



**SWYDD / POST:** **DATBLYGYDD BUSNES – CANOLFAN  
TECHNOLEG BWYD  
(CYTUNDEB PENODEDIG HYD AT MAWRTH 2023)**

**UNED / UNIT:** **CANOLFAN TECHNOLEG BWYD**

**LLEOLIAD / LOCATION:** **CAMPWS LLANGFNI**

**ORIAU GWAITH/ HOURS  
OF WORK:** **37 AWR YR WYTHNOS**

**CYFLOG / SALARY:** **GRADDFA 6 PWYNT 29 – 31, £25, 315 - £27, 010 y  
flwyddyn**

**Yn atebol i:** Rheolwr Gweithrediadau

### **Pwrpas y Swydd**

Bydd yn gyfrifol am gefnogi'r Rheolwr Gweithrediadau i farchnata a hybu'r Ganolfan Technoleg Bwydi i ymgysylltu â deiliaid diddordeb allanol a darparu sianel gyflenwi o gleientiaid CTB ac incwm masnachol

### **Prif Ddyletswyddau**

1. Ymgysylltu ag unigolion perthnasol, grwpiau, sefydliadau, cyflogwyr, rhanddeiliaid eraill ac asiantaethau i greu a chynnal cysylltiadau allanol a chanfod a chynhyrchu galw am wasanaethau technegol a hyfforddiant y GTB.
2. Cefnogi'r Rheolwr Gweithrediadau i adnabod ac ymgysylltu â chleientiaid masnachol a fyddai â diddordeb yn arbenigedd a medrau'r Ganolfan Technoleg Bwyd.
3. Cynghori cleientiaid am gyfleoedd cyllido a gwasanaethau'r GTB a GLLM sydd ar gael.
4. Cynnal systemau tracio electronig o gysylltiadau cyflogwyr gan gynnwys ymweliadau cleientiaid, gweithgareddau a chanlyniadau.
5. Sicrhau fod gwaith papur cleientiaid wedi ei gwblhau yn llawn yn unol â gofynion cyllido ac archwilio.
6. Mynychu a chyfrannu at gyfarfodydd mewnol ac allanol perthnasol eraill a chyfathrebu'n rheolaidd ac yn effeithiol â'r Rheolwr Gweithrediadau ac aelodau staff perthnasol ar faterion allweddol.

7. Cefnogi, trefnu a chynrychioli'r Ganolfan Technoleg Bwyd mewn cyfarfodydd deiliaid diddordeb lleol ac mewn arddangosfeydd a ffeiriau masnach diwydiant bwyd yn lleol ac yn genedlaethol.
8. Cydlynu cyrsiau byr CTB a chynnal gweithdai arbenigol a digwyddiadau seminar ar gyfer y diwydiant bwyd Cymreig. Cysylltu gyda thîm Ymgysylltu â Chyflogwyr GLLM.
9. Cysylltu yn agos gyda staff y Ganolfan Technoleg Bwyd er mwyn sicrhau bod y tîm yn gwbl ymwybodol o anghenion cleientiaid. Defnyddio adborth cleientiaid fel sy'n briodol i ddarparu gwybodaeth a chynhyrchu adroddiadau.
10. Cynorthwyo'r Rheolwr Gweithrediadau i gydlynu'r gweithgareddau marchnata a chysylltiadau cyhoeddus ar ran y Ganolfan Technoleg Bwyd gan gynnwys ond ddim yn gyfyngedig i ddatganiadau i'r wasg, llythyrau newyddion, cyfryngau cymdeithasol, diweddariadau ar wefan y GTB a sylw ar y cyfryngau o ddigwyddiadau priodol.
11. Creu modelau newydd ac arloesol ar gyfer ymgysylltu â'r sector breifat.
12. Penderfynu ar y dulliau mwyaf cost effeithiol o farchnata arbenigedd a chymhwysedd y Ganolfan Technoleg Bwyd a gweithredu'r strategaethau unwaith y cytunwyd arnynt.
13. Cefnogi'r Rheolwr Gweithrediadau i ddadansoddi a dehongli data marchnata ac ymchwil i gynhyrchu mewnwelediadau ymchwil y farchnad ac adroddiadau fel rhan o brosiectau ymgynghori.
14. Darparu teithiau tywys o'r GTB i gleientiaid posib a deiliaid diddordeb a chyfrannu at y broses o gynefino cleientiaid newydd gan ddefnyddio'r GTB.
15. Cynnal cofnodion prosiect cywir a manylu ar ganlyniadau ac effaith prosiect ar gyfer adrodd ar raglenni gwaith wedi eu cyllido gan yr UE a'r hunan.

## **Dyletswyddau Eraill**

1. Bod yn ymwybodol o'r holl ddatblygiadau perthnasol o fewn y sector bwyd a diod yng Nghymru er mwyn cynllunio gwelliannau yn y dyfodol.
2. Rhwydweithio gydag asiantaethau allanol a gwybod am fentrau Llywodraeth Cymru fel bod yna ymwybyddiaeth o fentrau ariannu eraill a fyddai yn elwa cleientiaid, y GTB a GLLM.
3. Cadw cofnodion o'r gwaith a gyflawnwyd ar gyfer gwiriadau archwilio mewnol ac allanol.
4. Sicrhau bod yr holl ddogfennau a chofnodion cyllido yn cael eu cynnal ar gyfer dibenion archwilio
5. Adnabod anghenion datblygu personol ac ymgymryd â datblygiad proffesiynol parhaus yn unol â gofynion y swydd
6. Cyflawni pob dyletswydd gan roi ystyriaeth lawn i Weithdrefnau Iechyd a Diogelwch a Chyfleoedd Cyfartal.
7. Cyflawni pob dyletswydd yn unol â pholisïau a gweithdrefnau'r coleg.
8. Unrhyw ddyletswyddau rhesymol eraill sy'n unol â Phwrpas y Swydd



## **JOB DESCRIPTION**

**SWYDD / POST:** **BUSINESS DEVELOPER – FOOD TECHNOLOGY CENTRE**  
**(FIXED TERM TO 4<sup>th</sup> MARCH 2023)**

**UNED / UNIT:** **FOOD TECHNOLOGY CENTRE**

**LLEOLIAD / LOCATION:** **LLANGFN CAMPUS**

**ORIAU GWAITH/ HOURS OF WORK:** **37 HOURS PER WEEK**

**CYFLOG / SALARY:** **Grade 6 point 29 – 31, £25, 315 - £27, 010 per annum**

**Responsible to:** Operations Manager

### **Job Purpose:**

Will be responsible for supporting the Operations Manager in marketing and promoting the Food Technology Centre to engage external stakeholders and deliver a pipeline of FTC clients and commercial income.

### **Main Duties**

1. Engage with relevant individuals, groups, organisations, employers, other stakeholders and agencies to create and maintain external links and determine and generate demand for FTC technical services and training.
2. Support the Operations Manager to identify and engage with commercial clients which would be interested in the expertise and competencies of the Food Technology Centre.
3. Advise clients of funding opportunities and FTC & GLLM services available.

4. Maintain an electronic tracking systems of employer contacts including client visits, activities and outcomes.
5. Ensure client paperwork is completed fully in compliance with funding and audit requirements.
6. Attend and contribute to relevant internal and external meetings and communicate regularly and effectively with the Operations Manager and relevant staff members on key issues.
7. Support, organise and represent the Food Technology Centre at local stakeholder meetings and at food industry exhibitions and trade fairs on a regional and national basis.
8. Co-ordinate FTC short courses and the hosting of specialist workshops and seminar events for the Welsh food industry. Linking in with the GLLM employer engagement team.
9. Liaise closely with Food Technology Centre staff to ensure the team are kept fully aware of the needs of clients. Using client feedback and evaluation as appropriate to provide intelligence and generate reports.
10. Assist the Operations Manager to co-ordinate the marketing and public relations activities on behalf of the Food Technology Centre including but not limited to press releases, newsletters, social media, FTC web site updates and media coverage of appropriate events.
11. Create new and Innovative models for engagement with private sector.
12. Determine the most cost effective methods of marketing the expertise and competencies of the Food Technology Centre and implement the strategies once agreed.
13. Support the Operational Manager to analyse and interpret marketing data and research to produce market research insights and reports as part of consultancy projects.
14. Provide potential clients and stakeholders with guided tours of the FTC and contribute to the process of inducting new clients using the FTC.
15. Maintain accurate project records and detail project outcomes and impact for reporting on EU and self-financed work programmes.

#### **Other Duties**

1. Be aware of the relevant developments within the food and drink sector in Wales in order to assist in planning future improvements
2. Network with external agencies and keep abreast of Welsh Government initiatives so that there is an awareness of other initiatives which would benefit clients, FTC and GLLM
3. Maintain records of work undertaken for internal and external audit checks
4. Ensure all relevant funding documentation and accounts are maintained for audit purposes
5. Identify personal development needs and undertake continuous professional development in line with the demands of the post

6. Carry out all duties with full regard to Health and Safety Procedures and Equal Opportunities
7. Carry out all duties in line with college policies and procedures
8. Any other duties which can be reasonably expected in line with the Job Purpose

## **MANYLEB PERSON / PERSON SPECIFICATION**

### **DATBLYGWR BUSNES – CANOLFAN TECHNOLEG BWYD/ BUSINESS DEVELOPER – FOOD TECHNOLOGY CENTRE**

#### **CYMWYSTERAU / QUALIFICATIONS**

##### **ANGENRHEIDIOL**

- Gradd neu gymhwyster cyfatebol

##### **DYMUNOL**

- ECDL neu gymhwyster cyfatebol

##### **ESSENTIAL**

- Degree or equivalent

##### **DESIRABLE**

- ECDL or equivalent

#### **GWYBODAETH A PHROFIAD / KNOWLEDGE AND EXPERIENCE**

##### **ANGENRHEIDIOL**

- Gwybodaeth weithredol o becynnau meddalwedd TG yn cynnwys Word ac Excel
- Profiad o ymgysylltu â chyflogwyr

##### **DYMUNOL**

- Dealltwriaeth o'r hyfforddiant traws-goleg a gynigir
- Gwybodaeth am y sector cynhyrchu bwyd a diod y Deyrnas Unedig a Chymru.
- Gwybodaeth weithredol am gyfryngau cymdeithasol

##### **ESSENTIAL**

- Working knowledge of IT software packages including Word and Excel
- Experience of engagement with employers

##### **DESIRABLE**

- Understanding of cross-college training offer
- Knowledge of the UK and Welsh food and drink manufacturing sector
- Working knowledge of social media platforms

#### **SGILIAU A NODWEDDION PERSONOL / SKILLS AND PERSONAL ATTRIBUTES**

##### **ANGENRHEIDIOL**

- Sgiliau cyfathrebu da yn ysgrifenedig ac ar lafar – yn cynnwys gallu dwyieithog yn y Gymraeg a'r Saesneg
- Sgiliau trefnu da yn cynnwys y gallu i flaenoriaethu llwyth gwaith
- Ymrwymiad i ddarparu gwasanaeth o

##### **ESSENTIAL**

- Good oral and written communication skills - including a bilingual ability in Welsh and English
- Good organisational skills including the ability to prioritise own workload
- Commitment to the provision of

safon i gwsmeriaid

- Y gallu i gadw cyfrinachedd bob amser ac i fod yn ddoeth a diplomyddol
- Hyblygrwydd i gwrdd ag anghenion y llwyth gwaith a'r gallu i weithio, ar adegau, dan bwysau
- Trefnus iawn a hunan-ysgogol
- Car/cludiant

#### **DYMUNOL**

- Trwydded yrru lân

quality service to customers

- Ability to maintain confidentiality at all times and to be tactful and diplomatic.
- Flexibility to meet the workload and to be able to work, at times, under pressure
- Highly organised and self-motivated
- Own Transport

#### **DESIRABLE**

- Clean driving licence