

Awdurdod Parc Cenedlaethol Eryri – Snowdonia National Park Authority
Fframwaith Cymwyseddau Rheolaeth/Management Competencies Framework

Prif Feysydd/Main Areas

- 1. Gwybodaeth am Awdurdod Parc Cenedlaethol Eryri/Knowledge of Snowdonia National Park Authority**
- 2. Dealltwriaeth o Theori Rheolaeth/Understanding of Management Theory**
- 3. Gwybodaeth o Weithdrefnau Rheolaeth Mewnol/Knowledge of Internal Management Procedures**
- 4. Ymwybyddiaeth Staff/Staff Awareness**
- 5. Arwain a Datblygu'r Tîm/Leading and Managing the Team**
- 6. Rheoli Perfformiad/Performance Management**
- 7. Blaenoriaethu a Gwneud Penderfyniadau/Prioritising and Decision Making**
- 8. Sgiliau Cyfathrebu/Communications Skills**
- 9. Iechyd a Diogelwch/Health and Safety**
- 10. Rheoli Adnoddau/Managing Resources**
- 11. Datrys Problemau/Problem Solving**
- 12. Ymddygiad Personol/Personal Behaviour**

1.	Gwybodaeth am Awdurdod Parc Cenedlaethol Eryri	Knowledge of Snowdonia National Park
1.1	Mae'n deall ac yn gallu esbonio nodau ac amcanion yr Awdurdod	Understands and is able to explain the aims and objectives of the Authority
1.2	Mae'n deall ac yn gallu esbonio amcanion y tîm a sut maent yn cysylltu â nodau ac amcanion yr Awdurdod	Understands and is able to explain the objectives of the team and how they link to the aims and objectives of the Authority
1.3	Mae'n gallu cysylltu amcanion personol a chynnwys y swydd â rhai'r tîm â nodau ac amcanion yr Awdurdod	Is able to link personal objectives and job content to those of the team and to the aims and objectives of the Authority
1.4	Mae'n ymwybodol o'r blaenoriaethau sydd yn y Rhaglen Waith Gorfforaethol	Is aware of priorities contained within the Corporate Work Programme
1.5	Mae'n deall sut mae'r swydd yn cyfrannu at gyflawni'r blaenoriaethau o'r Rhaglen Waith Gorfforaethol	Understands how the job contributes towards achieving the Corporate Work Programme priorities

2.	Dealltwriaeth o Theori Rheolaeth	Understanding of Management Theory
2.1	Mae'n deall egwyddorion arweinyddiaeth effeithiol a sut i'w cymhwyso yn y gwaith	Understands the principles of effective leadership and how to apply them at work
2.2	Mae'n deall theori ysgogi	Understands motivation theory
2.3	Mae'n gwybod hanfodion gwaith tîm effeithiol	Knows the essentials of effective team working

2.4	Mae'n deall effaith newid ar bobl	Understands the impact of change on people
2.5	Mae'n gwybod elfennau cyfathrebu effeithiol a phryd a sut i'w defnyddio	Knows the elements of effective communications and when and how to use them
2.6	Mae'n gyfarwydd â thechnegau rheoli prosiect	Is familiar with project management techniques
2.7	Mae'n ymwybodol o egwyddorion rheoli cyllid	Is aware of the principles of financial management
2.8	Mae'n deall egwyddorion cynllunio corfforaethol	Understands the principles of corporate planning

3.	Gwybodaeth o Weithdrefnau Rheolaeth Mewnol	Knowledge of Internal Management Procedures
3.1	Mae'n ymwybodol o weithdrefnau adnoddau dynol yr Awdurdod gan gynnwys: <ul style="list-style-type: none"> • recriwtio a dethol • penodi • anwytho • contractau cyflogaeth • delio â chwynion a materion disgyblaethol • amodau a thelerau gwaith staff yr Awdurdod • rheoli perfformiad 	Is aware of the Authority's human resources procedures including: <ul style="list-style-type: none"> • recruitment and selection • appointment • induction • employment contracts • dealing with grievance and disciplinary matters • the Authority's staff terms and conditions of service • performance management
3.2	Mae'n ymwybodol o weithdrefnau cyfathrebu mewnol ac allanol yr Awdurdod gan gynnwys ymdrin â'r cyfryngau	Is aware of internal and external communications procedures including dealing with the media
3.3	Mae'n gyfarwydd â system rheoli cyllid yr Awdurdod	Is familiar with the Authority's financial management

3.4	Mae'n ymwybodol o reolau a rheoliadau lechyd a Diogelwch yr Awdurdod gan gynnwys gweithdrefnau asesu risg	system Is aware of the Authority's Health and Safety rules and regulations including procedures for risk assessment
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4.	Ymwybyddiaeth Staff	Staff Awareness
4.1	Mae'n ymwybodol o alluoedd pob aelod o'r tîm ac yn gwneud ei (g)orau i sicrhau eu bod yn cael eu defnyddio	Is aware of the capabilities of each member of the team and does the best to ensure that they are made use of
4.2	Mae'n gwybod targedau ac amcanion y tîm a sut mae'r tîm yn perfformio ynglŷn â hwy	Knows the team's targets and objectives and how the team is performing in relation to them
4.3	Mae'n deall yr effaith y mae rheoli pobl mewn ffordd dda yn ei chael ar berfformiad, cymhelliad, presenoldeb ac ysbryd y tîm	Understands the impact of managing people effectively has on performance, motivation, attendance and team spirit
4.4	Mae'n ymddwyn mewn ffordd sensitif i anghenion a theimladau pobl eraill, gan sicrhau bod aelodau eraill o'r tîm yn gwneud hyn hefyd	Behaves in a sensitive manner towards the needs and feelings of other people and ensures that other members of the team behave likewise

5.	Arwain a Datblygu'r Tîm	Leading and Managing the Team
5.1	Mae'n rhoi arweiniad cryf i'r bobl mae'n gyfrifol amdanynt	Gives strong leadership to those for whom responsible
5.2	Mae'n defnyddio dulliau ymgynghori priodol ac mae'n llwyddo i gael cyfranogiad y tîm	Uses appropriate consultative methods and succeeds in getting the team involved

5.3	Mae'n berson ymddiriedus sydd yn gadael i bobl wneud eu gwaith heb ymyrryd ormod	Is trusting and allows people to do their work without excessive interruption
5.4	Mae'n dirprwyo'n briodol yn unol â'r dasg dan sylw	Delegates appropriately in accordance with the task in hand
5.5	Mae'n parchu pob aelod o'r tîm	Respects every member of the team
5.6	Mae'n datblygu pob aelod o'r tîm er mwyn iddynt gyrraedd eu llawn potential	Develops every member of the team so that they achieve their full potential
5.7	Mae'n sicrhau bod y tîm yn effeithiol yn y modd y mae'n gweithredu	Ensures that the team is effective in the way it operates
5.8	Mae'n ymateb ac yn delio ag anawsterau o fewn y tîm yn gyson ac mewn da bryd	Responds to and deals with difficulties within the team in a consistent and timely manner
5.9	Mae'n edrych ar ôl buddiannau'r tîm wrth ddelio ag eraill	Looks after the interests of the team in dealing with others
5.10	Mae'n canmol y tîm am waith wedi'i wneud yn dda	Praises the team for work well done
5.11	Mae'n ysbrydoli unigolion â'r tîm i gyflawni mwy	Inspires individuals and the team to achieve more

6.	Rheoli Perfformiad	Performance Management
6.1	Mae'n rhoi ffocws cryf ar berfformiad a sicrhau bod y gwaith yn cael ei wneud	Gives a strong focus on performance and ensures that the work gets done
6.2	Mae'n gwerthuso perfformiad ei staff yn effeithiol ac yn rheolaidd	Appraises staff performance effectively and regularly

6.3	Mae'n monitro gwaith y tîm ac aelodau unigol ohono	Monitors the work of the team and individual team members
6.4	Mae'n rhoi adborth i'r tîm ac aelodau unigol ohono'n rheolaidd	Gives feedback to the team and individual team members regularly
6.5	Mae'n cytuno ar amcanion personol a chynllun datblygu ar gyfer pob aelod o'r tîm	Agrees personal objectives and a development plan for each member of the team
6.6	Mae'n cymryd cyfrifoldeb dros wneud i bethau ddigwydd	Takes responsibility for making things happen
6.7	Mae'n rheoli amser yn effeithiol er mwyn cael y gwaith wedi'i wneud mewn da bryd	Manages time effectively to get the work done in good time
6.8	Mae'n ymdrin â chwynion ac yn rheoli newid yn effeithiol yn y gwaith	Deals with staff grievances and discipline in a fair and effective manner

7.	Blaenoriaethu a Gwneud Penderfyniadau	Prioritising and Decision Making
7.1	Mae'n blaenoriaethu'r gwaith ac yn ei ddosrannu'n effeithiol ymysg y tîm	Prioritises work and distributes it effectively amongst the team
7.2	Mae'n canolbwyntio gwaith y tîm ar amcanion yr Awdurdod	Focuses the work of the team on the objectives of the Authority
7.3	Mae'n gwneud penderfyniadau sy'n realistig, teg, rhesymol ac agored	Makes realistic, fair, reasonable and open decisions
7.4	Mae'n fodlon gwneud penderfyniadau anodd ac amhoblogaidd	Is prepared to make difficult and unpopular decisions

7.5	Mae'n negodi a bargeinio'n effeithiol lle bo angen	Negotiates and bargains effectively when there is a need
7.6	Mae'n cyflwyno ac yn rheoli newid yn effeithiol yn y gwaith	Introduces and managers change effectively at work

8.	Sgiliau Cyfathrebu	Communications Skills
8.1	Mae'n cyfathrebu ar lafar yn effeithiol	Communicates verbally in an effective manner
8.2	Mae'n cyfathrebu trwy ysgrifennu'n effeithiol	Communicates in writing in an effective manner
8.3	Mae ganddo/i sgiliau cyflwyno effeithiol	Has effective presentation skills
8.4	Mae ganddo/i sgiliau technoleg gwybodaeth digonol i wneud ei swydd	Has effective IT skills
8.5	Mae'n trefnu, cynnal, cadeirio, cyfrannu i ac yn hwyluso cyfarfodydd yn effeithiol	Holds, encourages contributions and facilitates team meetings effectively
8.6	Mae'n mynegi ei safbwynt ac yn dylanwadu ar sefyllfaoedd	Expresses point of view and influences situations
8.7	Mae'n eglur iawn yn y modd y mae'n cyfathrebu ag eraill tu fewn a thu allan i'r Awdurdod	Is very clear in communicating with others both within and outside the Authority
8.8	Mae'n rhoi amser penodol i'r neilltu i ddatblygu a defnyddio cysylltiadau o fewn a thu allan i'r	Sets aside time specifically to develop and make use of contacts both within and outside the Authority

	Awdurdod	
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9.	Iechyd a Diogelwch	Health and Safety
9.1	Mae'n ymddwyn mewn modd sydd yn cymryd i ystyriaeth materion iechyd a diogelwch	Behaves in a way that takes into consideration health and safety issues
9.2	Mae asesu risg cyn gweithredu	Assesses risk prior to taking action

10.	Rheoli Adnoddau	Managing Resources
10.1	Mae'n defnyddio adnoddau'n effeithiol	Makes effective use of resources
10.2	Mae'n cynllunio ac yn monitro gwariant o fewn y gyllideb	Plans and monitors expenditure within the budget

11.	Datrys Problemau	Problem Solving
11.1	Mae'n dadansoddi problemau'n drwyadl cyn pennu datrysiad addas	Analyses problems thoroughly before determining an appropriate solution
11.2	Mae'n rhannu problemau gyda'r tîm ac yn ceisio ennill consensws i'w datrys	Shares problems with the team and seeks to gain consensus to resolve them

12.	Ymddygiad Personol	Personal Behaviour
12.1	Mae'n ymddwyn mewn modd proffesiynol	Behaves in a professional manner
12.2	Mae'n hawdd mynd ato/i i drafod unrhyw fater	Is easily approachable to discuss any matter

12.3	Mae'n onest yn ei (h)ymwneud ag eraill	Is honest in dealing with others
12.4	Mae'n deg yn y modd y mae'n ymdrin ag eraill	Is fair in the way he/she deals with others
12.5	Mae'n hyblyg ac yn fodlon ymaddasu i sefyllfaoedd gwahanol	Is flexible and willing to adapt to different situations
12.6	Nid yw'n ofn lleisio barn	Is not afraid to voice an opinion
12.7	Mae'n syrthio ar ei (f)bai, wedi iddo/i wneud camgymeriad	Admits being in the wrong, having made a mistake
12.8	Mae'n ymddwyn yn bendant heb fod yn ymosodol	Behaves assertively without becoming aggressive
12.9	Mae'n cydymffurfio â holl bolisiau a gweithdrefnau'r Awdurdod	Complies with all of the Authority's policies and procedures
12.10	Mae ganddo/i synnwyr o ddigrifwch	Has a sense of humour
12.11	Mae'n ymgorffori gwerthoedd ac amcanion yr Awdurdod	Personifies the values and aims of the Authority
12.12	Mae'n fodel rôl ardderchog o fewn a thu allan i'r Awdurdod	Is an excellent role model both inside and outside of the Authority