

Disgrifiad Swydd a Manyleb y Person



MANYLION Y SWYDD

Teitl y Swydd:	Prif Swyddog Recriwtio
Rhif Adnabod Gwerthuso Swydd:	2798CE
Gradd:	10
Cyfadrn:	Addysg a Gwasanaethau Corfforaethol
Adran:	Gwasanaethau Pobl
Is-adran:	Adnoddau Dynol
Lleoliad:	Tŷ Penallta
Yn atebol i:	Rheolwr Recriwtio

DIBEN Y SWYDD

Cynorthwyo'r Rheolwr Adnoddau Dynol (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 gyflogaeth briodol gyda'r Cyngor.

Cynorthwyo'r Rheolwyr AD wrth ddarparu gwasanaeth AD effeithiol i'r sefydliad, gan roi cyngor, arweiniad a chymorth i reolwyr a gweithwyr ar ystod o faterion pobl.

Mae'r rôl yn golygu wynebu cwsmeriaid a bydd y Prif Swyddog Recriwtio yn gweithio gyda rheolwyr ar wahanol lefelau yn y busnes gan gynnwys Penaethiaid Gwasanaeth a Chyfarwyddwyr, gan ganolbwyntio'n benodol ar recriwtio. Bydd angen cymhwyso gwybodaeth dechnegol, polisïau a deddfwriaeth cyflogaeth i sicrhau ein bod yn gweithio o fewn y gyfraith. Mae'r rôl hefyd yn golygu cymryd rhan mewn prosiectau AD corfforaethol a strategol er mwyn datblygu'r gwasanaeth ymhellach a chyflwyno arferion gorau a ffyrdd effeithiol o weithio.

MEYSYDD CANLYNIADAU ALLWEDDOL

Cynorthwyo'r tîm Rheoli AD 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.

Sicrhau'r defnydd gorau o'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.

Cynorthwyo'r tîm Rheoli AD yn rhagweithiol wrth ddatblygu a darparu gwasanaeth AD o safon i feysydd gwasanaeth dynodedig.

Rhoi cyngor i Reolwyr AD ar faterion AD gan gynnwys recriwtio, dewis, datblygu'r gweithlu a materion perthnasol eraill.

Darparu cyngor, arweiniad a chymorth proffesiynol o ddydd i ddydd i reolwyr a darpar gyflogeion mewn perthynas â recriwtio, datblygu'r gweithlu, telerau ac amodau gwasanaeth, gweithredu polisiau a phrosesau AD a materion cysylltiedig.

Adolygu, monitro a chadw gwybodaeth yr isadran yn ymwneud â strwythurau awdurdodedig a swyddi cysylltiedig wedi'u hariannu ar gyfer meysydd gwasanaeth dynodedig.

Ymgymryd ac arwain ar brosiectau gan gynnwys cynorthwyo i ddatblygu a gweithredu ymgyrchoedd recriwtio, datblygu'r gweithlu, polisiau, arferion a gweithdrefnau AD, i wella effeithlonrwydd a gweithredu'r gwasanaeth.

Bod yn rheolwr llinell i Swyddog Recriwtio gan gynnwys hyfforddi, mentora, goruchwyllo llwyth gwaith, darparu cyngor, arweiniad a rheoli perfformiad.

PROFFIL MANWL O'R DASG

Cynorthwyo'r Rheolwr Recriwtio i ddarparu datrysiadau recriwtio a chadw sy'n gwella'r profiad i ddarpar ymgeiswyr a rheolwyr.

Darparu cyngor a chyfarwyddyd arbenigol i reolwyr ar draws y Cyngor i gynorthwyo gyda recriwtio a chadw, telerau ac amodau, cynllunio'r gweithlu neu faterion eraill sy'n gysylltiedig ag AD.

Gweithio'n fewnol a gyda sefydliadau cyhoeddus, preifat a'r trydydd sector i hyrwyddo cyfleoedd i ennill cyflogaeth ar draws y Cyngor.

Cynorthwyo'r Rheolwr Recriwtio i ddatblygu cysylltiadau'r Cyngor â cholegau a phrifysgolion lleol i gyflawni llwybrau cyflogaeth gyda'r Cyngor ac i uwchsgilio'r gweithlu presennol i gynorthwyo gyda chadw staff.

Gan ymgynghori â Swyddogion AD eraill, rheoli'r gwaith coladu a danfon o ran recriwtio a chadw'r gweithlu, gwybodaeth gynllunio a chofnodion ystadegol ar gyfer y Gyfarwyddiaeth gyfan.

Mynd gyda rheolwyr/penaethiaid ysgolion sy'n cynnal digwyddiadau recriwtio a dethol neu brosesau eraill sy'n gysylltiedig ag AD fel y bo'n briodol.

Gan ymgynghori â chydweithwyr yn y tîm AD, datblygu a chyfathrebu canllawiau ar faterion allweddol sy'n berthnasol i ddarparu gwasanaethau, fel y bo'n briodol.

Dirprwyo ar gyfer neu gynrychioli'r tîm Rheoli AD mewn cyfarfodydd a gweithgorau ac ati.

Presenoldeb mewn cyfarfodydd ffurfiol ac anffurfiol yn ôl yr angen.

Delio'n sensitif â sefyllfaoedd anodd ac emosiynol i ddod i benderfyniad derbyniol.

Cymryd rhan mewn ystod o senarios cyfweld yn ymwneud â recriwtio a dethol neu faterion AD eraill yn ôl yr angen.

Arwain sesiynau hyfforddi yn ôl yr angen.

Delio â recriwtio dadleuol a chymhleth a materion eraill sy'n gysylltiedig ag AD hyd at eu terfyn.

Datblygu, cyflwyno a gwerthuso rhaglen dreigl o sesiynau hyfforddi AD/Recriwtio ar gyfer grwpiau dynodedig o Reolwyr AD/staff mewn ysgolion ar y cyd â'r tîm Recriwtio a'r tîm AD ehangach.

Cynorthwyo'r tîm Rheoli AD mewn perthynas â materion sy'n ymwneud ag unrhyw ymarferion cysoni a gwerthuso swyddi a allai godi. Rhoi cymorth i reolwyr gyda newidiadau i'r gwasanaeth gweithredol ac ailstrwythuro tîm.

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.

Penaethiaid Gwasanaeth ac o bosib Cyfarwyddwyr – Darparu cyngor arbenigol, arweiniad, cymorth a gwybodaeth rheoli gan ganolbwyntio'n benodol ar recriwtio.

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.

Darparu 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

Cyfrifoldeb rheoli llinell lawn am y Swyddog Recriwtio. Mae cyfrifoldeb rheoli yn cynnwys recriwtio, dewis a sefydlu. Arfarnu perfformiad (Amser i Fi ac Amser i Fi a Mwy), datblygiad personol a hyfforddi. Ansawdd a maint y gwaith, lles, cwynion cyflogaeth a disgyblu.

Dirprwyo ar gyfer y Rheolwr Recriwtio.

CYFRIFOLDEBAU AM ADNODDAU

Cyllid, Peiriannau, Adeiladau neu Gyfarpar

Cyfrifoldeb unigol am gyfrifiadur personol/gliniadur, ffôn symudol a chyfarpar swyddfa cyffredinol.

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'n 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
CYMWYSTERAU	Cymhwyster Lefel 6 (Gradd) perthnasol ar Fframwaith Credydau a Chymwysterau Cymru.	Tystysgrif Lefel 7 mewn Rheolaeth Adnoddau Dynol neu gyfwerth. Aelod Corfforaethol o Sefydliad Siartredig Personél a Datblygu.
GWYBODAETH	Dealltwriaeth o recriwtio yn y sector cyhoeddus. Gwybodaeth am yr heriau recriwtio cenedlaethol. Gwybodaeth am y dechnoleg ddiweddaraf a llwyfannau cyfryngau newydd. Gwybodaeth am bolisiau, arferion a gweithdrefnau AD. Gwybodaeth am gyfraith cyflogaeth a rheoliadau perthnasol. Gwybodaeth am systemau gwybodaeth AD.	Gwybodaeth am arferion gorau datblygu'r gweithlu/datblygu sefydliadol.

	HANFODOL	DYMUNOL
SGILIAU	<p>Yn gallu gweithio ar eich liwt eich hun ac fel rhan o dîm.</p> <p>Yn gallu dangos yr arfer gorau wrth arwain tîm.</p> <p>Yn gallu gweithio 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/rhyngpersonol 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 gynllunio a threfnu eich amser eich hun ac amser pobl eraill.</p>	<p>Sgiliau Cymraeg.</p> <p>Yn dangos sgiliau cyflwyno da.</p>
PROFIAD	<p>Profiad o hysbysebu a recriwtio a defnyddio gwahanol sianeli cyfryngau i gynorthwyo gyda'r gweithgaredd hwn.</p> <p>Profiad o weithio o fewn Gwasanaeth AD.</p> <p>Profiad o fod yn rheolwr llinell.</p> <p>Profiad o gynghori Uwch Reolwyr.</p> <p>Profiad o ddarparu hyfforddiant.</p>	<p>Profiad marchnata.</p> <p>Tair blynedd o brofiad o weithio mewn gwasanaeth AD o fewn y pum mlynedd ddiwethaf.</p> <p>Profiad o weithio mewn amgylchedd awdurdod lleol/sector cyhoeddus.</p> <p>Profiad o weithio mewn amgylchedd addysg.</p> <p>Profiad o weithio gyda phenaethiaid ysgolion a chyrrff llywodraethol.</p>

	HANFODOL	DYMUNOL
ARALL		<p>Y gallu i deithio o amgylch y Fwrdeistref Sirol a thu hwnt.</p> <p>Trwydded yrru llawn DU Categori B (Ceir) a defnydd o gerbyd modur wedi'i yswirio at ddibenion busnes/gwaith i deithio ledled y Fwrdeistref Sirol i fynychu cyfarfodydd a hyfforddiant.</p>

AWDURDODI'R SWYDD

PENNAETH GWASANAETH:	Lynne Donovan	DYDDIAD:	03/04/2023
RHEOLWR:		DYDDIAD:	
ADNODDAU DYNOL:	Janine Harrington	DYDDIAD:	03/04/2023

ADOLYGU'R SWYDD

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

Job Description and Person Specification



POST IDENTIFICATION

Post Title:	Principal Recruitment Officer
Job Evaluation ID:	2798CE
Grade:	10
Directorate:	Education and Corporate Services
Division:	People Services
Section:	Human Resources
Location:	Penallta House
Responsible to:	Recruitment Manager

JOB PURPOSE

Support the Recruitment Manager and the wider Human Resources 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.

Support the HR Managers in delivering an effective Human Resources (HR) service to the organisation, providing advice, guidance and support to managers and employees on a range of people issues.

The role is customer facing and the Principal Recruitment Officer will be working with managers at various levels in the business including Heads of Service and Directors, with a particular focus on recruitment. Application of technical knowledge, policies and employment legislation will be needed to ensure we work within the law. The role also involves participating in Corporate and strategic HR projects in order to further develop the service and introduce best practice and effective ways of working.

KEY RESULT AREAS

Support the HR Management 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.

Ensure the best use of 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.

Assist and support the HR Management team in the proactive development and delivery of a quality HR service to designated service areas.

Provide HR Managers with advice on HR issues including recruitment, selection, workforce development and other relevant issues.

Provide day-to-day advice, guidance and professional support to managers and prospective employees in relation to recruitment, workforce development, terms and conditions of service, the implementation of HR policies and processes and related issues.

Review, monitor and maintain Divisional information relating to authorised structures and related funded posts for designated services areas.

Undertake and lead on projects including assisting in the development and implementation of recruitment campaigns, workforce development, HR policies, practices and procedures to improve the efficiency and delivery of the service.

Line manage Recruitment Officers including coaching, mentoring, overseeing workload, providing advice, guidance and performance management.

DETAILED TASK PROFILE

Support the Recruitment Manager to deliver recruitment and retention solutions that enhance the experience for prospective candidates and managers.

Provide specialist advice and guidance to managers across the Council in support of recruitment and retention, terms and conditions, workforce planning or other HR related matters.

Work internally and with public, private and third sector organisations to promote opportunities for employment across the Council.

Support the Recruitment Manager to develop the Council's links with local colleges and universities to achieve pathways to employment with the Council and to upskill the existing workforce to support retention.

In consultation with other HR Officers manage the collation and dispatch of Directorate wide workforce recruitment, retention, planning information and statistical returns.

Accompany managers / Head Teachers undertaking recruitment and selection events or other HR related processes as appropriate.

In consultation with HR team colleagues, develop and communicate, as appropriate, guidance notes on key issues relevant to service delivery.

Deputise for or represent the HR Management team at meetings, working groups etc.

Attendance at formal and informal meetings as and when required.

Deal sensitively with difficult and emotional situations to an acceptable conclusion.

Participate in a range of interview scenarios relating to recruitment and selection or other HR matters as necessary.

Deliver training sessions as required.

Deal with contentious and complex recruitment and other HR related matters to conclusion.

Develop, deliver and evaluate a rolling programme of HR / Recruitment training sessions for designated groups of HR Managers / school based staff in conjunction with the Recruitment team and wider HR team.

Assist the HR Management team in relation to issues concerning any harmonisation and job evaluation exercises that may arise. Support managers with operational service changes and team restructuring.

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.

Heads of Service and possibly Directors – Provide specialist advice, guidance, support and management information with a particular focus on recruitment.

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

Full line management responsibility for the Recruitment Officers. Management responsibility includes recruitment, selection and induction. Performance appraisal (My Time and My Time Extra), personal development and training. Quality and quantity of work, welfare, grievance and discipline.

Deputise for the Recruitment Manager.

RESPONSIBILITIES FOR RESOURCES

Financial; Plant; Buildings or Equipment

Sole responsibility for pc/laptop, mobile phone and general office equipment.

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

ORGANISATION 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
QUALIFICATIONS	<p>Relevant Level 6 (Degree) qualification on the Credit and Qualifications Framework for Wales.</p>	<p>Level 7 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 in the public sector.</p> <p>Knowledge of the national recruitment challenges.</p> <p>Knowledge of up to date technology and new media platforms.</p> <p>Knowledge of HR policies, practices and procedures.</p> <p>Knowledge of employment law and relevant regulations.</p> <p>Knowledge HR information systems.</p>	<p>Knowledge of workforce development / organisational development best practice.</p>
SKILLS	<p>Able to work on own initiative and as part of a team.</p> <p>Able to demonstrate best practice in team leadership.</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>Able to plan and organise own time and that of others.</p>	<p>Welsh language skills.</p> <p>Demonstrate good presentation skills.</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>Line management experience.</p> <p>Experience of advising Senior Managers.</p> <p>Experience of delivering training.</p>	<p>Marketing experience.</p> <p>Three years experience of working within a HR service within the last five years.</p> <p>Experience of working within a Local Authority / Public Sector environment.</p> <p>Experience of working within an Education environment.</p> <p>Experience of working with Head Teachers and Governing Bodies.</p>
OTHER		<p>Ability to travel across the County Borough and beyond.</p> <p>Full UK Category B (Cars) driving licence and the use of a motor vehicle insured for business / work purposes to travel throughout the borough to attend meetings and training.</p>

POST AUTHORISATION

HEAD OF SERVICE:	Lynne Donovan	DATE:	03/04/2023
MANAGER:		DATE:	
HR:	Janine Harrington	DATE:	03/04/2023

POST REVIEW

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