



 <p>Grŵp Llandrillo Menai</p>	<p>SWYDD DDISGRIFIAD JOB DESCRIPTION</p>
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SWYDD / POST	TECHNOLEGYDD BWYD (CYFNOD PENODOL HYD AT 03 MAWRTH 2023)
UNED / UNIT	TECHNOLEG BWYD
LLEOLIAD / LOCATION	CAMPWS LLANGFN I
ORIAU GWAITH	37 AWR YR WYTHNOS
HAWL I WYLIAU	28 DIWRNOD Y FLWYDDYN YN OGYSTAL Â GWYLIAU BANC A DYDDIAU EFFEITHLONRWYDD
CYFLOG / SALARY	£30, 889 - £32, 718 Graddfa 8 (yn ddibynnol ar gymwysterau a phrofiad)

Pwrpas y Swydd

Yn atebol i'r Rheolwr Technegol a Rheolwr y Ganolfan Technoleg Bwyd, bydd deiliad y swydd yn cefnogi datblygiad gwasanaethau er mwyn bodloni gofynion cyflogwyr a dysgwyr yn y sector bwyd a diod.

Prif dasgau

- Arwain ar ddylunio, datblygu a chynhyrchu nwyddau newydd yn unol â deddfwriaeth gyfredol a safonau ansawdd e.e. HACCP, dadansoddiad synhwyraidd, rheoli alergenau, dilysu hylendid.
- Costio gwaith prosiect technegol a sicrhau bod gwaith yn cael ei gwblhau i safon uchel, yn brydlon ac o fewn y gyllideb y cytunwyd arni.
- Ymgymryd â phrosiectau technegol penodol yn ôl y galw a chyflwyno canlyniadau mewn dull priodol fel y cytunwyd.

- Cadw cofnodion o waith a wnaed ar gyfer archwiliadau mewnol ac allanol gan ddefnyddio systemau'r Ganolfan Technoleg Bwyd.
- Cynnal archwiliadau technegol o gleientiaid masnachol a'r Ganolfan Technoleg Bwyd i nodi bylchau yn y system ac annog gwelliant parhaus.
- Drafftio ac argymell gwelliannau i bolisiâu, gweithdrefnau a systemau monitro yn unol â systemau rheoli ansawdd (BRC a SALSA) i sicrhau diogelwch, cyfreithlondeb ac ansawdd y cynnyrch yn unol â gofynion cwmnïau partner.
- Mentora busnesau ar bob agwedd o gydymffurfiaid technegol er mwyn hyrwyddo arferion gorau ym mhob elfen o weithgareddau technegol y diwydiant.
- Cynorthwyo cwmnïau partner yn ôl y galw'n ystod archwiliadau ail a thrydydd parti.
- Mentora swyddogion Trosglwyddo Gwybodaeth i gyrraedd y nodau technegol y cytunwyd arnynt mewn perthynas â rhaglenni Trosglwyddo Gwybodaeth.
- Gweinyddu cyfarfodydd Pwyllgor Rheoli Lleol y rhaglenni Trosglwyddo Gwybodaeth.
- Datblygu a chyflwyno cwricwlwm ar gyfer dysgwyr o bob lefel hyd at Radd Sylfaen (hyd at uchafswm o 300 y flwyddyn. Cewch gymorth i wneud hyn).
- Trefnu a chyflwyno gweithdai, sesiynau diweddarau proffesiynol a chefnogaeth i weithgareddau grŵp clwstwr rhanbarthol y diwydiant.
- Cynrychioli'r Ganolfan Technoleg Bwyd a Grŵp Llandrillo Menai mewn digwyddiadau allanol i randdeiliaid.
- Datblygu a chyflwyno hyfforddiant mewnol/sesiynau mentora i wella sgiliau staff y Ganolfan Technoleg Bwyd yn flynyddol.
- Cyflawni pob dyletswydd gan roi ystyriaeth lawn i weithdrefnau Iechyd a Diogelwch, Cyfleoedd Cyfartal a chyfrinachedd.
- Ar gais Rheolwr y Ganolfan Technoleg Bwyd, cyflawni unrhyw ddyletswyddau rhesymol eraill sy'n berthnasol i waith y Ganolfan a lefel cyfrifoldeb deiliad y swydd.

Hanfodol:

- Cymhwyster Lefel 4 mewn disgyblaeth wyddonol berthnasol

Dymunol:

- Gradd mewn disgyblaeth wyddonol berthnasol (e.e. Gwyddoniaeth Bwyd, Technoleg Bwyd).
- Lefel 3 HACCP
- Lefel 3 Diogelwch Bwyd

Gwybodaeth:

Hanfodol:

- Gwybodaeth ymarferol o'r ddeddfwriaeth gyfredol sy'n berthnasol i'r diwydiant Cynhyrchu Bwyd
- Gwybodaeth ymarferol o'r sector prosesu bwyd
- Gwybodaeth ymarferol o systemau rheoli ansawdd a diogelwch bwyd fel BRC, SALSA a HACCP

Dymunol:

- Profiad o ddefnyddio systemau Rheoli Prosiectau, e.e. Prince

Profiad:

Hanfodol

- O leiaf dair blynedd o brofiad 'cyfredol' o weithio ar lefel Goruchwyliwr/Rheolwr yn y diwydiant Cynhyrchu Bwyd
- O leiaf ddwy flynedd o brofiad 'cyfredol' o gyflwyno canlyniadau prosiect ar lafar, yn ysgrifenedig ac ar ffurf weledol.

Dymunol:

- Profiad a gwybodaeth gyfredol o ddatblygiadau yn y sector bwyd a diod
- Profiad o hyfforddi myfyrwyr hyd at lefel AU

Sgiliau a Galluoedd:

Hanfodol:

- Gallu defnyddio MS Office yn hyderus. Medrusrwydd cyffredinol wrth ddefnyddio TG
- Y gallu dylunio a gweithio gyda thaenlenni
- Y gallu i gyfleu gwybodaeth ac uniaethu ag amrywiaeth o bobl broffesiynol ym maes cynhyrchu bwyd mewn amgylchedd amlddiwylliannol
- Y gallu i weithio o dan bwysau
- Y gallu i weithio'n hyblyg ac yn rhagweithiol gyda sgiliau rheoli amser rhagorol
- Y gallu i ddadansoddi data o ddydd i ddydd yn ymwneud â'r sector prosesu bwyd
- Sgiliau ysgrifennu adroddiadau

Dymunol:

- Gallu dwyieithog yn y Gymraeg a'r Saesneg

Gofynion eraill:

- Blaengaredd a gallu i ysgogi eich hun
- Y gallu i gadw at ddyddiadau cau caeth sydd ynghlwm â chynlluniau prosiectau penodol
- Gwerthfawrogiad o bwysigrwydd cyfrinachedd
- Parodrwydd i ddatblygu eich gwybodaeth a'ch sgiliau eich hun yn barhaus
- Ymrwymiad i Gyfleoedd Cyfartal
- Ymrwymiad i weithio fel tîm
- Trwydded yrru a pharodrwydd i deithio'n rheolaidd (bob wythnos) at gleientiaid yn eu cwmnïau





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SWYDD / POST	FOOD TECHNOLOGIST (FIXED TERM CONTRACT TO 03 MARCH 2023)
UNED / UNIT	FOOD TECHNOLOGY
LLEOLIAD / LOCATION	LLANGFN CAMPUS
HOURS OF WORK	37 HOURS PER WEEK
HOLIDAY ENTITLEMENT	28 DAYS PER ANUM & Bank Holidays and Efficiency days)
CYFLOG / SALARY	£30, 889 - £32, 718 Grade 8 (Dependent on qualifications and experience)

Job Purpose

Reporting to the Technical Manager and the Food Technology Centre (FTC) Manager, the post holder will support the development of services in order to meet the requirements of employers and learners within the food and drink sector.

Main tasks

- Lead on the design, development and manufacture of new products in line with current legislation and quality standards e.g. HACCP, sensory analysis, allergen management, hygiene verification.
- To cost out technical project work and ensure work is completed to a high standard on time and within the agreed budget.
- To undertake specific technical projects as and when required and present results in an appropriate manner as agreed.
- To maintain records of work undertaken for internal and external audit checks using the Food Technology Centre's systems.

- To undertake technical audits of commercial clients and the FTC to identify system gaps to encourage continual improvement.
 - To draft and recommend amendments to policies, procedures and monitoring systems compliant with quality management systems (BRC and SALSA) to ensure safety, legality and quality of products as required by partner companies.
 - Mentor businesses in all areas of technical compliance to promote best practice in all technical activities in industry.
 - Attend and assist partner companies during 2nd and 3rd party audits as required.
 - To mentor Knowledge Transfer affiliates in achieving agreed technical objectives in relation to Knowledge Transfer programmes.
 - Administer the Local Management Committee meetings for the KT programmes.
 - To develop and deliver curriculum for learners at all levels up to Foundation Degree (To a maximum of 300 hours per annum. Support provided).
 - Organise, host and deliver workshops, professional updating sessions and support with regional cluster group activity for industry.
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- Represent the Food Technology Centre and Grwp Llandrillo Menai at external stakeholder events.
 - To develop and deliver internal training/mentoring sessions to up-skill FTC staff annually.
 - To carry out all duties with full regard to Health and Safety Procedures, Equal Opportunities in a confidential manner.
 - Any other duties commensurate with the post holder's level of responsibility the Food Technology Centre Manager deems appropriate in support of the Food Technology Centre activities.



Person Specification

FOOD TECHNOLOGIST

Qualifications:

Essential:

- Level 4 qualification in an appropriate, relevant science discipline (e.g. Food Science, Food Technology).

Desirable:

- Degree in an appropriate, relevant science discipline (e.g. Food Science, Food Technology).
- Level 3 HACCP
- Level 3 Food Safety

Knowledge:

Essential:

- Working knowledge of current food legislation in the Food Manufacturing industry
- Working knowledge of food processing sector
- Working knowledge of Quality and food safety management systems such as BRC, SALSA and HACCP systems

Desirable:

- Experience of using Project Management systems e.g. Prince

Experience:

Essential

- A minimum of 3 years 'current' experience of working at a Supervisory / Management capacity within the Food Manufacturing industry
- A minimum of 2 years 'current' experience of presenting project results in written verbal and visual formats.

Desirable:

- Experience and up to date knowledge of developments within the food and drink sector
- Experience of instructing students to HE level

Skills and Abilities:

Essential:

- Accomplished with MS Office. General IT competence
- Designing and working with spreadsheets
- Ability to communicate information and relate to a variety of professionals and food manufacturing personnel in a multi-cultural environment
- Ability to work under pressure
- Flexible, pro-active approach with excellent time management skills
- Ability to analyse routine data relating to the food processing sector
- Report writing skills

Desirable:

- Bilingual ability in both Welsh and English

Other requirements:

- Self-motivation and initiative
- Requirement to work to strict deadlines within a defined project plan
- Appreciation of the importance of confidentiality
- Willingness to continually develop own knowledge and skills
- Commitment to Equal Opportunities
- Commitment to Team working
- Driving license and willing to travel to client companies on a regular basis by car (weekly)

