

SWYDD DDISGRIFIAD

RHEOLWR ADNODDAU DYNOL

MAES RHAGLEN / ADRAN:	Adnoddau Dynol
SAFLE / CAMPWS:	I'w gadarnhau ar apwyntiad
CYFLOG BLYNYDDOL:	£40,797 - £43,464 (Graddfa Rheolwyr 1 – 3)
Y MATH O GONTRACT:	Parhaol
TELERAU'R CONTRACT:	Llawn Amser
YN ATEBOL I:	Cyfarwyddwr Adnoddau Dynol

PWRPAS Y SWYDD

Drwy gyfrwng perthnasau effeithiol ar draws y Grŵp, bydd y rôl hon yn rheoli tîm rhagorol o swyddogion AD i gyflwyno pob agwedd o waith AD ar draws y Grŵp. Fel arbenigwr ym maes AD bydd y rôl yn darparu cyngor ac arweiniad proffesiynol yn ogystal â datrysiadau i fodloni gofynion amrywiol a dynamig y Grŵp.

PRIF DDYLETSWYDDAU A CHYFRIFOLDEBAU

1. Rheoli holl agweddau AD y Grŵp, o recriwtio i brosesau gadael;
2. Rheoli'r gwaith parhaus o wella a gweithredu polisiau a phrosesau AD cadarn i sicrhau eu bod yn cyd-fynd â newidiadau mewn rheoliadau ac anghenion busnes;
3. Monitro ac adolygu effeithlonrwydd polisiau ac arferion AD yn erbyn dangosyddion perfformiad allweddol, meincnodau allanol ac arferion gorau cyfredol;
4. Rheoli datblygiad, coladiad a'r defnydd o wybodaeth rheoli AD effeithiol;
5. Rheoli'r gwaith o ddatblygu offer cyfathrebu AD effeithiol, yn cynnwys y wefan AD;
6. Rheoli'r gwaith o ddatblygu cronfa ddata a rhwydweithiau ffeiliau AD gan gynnal safonau uchel o ran ansawdd y data;
7. Bod yn gyfrifol am gynllunio gweithlu'n effeithiol gydag uwch reolwyr i sicrhau bod cyflenwad y gweithlu'n bodloni'r galw;
8. Datblygu a meithrin perthnasau effeithiol ar draws y Grŵp gyda staff ar bob lefel;
9. Rheoli cysylltiadau proffesiynol gyda sefydliadau allanol;
10. Cynnig cyngor, arweiniad a datrysiadau arbenigol ym maes AD o ran anghenion busnes;
11. Cynnal gwaith ymchwil manwl i mewn i bob agwedd o'r maes AD i baratoi a chyflwyno adroddiadau rheoli;
12. Gwybod y wybodaeth ddiweddaraf am y maes AD, yn cynnwys deddfwriaeth ar gyflogaeth, arfer gorau a chynlluniau a mentrau arloesol;
13. Rheoli tîm o arbenigwyr yn y maes AD i gynnig gwasanaeth o'r safon uchaf i gwsmeriaid;
14. Rheoli gwaith prosiect AD i gefnogi'r anghenion busnes;
15. Rheoli materion AD cymhleth yn cynnwys datrys anghydfodau, disgyblu, cwynion, galluedd a dileu swyddi;
16. Cynnal ymchwiliadau manwl i faterion AD a chyflwyno darganfyddiadau ac argymhellion i banelau a thribiwnlysoedd;
17. Rheoli'r gwaith o ddatblygu strategaethau AD, yn cynnwys lles gweithwyr;
18. Rheoli cyllidebau ariannol bach i gefnogi darpariaeth AD allweddol, er enghraifft ffisiotherapi;

19. Dirprwyo i'r Cyfarwyddwr AD;
20. Cynrychioli GLIM mewn digwyddiadau allanol;
21. Ymgymryd ag unrhyw waith arall sy'n cyd-fynd â gradd y swydd yn ôl yr angen i ymdrin â newidiadau yn y galw;

GWYBODAETH YCHWANEGOL

Bydd gofyn i chi gymryd rhan yn y sesiynau hyfforddi gorfodol a ganlyn a diweddarau eich hyfforddiant yn y meysydd hyn:

- a. Hyfforddiant GDPR ar-lein
- b. Hyfforddiant ar-lein ar Gydraddoldeb a Hawliau Dynol
- c. PREVENT
- d. Hyfforddiant ar-lein ar ddiogelu
- e. Hyfforddiant ar Ymwybyddiaeth o Iechyd a Diogelwch
- f. Hyfforddiant Cymorth Cyntaf (os yw'n berthnasol)
- g. Hyfforddiant DSE

Bydd disgwyl i chi ymgymryd â dyletswyddau Rheolwr ar Ddyletswydd a Swyddog Tân ar y safle.

Bydd yna ofyniad i deithio i bob un o safleoedd GLIM a chynrychioli'r Grŵp mewn digwyddiadau cenedlaethol. Felly mae'n hanfodol eich bod yn gallu gwneud trefniadau teithio hyblyg.

Dylid nodi mai prif ddyletswyddau a chyfrifoldebau'r swydd yn unig a geir yn y Swydd Ddisgrifiad hwn ac ar y cyd â'ch Rheolwr Llinell a'r adran Adnoddau Dynol bydd yn cael ei adolygu'n rheolaidd. Gall hyn arwain at newidiadau yn sgil gofynion gweithredol y Grŵp.

MANYLEB DEILIAD Y SWYDD

	HANFODOL	DYMUNOL	DULL ASESU
CYMWYSTERAU			
Aelod o'r Sefydliad Siartredig CIPD	✓		Ffurflen gais
Cymwysterau academiaidd - o leiaf gradd anrhydedd dda neu'r hyn sy'n cyfateb.	✓		Ffurflen gais
GWYBODAETH A PHROFIAD			
Profiad o reoli cyffredinol ym maes AD	✓		Ffurflen Gais / Cyfweliad
Profiad o Reoli Staff	✓		Ffurflen Gais / Cyfweliad
Profiad o adolygu a datblygu polisïau a gweithdrefnau AD cadarn	✓		Ffurflen Gais / Cyfweliad
Profiad o ddelio gyda materion ER cymhleth	✓		Ffurflen Gais / Cyfweliad
Profiad o ddatblygu systemau gwybodaeth rheoli a'u defnyddio i gefnogi newid yn llwyddiannus	✓		Ffurflen Gais / Cyfweliad

Profiad o wneud ymchwiliadau manwl i faterion ER	✓		Ffurflen Gais / Cyfweliad
Profiad ym maes Addysg bellach		✓	Ffurflen gais
Gwybodaeth a phrofiad o ran datblygiadau diweddaraf yn ymwneud â chynllunio gweithlu		✓	Ffurflen Gais / Cyfweliad
SGILIAU A PHRIDOLEDDAU			
Sgiliau rhyngpersonol a sgiliau cyfathrebu cadarn	✓		Ffurflen Gais / Cyfweliad
Sgiliau trefnu ardderchog	✓		Ffurflen Gais / Cyfweliad
Sgiliau TG rhagorol	✓		Ffurflen Gais / Cyfweliad
Y gallu i gyfathrebu drwy gyfrwng y Gymraeg.	✓		Ffurflen Gais / Cyfweliad
Profiad o ddefnyddio Zellis (a arferai gael ei alw'n NGArinso / Northgate) meddalwedd AD a rhestr gyflogau		✓	Ffurflen Gais / Cyfweliad
Profiad o ddefnyddio meddalwedd Google yn cynnwys gmail a sheets		✓	Ffurflen Gais / Cyfweliad
GOFYNION YCHWANEGOL			
Y gallu i deithio'n hyblyg ar draws pob safle, gan gynnwys Rhyl, Llangefni a Dolgellau i gyflawni gofynion y rôl.	✓		Ffurflen Gais / Cyfweliad
Ymrwymiad i ddatblygiad personol a phroffesiynol pellach a pharhaus	✓		Ffurflen Gais / Cyfweliad
Ymrwymiad i werthoedd y Grŵp	✓		Cyfweliad
GOFYNION GORFODOL			
<ul style="list-style-type: none"> - 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 gan y Gwasanaeth Datgelu a Gwahardd i gadarnhau eu bod yn addas i weithio mewn amgylchedd addysgol. Bydd tystysgrifau DBS trwy wasanaeth diweddarau'r DBS 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
NIFER YR WYTHNOSAU	52 wythnos y flwyddyn
GWYLIAU	<ul style="list-style-type: none"> - 37 diwrnod y flwyddyn (01 Medi i 31 Awst). - 8 Gŵyl Banc / Gwyliu Cyhoeddus traddodiadol Cymru bob blwyddyn.



	<p>- Hyd at 5 diwrnod effeithlonrwydd / diwrnod y trefnwyd iddynt fod wedi cau bob blwyddyn (i'w pennu gan y Gorfforaeth).</p>
PENSIWN	<p>Cynllun Pensiwn Llywodraeth Leol (https://www.lgpsmember.org/)</p>
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 Iechyd (os yw'n berthnasol). I gadarnhau bod ganddynt yswiriant i 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.</p>
SGRINIO IECHYD	<p>Rhaid i ymgeiswyr llwyddiannus gael gwiriad iechyd boddhaol. Bydd gofyn i chi gwblhau holiadur iechyd ac efallai y bydd gofyn i chi gael archwiliad meddygol.</p>

JOB DESCRIPTION

HUMAN RESOURCES MANAGER

PROGRAMME AREA / DEPARTMENT:	Human Resources
SITE / CAMPUS:	To be confirmed on appointment
ANNUAL SALARY:	£40,797 - £43,464 Management Scale 1 – 3
CONTRACT TYPE:	Permanent
CONTRACT TERMS:	Full Time
REPORTING TO:	Director of HR

JOB PURPOSE

Through the establishment of effective relationships across the Grŵp, this role will manage an exemplary team of HR professionals to deliver all aspects of operational HR across the Grŵp. As a HR expert the role will provide professional advice, guidance and HR solutions to meet the Grŵp's diverse and dynamic needs.

MAIN DUTIES AND ACCOUNTABILITIES

1. Manage all aspects of Grŵp HR, from recruitment through to leavers processes;
2. Manage the continuous improvement and implementation of robust HR policy and process to ensure that it continually aligns to changes in regulations and business needs;
3. Monitor and review the effectiveness of HR policy and practices against key performance indicators, external benchmarks and current best practice;
4. Manage the development, collation and use of effective HR management information;
5. Manage the development of effective HR communication tools, including the HR website;
6. Manage the development of the HR database and file networks, maintaining high standards of data quality;
7. Responsible for effective workforce planning with senior managers to ensure that workforce supply meets demand;
8. Develop and nurture effective relationships across the Grŵp with staff at all levels;
9. Manage professional relations with external organisations;
10. Provide expert HR advice, guidance and solutions to business needs;
11. Undertake detailed research into all aspects of HR and to prepare and present management reports;
12. Maintain up-to-date knowledge of the HR profession, including employment legislation, best practice and innovative plans and initiatives;
13. Manage a team of HR experts to provide excellent standards of customer service;
14. Manage HR project work to support business needs;
15. Manage complex ER matters, including dispute resolutions, disciplines, grievances, capabilities and redundancies;
16. Undertake detailed investigations into HR matters and to present findings and recommendations to panels and tribunals;

17. Manage the development of HR strategies, including employee wellbeing;
18. Manage small financial budgets in support of key HR provision, for example physiotherapy;
19. To deputise for the HR Director;
20. To represent GLLM at external events;
21. Any other work commensurate with the grade as may be necessary to meet changes in demand;

ADDITIONAL INFORMATION

You will be required to undertake the following mandatory training sessions and keep training in these areas updated;-

- a. GDPR on line training
- b. Equality and Human Rights on line training
- c. PREVENT
- d. Safeguarding on-line training
- e. Health and Safety awareness training
- f. 1st Aid training (if applicable)
- g. DSE training

You will be expected to undertake on-site Duty Manager and Fire Marshall roles.

There will be a requirement to travel across all GLLM sites and to represent GLLM at National events. Access to suitable, flexible travel solutions is therefore a necessity.

It should be noted that this Job description merely provides a resume of the main duties and responsibilities of the post and will be subject to periodic review in conjunction with your Line Manager and Human Resources which may lead to revisions in light of the operational requirements of the Grŵp.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
QUALIFICATIONS			
Chartered Member CIPD	✓		Application form
Academic Qualifications to a minimum of Good Honours Degree or equivalent	✓		Application form
KNOWLEDGE AND EXPERIENCE			
Experience of general HR management	✓		Application form / Interview
Experience of Staff Management	✓		Application form / Interview
Experience of continually reviewing and developing robust HR policies and procedures	✓		Application form / Interview

Experience of dealing with complex ER matters	✓		Application form / Interview
Experience of developing management information systems and using them to support successful change	✓		Application form / Interview
Experience of undertaking detailed investigations into ER matters	✓		Application form / Interview
Experience within Further Education		✓	Application form
Knowledge and experience of the latest developments relating to workforce planning		✓	Application form / Interview
SKILLS AND ATTRIBUTES			
Excellent interpersonal and communication skills	✓		Application form / Interview
Excellent organisational skills	✓		Application form / Interview
Excellent IT skills	✓		Application form / Interview
Ability to communicate through the medium of Welsh	✓		Application form / Interview
Experience of Zellis (previously known as NGArinso / Northgate) HR & Payroll software		✓	Application form / Interview
Experience of using Google software including gmail and sheets		✓	Application form / Interview
ADDITIONAL REQUIREMENTS			
The ability to travel flexibly across all sites, including Rhyl, Llangefni and Dolgellau to fulfil the requirements of the role	✓		Application form / Interview
Commitment to further and continuous Personal and Professional Development	✓		Application form / Interview
Commitment to Grŵp Values	✓		Interview
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 OF SERVICE

WORKING HOURS	37 hours per week
NUMBER OF WEEKS	52 weeks per year
HOLIDAYS	<ul style="list-style-type: none"> - 37 days leave per annum (01 September to 31 August). - 8 Bank / Public Holidays normally observed in Wales per annum. - Up to 5 days efficiency / scheduled closure days per annum (determined by the Corporation).
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 requested to complete a Drivers Assessment Form for Health screening upon appointment (if applicable). Copies of insurance certificates should also 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.</p>
HEALTH SCREENING	Applicants are subject to satisfactory health clearance. You will be required to complete a health questionnaire and maybe asked to attend a medical.