

DISGRIFIAD SWYDD

TEITL SWYDD	Cydlynnydd Gweinyddol Adnoddau Dynol
CYFRIFOL I	Pennaeth Busnes
LLEOLIAD	Caernarfon
ORIAU	37 awr (ystyried rhan amser)
CYFLOG	B3.5 £20,117 - £23,041
CYTUNDEB	PARHAOL

PRIF BWRPAS Y SWYDD

Cyfrannu'n allweddol at wneud GISDA yn le gwell i weithio drwy arwain ar weithredu materion datblygiad a llesiant staff a bod yn brif weinyddwr systemau adnoddau dynol y cwmni

CYFRIFOLDEBAU ALLWEDDOL

ADNODDAU DYNOL

- ⇒ Arwain ar weinyddu gweithdrefnau recriwtio y cwmni yn cynnwys bod yn gyfrifol am hysbysebu swyddi newydd ar draws amrywiaeth o gyfryngau a chydlynu ymholiadau, ceisiadau a chyfweliadau
- ⇒ Arwain ar weithdrefnau apwyntio ac anwytho staff newydd yn cynnwys gweinyddu profio DBS a bod yn bwynt cyswllt i unrhyw ymholiadau perthnasol
- ⇒ Arwain ar weithredu gweithdrefnau adnoddau dynol a bod yn brif weinyddwr system digidol adnoddau dynol GISDA yn cynnwys mewnbynnu data a chadw cofnodion gwyliau a salwch staff
- ⇒ Arwain a bod yn bwynt cyswllt i'r adran gyllid ar weinyddu gwybodaeth cyflogau staff a chadw cofnodion cyfredol yn cynnwys adroddiadau cyflog misol ac adolygiadau blynyddol
- ⇒ Sicrhau bod ffeiliau personel digidol a phapur staff yn gyflawn a chyfredol yn ol yr angen
- ⇒ Cefnogi'r cwmni fel pwynt cyswllt i ymholiadau mewnol ac allanol yn ymwneud ag adnoddau dynol
- ⇒ Arwain ar drefnu a chydlynu hyfforddiant adnoddau dynol y cwmni a chadw cofnodion rheolaidd
- ⇒ Bod yn bwynt cyswllt i alwadau ffon y cwmni ac arwain ar gydlynu staff i sicrhau bod sistem ffon ac 'ar alwad' y cwmni yn rhedeg yn llyfn
- ⇒ Cydlynu rotas staff y cwmni i sicrhau presenoldeb cyson ym mhob un o swyddfeydd y cwmni
- ⇒ Ysgrifennu a chyflwyno adroddiadau ar weithgareddau adnoddau dynol y cwmni
- ⇒ Cynorthwyo efo digwyddiadau adnoddau dynol a chyfathrebu rhwng rheolwyr a staff
- ⇒ Ymchwilio'n gyson i ymarferion gorau adnoddau dynol er mwyn gwella effeithiolrwydd y gweithle

- ⇒ Cynorthwyo efo gweinyddu, gweithredu a diweddarau Llawlyfr Staff GISDA
 - ⇒ Datblygu a gweithredu systemau sydd yn gwella perthnasau staff
- LLESIANT STAFF**
- ⇒ Arwain ar weithredu cynllun llesiant GISDA i staff y cwmni
 - ⇒ Trefnu a chydlynu gweithgareddau llesiant i staff
 - ⇒ Casglu a gwerthuso data ac adborth ar faterion iechyd a llesiant o fewn y cwmni

CYFRIFOLDEBAU CYFFREDINOL

- ⇒ Cyfrannu tuag at hyfforddiant a datblygiad personol eich hun.
- ⇒ Hyrwyddo agwedd gyfeillgar, anfarnol, gwrth-wahaniaethol ym mhob agwedd o'r gwaith tuag at ddefnyddwyr gwasanaeth, cyd-weithwyr, aelodau o'r Bwrdd Rheoli ac aelodau o'r cyhoedd / asiantaethau eraill.
- ⇒ Hyrwyddo gwerthoedd a diwylliant mewnol y Cwmni.
- ⇒ Hyrwyddo nod ac amcanion y Cwmni.
- ⇒ Ymgymryd ag unrhyw dasgau rhesymol yn ôl yr angen.
- ⇒ Ymlynu at holl bolisiâu a gweithdrefnau cyfredol y Cwmni.
- ⇒ Cyfrannu at sesiynau arolygaeth.
- ⇒ Cadw holl wybodaeth sy'n berthnasol i'r Cwmni, y staff a defnyddwyr gwasanaeth y Cwmni yn gyfrinachol.

Ni all unrhyw ddisgrifiad swydd gwmpasu pob mater a all godi yn y rôl ar wahanol adegau. Er mwyn cynnal gwasanaeth effeithiol efallai y bydd gofyn i chi ymgymryd ag unrhyw dasgau rhesymol eraill sy'n weddol gyson â'r rhai yn y ddogfen hon fel y penderfynir gan eich pennaeth adran

MANYLDEB PERSON			
MEINI PRAWF	HANFODOL	DYMUNOL	DULL ASESU
Addysg a Chymhwysterau	Addysg Lefel 3 a/neu Lefel A	Cymhwyster adnoddau dynol	Ffurflen Gais a Thystysgrifau
Gwybodaeth Perthnasol i Swydd	Gwybodaeth am gyfraith a gweithdrefnau adnoddau dynol a chyfartaledd		Ffurflen Gais a Chyfweliad
Sgiliau Perthnasol i Swydd	Sgiliau technoleg gwybodaeth gref yn cynnwys gallu cyflwyno taenlenni ac adroddiadau	Gallu casglu a monitro data	Ffurflen Gais a Chyfweliad
	Sgiliau cyfathrebu a rhyngpersonol effeithiol		Ffurflen Gais a Chyfweliad
	Sgiliau trefnu ardderchog gyda llygad am fanylder		Ffurflen Gais a Chyfweliad
Arall	Gallu gweithio fel rhan o dim neu yn annibynnol		Ffurflen Gais a Chyfweliad
	Gallu rheoli a blaenoriaethu llwyth gwaith yn effeithiol		Ffurflen Gais a Chyfweliad
Iaith	Gallu gweithio a chyfathrebu'n effeithiol yn y Gymraeg a Saesneg ar lafar ac yn ysgrifenedig		Ffurflen Gais a Chyfweliad

JOB DESCRIPTION

JOB TITLE	Human Resources Administrative Coordinator
REPORTS TO	Head of Business
LOCATION	Caernarfon
HOURS	37 awr (will consider part time)
SALARY	B3.5 £20,117 - £23,041
CONTRACT	PERMANENT

MAIN PURPOSE OF ROLE

Contributing to making GISDA a better place to work by leading on implementation of staff development and well-being issues and being the company's chief human resources systems administrator

KEY RESPONSIBILITIES

HUMAN RESOURCES

- ⇒ Lead on the administration of the company's recruitment procedures including being responsible for advertising new positions across a variety of media and coordinating inquiries, applications and interviews
- ⇒ Lead on new staff appointment and induction procedures including administration of DBS testing and act as a point of contact for any relevant queries
- ⇒ Lead on the implementation of human resources procedures and be the chief administrator of GISDA's digital human resources systems including data entry and record keeping of staff leave and sickness
- ⇒ Lead and act as a point of contact for the finance department on the administration of current staff pay and record keeping information including monthly salary reports and annual reviews
- ⇒ Ensure that digital and paper personnel files are complete and up to date as required
- ⇒ Support the company as a point of contact for internal and external HR related inquiries
- ⇒ Lead on organizing and coordinating company HR training and regular record keeping
- ⇒ Act as a point of contact for company telephone calls and lead on the co-ordination of staff to ensure the smooth running of the company's 'on call' system
- ⇒ Coordinate company staff rotas to ensure a consistent presence at all company offices
- ⇒ Reporting on company HR activities
- ⇒ Assist with HR and communication events between management and staff
- ⇒ Consistently research human resources best practices to improve workplace effectiveness
- ⇒ Assist with the administration, implementation and updating of the GISDA Staff Handbook
- ⇒ Develop and implement systems that improve staff relationships

STAFF WELLBEING

- ⇒ Lead on the implementation of GISDA's well-being plan for company staff
- ⇒ Organize and coordinate well-being activities for staff
- ⇒ Collect and evaluate data and feedback on health and well-being issues within the company

GENERAL RESPONSIBILITIES

- ⇒ Contribute to own training and personal development.
- ⇒ Promote a friendly, non-judgmental, non-discriminatory attitude in all aspects of the work towards service users, colleagues, members of the Management Board and members of the public / other agencies.
- ⇒ Promote the Company's internal values and culture.
- ⇒ Promote the Company's aims and objectives.
- ⇒ Undertake any reasonable tasks as required.
- ⇒ Adhere to all current Company policies and procedures.
- ⇒ Contribute to supervision sessions.
- ⇒ Keep all information relevant to the Company, its staff and the Company's service users confidential.

No job description can cover every issue that may arise in the role at different times. In order to maintain an effective service you may be required to undertake any other reasonable tasks reasonably consistent with those in this document as determined by your head of department

PERSON SPECIFICATION

BENCHMARKS	ESSENTIAL	DESIRABLE	ASSESSMENT
Education and Qualifications	Level 3 Education and/or A Level	Human Resources qualification	Application Form and Certificates
Knowledge Relevant To Job	Knowledge of human resources and equality law and procedures		Application Form and Interview
Skills Relevant To Job	Strong IT skills including the ability to present spreadsheets and reports	Ability to collect and monitor data	Application Form and Interview
	Effective communication and interpersonal skills		Application Form and Interview
	Excellent organizational skills with an eye for detail		Application Form and Interview
Other	Ability to work as part of a team or independently		Application Form and Interview
	Ability to effectively manage and prioritize workload		Application Form and Interview
Language	Ability to work and communicate effectively in both Welsh and English, both orally and in writing		Application Form and Interview