SWYDD DDISGRIFIAD

SWYDD: **CYNORTHWYYDD GWEINYDDOL**

STATWS: **LLAWN AMSER**

GRADDFA: **GRADDFA 3 - £21, 514 - £22, 464 Y FLWYDDYN**

LLEOLIAD: **BANGOR (PARC MENAI) / ABERGELE**

ADRODD I: **RHEOLWR SWYDDOG LLEOLIAD GWAITH**

PWRPAS ALLWEDDOL:

Mae'r Cynorthwy-ydd Gweinyddol yn gyfrifol am gefnogi'r tîm Swyddogion Lleoliad Gwaith (WPO) er mwyn galluogi cofrestru, monitro a hawlio tystysgrifau ar gyfer prentisiaid yn effeithiol. Bydd disgwyl iddynt gyfathrebu'n effeithiol â chyflogwyr, dysgwyr, rhanddeiliaid mewnol ac allanol, mynychu a chofnodi cofnodion cyfarfodydd a pharatoi deunyddiau marchnata ar gyfer digwyddiadau cyflogwyr.

Os na fydd gan ddeilydd y swydd y cymwysterau neu'r profiad gofynnol ar eu benodiad, bydd gofyn iddyn nhw gyflawni cymhwyster Gweinddu Busnes o fewn amser cytunedig. Efallai y cyflawnir hyn drwy brentisiaeth neu hyfforddiant arall, a bydd yn rhain arddangos cynnydd da tuag at gyflawni yn ystod y cyfnod prawf.

PRIF DDYLETSWYDDAU A CHYFRIFOLDEBAU:

1. Cofnodi cofnodion cyfarfodydd a sicrhau eu bod ar gael i aelodau perthnasol y tîm.

2. Defnyddio Systemau Rheoli Gwybodaeth (MIS) i baratoi adroddiadau ar gyfer cyfarfodydd Data Gweithredol.

3. Cefnogi Arweinydd SLlG i ddiweddaru adroddiadau cychwyn a dyrannu.

4. Cydgysylltu â staff perthnasol i sicrhau bod data dysgwyr yn cael ei gofnodi a'i adrodd mewn modd cyflawn ac amserol.

5. Cynnal system ffeilio electronig a llaw effeithiol.

6. Prosesu ymholiadau mewnol ac allanol ynghylch data dysgwyr mewn modd cwrtais, effeithlon, cywir ac amserol.

7. Cefnogi'r SLlG Arweiniol i ddatblygu aelodau newydd o'r tîm

8. Paratoi deunyddiau ar gyfer digwyddiadau a fynychwyd gan SLlG

9. Cefnogi SLlG i anfon llythyrau at ddysgwyr a chyflogwyr yn ôl

10. Defnyddio'r cymorth Cyfieithu Cymraeg (TROSI) i gael dogfennau perthnasol wedi'u cyfieithu yn ôl yr angen

11. Cefnogi'r Arweinydd SLlG i hysbysebu swyddi gwag ar AVS/gwefan y coleg

12. Mynychu cyfarfodydd mewnol ac allanol yn ôl yr angen i gael yr wybodaeth ddiweddaraf am ofynion y rôl.

13. Darparu cymorth gyda datblygiad parhaus systemau cyfrifiadurol a gwybodaeth a chynnal gweithdrefnau ysgrifenedig.

14. Bod yn gyfarwydd â chofrestriad y Grŵp o dan y Rheoliad Diogelu Data Cyffredinol a'r holl weithdrefnau sy'n ymwneud â thrin data fel y'u nodir gan Lywodraeth Cymru ac asiantaethau mewnol ac allanol eraill.

15. Cyflawni'r holl ddyletswyddau yn unol â pholisïau a gweithdrefnau'r Grŵp

16. Darparu cymorth gweinyddol i'r tîm yn ôl yr angen.

17. Ymgymryd ag unrhyw ddyletswyddau eraill y cytunwyd arnynt gyda'r Rheolwr Lleoliad Gwaith/Arweinwyr.

MANYLEB PERSON

	Hanfodol	*Dymunol*
Cymwysterau	● Wedi'i addysgu hyd at o leiaf 5 TGAU cyfwerth â C neu uwch i gynnwys Mathemateg a Saesneg / Cymraeg ● Cymhwyster gweinyddu busnes perthnasol	● Cymhwyster Gweinyddu Busnes Lefel 3
Profiad	● Profiad blaenorol o ddefnyddio amrywiaeth o becynnau meddalwedd	● Profiad blaenorol o waith gweinyddol
Nodweddion personol	● Yn hyderus ac yn gallu ymdopi mewn amrywiaeth o sefyllfaoedd ● Dibynadwy ● Yn dda am drefnu a rheoli eich amser eich hun yn effeithiol ● Gallu gweithio'n effeithiol fel rhan o dîm ● Gallu gweithio ar eich menter eich hun	
Sgiliau	● Sgiliau rhyngbersonol da a'r gallu i gyfathrebu'n effeithiol ar bob lefel o fewn y Grŵp ac yn allanol ● Gallu i gynllunio gwaith a rheoli amser yn effeithiol ● TG wedi'i ddatblygu'n dda sgiliau	

| Iaith Gymraeg | • Gallu deall y rhan fwyaf o sgyrsiau bob dydd rhagweladwy.
• Gallu cymryd rhan mewn sgyrsiau syml.
• Gallu ymateb yn briodol i gyfarwyddiadau a cheisiadau syml, wyneb yn wyneb a thros y ffôn.
• Gallu darllen testunau safonol a rhagweladwy, fel llythyrau ac e-byst.
• Gallu ysgrifennu testun anffurfiol syml, ee
  ○ Ystod o sylwadau safonol ar waith dysgwyr
  ○ E-byst anffurfiol
  ○ Ffurflenni safonol
• Ymrwymiad i wella eich gallu yn y Gymraeg i ddod yn rhugl o fewn amserlen gytunedig gyda chefnogaeth | • Gallu deall trafodaethau proffesiynol, a thermau technegol perthnasol.
• Gallu cychwyn a chymryd rhan mewn trafodaethau proffesiynol gan ddefnyddio termau technegol perthnasol yn ôl yr angen.
• Gallu darllen testunau estynedig (hy llythyrau, adroddiadau, e-byst cymhleth).
• Gallu defnyddio meddalwedd Cymraeg (hy gwirydd sillafu ac ati) i gynhyrchu amrywiaeth o destunau, e.e.:
  ○ Llythyrau safonol
  ○ E-byst
  ○ Cofnodion cyfarfodydd |

JOB DESCRIPTION

POST: **ADMINISTRATIVE ASSISTANT**

STATUS: **FULL TIME**

GRADE: **SCALE 3 - £21, 514 - £22, 464 PER ANNUM**

LOCATION: **BANGOR (PARC MENAI) / ABERGELE**

REPORTING TO: **WORK PLACEMENT OFFICER MANAGER**

KEY PURPOSE:

The Administrative Assistant is responsible for supporting the Work Placement Officer (WPO) team to allow for the effective enrolment, monitoring and claiming of certificates for apprentices. They will be expected to communicate effectively with employers, learners, internal and external stakeholders, attend and record minutes of meetings and prepare marketing materials for employer events.

If the post holder does not have the requisite qualifications or experience on their appointment they will be required to achieve a Business Administration qualificaton within agreed timescales. This may be achieved via an apprenticeship or other training, and good progress towards achievement must be achieved during the probationary period.

MAIN DUTIES AND RESPONSIBILITIES:

1. Recording minutes of meetings and making them available to the relevant team members.

2. Use Management Information Systems (MIS) to prepare reports for Operational Data meetings.

3. Support WPO Lead to update start and allocation reports.

4. Liaise with relevant staff to ensure that learner data is recorded and reported upon in a complete and timely manner.

5. Maintain an effective manual and electronic filing system.

6. Process internal and external enquiries regarding learner data in a courteous, efficient, accurate and timely manner.

7. Support the Lead WPOs in the development of new team members

8. Preparation of materials for events attended by WPOs

9. Support WPOs to send out letters to learners and employers as required

10. Use the Welsh Language Translation support (TROSI) to get relevant documents translated as required

11. Support the Lead WPO to advertise vacancies on AVS/college website

12. Attend both internal and external meetings as required to keep up to date with the requirements of the role.

13. Provide assistance in the ongoing development of computer and information systems and maintenance of written procedures.

14. Be familiar with the Grŵp's registration under the General Data Protection Regulation and all procedures regarding the data handling as laid down by the Welsh Government and other internal and external agencies.

15. Carry out all duties in line with Grŵp policies and procedures

16. Provide administrative support to the team as required.

17. Undertake any other duties agreed with the Work Placement Manager/Leaders.

PERSON SPECIFICATION

	Essential	*Desirable*
Qualifications	● Educated to at least 5 GCSE equivalent to C or above to include Maths and English / Welsh ● A relevant administration qualification	● Business Administration Qualification at Level 3
Experience	● Previous experience in using a variety of software packages	● Previous experience administrative duties
Personal attributes	● Is confident and able to cope in a range of situations ● Reliable ● Is well-organised and manages own time effectively ● Able to work effectively as part of a team ● Ability to work on own initiative	
Skills	● Good interpersonal skills and able to communicate effectively at all levels within the Grŵp and externally ● Able to plan work and manage time effectively ● Well-developed IT skills	

Welsh Language	- Able to understand the greater part of predictable, everyday conversations. - Able to participate in simple conversations. - Able to respond appropriately to simple directions and requests, both face-to-face and over the phone. - Able to read standard and predictable texts, such as letters and emails. - Able to write simple informal text, e.g. - A range of standard comments on learners' work - Informal emails - Standard forms - Commitment to improve own Welsh Language abilities to achieve fluency within an agreed timescale with support	- Able to understand professional discussions, and relevant technical terms. - Able to initiate and take part in professional discussions using relevant technical terms as necessary. - Able to read extended texts (ie letters, reports, complex emails). - Able to use Welsh language software (ie spell checker etc) to produce a range of texts, eg: - Standard letters - Emails - Minutes of meetings