Swydd Ddisgrifiad: **Cynorthwyydd Personol i'r Uwch Gyfarwyddwr - Datblygiadau Masnachol**	
Maes Rhaglen / Adran	Busnes@
Prif Safle	Nodwch y Prif Leoliad
Cyflog	£29,878.74 - £35,721.57 y flwyddyn Cymorth Busnes Graddfa 5-6 Pwynt 25 - 31
Y Math o Gontract	Parhaol
Telerau'r Contract	Llawn Amser
Yn atebol i	Uwch Gyfarwyddwr – Datblygiadau Masnachol

Pwrpas y Swydd

Mae'r swydd hon yn golygu darparu cefnogaeth weinyddol, weithredol a llywodraethol lefel uchel i Uwch Gyfarwyddwr Datblygiadau Masnachol a Chyfarwyddwyr Busnes@. Gan weithredu fel y pwynt cyswllt cyntaf, mae deiliad y swydd yn darparu gwasanaeth proffesiynol sy'n canolbwyntio ar y cwsmer i ystod eang o randdeiliaid, gan gynnwys dysgwyr, cyflogwyr, partneriaid allanol a chydweithwyr. Mae'r swydd yn gofyn am sgiliau trefnu a chyfathrebu rhagorol, gan sicrhau bod gweithgareddau gweithredol yn cael eu cydlynu'n effeithlon wrth gynnal perthnasoedd cryf a darparu safon uchel o gefnogaeth weinyddol.

Prif Ddyletswyddau a Chyfrifoldebau

1. Cyflawni cyfrifoldebau gweinyddol a llywodraethol cyfrinachol er mwyn sicrhau bod yr Uwch Gyfarwyddiaeth yn rhedeg yn effeithlon. Mae hyn yn cynnwys:

a. Cefnogi gwaith gweinyddol Uwch Gyfarwyddwr Busnes@

b. Sicrhau bod cyfarfodydd yn cael eu trefnu a'u cofnodi'n briodol ar draws Busnes@ gan ddefnyddio'r cymorth gweinyddol sydd ar gael, gan gynnwys, ond heb fod yn gyfyngedig i, y Pwyllgor Iechyd a Diogelwch, Uwch Dîm Rheoli Busnes@, Tîm Rheoli Busnes@, Panel Pobl Busnes@, grŵp monitro a rheoli prosiectau, grwpiau ffocws ac ymgysylltu â chyflogwyr, a chyfarfodydd allanol eraill.

c. Cynorthwyo i baratoi papurau a chyflwyniadau ar gyfer cyfarfodydd.

d. Datblygu systemau a gweithdrefnau gweinyddol gan ddefnyddio'r llwyfannau TG sydd ar gael i'r coleg yn llawn.

e. Cynnal calendrau ac amserlenni'r uwch reolwyr.

f. Cynnal systemau ffeilio a chadw gwybodaeth gyfrinachol.

g. Defnyddio pecynnau meddalwedd safonol y Grŵp i baratoi llythyrau, agendâu, memos, hysbysiadau, briffiau Busnes@ a dogfennau eraill, gan gynnwys taenlenni.

2. Bod yn gyswllt canolog yn swyddfa'r Uwch Gyfarwyddwr ar gyfer cwsmeriaid allanol a mewnol.
3. Gweithio'n gadarnhaol a hyblyg gyda holl staff y Grŵp.
4. Cydlynu'r gwaith o drefnu cyfarfodydd â rhanddeiliaid allanol, seminarau, cynadleddau a digwyddiadau.
5. Cefnogi rheolwyr a swyddogion y gyfarwyddiaeth gyda'u gwaith gweinyddol.
6. Cefnogi'r Uwch Gyfarwyddwr i drefnu digwyddiadau ar ac oddi ar y safle.
7. Cysylltu a chyfathrebu â staff ledled Busnes@, y Grŵp, ynghyd ag asiantaethau allanol i sicrhau bod gwasanaeth prydlon, effeithlon a chydlynol yn cael ei ddarparu i gwsmeriaid mewnol ac allanol.

8. Cefnogi tîm rheoli Busnes@ i sicrhau bod cofnodion yn cael eu cadw am staff a bod gwyliau, absenoldebau ac adolygiadau cynnydd yn cael eu hamserlennu, eu cofnodi a'u datblygu'n unol â gweithdrefnau'r coleg.
9. Sicrhau bod cyfathrebiadau ysgrifenedig, yn cynnwys agendâu, cofnodion, camau gweithredu ac adroddiadau o safon uchel.
10. Defnyddio systemau priodol y Grŵp i gydlynu'r gwaith o sicrhau bod holl gyfathrebiadau mewnol ac allanol Busnes@ yn cael eu prosesu'n effeithlon.
11. Darparu cefnogaeth weinyddol ychwanegol a chyflenwi yn swyddfa'r Prif Weithredwr, gan gynnwys cefnogi gwaith staff sy'n uniongyrchol gysylltiedig â swyddfa'r Prif Weithredwr. Rheoli'n effeithlon ac yn effeithiol bob neges a dderbynnir ar y ffôn neu drwy e-bost, gan sicrhau bod negeseuon perthnasol yn cael eu cymryd a'u trosglwyddo'n ôl y galw.
12. Gweinyddu archebion, pryniannau, ffurflenni hawlio treuliau ac anfonebau yn unol â gweithdrefnau'r coleg, a chadw cofnodion ariannol yn ôl y galw.
13. Ymgymryd â datblygiad proffesiynol parhaus a ystyrir yn angenrheidiol, er mwyn cael gwybod am ddatblygiadau cyfredol a newydd, fel y nodwyd yn ystod y broses werthuso.
14. Cydymffurfio â deddfwriaeth berthnasol ym mhob agwedd ar ddyletswyddau deiliad y swydd - Diogelu Data, Iechyd a Diogelwch.
15. Unrhyw ddyletswyddau eraill ar gais y Prif Weithredwr neu'r Uwch Gyfarwyddwr.

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
Cymwysterau			
Addysg gyffredinol o safon dda hyd at Lefel A / Lefel 3 neu gyfwerth, ond hyd at Lefel 4 neu uwch os yw'n bosibl.	X		Ffurflen Gais / Cyfweliad
Gradd neu gymhwyster cyfwerth		X	Ffurflen Gais / Cyfweliad
Gwybodaeth a Phrofiad			
Profiad gweinyddol/ysgrifenyddol blaenorol am o leiaf 2 flynedd sy'n cynnwys profiad o drefnu cyfarfodydd a chadw cofnodion ohonynt.	X		Ffurflen Gais / Cyfweliad
Y gallu i weithio dan bwysau a blaenoriaethu gwaith, yn aml i ddyddiadau cwblhau tynn	X		Ffurflen Gais / Cyfweliad
Profiad blaenorol o roi Cefnogaeth Weinyddol i Feysydd Rhaglen yng Ngrŵp Llandrillo Menai		X	Ffurflen Gais / Cyfweliad
Profiad blaenorol o roi cefnogaeth weinyddol mewn cyd-destun sy'n wynebu busnes/cyflogwr - yn arbennig yng nghyd-destun Gogledd Cymru		X	Ffurflen Gais / Cyfweliad
Sgiliau a Phriodweddau			
Y gallu i weithredu'n gall a chadw cyfrinachedd bob amser, yn ogystal ag ymarfer doethineb o'r radd flaenaf	X		Ffurflen Gais / Cyfweliad
Sgiliau lefel uwch a phrofiad o ddefnyddio pecynnau Microsoft yn cynnwys Word ac Excel, yn ogystal â defnyddio platfform Google i rannu dogfennau ac anfon negeseuon e-bost.	X		Ffurflen Gais / Cyfweliad

Y gallu i ysgogi eich hun a gweithio heb oruchwyliaeth i amserlenni tynn	X		Ffurflen Gais / Cyfweliad
Sgiliau cyfathrebu a sgiliau rhyngbersonol ardderchog, a'r gallu i ymdrin â sefyllfaoedd anodd yn effeithlon ac effeithiol	X		Ffurflen Gais / Cyfweliad
Y gallu i lunio adroddiadau effeithiol a chyfathrebu mewn ffyrdd eraill heb ymgynghori â'r Uwch Gyfarwyddwr, a chadw cofnodion mewn cyfarfodydd yn rheolaidd.	X		Ffurflen Gais / Cyfweliad
Gofynion Ychwanegol			
Hyblygrwydd i helpu gyda digwyddiadau Busnes@ a digwyddiadau'r Grŵp pan fo angen - y tu allan i oriau ac ar safleoedd gwahanol os oes angen.	X		Ffurflen Gais / Cyfweliad
Y gallu i deithio - Mae gan Busnes@ gyfleusterau yn Ynys Môn, Gwynedd, Conwy, a Sir Ddinbych a bydd gofyn i ddeiliad y swydd deithio i'r cyfleusterau hyn yn rheolaidd wrth gefnogi'r Uwch Gyfarwyddwr.	X		Ffurflen Gais / Cyfweliad
Trwydded yrru a defnydd o'ch trafnidiaeth eich hun		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

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 Troseddwyr 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 diweddaru'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	• 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, Cynhaliaeth 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: **PA to the Executive Director Commercial Development**	
Programme area / Department	Busnes@
Main site	To be agreed – any Busnes@ location
Salary	£29,878.74 - £35,721.57 per annum Business Support Scale 5-6 Points 25-31
Contract type	Permanent
Contract terms	Full Time
Reporting to	Executive Director – Commercial Development

Job purpose

The role involves providing high level administrative, operational and governance support to the Executive Director of Commercial Development and the Busnes@ Directors. Acting as the first point of contact, the post holder delivers a professional and customer focused service to a wide range of stakeholders, including learners, employers, external partners and colleagues. The position requires excellent organisation and communication skills, ensuring the efficient coordination of executive activities while maintaining strong relationships and delivering a high standard of administrative support.

Main duties and responsibilities

1. To provide confidential administrative and governance support to ensure the smooth running of the Executive Directorate. This includes:

a. Supporting the administration work of the Busnes@ Executive Director
b. Ensuring meetings are organised and recorded appropriately across Busnes@ utilising the administrative support available, including, but not limited to, the Health & Safety Committee, Busnes@ SMT, Busnes@ Tim Rheoli, Busnes@ Panel Pobl, Project monitoring and management group, Employer focus and engagement groups, other external facing meetings.
c. Supporting in the preparation of meeting papers and presentations.
d. Developing and maintaining administrative systems and procedures utilising fully the IT platforms available to the college.
e. Maintaining the calendars and schedules of the senior managers
f. Maintaining filing systems and the keeping of confidential information.
g. Preparing letters, agendas, memos, notices, all Busnes@ briefings and other documents including spreadsheets using standard Grŵp sortware packages.

2. To be a central Executive Director's office contract for both external and internal customers.
3. To work positively and flexibly with all Grŵp staff.
4. To coordinate the organisation of meetings with external stakeholders, seminars, conferences and events.
5. To support the executive directorate managers and officers with the administration of the role.
6. To support the Executive Director in the organisation of on and off-site events.
7. To liaise and communicate with staff across the Busnes@, the Grŵp and with external agencies to ensure a timely, efficient and co-ordinated service is given to both internal and external customers.
8. To support the Busnes@ management team to ensure that staff records are maintained and that holidays, absence management and progress reviews are scheduled, recorded and escalated in accordance with Grŵp procedures.
9. Ensure all written communication including agendas, minutes, action notes and reports are prepared to a high standard.

10. To co-ordinate the efficient processing of all communications to and within Busnes@ using the appropriate Grŵp systems.
11. To provide additional administrative support and cover to the CEO/s office including supporting the work of staff directly associated with the CEO/s office. To manage all telephone and e-mail correspondence efficiently and effectively, ensuring appropriate messages are taken and passed on as appropriate.
12. To administer orders, purchases, expense claim forms and invoices in accordance with college procedures and maintain financial records as required.
13. To undertake continuous professional development as deemed necessary in order to keep abreast of current and future developments and as identified via the appraisal process.
14. To ensure compliance with relevant legislation – Data Protection, Health & Safety in all aspects of the post holder's area of responsibility.
15. Any other duties as requested by the CEO or Executive Director.

Person specification	Essential	Desirable	Assessment method
Qualifications			
Good standard of general education to A Level/ Level 3 equivalent but preferably to Level 4 or above	X		Application form / Interview
Educated to degree level or equivalent		X	Application form / Interview
Knowledge and experience			
Previous administrative/secretarial experience for at least 2 years including experience of arranging and keeping records of meetings	X		Application form / Interview
Ability to operate under pressure and prioritise workload, often to tight deadlines	X		Application form / Interview
Previous experience of working within Administrative Support for Grŵp Llandrillo Menai Programme Areas		X	Application form / Interview
Previous experience of working within administrative support within a business/employer facing context - in particular within a North Wales context		X	Application form / Interview
Skills and attributes			
Ability to observe high levels of discretion and confidentiality at all times, as well as maintaining high levels of tact and diplomacy	X		Application form / Interview
Advanced level skills and experience of using Microsoft packages including word and excel as well as the Google platform for shared documents and Email	X		Application form / Interview
Ability to use own initiative and work unsupervised to tight deadlines	X		Application form / Interview
Excellent communication and interpersonal skills, and ability to deal with difficult situations efficiently and effectively	X		Application form / Interview
Ability to create effective reports and other communication without reference to Executive	X		Application form / Interview

Director, and produce minutes from meetings on a regular basis			
Additional requirements			
Flexibility in helping with Busnes@ and, as required, Grŵp events – out of hours or at different premises as necessary	X		Application form / Interview
Ability to travel - Busnes@ has facilities in Ynys Mon, Gwynedd, Conwy, and Denbighshire and the post holder will be required to travel to these facilities regularly and as a matter of course in supporting the Executive Director	X		Application form / Interview
Driving licence and access to own 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	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

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.