

Swydd Ddisgrifiad: TECHNEGydd RHEOLI ANSAWDD - RÔL CYSWLLT

Maes Rhaglen / Adran	Busnes@ - Y Ganolfan Technoleg Bwyd
Prif Safle	Rôl seiliedig yn y cwmni - Henllan Bakery Ystad Ddiwydiannol Colomendy, Ffordd y Rhyl, Dinbych LL16 5TA
Cyflog	Pwynt sefydlog £28,000 y flwyddyn
Y Math o Gontract	Tymor penodol o adeg penodi hyd at 31ain Fawrth 2025
Telerau'r Contract	Llawn amser
Yn atebol i'r	Rheolwr Technegol Bwyd Amaeth

Pwrpas y Swydd

Bydd y swydd yn cynnwys gwerthuso'r systemau cyfredol yn unol ag anghenion y busnes a sicrhau cydymffurfio yn erbyn gofynion y cwsmeriaid, achrediad trydydd parti, diogelwch bwyd a pharmedrau ansawdd a deddfwriaethol.

Gweithio gyda'r Uwch Dîm Rheoli i wella prosesau a sicrhau cydymffurfio â gofynion y safon achrediad Safonau Byd-eang BRCGS ym maes diogelwch bwyd. Bydd y prosiect yn cynnwys adolygu'r safon a gweithio tuag at ennill achrediad.

Mae hon yn rôl wedi ei lleoli ar y safle. Mae'r swydd llawn amser hon wedi ei lleoli yn y ffatri am 70% o'r amser a'r swyddfa am 30% o'r amser (amcangyfrifwyd ar sail anghenion y busnes).

Prif Ddyletswyddau a Chyfrifoldebau

1. Cefnogi cyflawni'r Safon Fyd-eang - Diogelwch Bwyd Fersiwn 9.
2. Gwerthuso arferion diogelwch bwyd a rheoli ansawdd presennol a nodi'r camau sydd eu hangen i sefydlu gwelliannau a, lle bo hynny'n briodol, cefnogi'r broses o weithredu newidiadau'n unol ag arferion rheoli da, deddfwriaeth berthnasol a chyfarwyddiadau technegol y diwydiant.
3. Gweithio'n agos gyda staff cynhyrchu i gefnogi'r berthynas gyda'r holl gwsmeriaid presennol a rhai newydd, gan sicrhau eich bod yn darparu'r lefel uchaf o wasanaeth cwsmer a chefnogaeth ar bob cyfle.
4. Gweithredu'r system Dadansoddi Peryglon a Phwyntiau Rheoli Critigol (HACCP) a monitro'r pwyntiau rheoli critigol (CCPs) yn y ffatri drwy gyfrwng staff allweddol.
5. Archwilio'n fewnol arferion a phrosesau gweithgynhyrchu da, yn cynnwys amgylchedd y ffatri, cyfleusterau staff, gwedd allanol yr adeilad a'i wneuthuriad ac archwiliadau o ansawdd y cynnyrch.
6. Cymeradwyo a monitro cyflenwyr a sicrhau bod y deunyddiau crai a'r gwaith papur a dderbynnir yn cadw at y manylebau.
7. Cynnal gwiriadau olrhain cydbwysedd màs yn ôl ac ymlaen.
8. Rheoli a dilysu alergenau, gan sicrhau dilyn y rhaglen rhagofynion.
9. Monitro achosion o ddiffyg cydymffurfio gan fynd at wraidd y broblem a rhoi camau unioni ar waith pan fo angen.
10. Cysylltu â'r broses datblygu cynnyrch newydd i sicrhau bod cynhyrchion newydd yn cael eu hintegreiddio i reolau diogelwch bwyd a system ansawdd y safle.

11. Gweithredu'r weithdrefn gwynion, yn cynnwys cysylltu â chwsmeriaid, ymchwilio i faterion sy'n codi a dadansoddi gwraidd y broblem pan fo angen.
12. Cynorthwyo i roi gweithdrefnau ar waith drwy hyfforddi staff y safle.
13. Cymryd rhan mewn cynnal a chadw a diweddarau ffeiliau adrannau gan gynnwys Datganiadau o Bwrpas, Asesiadau Risg, dogfennau HACCP a dogfennau rheoli ansawdd, ble bo'n ofynnol.
14. Cydymffurfio gyda'r holl ddeddfwriaeth berthnasol, y safonau rheoleiddiol a'r cod ymarfer ym maes Diogelwch Bwyd.
15. Cynorthwyo gydag archwiliadau mewnol a thrydydd parti, ymweliadau gan gwsmeriaid a'r broses o gydymffurfio rheoleiddiol ble bo'n ofynnol.
16. Gweithredu yn unol â safonau Amgylcheddol ac Iechyd a Diogelwch GLIM a'r cwmni, gan lynu wrth safonau Iechyd a Diogelwch, polisiau Adnoddau Dynol a'r holl brosesau a pholisiau perthnasol.
17. Gwneud gwerthusiad interim a therfynol ffurfiol o'r prosiect ac adrodd a chyflwyno i GLIM a'r cwmni.
18. Unrhyw waith arall sy'n gymesur â'r raddfa gyflog, yn ogystal â sgiliau a galluoedd deiliad y swydd.
19. Dylid nodi bod y Swydd Ddisgrifiad hwn yn cynnwys crynodeb o brif ddyletswyddau a chyfrifoldebau'r swydd a bydd yn cael ei adolygu'n rheolaidd. Gall hyn arwain at newidiadau yn sgil gofynion gweithredol y Grŵp.

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
Cymwysterau			
HNC/D neu uwch *		X	Ffurflen gais
BSc (Anrhydedd) mewn unrhyw bwnc gwyddonol		X	Ffurflen gais
NVQ Lefel 3 neu gymhwyster cyfatebol mewn pwnc perthnasol	X		Ffurflen gais
Gwybodaeth a Phrofiad			
* Yn absenoldeb y cymhwyster priodol uchod: Profiad yn y diwydiant bwyd ym maes datblygu cynnyrch newydd, sicrhau ansawdd neu gynhyrchu.	X		Ffurflen gais / Cyfweliad
Dealltwriaeth o ofynion statudol ym maes cynhyrchu bwyd.	X		Ffurflen gais / Cyfweliad
Gwybodaeth benodol sy'n berthnasol i'r prosiect e.e. diogelwch bwyd, systemau technegol.		X	Ffurflen Gais / Cyfweliad
Sgiliau a Phriondodau			

Yn fedrus gyda chyfrifiaduron, gan gynnwys chwilio am wybodaeth, defnyddio cronfeydd data a thaenlenni a Powerpoint.	X		Ffurflen gais
Sgiliau rhyngpersonol i ymwneud ag amrywiaeth o weithwyr proffesiynol a chleientiaid ym maes cynhyrchu bwyd mewn amgylchedd amlddiwylliannol.		X	Ffurflen gais
Gofynion Ychwanegol			
Trwydded yrru neu'r gallu i deithio'n unol â gofynion y swydd.	X		Ffurflen gais
Sgiliau trefnu cryf - y gallu i gynllunio a chwblhau tasgau yn brydlon ac yn effeithiol.	X		Ffurflen gais
Sgiliau Cymraeg			
Ceir manylion llawn am lefelau sgiliau Cymraeg yn: https://www.gllm.ac.uk/cy/jobs			
Dealltwriaeth o'r Gymraeg	Cwrteisi leithyddol		Cyfweliad
Gallu siarad Cymraeg	Cwrteisi leithyddol		Cyfweliad
Llythrennedd Cymraeg	Cwrteisi leithyddol		Cyfweliad
Noder os gwelwch yn dda - fe roddir ystyriaeth i ymgeiswyr sy'n nodi eu bod o fewn un lefel i fodloni'r gofynion 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			
<p>Mae'r Grŵp wedi ymrwymo i ddiogelu ac amddiffyn lechyd a Lles plant, pobl ifanc ac oedolion sy'n agored i niwed. Yn unol â Deddf Adsefydlu Troseddwyr 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.</p> <p>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.</p>			
Crynodeb o'r Telerau a'r Amodau			
Oriau Gwaith	42.5 o oriau'r wythnos, 8am - 5pm, bum niwrnod yr wythnos		
Wythnos Waith	52 wythnos y flwyddyn		
Gwyliau Blynnyddol	<ul style="list-style-type: none"> 28 diwrnod o wyliau blynnyddol gan gynnwys Gwyliau'r Banc (01 Medi hyd 31 Awst) Yr holl wyliau cyhoeddus arferol, i'w pennu'n flynyddol. Gwyliau banc wedi eu caniatu drwy gytundeb ac yn amodol ar y lefel o staff wrth gefn ar y safle. 		
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.		

	<p>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.</p>
Sgrinio Iechyd	<p>Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.</p>

Job description: QUALITY MANAGEMENT TECHNICIAN - AFFILIATE ROLE	
Programme area / Department	Busnes@ - Food Technology Centre
Main site	Company based role - Henllan Bakery, Colomendy Industrial Estate, Rhyl Rd, Denbigh LL16 5TA
Salary	Fixed Point £28,000 per annum
Contract type	Fixed term from appointment to 31st March 2025
Contract terms	Full Time
Reporting to	Agri Food Technical Manager
Job purpose	
<p>The role will involve evaluation of the current systems in line with business needs and ensuring compliance against customer requirements, third party accreditation, food safety, quality and legislative parameters.</p> <p>Working with the Senior Management team to improve processes and documented procedures are in line with the requirements of the accreditation standard BRCGS Global Standards for Food Safety. The project will involve reviewing against the standard and working towards achieving accreditation.</p> <p>This is a site based role. This full time role is 70 % factory / plant based and 30 % office-based (estimated according to the needs of the business).</p>	
Main duties and responsibilities	
<ol style="list-style-type: none"> 1. To support the attainment of BRCGS Global standard – Food Safety Version 9. 2. Critically evaluate existing food safety and quality management practices and identify the steps needed to embed improvements and where deemed applicable support the implementation of changes in accordance with good management practice and in compliance with relevant legislation and industry technical instructions. 3. Work closely with production staff to support relationships with all existing and new customers, ensuring you provide the highest level of customer service and support at every opportunity. 4. Implementation of the HACCP system and monitoring of CCPs within the factory via critical staff. 5. Internal auditing of Good Manufacturing Practice & processes, to include factory environment, staff facilities, exterior & fabrication of the building, and product quality audits 6. Supplier approval and monitoring and ensure intake raw materials and paperwork adhere to specifications 7. Carrying out forward and backward mass balance traceability checks 8. Allergen control and verification, ensuring the pre-requisite programme is followed 9. Monitoring non-conformance and implementation of corrective actions and root cause analysis when required 10. Liaise with the NPD process to ensure that new products are integrated into the site food safety controls and quality system. 	

11. Implement the complaints procedure, including customer liaison and investigation of the issues including root cause analysis where applicable.
12. Assist with implementing procedures through training of site personnel
13. Involved in maintaining and updating the department files including SOP's, Risk Assessments, HACCP documents and quality management documents, where required.
14. Comply with all relevant legislation, regulatory standards for Food Safety and Codes of Practice.
15. Assist with internal and third party audits, customer visits and regulatory compliance where required.
16. Operate in line with GLLM and Company Ethical and Environmental, whilst abiding by Health & Safety standards, HR policies, and all relevant processes and policies.
17. Undertake a formal interim and final evaluation of the project and report and present to GLLM and company.
18. Any other work commensurate with the grade, skills and capabilities of the post and post holder;
19. It should be noted that this Job description provides a summary of the main duties and responsibilities of the post and will be subject to periodic review which may lead to revisions in light of the operational requirements of the Grŵp.

Person specification	Essential	Desirable	Assessment method
Qualifications			
HNC / D or above *		X	Application form
BSc (Hons) in any science subject		X	Application form
NVQ Level 3 or equivalent in a relevant subject	X		Application form
Knowledge and experience			
* In absence of appropriate qualification below: Experience within the food industry within new product development, quality assurance or production.	X		Application form / Interview
Understanding of statutory requirements in food manufacturing.	X		Application form / Interview
Project specific knowledge e.g food safety, technical systems.		X	Application Form / Interview
Skills and attributes			
Computer literate, including information searching, databases and spreadsheets, Powerpoint	X		Application form

Interpersonal skills to relate to a variety of professionals, clients and food manufacturing personnel in a multi cultural environments.		X	Application form
Additional requirements			
A driving licence or ability to travel as required to fulfil the requirements of the role	X		Application form
Organisational skills - ability to effectively plan and complete tasks to time.	X		Application form
Welsh language skills			
Full details of the Welsh skill levels can be found at: https://www.gllm.ac.uk/jobs			
Welsh Understanding	Linguistic courtesy		Interview
Welsh Speaking	Linguistic courtesy		Interview
Welsh Literacy	Linguistic courtesy		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			
<p>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/dbs-update-service.</p> <p>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.</p>			
Summary of the terms and conditions			
Working hours	42.5 hours per week 8am - 5 pm 5 days per week		
Working weeks	52 weeks		
Annual leave	<ul style="list-style-type: none"> ● 28 days leave per annum inclusive of Bank Holidays(01 September to 31 August). ● All normally observed public holidays, determined annually. Bank holidays granted by agreement and are subject to level of cover at site. 		
Pension	Local Government Pension Scheme (https://www.lgpsmember.org/)		
Travel	<p>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.</p> <p>Successful applicants will be required to complete a Drivers Assessment Form for Health screening upon appointment (if applicable). Copies of insurance</p>		

	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.