

DISGRIFIAD SWYDD

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| TEITL SWYDD | Swyddog Gweinyddol ac Adnoddau Dynol |
| CYFRIFOL I | Pennaeth Busnes |
| LLEOLIAD | Caernarfon |
| ORIAU | 37 awr yr wythnos |
| CYFLOG | B3: £19,603-£20,918 |
| CYTUNDEB | parhaol |

PRIF BWRPAS Y SWYDD

Cyfrannu'n allweddol i gynorthwyo adrannau adnoddau dynol a gweinyddol GISDA i sicrhau rhediad llyfn y cwmni

CYFRIFOLDEBAU ALLWEDDOL

Cynorthwyo efo

- ⇒ gweithdrefnau recriwtio GISDA yn cynnwys hysbysebu swyddi newydd a chydlynu ymholiadau, ceisiadau a chyfweliadau
- ⇒ gweithdrefnau apwyntio ac anwytho staff newydd yn cynnwys gweinyddu profion DBS a bod yn bwynt cyswllt i unrhyw ymholiadau perthnasol
- ⇒ gweithredu gweithdrefnau adnoddau dynol GISDA a bod yn brif weinyddwr system digidol adnoddau dynol GISDA yn cynnwys mewnbynnu data a chadw cofnodion gwyliau a salwch staff
- ⇒ gweinyddu gwybodaeth cyflogau staff a chadw cofnodion cyfredol yn cynnwys adroddiadau cyflog misol ac adolygiadau blynyddol
- ⇒ digwyddiadau llesiant staff a chyfathrebu rhwng rheolwyr a staff
- ⇒ gweinyddu system ffon yn cwmni a chydlynu staff i sicrhau bod rhywun bob amser ar gael i ateb prif rhif Gisda a bod sustem 'ar alwad' y cwmni yn rhedeg yn llyfn
- ⇒ derbyn galwadau ffôn, ailgyfeirio galwadau a derbyn ac/neu anfon negeseuon ymlaen
- ⇒ derbyn pŵst a pharseli a'u didoli i'r staff perthnasol
- ⇒ gweinyddu, cofnodi a chynnal y gofrestr llogi ystafelloedd yn cynnwys sicrhau bod yr ystafelloedd perthnasol yn barod ar gyfer bob defnyddiwr efo'r cyfleusterau priodol
- ⇒ cydlynu rotas staff y cwmni i sicrhau presenoldeb cyson ym mhob un o swyddfeydd y cwmni
- ⇒ cofnodi a chynnal y gofrestr ceir cwmni a delio efo ymholiadau staff ar gyfer argaeledd y ceir cwmni
- ⇒ cadw'r dderbynfa ac ystafelloedd cyhoeddus swyddfeydd GISDA yn lan a thaclus bob amser
- ⇒ gweithdrefnau iechyd a diogelwch y cwmni yn cynnwys diogelwch tân a chymorth cyntaf
- ⇒ gweinyddu gwaith cynnal a chadw swyddfeydd ac eiddo GISDA

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 bolisiau 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.
- ⇒ Gweithio yn unol a Cod Ymarfer Cyngor Gofal Cymru.
- ⇒ Mynychu a chyfrannu mewn cyfarfodydd tîm.
- ⇒ Ymgymryd ag unrhyw dasgau rhesymol yn ôl yr angen.

Tynnir eich sylw at y ffaith ei bod hi'n anodd iawn, mewn rhai achosion, i ddiffinio'n fanwl beth yw'r dyletswyddau a'r cyfrifoldebau penodol ac mae'n bosib y byddant yn amrywio o bryd i'w gilydd ond heb newid cymeriad cyffredinol y dyletswyddau na lefel y cyfrifoldebau.

Disgwylir i bob aelod o staff dderbyn elfennau o hyblygrwydd yn eu dyletswyddau a'u cyfrifoldebau; pan fo raid iddynt newid y tu fewn i'r gyfundrefn er mwyn cwrdd â gofynion ac anghenion y gwasanaeth.

| MANYLDEB PERSON | | | |
|-----------------------------------|--|---------|-------------------------------|
| MEINI PRAWF | HANFODOL | DYMUNOL | DULL ASESU |
| Addysg a Chymhwysterau | 4 TGAU graddau A - C | | Ffurflen Gais a Thystysgrifau |
| Sgiliau Perthnasol i Swydd | Sgiliau technoleg gwybodaeth gref yn cynnwys gallu cyflwyno taenlenni ac adroddiadau | | Ffurflen Gais a Chyfweliad |
| | Sgiliau sylfaenol gweinyddu | | Ffurflen Gais a Chyfweliad |
| | Sgiliau cyfathrebu a rhyngpersonol effeithiol | | Ffurflen Gais a Chyfweliad |
| | Rheoli amser yn effeithiol | | Ffurflen Gais a Chyfweliad |
| | Sgiliau trefnu ardderchog gyda llygad am fanylder | | Ffurflen Gais a Chyfweliad |
| Arall | Trwydded Yrru Llawn. | | Ffurflen Gais a Chyfweliad |
| Iaith | Gallu cyfathrebu'n ysgrifenedig ac ar lafar yn Gymraeg a Saesneg | | Ffurflen Gais a Chyfweliad |

JOB DESCRIPTION

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|-------------------|-------------------------------|
| JOB TITLE | Administrative and HR Officer |
| REPORTS TO | Head of Business |
| LOCATION | Caernarfon |
| HOURS | 37 hours per week |
| SALARY | B3: £19,603 - £20,918 |
| CONTRACT | permanent |

MAIN PRUPOSE OF ROLE

Key contribution to assisting GISDA's human resources and administrative departments to ensure the smooth running of the company

KEY RESPONSIBILITIES

Assist with

- ⇒ GISDA recruitment procedures including advertising new positions and coordinating enquiries, applications and interviews
- ⇒ new staff appointment and induction procedures including administering DBS tests and being the point of contact for any relevant queries
- ⇒ implementing GISDA human resources procedures and being the main administrator of GISDA's human resources digital system including data entry and keeping records of staff holidays and sickness
- ⇒ administering staff salary information and keeping up to date records including monthly salary reports and annual reviews
- ⇒ staff well-being events and communication between managers and staff
- ⇒ administering the phone system in the company and coordinate staff to ensure that someone is always available to answer Gisda's main number and that the company's 'on call' system runs smoothly
- ⇒ receiving phone calls, redirecting calls and receiving and/or forwarding messages
- ⇒ receiving mail and parcels and sorting them for the relevant staff
- ⇒ administering, recording and maintaining the room hire register including ensuring that the relevant rooms are ready for all users with the appropriate facilities
- ⇒ coordinating the company's staff rotas to ensure constant presence in each of the company's offices
- ⇒ recording and maintaining the company car register and dealing with staff inquiries for the availability of company cars
- ⇒ keeping the reception and public rooms of GISDA offices clean and tidy at all times
- ⇒ company health and safety procedures including fire safety and first aid
- ⇒ administering the maintenance of GISDA offices and properties

GENERAL RESPONSIBILITIES

- ⇒ Contribute towards your own training and personal development.
- ⇒ Promote a friendly, non-judgmental, anti-discriminatory attitude in all aspects of the work towards service users, fellow workers, members of the Management Board and members of the public / other agencies.
- ⇒ Promote the values and internal culture of the Company.
- ⇒ Promote the aim and objectives of the Company.
- ⇒ 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, the staff and users of the Company's service confidential.
- ⇒ Working in accordance with the Care Council for Wales Code of Practice.
- ⇒ Attend and contribute to team meetings.
- ⇒ Undertake any reasonable tasks as required.

Your attention is drawn to the fact that it is very difficult, in some cases, to define in detail what the specific duties and responsibilities are and it is possible that they will vary from time to time but without change the general character of the duties or the level of responsibilities.

All members of staff are expected to receive elements of flexibility in their duties and responsibilities; when they have to change within the system in order to meet the demands and needs of the service.

JOB SPECIFICATION

| BENCHMARKS | ESSENTIAL | DESIREABLE | ASSESSMENT |
|-------------------------------------|--|------------|-----------------------------------|
| Education and Qualifications | 4 GCSEs grades A-C | | Application Form and Certificates |
| Skills Relevant to Job | Strong information technology skills including ability to present spreadsheets and reports | | Application Form and Interview |
| | Basic administration skills | | Application Form and Interview |
| | Effective communication and interpersonal skills | | Application Form and Interview |
| | Manage time effectively | | Application Form and Interview |
| | Excellent organizational skills with an eye for detail | | Application Form and Interview |
| Other | Full Driving License . | | Application Form and Interview |
| Language | Able to communicate in writing and orally in Welsh and English | | Application Form and Interview |