

Swydd Ddisgrifiad: Cynghorydd Datblygu Busnes	
Maes Rhaglen / Adran	Busnes@ - Ymgysylltu a Chyflogwyr
Prif Safle	Abergele / Bangor (opsiwn i weithio rhan or amser o adre)
Cyflog	£30,513.97 - £32,557.02 y flwyddyn Cymorth Busnes Graddfa 6 Pwynt 26 - 28
Y Math o Contract	Cytundeb dros dro (tan 31/12/24)
Telerau'r Contract	Llawn Amser
Yn atebol i	Rheolwr Ymgysylltu a Chyflogwyr
Pwrpas y Swydd	
<p>Gwneud cyfraniad cadarnhaol at dwf economaidd rhanbarthol yng Ngogledd Orllewin Cymru a thu hwnt drwy ymdrechu i sicrhau mai Grŵp Llandrillo Menai (GLLM) yw darparwr dewis cyntaf gwasanaethau hyfforddiant ac addysg i gyflogwyr trwy:</p> <ul style="list-style-type: none"> • Ymgysylltu'n weithredol â chyflogwyr i hyrwyddo gwasanaethau GLLM mewn sectorau yn cynnwys, economi sylfaenol, 3^{ydd} sector, hamdden, trin gwallt a harddwch a gofal plant, a meysydd eraill yn ôl yr angen. • Sefydlu anghenion datblygu busnes cyflogwyr mewn sectorau / ardaloedd daearyddol y cytunwyd, a hyrwyddo datrysiadau o'r ystod o wasanaethau GLLM. • Cynyddu recriwtio a chofrestriadau i ddarpariaeth hyfforddiant sy'n canolbwyntio ar gyflogwyr gan Busnes@LlandrilloMenai, a meysydd rhaglen GLLM ehangach. 	
Prif Ddyletswyddau a Chyfrifoldebau	
<ol style="list-style-type: none"> 1. Ymgysylltu gyda chyflogwyr mewn sectorau / ardal ddaearyddol a gytunwyd i hybu gwasanaethau Busnes@ a GLLM. 2. Gweithredu fel y cyswllt arweiniol ar gyfer cyflogwyr yn y sector Gofal Plant, a chyflogwyr eraill yn ôl yr angen. 3. Canfod a chysylltu gyda busnesau newydd drwy dargedu effeithiol ar sail "addasrwydd gorau ar gyfer cynnyrch." 4. Gweithredu fel Cynghorydd Datblygu Busnes arweiniol mewn canolfannau/meysydd rhaglen cytunedig. 5. Cytuno ar a dilyn prosesau atgyfeirio er mwyn cael y gyfradd uchaf o atgyfeiriadau sy'n troi'n gofrestrïadau. 6. Cofnodi'r holl weithgarwch ymgysylltu mewn adroddiad gweithgarwch Cyngorwyr Datblygu Busnes. 7. Gwneud defnydd effeithiol ac wedi ei dargedu o ystod o sianeli cyfathrebu ar gyfer cysylltu â chyflogwyr, sy'n cynnwys: ymweld â chyflogwyr, galw diwahoddiad, galwadau ffôn, negeseuon e-bost uniongyrchol gyda negeseuon dilynol, cyfryngau cymdeithasol a mynychu digwyddiadau. 8. Cyflawni gweithgareddau gwerthu cytunedig i hybu gwasanaethau Busnes@ a GLLM i gyflogwyr, yn unol â Chynllun Marchnata Busnes@. 9. Datblygu perthnasoedd effeithiol yn cynnwys cysylltu'n rheolaidd â chanolfannau, meysydd rhaglen a gwasanaethau arbenigol GLLM, gan sicrhau eu bod yn cael eu hysbysu am anghenion cyflogwyr. 10. Adeiladu perthynas gyda phartneriaid a rhanddeiliaid allweddol eraill sydd yn cefnogi busnesau, i sicrhau eu bod yn ymwybodol o wasanaethau Busnes@ a GLLM, a datblygu eich dealltwriaeth o'r gefnogaeth a gynigir ganddynt. 11. Datblygu a chynnal gwybodaeth a dealltwriaeth o wasanaethau GLLM perthnasol i'r sector busnes / ardal ddaearyddol. 	

12. Cydweithio'n agos gyda staff gweinyddol Ymgysylltu â Chyflogwyr er mwyn sicrhau yr ymdrinnir â'r holl ymholiadau yn broffesiynol ac yn brydlon, a bod unrhyw atgyfeiriadau'n cael eu gweithredu'n briodol.
13. Gweithio'n hyblyg i ddiwallu anghenion cleientiaid sy'n gyflogwyr.
14. Cefnogi trefnu a chynnal digwyddiadau ymgysylltu â chyflogwyr a gynhelir gan Busnes@LlandrilloMenai.
15. Mynychu digwyddiadau perthnasol (mewnol ac allanol) sy'n hybu [Busnes@](mailto:Busnes@LlandrilloMenai) a Grŵp Llandrillo Menai a'i wasanaethau i gyflogwyr.
16. Rhannu gwybodaeth berthnasol ac adborth o feysydd rhaglen, cyflogwyr a rhanddeiliaid allanol gyda'r CDB eraill, a'r tîm staff YC ehangach.

Dyletswyddau A Chyfrifoldebau Eraill

17. Darparu gwasanaeth ardderchog i'n cleientiaid i gyd.
18. Cadw cyfrinachedd cleientiaid bob amser.
19. Cynnal safonau uchel o ran ymddygiad ac ymddangosiad personol.
20. Gweithio'n hyblyg i ddiwallu anghenion cleientiaid cyflogwyr, Busnes@LlandrilloMenai a Grŵp Llandrillo Menai.
21. Cydymffurfio â deddfwriaeth berthnasol ym mhob agwedd ar ddyletswyddau deiliad y swydd - Diogelu Data (GDPR), Iechyd a Diogelwch.
22. Cydymffurfio â pholisïau a gweithdrefnau Grŵp Llandrillo Menai yn ôl yr angen.
23. Ymgymryd â datblygiad proffesiynol a hyfforddiant fel y nodwyd ac y cytunwyd sy'n berthnasol i'r swydd.
24. Chwarae rhan weithredol fel aelod o'r Tîm [Busnes@](mailto:Busnes@LlandrilloMenai) a cynnal perthynas dda â chydweithwyr GLLM eraill.
25. Ymgymryd ag unrhyw ddyletswyddau rhesymol eraill, yn unol â phwrpas y swydd.

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
Cymwysterau			
Cymhwyster academiaidd / galwedigaethol Lefel 3 (neu uwch) neu gymhwyster cyfatebol mewn maes perthnasol	X		Ffurflen Gais
Cymhwyster Iechyd a Diogelwch neu barodrwydd i'w ennill o fewn cyfnod penodol.		X	Ffurflen Gais
Gwybodaeth a Phrofiad			
Profiad diweddar o weithio mewn maes/meysydd galwedigaethol perthnasol.	X		Ffurflen Gais / Cyfweliad
Profiad o gynnig gwasanaeth o'r safon uchaf i gwsmeriaid	X		Ffurflen Gais / Cyfweliad
Profiad o allu datblygu perthnasau a'u cynnal	X		Ffurflen Gais / Cyfweliad
Profiad o weithio gyda chwmnïau	X		Ffurflen Gais / Cyfweliad
Profiad o weithio gyda'r sector Gofal Plant		X	Ffurflen Gais / Cyfweliad
Cydlynu hyfforddiant a chysiau masnachol		X	Ffurflen Gais / Cyfweliad
Sgiliau a Phriodweddau			
Sgiliau rhyngpersonol a chyfathrebu rhagorol	X		Ffurflen Gais / Cyfweliad
Safon uchel o lythrennedd a rhifedd	X		Ffurflen Gais / Cyfweliad
Y gallu i ymdrin yn effeithiol â staff a chleientiaid allanol ar bob lefel	X		Ffurflen Gais / Cyfweliad

Sgiliau trefnu ardderchog	X		Ffurflen Gais / Cyfweliad
Defnyddiwr cymwys o becynnau TG.	X		Ffurflen Gais / Cyfweliad
Gallu defnyddio platfformau cyfryngau cymdeithasol	X		Ffurflen Gais / Cyfweliad
Gofynion Ychwanegol			
Ymrwymiad i ddatblygiad personol a phroffesiynol pellach a pharhaus	X		Ffurflen Gais / Cyfweliad
Yn aelod brwdfrydig o'r tîm a fydd yn mabwysiadu dulliau arloesol a hyblyg	X		Ffurflen Gais / Cyfweliad
Mynediad i ddulliau teithio hyblyg a dibynadwy	X		Ffurflen Gais / Cyfweliad
Sgiliau Cymraeg			
Ceir manylion llawn am lefelau sgiliau Cymraeg yn: https://www.gllm.ac.uk/cy/jobs			
Dealltwriaeth o'r Gymraeg	Canolradd		Asesiadau ar-lein / Cyfweliad
Yn siarad Cymraeg	Canolradd		Asesiadau ar-lein / Cyfweliad
Llythrennedd Cymraeg	Canolradd		Asesiadau ar-lein / Cyfweliad
<i>Noder os gwelwch yn dda - fe roddir ystyriaeth i ymgeiswyr sy'n nodi eu bod o fewn 1 lefel i fodloni'r gofyniad sgiliau Cymraeg gofynnol ar gyfer y swydd ar yr amod y byddai unrhyw gynnyg o gyflogaeth yn cynnwys cytundeb cytundebol i ddatblygu eu Sgiliau Cymraeg.</i>			
Gofynion Gorfodol			
Yn unol â Rheoliadau Cyngor y Gweithlu Addysg 2015 mae'n ofyniad statudol bod unigolion yn cofrestru â'r Cyngor cyn dechrau gweithio yn y Grŵp. Mae'r Grŵp wedi ymrwymo i ddiogelu ac amddiffyn lechyd a Lles plant, pobl ifanc ac oedolion agored i niwed. Yn unol â Deddf Adsefydlu Troseddwyd 1974, bydd gofyn i unigolion gael gwiriad manwl gan y Gwasanaeth Datgelu a Gwahardd i gadarnhau eu bod yn addas i weithio mewn amgylchedd addysgol. Bydd tystysgrifau GDG trwy wasanaeth diweddarau'r GDG yn cael eu derbyn yn unol â'r canllawiau a geir yn - https://www.gov.uk/dbs-update-service . O dan adran 8 Deddf Mewnfudo a Lloches 1986, mae'n ofyniad cyfreithiol ar unigolion i ddarparu tystiolaeth ddogfennol sy'n cadarnhau bod ganddynt hawl i weithio yn y Deyrnas Unedig.			
Crynodeb o'r Telerau a'r Amodau			
Oriau Gwaith	37 awr yr wythnos		
Wythnos Waith	52 o wythnosau'r flwyddyn		
Gwyliau Blynyddol	<ul style="list-style-type: none"> 28 diwrnod y flwyddyn, yn codi i 32 diwrnod ar ôl pum mlynedd lawn o wasanaeth di-dor (01 Medi i 31 Awst). Yr holl wyliau cyhoeddus arferol, i'w pennu'n flynyddol. Hyd at 5 diwrnod effeithlonrwydd / diwrnod y trefnwyd i'r safle fod ar gau bob blwyddyn, i'w pennu'n flynyddol. Bydd gan y rhai ar gontractau Rhan-amser hawl pro rata i'r hyn a nodir uchod. Bydd gan y rhai ar gontractau Amser Tymor hawl pro rata i'r hyn a nodir uchod a delir fel rhan o'r cyflog blynyddol. 		
Pensiwn	Cynllun Pensiwn Llywodraeth Leol (https://www.lgpsmember.org/)		
Teithio	<p>Caiff y trefniadau ar gyfer ad-dalu treuliau i aelodau staff sy'n mynd i gostau ychwanegol wrth wneud gwaith swyddogol i Grŵp Llandrillo Menai eu hegluro yn y Polisi Teithio, Cynhaliaeth ac Adleoli.</p> <p>Yn dilyn eu penodiad, bydd gofyn i ymgeiswyr llwyddiannus gwblhau Ffurflen Asesu Gyrwyr ar gyfer Sgrinio lechyd (os yw'n berthnasol). I gadarnhau bod ganddynt yswiriant at "Ddibenion Busnes", mae'n rhaid i bob gweithiwr sy'n hawlio treuliau am</p>		

	ddefnyddio eu ceir personol gyflwyno copiâu o'u tystysgrifau yswiriant i Adran Gyllid y Grŵp bob blwyddyn.
Sgrinio Iechyd	Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.

Job description: Business Development Advisor	
Programme Area / Department	Busnes@ - Employer Engagement
Main site	Abergele / Bangor (option to work some of the time from home)
Salary	£30,513.97 - £32,557.02 per annum Business Support Scale 6 Points 26 – 28
Contract type	Fixed Term Contract (until 31/12/24)
Contract terms	Full Time
Reporting to	Employer Engagement Manager
Job Purpose	
<p>Make a positive contribution to regional economic growth in North West Wales and beyond by striving to ensure that Grwp Llandrillo Menai (GLLM) is the first choice provider of training and education services for employers by:</p> <ul style="list-style-type: none"> • Actively engaging with employers to promote GLLM services in sectors inc, foundation economy, 3rd sector, leisure, hair & beauty, childcare, and other areas as required. • Establishing the business development needs of employers in agreed sectors / geographic areas, and promote solutions from the range of GLLM services. • Maximising recruitment and enrolments onto employer focused training provision from Busnes@LlandrilloMenai, and wider GLLM programme areas. 	
Main Duties and Responsibilities	
<ol style="list-style-type: none"> 1. Actively engage with employers in agreed sectors/geographic areas to promote Busnes@ and wider GLLM services. 2. Act as the lead contact for employers in the Childcare sector, and other employers as required. 3. Identify and engage with new businesses through effective targeting on a 'best fit for product' basis. 4. Work to maximise engagement and referrals from agreed sectors and employer clients, in line with set targets. 5. Follow agreed referral processes to maximise conversion rates into enrolments. 6. Record all engagement activity on monthly Activity Report. 7. Make effective and targeted use of a range of communication channels for employer engagement that include: employer visits, cold calling, phone calls, direct emails with follow-up, social media and attendance at events. 8. Undertake agreed sales activities to promote Busnes@ and GLLM services to employers, in line with the Busnes@ Marketing Plan. 9. Develop effective relationships including regular liaison, with GLLM programme areas, hubs and specialist services, ensuring they are fully informed of employer needs. 10. Build relationships with other key partners and stakeholders who support businesses, to ensure they are aware of Busnes@ and GLLM services, and develop your understanding of the support offered by them. 11. Develop and maintain knowledge and understanding of GLLM services relevant to agreed business sector and geographical area. 12. Work closely with the EE support staff team to ensure all incoming enquiries are dealt with promptly and professionally, and any referrals are actioned accordingly. 13. Work flexibly to meet the needs of employer clients. 14. Actively support in the arranging and delivery of employer engagement events run by Busnes@LlandrilloMenai. 	

15. Attend relevant events (internal and external) that promote Busnes@ and Grŵp Llandrillo Menai's services to employers.
16. Share relevant information and feedback from programme areas, employers and external stakeholders with the other BDAs, and wider EE staff team.

Other Duties and Responsibilities

17. Provide excellent levels of customer service to all clients.
18. Maintain client confidentiality at all times.
19. Maintain high standards of personal behaviour and appearance.
20. Work flexibly to meet the needs of employer clients, Busnes@LlandrilloMenai and Grŵp Llandrillo Menai.
21. Ensure conformity with relevant legislation - Data Protection (GDPR), Health & Safety in all aspects of the post holder's duties.
22. Comply with Grŵp Llandrillo Menai policies and procedures as required.
23. Undertake professional development and training as identified and agreed relevant to the job role.
24. Actively participate as a member of the Busnes@LlandrilloMenai staff team, and develop and maintain good relations with other GLLM colleagues.
25. Undertake any other duties as reasonably requested, in line with the job purpose.

Person Specification	Essential	Desirable	Assessment method
Qualifications			
Academic / Vocationally related Level 3 (or higher) qualification or equivalent qualification in a related area	X		Application form
Health and Safety qualification or willingness to achieve within agreed period		X	Application form / Interview
Knowledge and experience			
Recent experience of working in a relevant occupational area(s)	X		Application form / Interview
Proven experience of delivering high level of customer service	X		Application form / Interview
Proven ability to sustain collaborative relations	X		Application form / Interview
Experience of working with companies	X		Application form / Interview
Experience of working with the Childcare sector		X	Application form / Interview
Co-ordinating training and commercial courses		X	Application form / Interview
Skills and attributes			
Excellent interpersonal and communication skills	X		Application form / Interview
A high standard of literacy and numeracy	X		Application form / Interview
The ability to deal effectively with staff and external clients at all levels	X		Application form / Interview
Excellent organisational skills	X		Application form / Interview
Competent user of IT packages	X		Application form / Interview

Familiar with different Social Media Platforms	X		Application form / Interview
Additional requirements			
Commitment to further and continuous personal and professional development	X		Application form / Interview
An enthusiastic team member who will adopt innovative and flexible approaches	X		Application form / Interview
Access to flexible and reliable methods of transport	X		Application form / Interview
Welsh language skills			
Full details of the Welsh skill levels can be found at: https://www.gllm.ac.uk/jobs			
Welsh Understanding	Intermediate		On-line assessment / Interview
Welsh Speaking	Intermediate		On-line assessment / Interview
Welsh Literacy	Intermediate		On-line assessment / Interview
<i>Please note: consideration will be given to applicants who indicate that they are within 1 level of meeting the required Welsh skills requirement for the post on the proviso that any offer of employment would include a contractual agreement to develop their Welsh Skills.</i>			
Mandatory requirements			
<p>In accordance with the Education Workforce Council (EWC) Regulations 2015 it is a statutory requirement that individuals register with the EWC prior to commencing employment with the Grŵp.</p> <p>The Grŵp is committed to Safeguarding and protecting the Health and Welfare of children, young people and vulnerable adults. Individuals will be required to complete an Enhanced Disclosure with the Disclosure and Barring Service in accordance with the Rehabilitation of Offenders Act 1974 to ascertain their suitability to work in an educational environment. DBS certificates via the DBS update subscription service will be accepted in accordance with guidance provided - https://www.gov.uk/dbs-update-service.</p> <p>Under section 8 of the Asylum and Immigration Act 1986 individuals are required by law to provide documentary evidence confirming their eligibility to work in the United Kingdom.</p>			
Summary of the terms and conditions			
Working hours	37 hours per week		
Working weeks	52 weeks per year		
Annual leave	<ul style="list-style-type: none"> • 28 days leave per annum, rising to 32 days after 5 full holiday years' continuous service (01 September to 31 August). • All normally observed public holidays, determined annually. • Up to 5 days efficiency closure days per annum, determined annually. • Part Time contracts will receive a pro rata entitlement to the above. • Term Time contracts will receive a pro rata entitlement to the above paid as part of annual salary. 		
Pension	Local Government Pension Scheme (https://www.lgpsmember.org/)		
Travel	<p>Arrangements to reimburse employees who incur additional expense whilst carrying out their official duties on behalf of the Grŵp is outlined in the Travel, Subsistence and Relocation policy.</p> <p>Successful applicants will be required to complete a Drivers Assessment Form for Health screening upon appointment (if applicable). Copies of insurance certificates must be provided to the Grŵp Finance department on an annual basis by all</p>		

	employees claiming mileage expenses for using their own car to confirm that “Business Use” insurance is in place.
Health screening	Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.