

PERSON SPECIFICATION

Campus Services Manager

<i>Criteria</i>	<i>Essential</i>	<i>Desirable</i>	<i>Assessment</i>
Qualifications and Training			
Educated to HND, Degree or NVQ level 4 or equivalent	Y		App Form
Evidence of Continuous Professional Development	Y		App Form
Experience / Knowledge			
Previous experience of managing staff	Y		App Form & Interview
Previous experience of working within a busy office environment	Y		App Form & Interview
Demonstrated suitability to work with children and vulnerable adults	Y		App Form & Interview
Skills and Abilities			
Ability to organise, plan and priorities work	Y		App Form
Ability to meet deadlines and work under pressure	Y		App Form
Evidence of computer literacy especially Microsoft word, access and excel.	Y		App Form & Interview
Excellent interpersonal and communication skills	Y		App Form & Interview
The ability to speak Welsh		Y	App Form
General Intelligence and Aptitudes			
Able to demonstrate a sound understanding of issues relating to confidentiality	Y		App Form & Interview
Able to learn and adapt quickly to new situations and requirements	Y		App Form & Interview
Ability to maintain effectiveness in a pressurised environment and translate Opportunities into action plans.	Y		App Form & Interview
Personal Qualities			
Responsive, positive and committed to a high quality service	Y		App Form & Interview
Approach a challenge with enthusiasm	Y		App Form & Interview
Exhibit a professional attitude, diplomacy and an ability to handle difficult situations.	Y		App Form & Interview
Flexible and quick to adapt to new and changing circumstances	Y		App Form & Interview
Be a reliable colleague who relates to peers and all other staff respectfully, purposefully and positively	Y		App Form & Interview
Confident, enthusiastic, energetic	Y		App Form & Interview
Understands and is committed to Equal Opportunities	Y		App Form & Interview

Able to work alone, with minimal supervision	Y		App Form & Interview
D1 stated on driving licence or the willingness to undertake this additional test		Y	App Form & Interview
Understands the college commitment to the safeguarding of and for the promoting of the welfare of students.	Y		App Form & Interview

MANYLEB PERSON

Rheolwr Gwasanaethau Campws

<i>Meini Prawf</i>	<i>Hanfodol</i>	<i>Dymunol</i>	<i>Asesiad</i>
Cymwysterau Hyfforddiant			
Addysg hyd lefel HND, Gradd neu NVQ lefel 4 (neu'r hyn sy'n cyfateb)	Y		Ffurflen Gais
Tystiolaeth o Ddatblygiad Proffesiynol Parhaus	Y		Ffurflen Gais
Profiad / Gwybodaeth			
Profiad blaenorol o reoli staff	Y		Ffurflen Gais a Chyfweliad
Profiad blaenorol o weithio mewn amgylchedd swyddfa brysur	Y		Ffurflen Gais a Chyfweliad
Arddangos addasrwydd i weithio gyda phlant ac oedolion agored i niwed	Y		Ffurflen Gais a Chyfweliad
Sgiliau a Medrau			
Y gallu i drefnu, cynllunio a blaenoriaethu gwaith	Y		Ffurflen Gais
Y gallu i gwrdd â therfynau amser a gweithio o dan bwysau	Y		Ffurflen Gais
Tystiolaeth o lythrennedd cyfrifiadurol yn enwedig Microsoft Word, Access ac Excel.	Y		Ffurflen Gais a Chyfweliad
Sgiliau rhyngpersonol a chyfathrebu ardderchog	Y		Ffurflen Gais a Chyfweliad
Y gallu i siarad Cymraeg		Y	Ffurflen Gais
Deallusrwydd a Thueddfryd Cyffredinol			
Y gallu i arddangos dealltwriaeth gadarn o faterion yn ymwneud â chyfrinachedd	Y		Ffurflen Gais a Chyfweliad
Y gallu i ddysgu ac addasu'n gyflym i sefyllfaoedd a gofynion newydd	Y		Ffurflen Gais a Chyfweliad
Y gallu i gynnal effeithiolrwydd mewn amgylchedd o dyndra a throi cyfleoedd yn gynlluniau gweithredu	Y		Ffurflen Gais a Chyfweliad
Rhinweddau personol			
Ymatebol, cadarnhaol ac yn ymrwymedig i wasanaeth o ansawdd uchel	Y		Ffurflen Gais a Chyfweliad
Mynd i'r afael â her gyda brwdfrydedd	Y		Ffurflen Gais a Chyfweliad
Arddangos ymagwedd broffesiynol, diplomyddiaeth a'r gallu i ymdrin â sefyllfaoedd anodd	Y		Ffurflen Gais a Chyfweliad
Hyblyg ac yn addasu'n gyflym i amgylchiadau newydd a chyfnewidiol	Y		Ffurflen Gais a Chyfweliad
Bod yn gydweithiwr dibynadwy sy'n ymdrin â chydweithwyr a phob aelod o staff mewn modd parchus, pwrpasol a chadarnhaol	Y		Ffurflen Gais a Chyfweliad

Hyderus, brwdfrydig ac egnïol	Y		Ffurflen Gais a Chyweliad
Deall Cyfleoedd Cyfartal ac wedi ymrwymo iddynt	Y		Ffurflen Gais a Chyweliad
Gallu gweithio ar ei ben/phen ei hun, gydag ychydig iawn o oruchwyliaeth	Y		Ffurflen Gais a Chyweliad
D1 wedi'i nodi ar y drwydded yrru neu barodrwydd i ymgymryd â phrawf ychwanegol		Y	Ffurflen Gais a Chyweliad
Deall ymrwymiad y coleg i ddiogelu myfyrwyr a hyrwyddo eu lles	Y		Ffurflen Gais a Chyweliad