

Swydd ddisgrifiad: Swyddog Gyrfaoedd a Derbyniadau Addysg Uwch y Grŵp	
Maes Rhaglen / Adran	Gwasanaethau i Ddysgwyr
Prif Safle	Llandrillo-Yn-Rhos (Cefnogi holl safleoedd Y Grŵp)
Cyflog	£32,192.24 - £34,347.66 y flwyddyn Cymorth Busnes Graddfa 6 Pwynt 29-31
Y Math o Gontract	Parhaol
Telerau'r Contract	Llawn Amser
Yn atebol i	Rheolwr Gwasanaethau i Ddysgwyr, Coleg Llandrillo
Pwrpas y Swydd	
Darparu gwasanaeth cyngori a chefnogi effeithiol, effeithlon a chyfeillgar i ddarpar fyfyrwyr a phrentisiaid addysg uwch sy'n astudio yng Ngholeg Llandrillo, Coleg Menai a Choleg Meirion-Dwyfor. Bydd y dyletswyddau'n cynnwys goruchwyllo'r broses dderbyn ar gyfer ymgeiswyr AU ar y cyd â Thiworiaid Personol a staff eraill y Gwasanaethau i Ddysgwyr; gweinyddu a gweithredu system UCAS a'r system ymgeisio i'r coleg yn uniongyrchol; darparu gwybodaeth ac arweiniad cywir a chyfredol i ymgeiswyr, dysgwyr a staff ynghylch cyllid a chysiau addysg uwch; ymgymryd yn flynyddol â dyletswyddau Cadarnhau a Chlirio a chefnogi holl ddigwyddiadau recriwtio'r Grŵp. Byddwch yn gallu dangos bod gennych brofiad o ddarparu cyngor ar yrfaeodd a gwybodaeth gadarn o faterion cyllido myfyrwyr addysg uwch. Mae angen gallu i fod yn hyblyg a gweithio mewn amgylchedd deinamig. Mae'n hanfodol fod gennych sgiliau gwasanaethu cwsmeriaid, sgiliau cyfathrebu a sgiliau TG o'r radd flaenaf.	
Prif Ddyletswyddau a Chyfrifoldebau	
1. Cefnogi'r holl weithgareddau recriwtio a'r gwaith o hyrwyddo darpariaeth addysg uwch Grŵp Llandrillo Menai mewn nosweithiau agored a digwyddiadau gyrfaoedd mewn ysgolion ac ar safleoedd y coleg. 2. Cefnogi dilyniant mewnol dysgwyr AB i raglenni AU trwy ddigwyddiadau Ymlaen i'r Dyfodol a thrwy roi cyflwyniadau'n ymwneud â gyrfaoedd. 3. Goruchwyllo'r gwaith o weinyddu proses UCAS a phroses ymgeisio a derbyn uniongyrchol y Grŵp i ymgeiswyr addysg uwch. 4. Darparu arweiniad ynghylch bwrsariaethau a'r gefnogaeth ariannol sydd ar gael tuag at ffioedd dysgu a chostau byw yn unol ag anghenion y dysgwyr. 5. Trefnu rhaglen o ymweliadau gan gyflogwyr, ffeiriau gyrfaoedd a digwyddiadau eraill. 6. Trefnu a hwyluso gweithdai gan siaradwyr allanol, fel cyflogwyr neu gynrychiolwyr cyrff proffesiynol. 7. Cynhyrchu adroddiadau a setiau data'n defnyddio ystadegau disgyblion, gwybodaeth am y farchnad lafur a data UCAS i ddangos tueddiadau recriwtio.	

8. Cyfrannu at y gwaith blynyddol o ddiweddarau systemau, prosesau a chofnodion ar gyfer prosesu cynigion.
9. Ar y cyd â rheolwyr a staff y Gwasanaethau i Ddysgwyr, darparu hyfforddiant i diwtoriaid ar system UCAS a systemau a phrosesau ymgeisio AU uniongyrchol.
10. Ymgymryd yn flynyddol â dyletswyddau Cadarnhau a Chlirio.
11. Sicrhau bod y Grŵp yn cydymffurfio â chontract UCAS a'i bolisiau a'i weithdrefnau derbyn ei hun.
12. Ymgymryd ag unrhyw ddyletswyddau rhesymol eraill sy'n addas i radd a natur y swydd ar gais Rheolwr(wyr) a/neu Gyfarwyddwr y Gwasanaethau i Ddysgwyr.

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
Cymwysterau			
Addysg hyd at lefel 4 ac addysg gyffredinol o safon dda yn cynnwys TGAU gradd C, neu uwch, mewn Saesneg, neu gymhwyster cyfwerth, e.e. Sgiliau Allweddol.	X		Ffurflen Gais / Cyfweliad
Ymrwymiad i ennill cymhwyster perthnasol mewn unai gyrfaoedd neu gyngor ac arweiniad o fewn 18 mis o ddechrau'r swydd.	X		Ffurflen Gais / Cyfweliad
Meddu ar gymhwyster o fewn unai gyrfaoedd, cyngor ac arweiniad neu ofal cwsmer i isafswm Lefel 2		X	Ffurflen Gais / Cyfweliad
Cymhwyster mewn gweinyddu neu dechnoleg gwybodaeth.		X	
Gwybodaeth a Phrofiad			
Profiad o weithio gyda phobl ifanc mewn rol cynghori.	X		Ffurflen Gais / Cyfweliad
Profiad gweinyddol a threfniadol a enillwyd drwy brofiad o weithio mewn swydd weinyddol, yn cynnwys profiad o ymdrin â gwybodaeth gyfrinachol.	X		Ffurflen Gais / Cyfweliad
Profiad blaenorol o weithio gyda phobl ifanc 16-24 mewn rôl cynghori		X	Ffurflen Gais / Cyfweliad

Profiad o ddefnyddio UCAS a/neu systemau ymgeisio prifysgolion a cholegau.		X	Ffurflen Gais / Cyfweliad
Gwybodaeth am gefnogaeth ariannol i fyfyrwyr sy'n astudio i lefel gradd neu gyffelyb.		X	Ffurflen Gais / Cyfweliad
Gwybodaeth am ddeddfwriaeth berthnasol sy'n ymwneud â phrosesu data.		X	Ffurflen Gais / Cyfweliad
Gwybodaeth gyffredinol am sut i fodloni a chydymffurfio â gofynion Swyddfa Gartref y DU ar fewnfudo.		X	Ffurflen Gais / Cyfweliad
Sgiliau a Phriodweddau			
Sgiliau cyfathrebu a phersonol ardderchog i weithio'n effeithiol gyda myfyrwyr a staff.	X		Ffurflen Gais / Cyfweliad
Meddu ar amrediad llawn o sgiliau TG ardderchog yn cynnwys prosesu geiriau taenlenni, cronfeydd data a systemau rheoli gwybodaeth yn ogystal ag amrywiaeth o ddulliau cyfathrebu digidol fel Google hangouts/cyfarfodydd Zoom ayb.	X		Ffurflen Gais / Cyfweliad
Y gallu i weithio fel aelod o dîm a bod yn hyblyg a hawdd mynd atoch i siarad. Y gallu i ymdopi ag ystod o dasgau ar yr un pryd a blaenoriaethu gwaith fel y bo'n briodol.	X		Ffurflen Gais / Cyfweliad
Y gallu i weithio ar sail 1:1 gyda myfyrwyr unigol neu o fewn grwpiau i rannu gwybodaeth, cyngor ac arweiniad ar gyrsiau ac ariannu.	X		Ffurflen Gais / Cyfweliad
Y gallu i gadw cyfrinachedd. Ymrwymiad i Gyfleoedd Cyfartal a sensitifrwydd i unrhyw faterion sy'n ymwneud â gwahaniaethu. Parodrwydd i weithredu'n gadarnhaol i sicrhau bod cyfle cyfartal ar gael i bawb.	X		Ffurflen Gais / Cyfweliad
Gofynion Ychwanegol			
Y gallu i deithio'n unol â gofynion y swydd	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	Uwch	Cyfweliad
Yn siarad Cymraeg	Uwch	Cyfweliad
Llythrennedd Cymraeg	Uwch	Cyfweliad

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 gynnig o gyflogaeth yn cynnwys cytundeb cytundebol i ddatblygu eu Sgiliau Cymraeg.

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 Iechyd 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
Gwylliau Blynyddol	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	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, Cynhaliath ac Adleoli. Yn dilyn eu penodiad, bydd gofyn i ymgeiswyr llwyddiannus gwblhau Ffurflen Asesu Gyrwyr ar gyfer Sgrinio Iechyd (os yw'n berthnasol). I gadarnhau bod ganddynt yswiriant at "Ddibenion Busnes", mae'n rhaid i bob gweithiwr sy'n hawlio treuliau am ddefnyddio eu ceir personol gyflwyno copïau 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: Grŵp Higher Education Admissions and Careers Officer	
Programme area / Department	Learner Services
Main site	Rhos-On-Sea (Providing support to all Grŵp Campuses)
Salary	£32,192.24 - £34,347.66 per annum Business Support Scale 6 Points 29 - 31
Contract type	Permanent
Contract terms	Full Time
Reporting to	Learner Services Manager, Coleg Llandrillo
Job purpose	
To provide an effective, efficient and friendly student support service to prospective higher education students and apprentices studying at Coleg Llandrillo, Coleg Menai and Coleg Meirion Dwyfor. Duties will include overseeing the admissions process for HE applicants in liaison with Personal Tutors and other Learner Services staff; the administration and functionality of the UCAS and college direct application systems; providing accurate, up-to-date information and guidance regarding higher education courses and funding to applicants, learners and staff; engage with annual Confirmation and Clearing activities and support all Grŵp recruitment events. You will be able to demonstrate experience of providing careers guidance and a sound knowledge of funding for higher education students. The ability to be flexible and work within a dynamic environment is required. A high level of customer services, communication and IT skills is essential.	
Main duties and responsibilities	
1. To support all recruitment activities and the positive promotion of Grŵp Llandrillo Menai's higher education provision through attending open evenings and careers events at schools and college sites. 2. To support the internal progression of FE learners onto HE programmes through the Future Options events and through delivering careers-related presentations. 3. Oversee the administration of the UCAS and the Grŵp's direct application admission process' for higher education applicants. 4. Provide guidance on financial support for tuition fees, maintenance and bursaries as applicable to the needs of the learner. 5. Organise programmes of employer-recruitment visits, careers fairs and other events. 6. Organise and facilitate the delivery of workshops featuring external speakers, such as employers or representatives from professional bodies. 7. Produce reports and data sets using pupil statistics, labour market information and UCAS data to profile recruitment trends. 8. Contribute to annual updating of systems, processes and documentation as required for the processing of offers of admission.	

9. In liaison with Learner Services Managers and Learner Services staff, deliver training to tutors on the UCAS and direct HE admission systems and processes.
10. Engage with the annual Confirmation and Clearing activities.
11. Ensure compliance with the UCAS contract and the Grŵp's admission policies and procedures.
12. Undertake other duties commensurate with the grade and nature of the role and as directed by the Learner Services Manager(s) and/or Director, Learner Services.

Person specification	Essential	Desirable	Assessment method
Qualifications			
Educated to level 4 with a good general standard of education to include GCSE at Grade C, or above, in English, or equivalent e.g. Key Skills.	X		Application form / Interview
Committed to successfully achieve a relevant qualification in either careers or advice and guidance within 18 months of commencing the post.	X		Application form / Interview
Hold a relevant qualification in either careers, advice and guidance or customer care to a minimum of Level 2.		X	Application form / Interview
Hold a qualification in administration or information technology.		X	Application form / Interview
Knowledge and experience			
Experience of working with young people in an advisory role.	X		Application form / Interview
Proven administrative and organisational skills gained through experience of working in administrative role including experience of handling confidential information.	X		Application form / Interview
Previous experience of working with 16-24 year olds in an advisory role.		X	Application form / Interview
Experience of using UCAS and or university/college admission application systems.		X	Application form / Interview
Knowledge of financial support for students studying at degree level or equivalent.		X	Application form / Interview

Knowledge of relevant data processing legislation.		X	Application form / Interview
Knowledge of general UK Home Office immigration expectations and compliance.		X	Application form / Interview
Skills and attributes			
Excellent communication and personal skills to work effectively with students and staff.	X		Application form / Interview
Possess and demonstrate a full range of excellent IT skills to include word processing, spreadsheets, databases and management information systems as well as various digital communication methods eg Google hangouts/Zoom meetings etc.	X		Application form / Interview
Ability to work as a team member and be flexible, adaptable and approachable. Ability to cope with a range of tasks at any one time and prioritise workload accordingly.	X		Application form / Interview
Ability to work on a 1:1 basis with individual students or in groups providing information, advice and guidance on courses and funding.	X		Application form / Interview
Ability to maintain confidentiality. Be committed to Equal Opportunities and to be sensitive to any matters relating to discrimination and take positive steps to ensure that equality of opportunity is provided to all.	X		Application form / Interview
Additional requirements			
Able to travel as required to fulfil the requirements of the role	X		Application form / Interview
Xxx		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	Advanced		Interview
Welsh Speaking	Advanced		Interview
Welsh Literacy	Advanced		Interview

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.

Mandatory requirements

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.

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>.

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.

Summary of the terms and conditions

Working hours	37 hours per week
Working weeks	52 weeks per year
Annual leave	• 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	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. 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 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.