

**Job Description**

**Job title**: Route Auditor

**Reference**: SUS3080

**Salary**: Grade E: £22,167

**Hours**: 37.5 hours per week

**Contract:** 4 month fixed term to 28th May 2021

**Base:**  Cardiff Office

Initial home working may be expected due to

office closures during current C19 restrictions

**Job purpose:**

To undertake route audits which will include the collection of data and scoring routes across Wales as well as some data analysis.

**Place in Organisation:**

The post-holder will report to the Network Development Manager, Projects

**Key relationships:**

Internal: Network Development Manager, South Wales

Head of Built Environment, Wales

External: Local Authority officers

**Key responsibilities:**

**Delivery of projects or services:**

1. To audit route conditions by filming and using mobile data apps.
2. To score routes using the Active Travel Act Survey Tool for Walking and Cycling.
3. To record the dimensions, location, and condition of access barriers and photograph them.
4. To use mobile phone app technology to collect data on route signs.
5. To check uploaded data for accuracy and edit where necessary.
6. To assist in the processing of data to identify route alignment and network planning.
7. To assist development of draft Active Travel Network Maps from Audit data.

**Communication and marketing:**

1. Uses IT equipment provided to maintain communications with other staff and receive/send information required to do the job effectively.
2. Attend meetings associated with the Built Environment Team in Wales.
3. Supports and complies with the charity’s guidance on branding, tone of voice and key messages, positively contributing towards raising Sustrans’ profile.

**Training and personal development:**

1. To attend essential Sustrans training as required by the Charity.
2. To ensure own personal development by working to objectives set as part of the Charity’s appraisal process.

**Health & Safety, Safeguarding and Equality, Diversity and Inclusion:**

1. To support and comply with the organisation’s policy for the management of Health and Safety.
2. To support and comply with the organisation’s policies for the management of safeguarding.
3. To support and comply with the organisation’s policy and procedures relating to Equality, Diversity and Inclusion and apply principles of best practice in own role.

**Other:**

1. To perform any other duties consistent with the nature and grade of the role as agreed with the line manager.

**Working conditions:**

The post-holder will work on cycle routes across Wales. They will be required to travel by train and bike to undertake audits of cycle routes across Wales, subject to any Covid rules applying in Wales. Auditing work will be undertaken in winter conditions from January to end of March. The post-holder will be issued with Sustrans protective clothing for cycling in winter conditions.

**Special note:**

This job description does not form part of the contract of employment, but indicates how that contract should be performed. The job description may be subject to amendment in the light of experience and in consultation with the jobholder.

Compiled by: Network Development Manager, Projects

Date: December 2020

**Route Auditor, South East Wales (SUS3080)**

**Person specification**

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| **Criteria** | **Essential** |
| Qualifications, education and training | Basic level of education |
| Experience | General experience associated with outdoor work in all weather conditions |
| Skills and abilities | Ability to communicate effectively  Ability to work unsupervised  Ability to work as part of a team  Ability to use mobile phone technology  Ability to keep records  IT literate, including basic understanding of email communication and website navigation  Ability to plan travel to various work locations  Organised with the ability to record information in an accurate and efficient manner  Basic map reading skills |
| Other | Fit and confident cyclist who has access to a bicycle and is willing to use it for work  Self-motivated  Prepared to undertake audits in all weather and conditions  Committed to the aims of Sustrans  A good level of Health & Safety awareness  Committed to Sustrans’ vision |

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| **Criteria** | **Desirable** |
| Qualification |  |
| Experience | Experience of undertaking audits of infrastructure  Experience of GIS systems and basic data mapping |



**Disgrifiad Swydd**

**Teitl Swydd**: Archwilydd Llwybrau

**Cyfeirnod**: SUS3080

**Cyflog**: Graddfa E: £22,167

**Oriau**: 37.5 awr yr wythnos

**Cytundeb:** Cyfnod penodol o 4 mis hyd 28ain Mai 2021

**Lleoliad:** Swyddfa Caerdydd

Gellid disgwyl i ddeiliad y swydd weithio o gartref yn y lle cyntaf oherwydd cau swyddfeydd yn ystod y cyfyngiadau C19 presennol

**Pwrpas y swydd:**

Ymgymryd ag archwiliadau llwybrau a fydd yn cynnwys casglu data a rhoi sgôr i lwybrau ledled Cymru ynghyd â pheth gwaith dadansoddi data.

**Safle yn y mudiad:**

Bydd deiliad y swydd yn adrodd i’r Rheolwr Datblygu Rhwydwaith, Prosiectau

**Cysylltiadau allweddol:**

Mewnol: Rheolwr Datblygu Rhwydwaith, De Cymru

Pennaeth Amgylchedd Adeiledig, Cymru

Allanol: Swyddogion Awdurdodau Lleol

**Cyfrifoldebau allweddol:**

**Cyflawni prosiectau neu wasanaethau:**

1. Archwilio cyflwr llwybrau trwy ffilmio a defnyddio apiau data symudol.
2. Rhoi sgôr i lwybrau gan ddefnyddio Adnodd Arolwg y Ddeddf Teithio Llesol ar gyfer Cerdded a Beicio.
3. Cofnodi dimensiynau, lleoliad a chyflwr rhwystrau mynediad a chael ffotograffau ohonynt.
4. Defnyddio technoleg apiau ffôn symudol i gasglu data ar arwyddion llwybrau.
5. Gwirio’r data a gafodd ei lwytho i fyny sicrhau ei fod yn gywir a’i olygu yn ôl yr angen.
6. Cynorthwyo gyda phrosesu data i ganfod aliniad llwybrau a chynllunio’r rhwydwaith.
7. Cynorthwyo gyda datblygu Mapiau Teithio Llesol Drafft o ddata’r Archwiliadau.

**Cyfathrebu a marchnata:**

1. Defnyddio’r offer TG a ddarperir i gyfathrebu gydag aelodau eraill o staff a derbyn/anfon yr wybodaeth angenrheidiol i wneud y swydd yn effeithiol.
2. Mynychu cyfarfodydd sy’n gysylltiedig â’r Tîm Amgylchedd Adeiledig yng Nghymru.
3. Cefnogi a chydymffurfio â chanllawiau’r elusen ar frandio, tôn llais a negeseuon allweddol, gan gyfrannu’n gadarnhaol at godi proffil Sustrans.

**Hyfforddiant a datblygiad personol:**

1. Mynychu hyfforddiant hanfodol Sustrans fel bo’r Elusen yn gofyn.
2. Sicrhau eich datblygiad personol eich hunan trwy weithio i amcanion a osodir fel rhan o broses werthuso’r Elusen.

**Iechyd a diogelwch; diogelu a chydraddoldeb; amrywiaeth a chynhwysiant:**

1. Cynnal a chydymffurfio â pholisïau’r mudiad ar reoli Iechyd a Diogelwch.
2. Cynnal a chydymffurfio â pholisïau’r mudiad ar reoli diogelu.
3. Cynnal a chydymffurfio â pholisi a gweithdrefnau Sustrans yn gysylltiedig â Chydraddoldeb, Amrywiaeth a Chynhwysiant ac arddel egwyddorion arfer gorau yn eich rôl eich hunain.

**Arall:**

1. Ymgymryd ag unrhyw ddyletswyddau eraill sy’n gyson â natur a graddfa’r rôl fel y cytunir gyda’r rheolwr llinell.

**Amodau gwaith:**

Bydd deiliad y swydd yn gweithio ar lwybrau beicio ledled Cymru. Bydd yn ofynnol iddynt deithio ar drên ac ar feic i gynnal archwiliadau llwybrau beicio ledled Cymru, yn amodol ar unrhyw reolau Covid sydd ar waith yng Nghymru. Bydd y gwaith archwilio’n cael ei wneud mewn tywydd gaeafol rhwng Ionawr a diwedd Mawrth. Bydd deiliad y swydd yn derbyn dillad diogelu gan Sustrans ar gyfer beicio mewn tywydd gaeafol.

**Nodyn arbennig:**

Nid yw’r disgrifiad swydd hwn yn llunio rhan o’r contract cyflogaeth, ond mae’n dangos sut y dylid perfformio’r contract. Gall y disgrifiad swydd newid yng ngoleuni profiad ac mewn ymgynghoriad â deiliad y swydd.

Crëwyd gan: Rheolwr Datblygu Rhwydwaith, Prosiectau

Dyddiad: Rhagfyr 2020

**Archwilydd Llwybrau, De Ddwyrain Cymru (SUS3080)**

**Manyleb y person**

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| **Maen Prawf** | **Hanfodol** |
| Cymwysterau, addysg a hyfforddiant | Lefel sylfaenol o addysg |
| Profiad | Profiad cyffredinol yn ymwneud â gweithio yn yr awyr agored ym mhob tywydd |
| Sgiliau a galluoedd | Gallu cyfathrebu’n effeithiol  Gallu gweithio heb oruchwyliaeth  Gallu gweithio fel rhan o dîm  Gallu defnyddio technoleg ffôn symudol  Gallu cadw cofnodion  Gallu defnyddio TG, yn cynnwys dealltwriaeth sylfaenol o gyfathrebu drwy ebost a defnyddio gwefannau  Gallu cynllunio teithio i amrywiol leoliadau gwaith  Trefnus ac yn gallu cofnodi gwybodaeth mewn modd cywir ac effeithlon  Sgiliau darllen map sylfaenol |
| Arall | Beiciwr heini a hyderus sydd â beic i’w ddefnyddio ac sy’n fodlon ei ddefnyddio ar gyfer y gwaith  Hunan-gymhelliant  Yn barod i ymgymryd ag archwiliadau ym mhob tywydd  Yn ymroddedig i nodau Sustrans  Lefel dda o ymwybyddiaeth Iechyd a Diogelwch  Ymroddedig i weledigaeth Sustrans |

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| **Maen Prawf** | **Dymunol** |
| Cymhwyster |  |
| Profiad | Profiad o ymgymryd ag archwiliadau o isadeiledd  Profiad o systemau GIS a mapio data sylfaenol |