadau i uchafu'r incwm refeniw
- Cydlynu arddangosfeydd celf misol
- Cydlynu calendr digwyddiadau/llogi'r adeilad
- Curadu a threfnu gosod arddangosfeydd
- Llunio arddangosfa nwyddau manwerthu, goruchwyllo'r rheolaeth ariannol, rheoli stoc, archebu a gweithio gyda manwerthwyr lleol
- Cydlynu grŵp gwirfoddolwyr/'Cyfeillion'
- Trefnu rota gwirfoddolwyr
- Gweinyddu'r Tîm Tref Taclus / Fforwm Cyfathrebu

#### 6. YSWIRIANT

- Cynorthwyo Clerc y Dref i sicrhau y darperir gwybodaeth gywir i ddarparpwydd yswiriant y Cyngor

#### 7. ORIAU GWAITH

- 22.5 awr yr wythnos yn unol â chyfarwyddiadau Clerc y Dref. Bydd yr oriau'n hyblyg i gynnwys cyfarfodydd gyda'r nos yn fisol ac ar y penwythnos yn achlysurol.
- Gall fod yn ofynnol i ddeilydd y swydd ymgymryd ag unrhyw ddyletswyddau rhesymol eraill ar gais Clerc y Dref, sy'n cyd-fynd â gradd y swydd

#### 8. CYDNABYDDIAETH

- Cyd-gyngor Cenedlaethol Gwasanaethau Llywodraeth Leol (NJC) SCP 19-23 (pro rata) £24,799 - £26,999
- Bydd cyfnod prawf 13 wythnos, a chynhelir adolygiad ar ôl 12 wythnos. Gall y naill ochr derfynu'r cytundeb cyflogaeth trwy roi mis o rybudd ysgrifenedig.

## **DEPUTY TOWN CLERK / TOWN HUB MANAGER**

### **JOB DESCRIPTION**

#### **2. PURPOSE OF THE ROLE**

To assist the Town Clerk with the full breadth of Town Council duties on a day to day basis

The ability to speak Welsh and conduct business bilingually is required

To work in consultation with the Town Clerk to ensure day to day management procedures are effective, provide information and write reports for committees, as required, to ensure effective implementation of Council and Committees decisions.

To deputise in the absence of the Town Clerk.

#### **KEY TASKS**

- To assist the Town Clerk to ensure the effective management of service delivery
- To assist the Town Clerk with the management of budgets
- To attend Town Council meetings and ensure that accurate minutes are recorded
- To establish and maintain in good order all records relating to the Council and comply with statutory requirements
- To manage, and update on a regular basis, the Town Council website, and, where appropriate, update social media and other communication tools, to keep the community updated and informed of the Council's priorities
- To attend training courses associated with the role, as agreed by the Town Clerk and the Council
- To ensure that the Council's Assets Register is accurate and updated
- To work with the Town Clerk and Councillors to identify ways in which the Council can further strengthen its relationships with the Community and key Stakeholders
- To deputise in the absence, and by agreement, of the Town Clerk

#### **2. HEALTH AND SAFETY**

To work with the Town Clerk to ensure effective management of health and safety

#### **3. CONTRACTS**

- To assist the Town Clerk to ensure timely and effective management of the Council's ongoing supply contract renewals
- To assist in the procurement of goods and services for the Town Council

#### 4. PROJECTS

- To assist the Town Clerk with the management of projects as agreed by the Town Council

#### 5. RESPONSIBILITIES – THE OLD COURTHOUSE

- Promoting room hire/events to maximise revenue
- Co-ordinating monthly art exhibitions
- Co-ordinating calendar of events/bookings
- Curating and arranging installation of exhibitions
- Curating retail showcase, oversight financial control, stock management, ordering, working with local retailers
- Co-ordinating a 'Friends'/volunteers group
- Arrange a roster of volunteers
- Administration of Tidy Town Team / Communication Forum

#### 6. INSURANCE

- To assist the Town Clerk to ensure that accurate information is provided to the Council's Insurance Broker

#### 7. HOURS OF WORK

- 22.5 hours per week as directed by the Town Clerk. Hours will be flexible to include regular monthly evening meetings and the occasional week-end.
- The post holder may be required to undertake any other reasonable duties as requested by the Town Clerk, commensurate with the grade

#### 8. REMUNERATION

- National Joint Council for Local Government Services (NJC) SCP 19-23 (pro rata) £24,799 - £26,999
- Probationary period will be 13 weeks, with a review undertaken at 12 weeks. Either party may terminate the contract of employment by giving one month's notice in writing.