

Swydd Ddisgrifiad: Swyddog Caffael			
Maes Rhaglen / Adran	Cyllid		
Prif Safle	Llandrillo-yn-Rhos neu Llwyn Brain, Bangor		
Cyflog	£44,181-£50,943 y flwyddyn Cymorth Busnes Gradd 9-10 Pwyntiau 38 – 43		
Y Math o Gontract	Parhaol		
Telerau'r Contract	Llawn Amser		
Yn atebol i	Cyfarwyddwr Cyllid / Rheolwr Cyllid		
Prif Ddyletswyddau a Chyfrifoldebau			
Mae'r Swyddog Caffael yn gyfrifol am ddatblygu a gweithredu pob gweithgaredd caffael i'r Grŵp, gan sicrhau cydymffurfiaeth â rheoliadau ariannol mewnol a deddfwriaeth gaffael berthnasol y sector cyhoeddus, a chyflawni Gwerth am Arian ac Effeithlonrwydd ar draws y Grŵp. Prif gyfrifoldebau'r swydd yw: 1. Arwain a rheoli'r holl brosesau tendro a dyfynbrisio ffurfiol yn unol â therfynau ariannol y Grŵp a rheolau caffael cyhoeddus y DU/UE (e.e., Rheoliadau Contractau Cyhoeddus 2015). 2. Ar y cyd â Chyfarwyddwr y Gwasanaethau Ariannol a Rheolwr Cyllid y Grŵp, datblygu, gweithredu a chynnal strategaeth gaffael gadarn i wneud y gorau o arbedion cost, ansawdd a lefelau gwasanaeth ar draws categorïau gwariant er mwyn sicrhau bod Gwerth am Arian yn cael ei gyflawni ar draws y Grŵp. 3. Defnyddio'r Cytundebau Fframwaith priodol a chyfleoedd caffael cydweithredol i fanteisio ar raddfa a sicrhau'r gwerth gorau. 4. Adolygu a rhesymoli sylfaen cyflenwyr y Grŵp er mwyn gwella effeithlonrwydd. 5. Datblygu adroddiadau a dangosyddion perfformiad allweddol (DPA) sy'n mesur effeithiolrwydd caffael y Grŵp gan edrych ar ddadansoddi gwariant a'r arbedion cost a gyflawnwyd. 6. Gweithredu fel y pwynt cyswllt canolog ar gyfer caffael y Grŵp a darparu cyngor a chefnogaeth broffesiynol i ddeiliaid cyllidebau a staff adrannol ar arfer gorau a chydymffurfiaeth ym maes caffael. 7. Cynnal a diweddarau rhestr o gyflenwyr dewisol y Grŵp a chofrestr contractau. 8. Meithrin perthnasoedd cryf gyda chyflenwyr allweddol ac arwain ar drafodaethau contract. 9. Cynnal adolygiadau cyflenwyr, gan sicrhau bod telerau allweddol y contract a chytundebau lefel gwasanaeth yn cael eu bodloni. 10. Adolygu unrhyw anghydfodau neu broblemau gyda chyflenwyr a phenderfynu ar y risg a'r angen i uwchgyfeirio'r mater. 11. Sicrhau y cydymffurfir â Rheoliadau Ariannol y Grŵp o ran Caffael bob amser. 12. Monitro ac adrodd ar yr arbedion a gyflawnwyd drwy negodi a rheoli contractau yn effeithiol. 13. Sicrhau bod yr arferion caffael yn hyrwyddo cynaliadwyedd a gwerth cymdeithasol lle bo modd. 14. Rheoli cyllideb y maes Caffael (tua £1,000 - £10,000). 15. Rheoli'r tîm Caffael i sicrhau gwaith effeithiol. 16. Monitro tueddiadau ym maes Caffael a datblygu perthnasoedd ag eraill yn y sector a'r gwasanaethau cyhoeddus ehangach i sicrhau bod y Grŵp yn datblygu gweithdrefnau arfer gorau. 17. Dyletswyddau ad hoc eraill ar gais yr uwch dîm Cyllid neu Uwch Gyfarwyddwr Gwasanaethau Corfforaethol. 18. Unrhyw waith arall sy'n gymesur â graddfa gyflog, a chymwysterau, hyfforddiant neu brofiad deiliad y swydd.			
Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
Cymwysterau			
Gradd mewn pwnc perthnasol	X		Ffurflen Gais / Cyfweiliad

Cymhwyster CIPS (neu'n gweithio tuag at hyn)	X		Ffurflen Gais / Cyfweliad
Gwybodaeth a Phrofiad			
Lleiafswm o 3-5 mlynedd o brofiad mewn rôl brynu neu gaffael bwrpasol (yn ddelfrydol yn y Sector Cyhoeddus)	X		Ffurflen Gais / Cyfweliad
Gwybodaeth amlwg o Reoliadau Caffael Cyhoeddus y DU	X		Ffurflen Gais / Cyfweliad
Profiad o gynnal gwaith tendro ffurfiol (contractau £50k+) o ddatblygu manylebau hyd at ddyfarnu contract	X		Ffurflen Gais / Cyfweliad
Profiad o ddefnyddio systemau meddalwedd cyllid/caffael (P2P ac ati)	X		Ffurflen Gais / Cyfweliad
Sgiliau a Nodweddion Personol			
Sgiliau Negodi a Rheoli Contractau	X		Ffurflen Gais / Cyfweliad
Sgiliau rhyngpersonol a chyfathrebu rhagorol, gyda'r gallu i feithrin perthnasoedd gwaith effeithiol gyda rhanddeiliaid mewnol a chyflenwyr allanol.		X	Ffurflen Gais / Cyfweliad
Sgiliau rhifedd a llythrennedd cadarn	X		Ffurflen Gais / Cyfweliad
Gwybodaeth ymarferol gadarn iawn o Microsoft Office, yn enwedig Excel a Word.	X		Ffurflen Gais / Cyfweliad
Sgiliau trefnu da a sylw i fanylion		X	Ffurflen Gais / Cyfweliad
Gofynion Ychwanegol			
Y gallu i deithio'n unol â gofynion y swydd	X		Ffurflen Gais / Cyfweliad
Y gallu i gyfathrebu'n effeithiol yn y Saesneg.	X		Ffurflen Gais / Cyfweliad
Y gallu i gyfathrebu'n effeithiol yn y Gymraeg.		X	Ffurflen Gais / Cyfweliad
Sgiliau Cymraeg			
Ceir manylion llawn am lefelau sgiliau Cymraeg yn: https://www.gllm.ac.uk/cy/jobs			
Dealltwriaeth o'r Gymraeg	Mynediad		Cyfweliad
Yn siarad Cymraeg	Mynediad		Cyfweliad
Llythrennedd Cymraeg	Mynediad		Cyfweliad
Noder os gwelwch yn dda - fe roddir ystyriaeth i ymgeiswyr sy'n nodi eu bod o fewn 1 lefel i fodloni'r gofyniad sgiliau Cymraeg gofynnol ar gyfer y swydd ar yr amod y byddai unrhyw gynnig o gyflogaeth yn cynnwys cytundeb cytundebol i ddatblygu eu Sgiliau Cymraeg.			
Gofynion Gorfodol			
Mae'r Grŵp wedi ymrwymo i ddiogelu ac amddiffyn lechyd a Lles plant, pobl ifanc ac oedolion agored i niwed. Yn unol â Deddf Adsefydlu Troseddwyd 1974, bydd gofyn i unigolion gael gwiriad manwl gan y Gwasanaeth Datgelu a			

Gwahardd i gadarnhau eu bod yn addas i weithio mewn amgylchedd addysgol. Bydd tystysgrifau GDG trwy wasanaeth diweddarau'r GDG yn cael eu derbyn yn unol â'r canllawiau a geir yn - <https://www.gov.uk/dbs-update-service>.

O dan adran 8 Deddf Mewnfudo a Lloches 1986, mae'n ofyniad cyfreithiol ar unigolion i ddarparu tystiolaeth ddogfennol sy'n cadarnhau bod ganddynt hawl i weithio yn y Deyrnas Unedig.

Crynodeb o'r Telerau a'r Amodau

Oriau Gwaith	37 awr yr wythnos
Wythnos Waith	52 o wythnosau'r flwyddyn
Gwyliau Blynnyddol	• 28 diwrnod y flwyddyn, yn codi i 32 diwrnod ar ôl pum mlynedd lawn o wasanaeth di-dor (01 Medi i 31 Awst). • Yr holl wyliau cyhoeddus arferol, i'w pennu'n flynyddol. • Hyd at 5 diwrnod effeithlonrwydd / diwrnod y trefnwyd i'r safle fod ar gau bob blwyddyn, i'w pennu'n flynyddol. • Bydd gan y rhai ar gontractau Rhan-amser hawl pro rata i'r hyn a nodir uchod. • Bydd gan y rhai ar gontractau Amser Tymor hawl pro rata i'r hyn a nodir uchod a delir fel rhan o'r cyflog blynnyddol.
Pensiwn	Cynllun Pensiwn Llywodraeth Leol (https://www.lgpsmember.org/)
Teithio	Caiff y trefniadau ar gyfer ad-dalu treuliau i aelodau staff sy'n mynd i gostau ychwanegol wrth wneud gwaith swyddogol i Grŵp Llandrillo Menai eu hegluro yn y Polisi Teithio, Cynhaliaeth ac Adleoli. Yn dilyn eu penodiad, bydd gofyn i ymgeiswyr llwyddiannus gwblhau Ffurflen Asesu Gyrwyr ar gyfer Sgrinio Iechyd (os yw'n berthnasol). I gadarnhau bod ganddynt yswiriant at "Ddibenion Busnes", mae'n rhaid i bob gweithiwr sy'n hawlio treuliau am ddefnyddio eu ceir personol gyflwyno copïau o'u tystysgrifau yswiriant i Adran Gyllid y Grŵp bob blwyddyn.
Sgrinio Iechyd	Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.

Job Description: Procurement Officer	
Programme area / Department	Finance
Main site	Rhos-on-Sea or Llwyn Brain, Bangor
Salary	£44,181-£50,943 per annum Business Support Scale 9-10 Points 38 – 43
Contract type	Permanent
Contract terms	Full Time
Reporting to	Director of Finance / Finance Manager
Main duties and responsibilities	
The Procurement Officer is responsible for developing and implementing all procurement activities for the Grŵp, ensuring compliance with both internal financial regulations and relevant public sector procurement legislation and delivering Value for Money and Efficiency across the Grŵp. The key responsibilities of the role are: 1. Lead and manage all formal tendering and quotation processes in line with the Grŵp's financial limits and UK / EU public procurement rules (e.g., Public Contracts Regulations 2015). 2. In conjunction with the Director of Financial Services and the Grŵp Finance Manager, develop, implement and maintain a robust procurement strategy to optimise cost savings, quality and service levels across expenditure categories to ensure Value for Money is achieved across the Grŵp. 3. Utilise appropriate Framework Agreements and collaborative procurement opportunities to leverage scale and secure best value. 4. Review and rationalise the Grŵp supplier base in order to improve efficiency. 5. Develop reports and KPIs that measure the effectiveness of Grŵp procurement looking at spend analysis and cost savings delivered. 6. Act as the central point of contact for Grŵp procurement and provide professional advice and support to budget holders and departmental staff on procurement best practice and compliance. 7. Maintain and update the Grŵp's preferred supplier list and contracts register. 8. Develop strong relationships with key suppliers and lead on contract negotiations. 9. Conduct supplier reviews, ensuring that key contract terms and service level agreements are being met. 10. Review any supplier disputes or issues and determine risk and the need for escalation. 11. Ensure that the Grŵp's Financial Regulations with regards to Procurement are complied with at all times. 12. Monitor and report on savings achieved through effective negotiation and contract management. 13. Ensure that procurement practices promote sustainability and social value where possible. 14. Manage the Procurement area budget (circa £1,000 - £10,000). 15. Manage the Procurement team to ensure effective work. 16. Monitor Procurement trends and develop relationships with others in the sector and wider public services to ensure the Grŵp develops best practice procedures.	

17. Other ad hoc duties at the request of the senior Finance team or Executive Director of Corporate Services.

18. Any other work commensurate with the grade and post holders qualifications, training and or experience.

Person specification	Essential	Desirable	Assessment method
Qualifications			
Degree in related subject	X		Application form / Interview
CIPS qualification (or working towards this)	X		Application form / Interview
Knowledge and experience			
A minimum of 3-5 years' experience in a dedicated purchasing or procurement role (ideally within the Public Sector)	X		Application form / Interview
Demonstrable knowledge of UK Public Procurement Regulations	X		Application form / Interview
Experience of running formal tender exercises (£50k+ contracts) from specification development through to contract award	X		Application form / Interview
Experience of using finance/procurement software systems (P2P etc)	X		Application form / Interview
Skills and attributes			
Negotiation and Contract Management skills	X		Application form / Interview
Excellent interpersonal and communication skills, with the ability to build effective working relationships with both internal stakeholders and external suppliers		X	Application form / Interview
Strong numeracy and literacy skills	X		Application form / Interview
Strong level of proficiency in Microsoft Office, particularly Excel and Word.	X		Application form / Interview
Good organizational skills and attention to detail		X	Application form / Interview
Additional requirements			
Able to travel as required to fulfil the requirements of the role	X		Application form / Interview

Ability to communicate effectively in English	X		Application form / Interview
Ability to communicate effectively in Welsh		X	Application form / Interview
Welsh language skills			
Full details of the Welsh skill levels can be found at: https://www.gllm.ac.uk/jobs			
Welsh Understanding	Entry	Interview	
Welsh Speaking	Entry	Interview	
Welsh Literacy	Entry	Interview	
Please note: consideration will be given to applicants who indicate that they are within 1 level of meeting the required Welsh skills requirement for the post on the proviso that any offer of employment would include a contractual agreement to develop their Welsh Skills.			
Mandatory requirements			
The Grŵp is committed to Safeguarding and protecting the Health and Welfare of children, young people and vulnerable adults. Individuals will be required to complete an Enhanced Disclosure with the Disclosure and Barring Service in accordance with the Rehabilitation of Offenders Act 1974 to ascertain their suitability to work in an educational environment. DBS certificates via the DBS update subscription service will be accepted in accordance with guidance provided - https://www.gov.uk/db-update-service. Under section 8 of the Asylum and Immigration Act 1986 individuals are required by law to provide documentary evidence confirming their eligibility to work in the United Kingdom.			
Summary of the terms and conditions			
Working hours	37 hours per week		
Working weeks	52 weeks per year		
Annual leave	28 days leave per annum, rising to 32 days after 5 full holiday years' continuous service (01 September to 31 August). - All normally observed public holidays, determined annually. - Up to 5 days efficiency closure days per annum, determined annually. - Part Time contracts will receive a pro rata entitlement to the above. - Term Time contracts will receive a pro rata entitlement to the above paid as part of annual salary.		
Pension	Local Government Pension Scheme (https://www.lgpsmember.org/)		

Travel	Arrangements to reimburse employees who incur additional expense whilst carrying out their official duties on behalf of the Grŵp is outlined in the Travel, Subsistence and Relocation policy. Successful applicants will be required to complete a Drivers Assessment Form for Health screening upon appointment (if applicable). Copies of insurance certificates must be provided to the Grŵp Finance department on an annual basis by all employees claiming mileage expenses for using their own car to confirm that "Business Use" insurance is in place.
Health screening	Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.