

Disgrifiad Swydd a Manyleb y Person



MANYLION Y SWYDD

Teitl y Swydd:	Swyddog Recriwtio
Rhif Adnabod Gwerthuso Swydd:	2799CE
Gradd:	8
Cyfadrn:	Addysg a Gwasanaethau Corfforaethol
Adran:	Gwasanaethau Pobl
Is-adran:	Adnoddau Dynol
Lleoliad:	Tŷ Penallta
Yn atebol i:	Prif Swyddog Recriwtio

DIBEN Y SWYDD

Cynorthwyo'r tîm Recriwtio a'r tîm Rheoli Adnoddau Dynol (AD) ehangach i ddarparu gwasanaeth recriwtio cynhwysfawr sy'n hyrwyddo'r Cyngor fel cyflogwr delfrydol.

Cynorthwyo rheolwyr i ddenu, adnabod a recriwtio staff i swyddi gwag ar draws y gwasanaethau amrywiol a weithredir, drwy ystod eang o ymgyrchoedd a rhwydweithio a helpu darpar ymgeiswyr i ddod o hyd i waith priodol gyda'r Cyngor.

Cyfrannu at ddarparu gwasanaeth AD y Cyngor yn effeithiol gan roi cyngor, arweiniad a chymorth amserol i reolwyr, penaethiaid a chyflogeion ar ystod o faterion rheoli pobl.

Mae'r rôl yn golygu wynebu cwsmeriaid a bydd y Swyddog Recriwtio yn gweithio gyda rheolwyr ar amrywiaeth o lefelau ar draws y Cyngor gan gynnwys cyfarwyddwyr, penaethiaid gwasanaethau; a hefyd cyflogeion, aelodau o gyrff llywodraethol, undebau llafur ac aelodau'r cyhoedd.

MEYSYDD CANLYNIADAU ALLWEDDOL

Cynorthwyo'r tîm Recriwtio i ddarparu gwasanaeth recriwtio cynhwysfawr sy'n hyrwyddo'r Cyngor fel cyflogwr delfrydol.

Cynorthwyo rheolwyr i ddod o hyd i'r ymgeiswyr gorau ar gyfer swyddi gwag o fewn eu gwasanaethau, drwy nifer o dulliau gwahanol, gan fod â dealltwriaeth o anghenion gweithredol gwasanaethau ar yr un pryd.

Cynorthwyo'r gwasanaeth AD yn rhagweithiol wrth ddatblygu a darparu gwasanaeth AD o safon.

Rhoi cyngor i reolwyr/penaethiaid/cyrff llywodraethol ar faterion AD yn ymwneud ag ailstrwythuro recriwtio a chadw, proses gwerthuso swyddi, hyfforddi, cynllunio'r gweithlu, polisiau a gweithdrefnau a materion AD eraill.

Darparu cyngor, arweiniad a chymorth proffesiynol o ddydd i ddydd i reolwyr, penaethiaid, cyrff llywodraethol a chyflogeion mewn perthynas â recriwtio a chadw, telerau ac amodau gwasanaeth, gweithredu polisïau, gweithdrefnau a phrosesau AD a materion cysylltiedig.

Darparu gwybodaeth rheoli.

Ymgymryd ag a, lle bo'n briodol, arwain ar waith prosiect yn gymesur â lefel y swydd gan gynnwys cynorthwyo i ddatblygu a gweithredu polisïau a gweithdrefnau AD yn ogystal ag arferion a gweithdrefnau i wella effeithlonrwydd a darpariaeth y gwasanaeth.

Bod yn rheolwr llinell i gynorthwywyr AD, goruchwylio llwyth gwaith a darparu cyngor ac arweiniad.

PROFFIL MANWL O'R DASG

Darparu cyngor a chymorth i reolwyr/penaethiaid/cyrff llywodraethol mewn perthynas â recriwtio a chadw staff a meysydd eraill o AD yn rhoi sylw i bolisïau'r Cyngor a deddfwriaeth gyflogaeth berthnasol bob amser.

Cymryd rhan mewn ymgyrchoedd recriwtio sydd wedi'u cynllunio i ddiwallu anghenion gwasanaeth.

Gweithio gyda chyrff addysg allanol a darparwyr hyfforddi i gefnogi cyfleoedd i weithio gyda'r Cyngor.

Cynorthwyo'r tîm Recriwtio i ddefnyddio'r dechnoleg a'r data sydd ar gael i gynorthwyo'r gwaith o drawsnewid y broses recriwtio ar draws y Cyngor.

Darparu adroddiadau rheolaidd i gynorthwyo recriwtio a chadw sefydliadol.

Sicrhau bod y gwaith papur a'r ddogfennaeth briodol yn cael eu cadw, eu harbed a'u glanhau ar y system ffeilio berthnasol.

Mynychu cyfarfodydd ffurfiol ac anffurfiol yn ôl yr angen, gan gynnwys cyfarfodydd y corff llywodraethol, a all ddigwydd y tu allan i oriau swyddfa.

Datblygu a chyfathrebu, fel y bo'n briodol, canllawiau ar faterion allweddol sy'n berthnasol i'r gwasanaeth.

Datblygu, darparu a gwerthuso rhaglenni hyfforddi sy'n gysylltiedig ag AD yn ôl yr angen.

Adolygu, monitro a chadw gwybodaeth sy'n ymwneud â strwythurau awdurdodedig.

Cynorthwyo'r tîm AD i gynnal a datblygu'r system AD/gyflogres yn llawn fel ffynhonnell ganolog o ddata ac adnoddau.

Cynorthwyo gyda materion sy'n ymwneud ag ymarferion cysoni, cyflog cyfartal a gwerthuso swyddi gan gynnwys gwerthusiadau, disgrifiadau swyddi, a chynhyrchu'r ddogfennaeth gysylltiedig.

Cynghori a rhoi cymorth i reolwyr/penaethiaid/cyrff llywodraethol ynghylch ailstrwythuro ac ad-drefnu.

Bod yn rheolwr llinell ar gyfer cynorthwywyr AD gan gynnwys goruchwylio llwyth gwaith, darparu hyfforddiant a mentora, arfarnu perfformiad (Amser i Fi ac Amser i Fi a Mwy) a darparu cyngor ac arweiniad.

Cymryd rhan mewn prosiectau corfforaethol a strategaethol AD er mwyn datblygu'r gwasanaeth ymhellach wrth sicrhau cydymffurfiaeth â'r arfer gorau.

Ymgymryd ag a, lle bo'n briodol, arwain ar waith prosiect yn gymesur a lefel y swydd gan gynnwys cynorthwyo i ddatblygu a gweithredu polisïau a gweithdrefnau yn ogystal ag arferion a gweithdrefnau i wella effeithlonrwydd a darpariaeth y gwasanaeth.

Casglu a chyd-drefnu gwybodaeth gan gynnwys ymgynghori ag unrhyw drydydd parti a drafftio unrhyw adroddiadau priodol.

Cyflenwi mewn cyfarfodydd ar gyfer uwch swyddogion yn ôl yr angen.

Delio'n sensitif â sefyllfaoedd i gynorthwyo rheolwyr/ penaethiaid/cyrff llywodraethol i gyflawni canlyniadau perthnasol a phriodol.

Cysylltu â chynrychiolwyr undebau llafur mewn perthynas ag ystod eang o faterion sy'n gysylltiedig ag AD a chyflogaeth.

PERTNASOEDD GWEITHIO ALLWEDDOL

Rheolwr Recriwtio / Rheolwyr AD – Gweithio o dan gyfarwyddyd rheolwyr o fewn y gwasanaeth i ymgymryd â thasgau dirprwyedig a chymryd rheolaeth o faes gwasanaeth penodol. Meithrin perthnasoedd gweithio effeithiol gydag uwch staff.

Cydweithwyr AD – Gweithio'n effeithiol fel tîm i ddarparu gwasanaeth recriwtio/AD effeithlon ac effeithiol i'n cwsmeriaid a chyflenwi mewn cyfnodau o absenoldeb a chyfnodau o lwyth gwaith uwch er mwyn sicrhau nad oes unrhyw oedi yn y ddarpariaeth o ran gwasanaethau.

Tîm Cyfathrebu – Gweithio'n effeithiol gyda'ch gilydd i ddarparu gwasanaeth recriwtio sy'n hyrwyddo'r Cyngor fel cyflogwr delfrydol.

Cyswllt ag aelodau'r Cyngor, ac ystod lawn o swyddogion yr Awdurdod Lleol/staff mewn ysgolion, cynrychiolwyr undebau llafur, cyrff proffesiynol, e.e. Gofal Cymdeithasol Cymru, Arolygiaeth Gofal Cymru, Cyngor y Gweithlu Addysg ac o bosib cyflenwyr trydydd parti megis arbenigwyr ar gyfraith cyflogaeth.

Rhoi cyngor, arweiniad ac arbenigedd i reolwyr ar draws y Cyngor ar faterion AD.

Cynrychioli'r Cyngor ar grwpiau mewnol ac allanol yn ôl yr angen.

CYFRIFOLDEBAU AM STAFF

Teitlau Swyddi, Niferoedd a Lefel Atebolrwydd

Cynorthwywyr AD (bydd niferoedd yn amrywio ond fel arfer ni fydd mwy na 5).

Mae ymgymryd â chyfrifoldeb rôl arweinydd tîm yn cynnwys rheoli ansawdd a maint y gwaith. Recriwtio, dethol a sefydlu. Arfarnu perfformiad (Amser i Fi ac Amser i Fi a Mwy), hyfforddi, mentora, datblygiad personol a hyfforddi.

CYFRIFOLDEBAU AM ADNODDAU

Cyllid, Peiriannau, Adeiladau neu Gyfarpar

Cyfrifoldeb unigol am gyfrifiadur personol/gliniadur.

Systemau Data

Rhannu atebolrwydd ar gyfer defnyddio, rheoli a diogelu systemau data sy'n cynnwys gwybodaeth sensitif AD a rheoli perfformiad.

AMGYLCHEDD GWAITH

Swydd hyblyg yn unol â Pholisi Gweithio Ystwyth y Cyngor. Mae'r tîm yn gweithio ar sail ystwyth rhwng y cartref a'r swyddfa.

Gofyniad achlysurol i ymweld â safleoedd eraill y Cyngor, ysgolion, sefydliadau allanol neu leoliadau allanol eraill.

Gofyniad achlysurol i weithio y tu allan i oriau swyddfa arferol.

GOFYNION YCHWANEGOL

Cyfyngiad Gwleidyddol:	Nac Oes
Gwiriad y Gwasanaeth Datgelu a Gwahardd:	Nac Oes
Gwiriad y Rhestr Wahardd:	Nac Oes
Asesiad Meddygol Sylfaenol Cyn Cyflogaeth:	Nac Oes
Cofrestru:	Nac Oes

CYFRIFOLDEBAU CYFUNDREFNOL

Yn deall ac yn gallu dangos egwyddorion cyfrinachedd.

Yn gweithio o fewn polisiau a gweithdrefnau'r Cyngor, gan gynnwys cydnabod y ddyletswydd i ddiogelu oedolion, plant a phobl ifanc sy'n agored i niwed.

Yn deall ac yn dangos ymrwymiad i bolisiau'r Cyngor.

Yn dangos ymrwymiad i ddatblygiad personol parhaus.

Mae'r dyletswyddau a chyfrifoldebau yn anodd eu diffinio'n fanwl a gallen nhw amrywio o dro i dro heb newid natur gyffredinol y dyletswyddau neu lefel y cyfrifoldebau dan sylw. Felly, mae disgwyl i ddeiliad y swydd ymgymryd â dyletswyddau eraill yn ôl y gofyn, ar yr amod na fydd natur gyffredinol y dyletswyddau na lefel y cyfrifoldebau yn newid.

MANYLEB Y PERSON

	HANFODOL	DYMUNOL
CYMHWYSTER	<p>Cymhwyster Lefel 3 perthnasol ar Fframwaith Credydau a Chymwysterau Cymru.</p>	<p>Tystysgrif Lefel 3 mewn Ymarfer Adnoddau Dynol neu gyfwerth.</p> <p>Tystysgrif Lefel 5 mewn Rheolaeth Adnoddau Dynol neu gyfwerth.</p> <p>Aelod Corfforaethol o Sefydliad Siartredig Personél a Datblygu.</p>
GWYBODAETH	<p>Dealltwriaeth o recriwtio.</p> <p>Gwybodaeth gyfredol am bolisiâu, arferion a gweithdrefnau AD.</p> <p>Gwybodaeth o gyfraith cyflogaeth a rheoliadau perthnasol.</p>	<p>Gwybodaeth o systemau gwybodaeth AD.</p>
SGILIAU	<p>Yn gallu gweithio ar eich liwt eich hun ac fel rhan o dîm.</p> <p>Arweinydd/chwaraewr tîm da.</p> <p>Y gallu i weithio o dan bwysau ac i amserlenni tyn.</p> <p>Yn gallu cyfathrebu'n effeithiol ar bob lefel yn ysgrifenedig ac ar lafar.</p> <p>Sgiliau cyd-drafod/rhyngbersonol da.</p> <p>Yn dangos agwedd broffesiynol a hyblyg tuag at waith.</p> <p>Sgiliau TG (Microsoft Office, Word, Excel, Outlook, Teams, ac ati).</p> <p>Y gallu i wneud penderfyniadau amserol o fewn cwrpas y rôl.</p> <p>Y gallu i ddatrys problemau a materion gweithredol yn annibynnol heb gyfeirio at uwch swyddogion.</p>	<p>Sgiliau Cymraeg.</p> <p>Yn dangos sgiliau cyflwyno da.</p> <p>Profiad o gynghori rheolwyr gweithredol ac uwch reolwyr.</p>

	HANFODOL	DYMUNOL
PROFIAD	<p>Profiad o hysbysebu a recriwtio a defnyddio gwahanol sianeli cyfryngau i gefnogi'r gweithgaredd hwn.</p> <p>Profiad o weithio o fewn Gwasanaeth AD.</p> <p>Profiad o gynghori Uwch Reolwyr.</p>	<p>Profiad o weithio mewn amgylchedd awdurdod lleol/sector cyhoeddus.</p> <p>Profiad o oruchwyllo.</p>
ARALL	<p>Trwydded yrru Categori B (Ceir) llawn y DU a defnydd o gerbyd modur wedi'i yswirio at ddibenion busnes/gwaith i deithio a chludo cyfarpar arddangosfeydd a mynychu digwyddiadau ledled y Fwrdeistref Sirol.</p>	

AWDURDODI'R SWYDD

PENNAETH GWASANAETH:	Lynne Donovan	DYDDIAD:	09/05/2023
RHEOLWR:		DYDDIAD:	
ADNODDAU DYNOL:	Janine Harrington	DYDDIAD:	09/05/2023

ADOLYGU'R SWYDD

SWYDDOG:		DYDDIAD:	
SWYDDOG:		DYDDIAD:	
SWYDDOG:		DYDDIAD:	

Job Description and Person Specification

POST IDENTIFICATION

Post Title:	Recruitment Officer
Job Evaluation ID:	2799CE
Grade:	8
Directorate:	Education and Corporate Services
Division:	People Services
Section:	Human Resources
Location:	Penallta House
Responsible to:	Principal Recruitment Officer

JOB PURPOSE

Support the Recruitment team and the wider HR Management team to deliver a comprehensive recruitment service that promotes the Council as an employer of choice.

Assist managers to attract, identify and recruit staff to vacancies across the varied services operated, via a wide range of campaigns and networking and help prospective candidates to find and gain appropriate employment with the Council.

Contribute to the effective delivery of the HR service across the Council by providing timely advice, guidance and support to managers, Head Teachers and employees on a range of people management issues.

The role is customer facing and the Recruitment Officer will be working with managers at various levels across the Council including Directors, Heads of Service, Head Teachers; and also employees; members of Governing Bodies; Trade Unions and members of the public.

KEY RESULT AREAS

Support the Recruitment team to deliver a comprehensive recruitment service that promotes the Council as an employer of choice.

Support managers to find the best candidates for vacancies within their services, via a number of different methods, whilst having an understanding of the operational needs of services.

Assist and support the HR service in the proactive development and delivery of a quality HR service.

Provide managers/Head Teachers/Governing Bodies with advice on HR issues relating to recruitment and retention restructuring, job evaluation process, training, workforce planning, policies and procedures and other HR matters.

Provide day to day advice, guidance and professional support to managers, Head Teachers, Governing Bodies, employees and members of the public in relation to recruitment and

retention, terms and conditions of service, the implementation of HR policies, procedures and processes and related issues.

Provide management information.

Undertake and, where appropriate, lead on project work commensurate with the level of the post including assisting in the development and implementation of HR policies and procedures as well as practices and procedures to improve the efficiency and delivery of the service.

Line manage HR Assistants including coaching, mentoring, overseeing workload and providing advice and guidance.

DETAILED TASK PROFILE

Provision of advice and support to managers/Head Teachers/Governing Bodies in relation to recruitment and retention and other areas of HR having regard to Council policies and relevant employment legislation at all times.

Participate in recruitment campaigns that are designed to meet service needs.

Work with external education bodies and training providers to support opportunities for employment with the Council.

Support the Recruitment team to use the technology and data available to support the transformation of the recruitment process across the Council.

Provide regular reports to assist organisational recruitment and retention.

Ensure appropriate paperwork and documentation is retained, saved and cleansed on relevant filing system.

Attendance at formal and informal meetings as and when required including Governing Body meetings which may take place outside of office hours.

Develop and communicate, as appropriate, guidance notes on key issues relevant to service delivery.

Develop, deliver and evaluate HR related training programmes as and when required.

Review, monitor and maintain information relating to authorised structures.

Support the HR team to maintain and fully develop the HR /Payroll system as a central data source of data and resource.

Assist with issues concerning harmonisation, equal pay and job evaluation exercises including evaluations, job descriptions, and the production of related documentation.

Advise and support managers/Head Teachers/Governing Bodies regarding restructures and reorganisations.

Line manage HR Assistants including, overseeing workloads, providing coaching and mentoring, Performance appraisal (My Time and My Time Extra) and the provision of advice and guidance.

Participate in Corporate and strategic HR projects in order to further develop the service whilst ensuring compliance with best practice.

Undertake and where appropriate lead on project work commensurate with the level of the post including assisting in the development and implementation of HR policies and procedures as well as practices and procedures to improve the efficiency and delivery of the service.

Collate and coordinate information including consulting with any third parties and drafting any appropriate reports.

Cover meetings for more senior officers as and when required.

Deal sensitively with challenging situations to assist managers, Head Teachers, Governing Bodies in achieving a relevant and appropriate outcome.

Liaise with Trade Union representatives in relation to a wide range of HR and employment related issues.

KEY WORKING RELATIONSHIPS

Recruitment Manager / HR Managers – Work under the direction of managers within the service to undertake delegated tasks and taking control of a specific service area. Build effective working relationships with senior staff.

HR Colleagues – Work effectively as a team to deliver an efficient and effective recruitment / HR service to our customers and cover periods of absence and periods of increased workloads to ensure no delays in service provision.

Communications Team – Work effectively together to deliver a recruitment service that promotes the Council as an employer of choice.

Contact with Council members, and a full range of Local Authority officers / school based staff, Trade Union Representatives, professional bodies eg Social Care Wales, Care Inspectorate Wales, Education Workforce Council and potentially third party suppliers such as employment law experts.

Provide advice, guidance and expertise to managers throughout the Council on HR issues.

Represent Caerphilly CBC on internal and external groups as and when required.

RESPONSIBILITIES FOR STAFF

Post Titles, Numbers and Level of Accountability

HR Assistants numbers may vary but typically there will be no more than 5.

Undertake a team leader role responsibility includes quality and quantity of work. Recruitment, selection and induction. Performance appraisal (My Time and My Time Extra), coaching, mentoring, personal development and training.

RESPONSIBILITIES FOR RESOURCES

Financial; Plant; Buildings or Equipment

Sole responsibility for pc/laptop.

Data Systems

Shared accountability for the use, management and safekeeping of data systems containing sensitive HR and Performance Management information.

WORKING ENVIRONMENT

Flexible post in accordance with the Council's Agile Working Policy. The team work on an agile basis between home and the office.

Occasional requirement to visit other Council sites, schools, external organisations or other external venues.

Occasional requirement to work outside of normal office hours.

ADDITIONAL REQUIREMENTS

Politically Restricted:	No
Disclosure and Barring Service Check:	No
Barred List Check:	No
Baseline Pre Employment Medical Assessment:	No
Registration:	No

ORGANISATIONAL RESPONSIBILITIES

Understands and demonstrates the principles of confidentiality.

Work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.

Understands and demonstrates commitment to the Council's policies.

Demonstrate commitment to ongoing personal development.

The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATION	<p>Relevant Level 3 qualification on the Credit and Qualifications Framework for Wales.</p>	<p>Level 3 Certificate in Human Resource Practice or equivalent.</p> <p>Level 5 Certificate in Human Resource Management or equivalent.</p> <p>Associate Member of the Chartered Institute of Personnel and Development.</p>
KNOWLEDGE	<p>Understanding of recruitment.</p> <p>Knowledge of HR policies, practices and procedures.</p> <p>Knowledge of employment law and relevant regulations.</p>	<p>Knowledge of HR Information systems.</p>
SKILLS	<p>Able to work on own initiative and as part of a team.</p> <p>Good team leader / team player.</p> <p>Able to work under pressure and meet tight timescales.</p> <p>Able to communicate effectively at all levels both written and verbal.</p> <p>Good negotiation/ interpersonal skills.</p> <p>Demonstrate a professional and flexible approach towards work.</p> <p>IT skills (Microsoft Office, Word, Excel, Outlook, Teams etc).</p> <p>Ability to make timely decisions within the scope of the role.</p> <p>Ability to resolve problems and issues independently without reference to senior officers.</p>	<p>Welsh language skills.</p> <p>Demonstrate good presentation skills.</p> <p>Experience of advising operational and senior managers.</p>

	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>Experience of advertising and recruitment and the use of different media channels to support this activity.</p> <p>Experience of working within a HR service.</p> <p>Experience of advising Senior Managers.</p>	<p>Experience of working within a Local Authority / Public Sector environment.</p> <p>Supervisory experience.</p>
OTHER	<p>Full UK Category B (Cars) driving licence and the use of a motor vehicle insured for business / work purposes to travel and transport exhibition equipment and attend events across the county borough.</p>	

POST AUTHORISATION

HEAD OF SERVICE:	Lynne Donovan	DATE:	09/05/2023
MANAGER:		DATE:	
HR:	Janine Harrington	DATE:	09/05/2023

POST REVIEW

OFFICER:		DATE:	
OFFICER:		DATE:	
OFFICER:		DATE:	