

## Disgrifiad Swydd

<b>Teitl y Swydd</b>	Swyddog Hyfforddi Corfforaethol
<b>Cyfeirnod at Ddibenion Gwerthuso Swyddi</b>	JD 1207-02
<b>Maes Gwasanaeth</b>	Pobl a Threfniadaeth – Tîm Dysgu a Datblygu
<b>Gradd a chyflog</b>	Graddfa 10: £36,648 - £38,223 y flwyddyn
<b>Diben y Swydd</b>	<p>Cynllunio, datblygu a chyflwyno rhaglenni hyfforddi er mwyn bodloni'r gofynion hyfforddi statudol ac anghenion gweithlu'r Cyngor o ran dysgu a datblygu.</p> <p>Gweithio mewn partneriaeth gyda'r darparwyr dysgu a'r arbenigwyr yn eu meysydd er mwyn cynnig atebion o ran dysgu a fydd yn caniatáu i'r staff gyflawni eu hamcanion unigol ac amcanion y sefydliad.</p> <p>Cyfrannu at strategaethau a fydd yn caniatáu i'r Gwasanaeth Pobl a Threfniadaeth fodloni gofynion Strategaeth Gweithlu'r Cyngor a'r Amcanion Llesiant Corfforaethol.</p> <p>Llunio rhaglenni datblygu corfforaethol o ran arwain a rheoli ar gyfer uwch arweinwyr a rheolwyr y Cyngor gan arwain y rhaglenni hyn a'u cyflwyno.</p> <p>Sefydlu Cynllun Hyfforddi a Mentora i reolwyr sy'n hyrwyddo datblygiad proffesiynol parhaus ac sy'n cefnogi arweinwyr y dyfodol</p>
<b>Lleoliad</b>	Canolfan Rheidol
<b>Oriau Gwaith</b>	37 awr (ystyrir ceisiadau sy'n gofyn am rannu'r swydd neu am weithio'n rhan amser)
<b>Math o Gontract</b>	Parhaol
<b>Hyd y Contract</b>	
<b>Teitl Swydd y Rheolwr Llinell Uniongyrchol</b>	Uwch Swyddog Dysgu a Datblygu
<b>Cyfrifoldebau Goruchwylio / Rheoli – os ydyw'n berthnasol</b>	Ddim yn berthnasol

**Dyletswyddau a  
Chyfrifoldebau**

1. Cynorthwyo â'r gwaith o nodi a dadansoddi anghenion dysgu a datblygu'r staff ar bob lefel gan weithio i sicrhau y bodlonir y gofynion hyfforddi unigol a statudol.
2. Datblygu a chyflwyno'r hyfforddiant statudol a chorfforaethol gan gynnwys yr ymsefydlu corfforaethol, hyfforddiant ynghylch atal trais yn erbyn menywod, cam-drin domestig a thrais rhywiol a hyfforddiant ynghylch Caethwasiaeth Fodern.
3. Gweithio gyda rhanddeiliaid ar draws y cyngor a darparwyr allanol i lunio a chyflwyno rhaglenni datblygu a chymwysterau ym maes Arwain a Rheoli e.e. Rhaglen Rheolwyr Ceredigion a chymwysterau achrededig y Sefydliad Arwain a Rheoli.
4. Cyflwyno cysyniadau ac atebion arfaethedig ym maes dysgu i randdeiliaid ar draws y Cyngor
5. Llunio a sefydlu Cynllun Hyfforddi i Reolwyr ar draws yr awdurdod gan roi'r cynllun ar waith.
6. Cynnig hyfforddiant uniongyrchol a chymorth mentora i reolwyr yn unol â'r cynlluniau perfformiad.
7. Llunio a darparu atebion pwrpasol o ran dysgu i gefnogi ffyrdd newydd o weithio/newid sefydliadol.
8. Cyfrannu at y gwaith o ddatblygu rhaglen gymorth i Raddedigion.
9. Mynd ati i adolygu'r cynnydd a wneir gan werthuso'r cyfleoedd dysgu a ddarperir er mwyn sicrhau gwelliant parhaus, elw ar fuddsoddiad a safonau ansawdd megis hygyrchedd.
10. Mynd i ddigwyddiadau Hyfforddi'r Hyfforddwr ar ran y Cyngor gan gynllunio a chyflwyno rhaglenni hyfforddi ar ôl hynny.
11. Cymryd chyfrifoldeb penodol dros gyflwyno / cyd-gyflwyno hyfforddiant i grwpiau penodol o staff ar bob lefel - y staff mewnol, asiantaethau allanol ac aelodau etholedig.
12. Cyflwyno hyfforddiant mewn modd sy'n hybu cyfranogiad, cynwysoldeb a chyfleoedd cyfartal.
13. Defnyddio system Dysgu a Datblygu Ceri / y Pwll Dysgu i hybu cyfleoedd hyfforddi a chadw cofnodion hyfforddi'r staff.

	<ol style="list-style-type: none"> <li>14. Cefnogi gwaith y tîm dysgu a datblygu gan ddefnyddio prosesau sydd wedi'u hen sefydlu e.e. y Panel Cymwysterau Corfforaethol a recriwtio dysgwyr ar gyfer rhaglenni penodol.</li> <li>15. Bod yn ymwybodol o'r fframweithiau cymwysterau perthnasol gan ddarparu cymorth, lle bo hynny'n briodol, i staff sy'n ymgymryd â chymwysterau perthnasol.</li> <li>16. Darparu gwybodaeth i Reolwr y Tîm Dysgu a Datblygu a chefnogi'r staff i sicrhau cofnodion cywir.</li> <li>17. Hyrwyddo'r defnydd o e-ddysgu ar draws y sefydliad gan gyflwyno sesiynau cymorth ynglŷn ag e-ddysgu er mwyn cynorthwyo'r staff wrth iddynt gwblhau rhaglenni e-ddysgu.</li> <li>18. Meddu ar wybodaeth o bolisïau lleol, rhanbarthol a chenedlaethol a deddfwriaeth sy'n effeithio ar y modd y cyflwynir yr hyfforddiant.</li> <li>19. Hybu a sicrhau diogelwch gwybodaeth a chyfrinachedd yn unol â'r ddeddfwriaeth, polisïau'r Cyngor a'r gweithdrefnau.</li> <li>20. Cynrychioli'r tîm dysgu a datblygu mewn cyfarfodydd lleol, rhanbarthol a chenedlaethol e.e. gweithgorau dysgu a datblygu rhanbarthol a chyfarfodydd y Bartneriaeth Diogelwch Cymunedol.</li> <li>21. Bod yn gyfrifol am eich datblygiad proffesiynol parhaus eich hun a sicrhau eich bod yn ymwybodol o flaenoriaethau'r Cyngor o ran y gweithlu.</li> <li>22. Gweithio yn unol â pholisïau'r Cyngor, polisïau Llywodraeth Cymru a'r ddeddfwriaeth berthnasol er mwyn bodloni'r gofynion statudol.</li> <li>23. Gwneud unrhyw waith ychwanegol yr ystyrir sy'n briodol i natur y swydd.</li> </ol>
<p><b>Atebolrwydd</b></p>	<p>Gweithio yn y Tîm Dysgu a Datblygu sy'n rhan o Wasanaeth Pobl a Threfniadaeth y Cyngor.</p>

## Manyleb Person

<p><b>Y cymwysterau academaidd/proffesiynol/technegol/galwedigaethol (gan gynnwys Lefel y cymwysterau sy'n ofynnol ar gyfer y swydd</b></p>	<p>Addysg hyd at lefel gradd neu gymhwyster cyfatebol. Cymhwyster Arwain a Rheoli cydnabyddedig Lefel 5 e.e ILM/CIPD</p> <p>4 blynedd o brofiad mewn maes perthnasol</p> <p>Cymhwyster hyfforddi cydnabyddedig ym maes Addysg Oedolion a/neu gyflwyno hyfforddiant. (e.e. Tystysgrif Ddysgu Sefydliad y Ddinas a'r Urddau, cwrs Paratoi i Ddysgu yn y Sector Gydol Oes (PTLLS) sy'n gyfwerth â Lefel 3).</p>												
<p><b>Lefel y sgiliau ieithyddol sy'n ofynnol ar gyfer y swydd</b></p> <p>(Gweler y canllawiau iaith a'r ceri   net )</p>	<p>Gweler y tabl isod.</p> <p><i>*Noder: Bydd <b>gofyn</b> i'r ymgeisydd llwyddiannus ddysgu'r Gymraeg o fewn 2 flynedd o gael ei benodi os nad ydyw eisoes yn siarad Cymraeg.</i></p>												
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<p><b>Sgiliau ymarferol/personol sy'n ofynnol ar gyfer y swydd</b></p>	<p>Gwybodaeth am amrywiaeth o ymddygiadau, egwyddorion, modelau a thechnegau ym maes arwain.</p> <p>Arbenigedd mewn amrywiaeth o arddulliau dysgu, dulliau gweithredu a chynlluniau dysgu.</p> <p>Arbenigedd o ran darparu atebion cyfunol o ran dysgu gan gynnwys asedau dysgu rhithiol, digidol ac wyneb yn wyneb.</p> <p>Yn hynod o barod i gydweithio ag eraill ac yn medru meithrin perthynas â phobl ar bob lefel.</p> <p>Yn medru dangos hygredded o ran yr hyfforddiant ac yn medru dylanwadu ar randdeiliaid (negodi, perswadio, cymell).</p> <p>Y gallu i ddysgu a datblygu eich hun, ac yn awyddus i wella'n barhaus.</p>												

	<p>Yn barod i ganolbwyntio ar brofiad y cwsmer a'r defnyddiwr.</p> <p>Y gallu i ddadansoddi mewnwelediadau a data dysgu, gan wneud argymhellion a'u rhoi ar waith i sicrhau newid.</p> <p>Sgiliau cyflwyno rhagorol.</p> <p>Y gallu i ddatblygu perthynas waith effeithiol ac ymgysylltu â dysgwyr ar bob lefel.</p> <p>Y gallu i greu amgylchedd dysgu cadarnhaol</p> <p>Yn medru dangos hunanymwybyddiaeth ac empathi fel hyfforddwr.</p> <p>Sgiliau ysgrifennu rhagorol ar lafar / yn ysgrifenedig.</p> <p>Sgiliau rheoli amser a threfnu rhagorol.</p> <p>Sgiliau cyfathrebu a rhyngbersonol rhagorol.</p> <p>Yn medru gweithio ar eich menter eich hun.</p> <p>Y gallu i ymchwilio.</p> <p>Yn medru rheoli eich amser eich hun yn effeithiol a blaenoriaethu eich llwyth gwaith.</p> <p>Sgiliau TGCh rhagorol gan gynnwys rhaglenni Microsoft.</p> <p>Gwybodaeth ymarferol ragorol o declynnau hyfforddi digidol ar gyfer cyflwyno'n rhithiol.</p> <p>Y gallu i deithio.</p> <p>Trwydded yrru lawn a mynediad at gar.</p>
<p><b>Profiad sy'n ofynnol ar gyfer y swydd</b></p>	<p>O leiaf 4 blynedd o brofiad mewn maes sy'n gysylltiedig â'r gwaith hwn e.e. datblygu sefydliadol, cyflwyno hyfforddiant a/neu ddysgu a datblygu.</p> <p>Profiad o greu cynnwys ym maes dysgu a phrofiad o gyflwyno hyfforddiant i amrywiaeth eang o weithwyr proffesiynol / meysydd busnes.</p>

	<p>Profiad o lunio, datblygu a chyflwyno pecynnau hyfforddi sy'n hybu cyfranogiad, cynwysoldeb a chyfleoedd cyfartal.</p> <p>Profiad o brosesau a systemau sy'n gysylltiedig â dysgu a datblygu.</p> <p>Ymwybyddiaeth o fframweithiau a gofynion hyfforddi statudol llywodraeth leol e.e. Deddf Trais yn erbyn Menywod, Cam-drin Domestig a Thrais Rhywiol (2015) a darnau eraill o ddeddfwriaeth allweddol e.e. Deddf Cydraddoldeb (2010)</p> <p>Hanes blaenorol o weithio gyda phobl ar bob lefel.</p> <p>Dealltwriaeth y gallwch chi ei dangos o ofynion hygrychedd a deddfwriaeth cydraddoldeb a dealltwriaeth o bwysigrwydd rhoi strategaeth cydraddoldeb gref ar waith gan weithio gyda'r gweithwyr a'r cwsmeriaid.</p> <p>Profiad o weithio gyda rheolwyr ar bob lefel mewn sectorau perthnasol a dealltwriaeth eang o'r Sector Cyhoeddus</p> <p>Y gallu i gyfrannu at y gwaith o ddatblygu, cynllunio a gweithredu strategaethau a pholisïau dysgu a datblygu corfforaethol gan ystyried yr effaith ar bob agwedd ar y Cyngor.</p>
<p><b>Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd</b></p>	<p>Cwblhau'r holl raglenni e-ddysgu a hyfforddiant gorfodol sy'n berthnasol i bob aelod o staff y Cyngor.</p> <p>Mynd i ddigwyddiadau Hyfforddi'r Hyfforddwr fel y bo'n briodol.</p> <p>Sicrhau eich bod yn ymwybodol o'r arferion hyfforddi a'r dulliau cyflwyno diweddaraf.</p>
<p><b>Sgiliau/cymwysterau dymunol</b></p>	<p>Cymhwyster hyfforddi cydnabyddedig ym maes Addysg Oedolion a/neu gyflwyno hyfforddiant.</p> <p>Cymhwyster o ran datblygu teclynnau dysgu digidol a/neu ddylunio dysgu digidol.</p>

Profiad o gyflwyno a marcio cymwysterau achrededig, profiad o asesu cymwysterau NVQ neu'n meddu ar gymwysterau asesu.

Profiad o ddatblygu pobl, profiad o reoli a phrofiad o gefnogi ffyrdd newydd o weithio neu newid diwylliannol o fewn timau a sefydliadau.

## Job Description

<b>Post Name</b>	Corporate Training Officer
<b>Job Evaluation Post No</b>	JD 1207-02
<b>Service Area</b>	People & Organisation – Learning & Development Team
<b>Grade and salary</b>	Grade 10: £36,648 - £38,223 per annum
<b>Job Purpose</b>	<p>To plan, develop and deliver training programmes to meet the statutory training requirements and learning and development needs of the Council workforce.</p> <p>To work in partnership with learning providers and subject matter experts to offer learning solutions that enable staff to achieve their individual and organisational objectives.</p> <p>To contribute to strategies that will enable the People and Organisation service to meet the requirements of the Council's Workforce Plan and Corporate Wellbeing Objectives.</p> <p>To design, lead and deliver corporate leadership and management development programmes for Council senior leaders and managers.</p> <p>To establish a Management Coaching and Mentoring Scheme that promotes continuous professional development and supports future leaders</p>
<b>Location</b>	Canolfan Rheidol
<b>Hours of Work</b>	37 (job share or part time working considered)
<b>Type of Contract</b>	Permanent
<b>Length of Contract</b>	
<b>Immediate Line Managers job title</b>	Senior Learning & Development Officer
<b>Supervisory/Managerial responsibilities – if applicable</b>	N/A



<p><b>Duties and responsibilities</b></p>	<ol style="list-style-type: none"> <li>1. To assist in the identification and analysis of the learning and development needs for staff of all levels and work to ensure that individual and statutory training requirements are met.</li> <li>2. To develop and deliver statutory and corporate training requirements including for example corporate induction, VAWDASV and Modern Slavery.</li> <li>3. Work with stakeholders across the council and external providers to design and deliver Leadership and Management development programmes and qualifications for example, Ceredigion Manager Programme &amp; ILM accredited qualifications.</li> <li>4. Present design concepts and proposed learning solutions to stakeholders across the Council</li> <li>5. Design, implement and establish a Management Coaching Scheme for Managers across the authority.</li> <li>6. To offer direct coaching &amp; mentoring support to managers subject to performance plans</li> <li>7. Design and deliver bespoke learning solutions to support new ways of working/organisational change.</li> <li>8. Contribute towards the development of a support programme for Graduates.</li> <li>9. Actively review progress and evaluate learning opportunities provided to ensure continuous improvement, return on investment and quality standards such as accessibility</li> <li>10. To undertake Train the Trainer events on behalf of the Council and to plan and deliver follow up training programmes.</li> <li>11. To take specific responsibility for delivering/co delivery of training for specific staff groups at all levels including internal staff, external agencies and elected members.</li> <li>12. To deliver training in a manner which promotes participation, inclusivity and equal opportunities.</li> <li>13. To use the Ceri Learning and Development and Learning Pool System to promote training opportunities and to maintain staff training records.</li> <li>14. Support the work of the learning and development team using established processes e.g., Corporate Qualifications Panel and the recruitment of learners for specific programmes.</li> </ol>

	<ol style="list-style-type: none"> <li>15. To be aware of the relevant qualification frameworks and provide support, where appropriate, to staff undertaking relevant awards.</li> <li>16. Provide information to the Learning and Development Team Manager and support staff to ensure accurate records.</li> <li>17. To promote the use of e learning across the organisation and deliver supported e learning sessions to assist staff in completing e learning programmes.</li> <li>18. Have knowledge of local, regional and national policies and legislation which impacts on training delivery.</li> <li>19. Promote and maintain security of information and confidentiality in line with legislation, council policies and procedures.</li> <li>20. To represent the learning and development team at local, regional and national meetings for example, regional learning and development working groups and community safety partnership meetings.</li> <li>21. To take responsibility for one's own ongoing professional development and maintain awareness of the Council's workforce priorities.</li> <li>22. Work within Council and Welsh Government policies and legislation in order to meet statutory requirements.</li> <li>23. To undertake any additional work as deemed appropriate to the nature of the post.</li> </ol>
<p><b>Accountability</b></p>	<p>To work within the Learning and Development Team located within the People and Organisation Service of the Council</p>

## Person Specification

<p><b>The Academic / professional / Technical / vocational qualifications (including qualification Level) required for the post</b></p>	<p>Educated to degree level or equivalent. A recognized Level 5 Leadership and Management Qualification, e.g., ILM/CIPD</p> <p>4 years experience in relevant field</p> <p>A recognised training qualification in Adult Education and/or Training delivery (eg, City &amp; Guilds Teaching Certificate, PTTLs equivalent to Level 3).</p>												
<p><b>Linguistic skills level required for the post</b></p> <p><b>(Please refer to guidance on <a href="#">ceri   net</a>)</b></p>	<p>See table below.</p> <p><i>*Note: The successful candidate <b><u>will be required</u></b> to learn the language within 2 years of being appointed if he/she is not currently a Welsh speaker.</i></p>												
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<p><b>Practical/personal skills required for the post</b></p>	<p>Knowledge of a variety of leadership behaviours, principles, models and techniques.</p> <p>Expertise in a range of learning styles, approaches and learning design.</p> <p>Expertise of delivering blended learning solutions including virtual, digital and face to face learning assets.</p> <p>Highly collaborative spirit and able to establish rapport at all levels.</p> <p>Able to demonstrate credibility in training and influencing stakeholders (negotiation, persuasion, motivation).</p> <p>Capacity to learn and develop self, with a desire for continuous improvement.</p> <p>Customer and user experience focused.</p> <p>Ability to analyse learning insights and data, make and implement recommendations for change.</p>												

	<p>Excellent presentation skills.</p> <p>Ability to develop effective working relationships and engage learners at all levels.</p> <p>Ability to create a positive learning environment, with self-awareness and empathy as a trainer.</p> <p>Excellent oral/written skills.</p> <p>Excellent time management and organisational skills.</p> <p>Excellent communication and interpersonal skills.</p> <p>Able to use and take initiative.</p> <p>Aptitude for research.</p> <p>Manage own time effectively and prioritise own workload.</p> <p>Excellent IT skills including the Microsoft suite of products.</p> <p>Excellent working knowledge of collaborative digital training tools for virtual delivery.</p> <p>Ability to travel.</p> <p>Full driving license and access to a car.</p>
<p><b>Experience required for the post</b></p>	<p>At least 4 years' experience in a related field of work eg, organisational development, training delivery and/or learning and development.</p> <p>Experience of creating learning content and delivery of training for a wide range of professionals/broad range of business areas.</p> <p>Experience in design, development &amp; delivery of training packages which promote equality, inclusivity, and participation.</p> <p>Experience of process and systems relating to learning and development.</p> <p>Awareness of local government statutory training requirements and frameworks eg, Violence Against Women, Domestic Abuse and Sexual Violence Act</p>

	<p>(2015) and other key legislation eg, Equality Act (2010)</p> <p>A demonstrated track record of working with people at all levels.</p> <p>Demonstrable understanding of accessibility requirements and equalities legislation and the importance of a strong equality strategy that translates into work with employees and customers.</p> <p>Experience of working with management at all levels in relevant sectors and a broad understanding of the Public Sector</p> <p>The ability to contribute to the development, planning and implementation of corporate learning and development strategy and policies considering impact on all aspects of the Council.</p>
<p><b>Training/education required to be undertaken for the post/worked towards</b></p>	<p>Will be expected to complete all mandatory training and e learning applicable to all Council staff.</p> <p>To undertake Train the Trainer events as required</p> <p>Maintain currency in training practice and delivery.</p>
<p><b>Desirable Skills/Qualifications</b></p>	<p>Recognised training qualification in Adult Education and/or Training delivery:</p> <p>Qualification in development of digital learning tools and/or digital learning design.</p> <p>Experience of delivering and marking accredited qualifications, NVQ assessment experience or assessment qualifications.</p> <p>Experience of developing people, management experience, supporting new ways of working or culture change in teams and organisations.</p>