

Swydd Ddisgrifiad:	
Uwch Swyddog Prosiectau Cyfalaf	
Maes Rhaglen / Adran	Prosiectau Cyfalaf Strategol
Prif Safle	Llangefni
Cyflog	£33,901.50 - £39,437.40 y flwyddyn Cymorth busnes Graddfa 7-8 Pwyntiau 32-37
Y Math o Gontract	Dros Dro nes 31.12.2027
Telerau'r Contract	Llawn Amser
Yn atebol i	Cyfarwyddwr Prosiectau Strategol a Chyllido
Pwrpas y swydd	
PROGRAMME MANAGEMENT OFFICE (P.M.O.)	
<p>Pwrpas cyffredinol y rôl hon fydd cefnogi dechrau, datblygu, cyflwyno a chau cyfres o Brosiectau Adeiladu Cyfalaf sylweddol (gwerth cyfanswm o £90m erbyn diwedd 2024/5 ynghyd â thua £50m pellach erbyn diwedd 2027) ynghyd a chyfres gyfatebol o Brosiectau Gwaredu Asedau Cyfalaf (tua £12m erbyn diwedd 2025). Yr holl weithgareddau i'w cyflwyno drwy ddull Programme Management Office [P.M.O.] yn unol â methodolegau Rheoli Prosiect PRINCE.2; ac yn cyd-fynd â fframwaith trefniadau Llywodraethu mewnol GLLM ei hun.</p> <p>Mae Grŵp Llandrillo Menai wedi datblygu Strategaeth Datblygu Cyfalaf Ystadau 10 Mlynedd, sy'n sail i flaenoriaethu Prosiectau Datblygu a Gwaredu. Mae gofyn adolygu'r sylfaen allweddol hon a'i hymestyn ymlaen yn gyfnodol bob 2-3 blynedd. Bydd gofyn i ddeiliad y swydd gefnogi'r Cyfarwyddwr ac Uwch Dîm GLLM i gynnal adolygiad cyfnodol o'r Strategaeth a'i Rhaglen gysylltiedig o Brosiectau Adeiladu a Gwaredu unigol; a'r Modelau Ariannu Cyfalaf cysylltiedig.</p>	
Prif Ddyletswyddau a Chyfrifoldebau	
<u>RÔL WEITHREDOL</u>	
<p>1. Bydd y rôl yn canolbwyntio ar reoli'r prosesau rheoli prosiect strwythuredig sy'n rheoli prosiectau unigol cysylltiedig o fewn y Rhaglen yn ei chyfarwydd, wrth i brosiectau gael eu dechrau, datblygu, cyflwyno a'u cau yn eu tro.</p> <p>2. Bydd deiliad y swydd yn gyfrifol am reoli cymhwysiad fframwaith reoli prosiect GLLM a'r dull rheoli PRINCE.2, gan gynnwys datblygu; cynnal a chadw a diweddarau'r:-</p>	
<u>a. Cychwyn Prosiect</u>	
<p><i>Dogfennau Cynnig Prosiect (PP) & Dogfennau Cychwyn Prosiect (PID)</i> gan sicrhau bod cyfeiriad clir a rheolaeth cwmpas yn cael ei sefydlu ac yna yn cael ei gynnal drwyddo.</p>	
<u>b. Rolau, Cyfrifoldebau, a Hawliau Penderfynu</u>	
<p>Bydd gofyn i ddeiliad y swydd farnu'n ddeallus wrth wasanaethu'r Bwrdd Prosiect a'r Grŵp(iau) Defnyddwyr perthnasol - ffurfweddu dogfennau <i>Rolau a Chyfrifoldebau</i> sy'n cynnwys <i>Hawliau Gwneud Penderfyniadau</i> , a <i>Chylch Gorchwyl (ToR)</i> ar gyfer pob Bwrdd Prosiect a Grŵp Defnyddwyr Prosiect. Yn</p>	

ogystal, dylid nodi *Rolau; Cyfrifoldebau; a Hawliau Gwneud Penderfyniadau (R&R)* pob Swyddog sy'n eistedd ar bob Bwrdd Prosiect neu Grŵp Defnyddwyr Prosiect (ar wahân).

c. Risgiau, Problemau, Rheoli Newid a Chofnodion Prosiect

Bydd gofyn i ddeiliad y swydd **farnu'n ddeallus** wrth wasanaethu'r Bwrdd Prosiect a'r Grŵp(iau) Defnyddwyr perthnasol â dogfennau rheoli prosiect clir a chryno (safonol) a bydd yn gyfrifol am **farnu** wrth ddal, cofnodi, rheoli'n weithredol a thracio'r holl gamau gweithredu *Risgiau a chymau rheoli* sy'n "agored" i'r Coleg (ochr y cleient)

Bydd gofyn i ddeiliad y swydd **farnu'n ddeallus** wrth ddal, cofnodi, tracio a rheoli holl *Broblemau a chymau gweithredu i liniaru* y Coleg (ochr y cleient), gan gofnodi perchnogaeth glir a dyddiadau cau penodol ar gyfer cwblhau pob cam gweithredu.

Bydd gofyn i ddeiliad y swydd **farnu'n ddeallus** wrth reoli'n weithredol y broses *Newid Rheolaeth safonol (CC)* a'r holl ddogfennau a'r dystiolaeth gysylltiedig. Dylid sicrhau bod unrhyw newidiadau arfaethedig yn cael eu harchwilio o ran yr amser / cost/ rhyngddibyniaethau / risgiau i'r project, a'u rheoli yn briodol a'u hawdurdodi yn unol â'r trefniadau Llywodraethu perthnasol.

d. Cyfarfodydd a Gweithredoedd i Grynhoi

Bydd gofyn i ddeiliad y swydd **farnu'n ddeallus** wrth gofnodi a chrynhoi *Cyfarfodydd, Penderfyniadau a Gweithredoedd* - ar ddogfennau safonol - Gweithred / Perchnogaeth / Dyddiad Cwblhau / Statws / Cau.

e. Gwybodaeth ac Adrodd

Bydd gofyn i ddeiliad y swydd **farnu'n ddeallus** wrth baratoi a ffurfweddu gwybodaeth rheoli safonol gan sicrhau gwybodaeth penderfynu clir/cryno sy'n addas i anghenion pob lefel yn y gadwyn, a chymesur gyda graddfa a chymhlethdod y prosiect mewn cwestiwn. Bydd y rhain yn cynnwys *Adroddiad dangosfwrdd* prosiect ac adroddiad sicrwydd cryno ar ffurf *Adroddiad ar y Prif Bwyntiau* rheolaidd, strwythuredig.

3.Ffrydiau sy'n dod i mewn a Chynllun Trosglwyddo

Bydd deiliad y swydd yn datblygu *Cynllun Mân Ffrydiau sy'n dod i mewn a Throsglwyddo* gyda Defnyddwyr o'r cyfnod Prosiectau i ochr busnes-fel-arfer y sefydliad. Bydd hyn yn cynnwys metrigau trosglwyddo deallus y cytunwyd arnynt o flaen llaw a chymeradwyaeth busnes-fel-arfer (fel rheol yn erbyn y canlyniadau a nodwyd yn y PID ar ddechrau'r prosiect).

4.Cau'r prosiect

Bydd gofyn i ddeiliad y swydd gefnogi'r Cyfarwyddwr i gynnal a diweddarau *Cofnod o Wersi a ddysgwyd* trwy gydol cyfnod pob prosiect, ynghyd â chynhyrchu *Adroddiad Gwersi a Ddysgwyd ac Adroddiad Cau Prosiect* a ystyriwyd yn drylwyr ar ddiwedd y prosiect.

Bydd deiliad y swydd yn darparu tystiolaeth o drefniadau lechyd a Diogelwch deinamig sydd wedi'u cynllunio'n dda ac sy'n weithredol ac yn effeithiol ar bob adeg i gynnwys:-

- a. cefnogi'r ddarpariaeth Addysgu Busnes-fel-Arfer a leolir ochr yn ochr â Datblygiadau Adeiladu Cyfalaf (*h.y. sicrhau fod trefniadau lliniaru yn cael eu datblygu y tu allan i ffiniau CDM.2015, drwy gyd-weithio agos gyda rôl ar wahân "Clerc Gwaith" P.M.O GLLM*).
- b. a hefyd wedi'i datblygu gan y Prif Contractiwr penodedig ei hunan, o fewn ffin ddarparu weithredol y contract a ildwyd i'r Contractiwr o dan Reoliadau CDM 2015.
- c. tracio'r fframwaith o Arolygiadau Diogelwch Safle mewnol ac allanol, rhybuddion, cywiriadau ac archwiliadau.

Bydd gofyn i ddeiliad y swydd gynrychioli'r Cyfarwyddwr yn rheolaidd wrth drafod ystod o gyflawniadau'r prosiect gyda Rheolwyr a Phenathiaid Cynorthwyol (Defnyddwyr) a chynrychiolwyr Grŵp Defnyddwyr eraill (Rheolaeth Cyfleusterau a Chyfarwyddiaeth T.G.CH). Bydd deiliad y swydd yn cyflwyno gwybodaeth Prosiect o flaen cyfarfod y Bwrdd Prosiect i'r Uwch Swyddog Cyfrifol (Pennaeth neu Uwch Gyfarwyddwr, neu'r Prif Weithredwr).

O dro i dro bydd deiliad y swydd yn cynrychioli'r Cyfarwyddwr wrth drafod Buddion Cymuned gyda deiliaid diddordeb trydydd parti megis Grwpiau Cymuned, Cynghorau Cymuned / Tref, a Mentrau Cymdeithasol.

Disgwylir i ddeiliad y swydd gyflawni dyletswyddau eraill sy'n briodol i lefel a natur y swydd.

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
Cymwysterau			
Tystysgrif PRINCE.2Practitioner.		X	
Tystysgrif Diploma NEBOSH.		X	
Prif Ddylunydd CDM2015.		X	
Aelod o'r Association for Project Management APMP		X	
Aelod o'r Association for Project Management APMP		X	
Gwybodaeth a Phrofiad			
Gallu wedi ei brofi i gynhyrchu adroddiadau cywir wedi eu cefnogi a'u cyflwyno yn dda, yn perthnasu yn uniongyrchol gyda thystiolaeth cefnogi berthnasol.	X		
Dangos dealltwriaeth dda o natur fasnachol y diwydiant adeiladu.	X		
Dealltwriaeth dda o'r Rheoliadau Diogelwch Safle Adeiladu, yn enwedig y Rheoliadau Dylunio a Rheoli Adeiladu [2015] (Rheoliadau HSE.CDM. 2015.)	X		
Gwybodaeth ymarferol dda o Microsoft Office MS. Word	X		

Gwybodaeth ymarferol o MS Projects a MS Power Point.	X		
Dealltwriaeth dda o'r gofynion i gydymffurfio â'r ystod o reolau caffael sector gyhoeddus sy'n berthnasol i GLLM.	X		
Dealltwriaeth dda o'r gofynion i gydymffurfio â deddfwriaeth berthnasol Diogelu Data, Iechyd a Diogelwch ym mhob agwedd ar ddyletswyddau deiliad y swydd.	X		
Gwybodaeth Ymarferol o MS Visio		X	
Dealltwriaeth o sut mae Systemau Rheoli Ansawdd ac ISO 9001 yn rhedeg		X	
Sgiliau a Nodweddion Personol			
Sgiliau cyfathrebu a sgiliau ymwneud â phobl ardderchog.	X		
Y gallu i weithio'n annibynnol yn ogystal â mewn tîm.	X		
Yn drefnus iawn gyda'r gallu i weithio yn adeiladol ac yn gyflym.	X		
Gallu gweithredu'n ddoeth a chynnal cyfrinachedd bob amser	X		
Gofynion Ychwanegol			
Y gallu i deithio'n unol â gofynion y swydd	X		
Sgiliau Cymraeg			
Ceir manylion llawn am lefelau sgiliau Cymraeg yn: https://www.gllm.ac.uk/cy/jobs			
Dealltwriaeth o'r Gymraeg	Uwch		Asesiadau ar-lein / Cyfweliad (dileer)
Yn siarad Cymraeg	Uwch		Asesiadau ar-lein / Cyfweliad (dileer)

Llythrennedd Cymraeg	Uwch	Asesiadau ar-lein / Cyfweliad (dileer)
<p>Noder os gwelwch yn dda - fe roddir ystyriaeth i ymgeiswyr sy'n nodi eu bod o fewn 1 lefel i fodloni'r gofyniad sgiliau Cymraeg gofynnol ar gyfer y swydd ar yr amod y byddai unrhyw gynnig o gyflogaeth yn cynnwys cytundeb cytundebol i ddatblygu eu Sgiliau Cymraeg.</p>		
<p>Gofynion Gorfodol</p>		
<p>Mae'r Grŵp wedi ymrwmo i ddiogelu ac amddiffyn Iechyd a Lles plant, pobl ifanc ac oedolion agored i niwed. Yn unol â Deddf Adsefydlu Troseddwy'r 1974, bydd gofyn i unigolion gael gwiriad manwl gan y Gwasanaeth Datgelu a Gwahardd i gadarnhau eu bod yn addas i weithio mewn amgylchedd addysgol. Bydd tystysgrifau GDG trwy wasanaeth diweddarau'r GDG yn cael eu derbyn yn unol â'r canllawiau a geir yn - https://www.gov.uk/dbs-update-service.</p> <p>O dan adran 8 Deddf Mewnfudo a Lloches 1986, mae'n ofyniad cyfreithiol ar unigolion i ddarparu tystiolaeth ddogfennol sy'n cadarnhau bod ganddynt hawl i weithio yn y Deyrnas Unedig.</p>		
<p>Crynodeb o'r Telerau a'r Amodau</p>		
Oriau Gwaith	37 awr yr wythnos	
Wythnos Waith	52 o wythnosau'r flwyddyn	
Gwyliau Blynyddol	<ul style="list-style-type: none"> • 28 diwrnod y flwyddyn, yn codi i 32 diwrnod ar ôl pum mlynedd lawn o wasanaeth di-dor (01 Medi i 31 Awst). • Yr holl wyliau cyhoeddus arferol, i'w pennu'n flynyddol. • Hyd at 5 diwrnod effeithlonrwydd / diwrnod y trefnwyd i'r safle fod ar gau bob blwyddyn, i'w pennu'n flynyddol. • Bydd gan y rhai ar gontractau Rhan-amser hawl pro rata i'r hyn a nodir uchod. • Bydd gan y rhai ar gontractau Amser Tymor hawl pro rata i'r hyn a nodir uchod a delir fel rhan o'r cyflog blynyddol. 	
Pensiwn	Cynllun Pensiwn Llywodraeth Leol (https://www.lgpsmember.org/)	
Teithio	<p>Caiff y trefniadau ar gyfer ad-dalu treuliau i aelodau staff sy'n mynd i gostau ychwanegol wrth wneud gwaith swyddogol i Grŵp Llandrillo Menai eu hegluro yn y Polisi Teithio, Cynhaliath ac Adleoli.</p> <p>Yn dilyn eu penodiad, bydd gofyn i ymgeiswyr llwyddiannus gwblhau Ffurflen Asesu Gyrwyr ar gyfer Sgrinio Iechyd (os yw'n berthnasol). I gadarnhau bod ganddynt yswiriant at "Ddibenion Busnes", mae'n rhaid i bob gweithiwr sy'n hawlio treuliau am ddefnyddio eu ceir personol gyflwyno copïau o'u tystysgrifau yswiriant i Adran Gyllid y Grŵp bob blwyddyn.</p>	
Sgrinio Iechyd	Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.	

Job description:	
Senior Capital Projects Officer	
Programme area / Department	Strategic Capital Projects
Main site	Llangefni
Salary	£33,901.50 - £39,437.40 per annum Business support Grade 7-8 Points 32-37
Contract type	Temporary until 31.12.2027
Contract terms	Full Time
Reporting to	Director Strategic Projects & Funding
Job purpose	
<p><u>PROGRAMME MANAGEMENT OFFICE (P.M.O.)</u></p> <p>The overarching purpose of the Role will be to support the well managed initiation, development, delivery, and closure, of a suite of major Capital Construction Projects (totalling circa £90m by end 2024/5 plus a further c.£50m by end of 2027) along with a corresponding suite of Capital Asset Disposal Projects (circa £12m by end 2025). All delivered via a <u>Programme Management Office approach [P.M.O.]</u> in accordance with PRiNCE.2 Project Management methodologies; and aligned with GLLM’s own framework of internal Governance arrangements.</p> <p>Grŵp Llandrillo-Menai has developed a 10 Year Estates Capital Development Strategy, which underpins the prioritisation of Development and Disposal Projects. This key underpinning requires review and forward extension on a periodic basis every 2-3 years. The post holder will be required to support the Director & GLLM Senior Team in work supporting the periodic review of the Strategy and its related Programme of individual Construction and Disposal Projects; and the related Capital Funding Models.</p>	
Main duties and responsibilities	
<p><u>OPERATIONAL ROLE</u></p> <p>1. The focus of the role will be on managing the structured project management processes which control individual constituent Projects within the overall Programme, as projects are in-turn, initiated, developed, delivered, & closed.</p> <p>2. The post holder will be responsible for managing the application of the GLLM project control framework & PRiNCE.2 toolbox, including the development; maintenance & updating of :-</p> <p><u>a.Project initiation</u></p> <p><i>Project Proposal Documents (PP) & Project Initiation Documents (PID)</i> ensuring clear direction & scope control is established and then maintained throughout.</p> <p><u>b.Roles, Responsibilities, & Decision rights</u></p> <p>The post holder will be required to make intelligent judgements to service the relevant Project Board and User Group(s) - configuring <i>Roles & Responsibilities</i> documents which incorporate <i>Decision Making rights</i>, & specific <i>Terms of Reference (ToR)</i> for each Project Board & Project User-Group. As well as separately</p>	

the specific; *Roles; Responsibilities; and Decision making rights (R&R)* of each Officer sitting on each Project Board or (separate) Project under-Group.

c.Risks, Issues, Change Control, and Project Documentation

The post holder will be required to make **intelligent judgements** to service the relevant Project Board and User Group(s) with clear & concise project control documents (standardised) and will be responsible for **making judgements** to capture, record, and actively manage & track all “open” College (client-side) *Risks & management actions*.

Similarly the post holder will be required to make **intelligent judgements** to capture, record, track & manage all College (client-side) *Issues & mitigating actions*, recording clear ownership & specific deadlines for completing all actions.

The post holder will be required to make **intelligent judgements** to actively manage the standardised *Change Control (CC) process* and all related documentation & evidence. Ensuring any proposed changes are examined for potential time / cost / interdependencies / risks to the project, and are similarly controlled & all decision points appropriately authorised according to the applicable Governance, & signed-off.

d.Meetings & Summary Actions

The post holder will be required to make **intelligent judgements** to capture & summarise *Meetings, Decisions & Actions* – on standardised documents - Action/ Ownership/ Delivery Date/ Status / Close-out.

e.Information and Reporting

The post holder will be required to make **intelligent judgements** to prepare & configure standardised management information ensuring clear/concise decision information appropriate to the needs of each level in the chain, and proportionate to the scale and complexity of the project in question. These will include a *Project dashboard* report & a summary assurance report in the form of a regular structured *project Highlight Report*.

3.Ingoing Streams & Handover Plan

The post holder will develop with Users a practical *Ingoing Minor Streams & Hand-over Plan* from the Projects stage to the business-as-usual side of the organisation. This will include pre-agreed intelligent hand-over metrics & sign-off by business-as-usual (usually against the deliverables specified in the PID at the commencement of the project).

4.Project Closure

The post holder will be required to support the Director in maintaining & updating a *Lessons-Learnt Log* throughout the period of each project, as well as the production of an well-considered *Lessons-Learnt Report* and a *Project Closure Report* at completion of the project.

Alongside the post holder will evidence that well planned and dynamic Health & Safety arrangements are in place & are effective at all times :-

- a. both to cover the Business-as-Usual Teaching delivery located alongside Capital Construction Developments (*i.e. ensuring suitable mitigations developed outside the CDM.2015 boundary, in close co-ordination with the separate GLLM P.M.O. "Clerk-of-Works" role*);
- b. and also developed by the appointed Principal Contractor themselves, within the contract operational delivery boundary ceded to the Contractor under CDM 2015 Regulations.
- c. tracking the framework of active internal & external Site Safety Inspections, alerts, correctives, & audits.

The post holder will need to regularly represent the Director in negotiating a range of project deliverables with Managers and Assistant Principals (Users) and other User Group representatives (Facilities Management & I.C.T. Directorates). As well as presenting Project information to the Senior Responsible Officer at Project Board Meetings (a Principal, Executive Director, or the CEO).

From time to time the post holder will represent the Director in negotiating Community Benefits with external third-party stakeholders such as Community Groups, Community / Town Councils, and Social Enterprises.

The post holder will be expected to carry out other duties appropriate to the level and character of the post.

Person specification	Essential	Desirable	Assessment method
Qualifications			
PRiNCE.2Practitioner Certification.		X	Application form
NEBOSH Diploma Certification.		X	Application form
CDM2015 Principal Designer.		X	Application form
APMP Member of Association for Project Management.		X	Application form
APMP Member of Association for Project Management		X	Application form
Knowledge and experience			
Proven ability to produce accurate, well-supported and presented reports & decision information, & relating directly to relevant supporting evidence.	X		Application form / Interview
Good understanding of the highly commercial nature of the construction industry.	X		Application form / Interview

A good understanding of Construction Site Safety Regulations, in particular the Construction Design & Management Regulations [2015] (HSE.CDM.2015 Regulations).	X		Application form / Interview
Good working knowledge of Microsoft Office MS.Word.	X		Application form / Interview
Working Knowledge of MS.Projects & MS. Power Point.	X		Application form / Interview
Good understanding of the requirements to meet compliance with the range of relevant GLLM public sector procurement rules.	X		Application form / Interview
Good understanding of the requirements to meet compliance with relevant legislation Data Protection, Health & Safety in all aspects of the post holder's duties.	X		Application form / Interview
Working knowledge of MS Visio		X	Application form / Interview
Understanding of the operation of Quality Control Systems & ISO.9001		X	Application form / Interview
Skills and attributes			
Excellent communication skills and interpersonal skills.	X		Application form / Interview
Ability to work well under own initiative as well as part of a team.	X		Application form / Interview

Highly organised with the ability to work constructively and at a fast pace.	X		Application form / Interview
Observe high levels of discretion and confidentiality at all times.	X		Application form / Interview
Additional requirements			
Able to travel as required to fulfil the requirements of the role	X		Application form / Interview (delete)
Welsh language skills			
Full details of the Welsh skill levels can be found at: https://www.gllm.ac.uk/jobs			
Welsh Understanding	Advanced		Interview
Welsh Speaking	Advanced		Interview
Welsh Literacy	Advanced		Interview
Please note: consideration will be given to applicants who indicate that they are within 1 level of meeting the required Welsh skills requirement for the post on the proviso that any offer of employment would include a contractual agreement to develop their Welsh Skills.			
Mandatory requirements			
<p>The Grŵp is committed to Safeguarding and protecting the Health and Welfare of children, young people and vulnerable adults. Individuals will be required to complete an Enhanced Disclosure with the Disclosure and Barring Service in accordance with the Rehabilitation of Offenders Act 1974 to ascertain their suitability to work in an educational environment. DBS certificates via the DBS update subscription service will be accepted in accordance with guidance provided - https://www.gov.uk/dbs-update-service.</p> <p>Under section 8 of the Asylum and Immigration Act 1986 individuals are required by law to provide documentary evidence confirming their eligibility to work in the United Kingdom.</p>			
Summary of the terms and conditions			
Working hours	37 hours per week		

Working weeks	52 weeks per year
Annual leave	<ul style="list-style-type: none"> ● 28 days leave per annum, rising to 32 days after 5 full holiday years' continuous service (01 September to 31 August). ● All normally observed public holidays, determined annually. ● Up to 5 days efficiency closure days per annum, determined annually. ● Part Time contracts will receive a pro rata entitlement to the above. ● Term Time contracts will receive a pro rata entitlement to the above paid as part of annual salary.
Pension	Local Government Pension Scheme (https://www.lgpsmember.org/)
Travel	<p>Arrangements to reimburse employees who incur additional expense whilst carrying out their official duties on behalf of the Grŵp is outlined in the Travel, Subsistence and Relocation policy.</p> <p>Successful applicants will be required to complete a Drivers Assessment Form for Health screening upon appointment (if applicable). Copies of insurance certificates must be provided to the Grŵp Finance department on an annual basis by all employees claiming mileage expenses for using their own car to confirm that "Business Use" insurance is in place.</p>
Health screening	Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.