

## **MANYLEB BERSONOL**

| <b>PERSONOL</b>                    | <b>HANFODOL</b>                                                                                  | <b>DYMUNOL</b>                                                                                                                                                                                                                              | <b>DULL ASESU</b>                        |
|------------------------------------|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| <b>Cymwysterau a/neu Wybodaeth</b> | TGAU Saesneg/Mathemateg neu gyfatebol                                                            | NVQ lefel 2 mewn Gweinyddu<br><br>NVQ mewn Gwasanaeth Cwsmeriaid<br><br>ECDL                                                                                                                                                                | Ffurflen Gais<br><br>CV<br><br>Cyfweliad |
| <b>Profiad</b>                     | Gweithio gyda'r cyhoedd<br><br>Gweithio mewn swyddfa brysur                                      | Profiad o weithio yn y sector gofal iechyd<br><br>Profiad cyffredinol o waith gweinyddu                                                                                                                                                     | Ffurflen Gais<br><br>CV<br><br>Cyfweliad |
| <b>Cymhwyster a Galluoedd</b>      | Sgiliau TG/Cyfrifiadurol<br><br>Yn meddu ar sgiliau cyfathrebu effeithiol<br><br>Siradwr Cymraeg | WPAS<br><br>Olrhain nodiadau achos<br><br>TPATH<br><br>RADIS<br><br>Dealltwriaeth o bwysigrwydd cadw cofnodion meddygol<br><br>Gwybodaeth am ddiogelu data a chyfrinachedd cleifion<br><br>Dealltwriaeth o Reoli Risg ac Iechyd a Diogelwch | Ffurflen Gais<br><br>CV<br><br>Cyfweliad |
| <b>GWERTHOEDD</b>                  | Gallu gweithio heb oruchwyliaeth uniongyrchol                                                    |                                                                                                                                                                                                                                             | Cyfweliad                                |

|  |                                                                                                                                                                                 |  |          |
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|  | <p>Trefnus, prydlon, dibynadwy a brwdfrydig</p> <p>Yn hyderus</p> <p>Dull da ar y ffôn</p> <p>Aelod o dîm</p> <p>Yn gallu cynnal cyfrinachedd</p> <p>Agwedd hyblyg at waith</p> |  | Geirdaon |
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## **PERSON SPECIFICATION**

| <b>ATTRIBUTES</b>                      | <b>ESSENTIAL</b>                                                                 | <b>DESIRABLE</b>                                                                                                                                                                                                                                             | <b>METHOD OF ASSESSMENT</b>                 |
|----------------------------------------|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| <b>Qualifications and/or Knowledge</b> | Maths/English GCSE or equivalent                                                 | NVQ 2 in Administration<br><br>NVQ in Customer Service<br><br>ECDL                                                                                                                                                                                           | Application Form<br><br>CV<br><br>Interview |
| <b>Experience</b>                      | Working with the public<br><br>Working in a busy environment                     | Previous experience working within the health care sector<br><br>General experience of administration functions                                                                                                                                              | Application Form<br><br>CV<br><br>Interview |
| <b>Aptitude and Abilities</b>          | IT/Computer literate<br><br>Effective communication skills<br><br>Welsh speaking | WPAS<br><br>Case note tracking<br><br>TPATH<br><br>RADIS<br><br>Understanding of the importance of maintaining medical records<br><br>Knowledge of data protection and patient confidentiality<br><br>Understanding of risk management and health and safety | Application Form<br><br>CV<br><br>Interview |
| <b>VALUES</b>                          | Ability to work without direct supervision<br><br>Organised, punctual, reliable, |                                                                                                                                                                                                                                                              | Interview<br><br>References                 |

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|  | self motivated<br>Confident<br>Good telephone manner<br>Team player<br>Able to maintain confidentiality<br>Flexible approach to work |  |  |
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