

Disgrifiad Swydd

Teitl y Swydd	Swyddog Hyfforddi Systemau
Cyfeirnod at Ddibenion Gwerthuso Swyddi	JD1816
Maes Gwasanaeth	Pobl a Threfniadaeth – Tîm Dysgu a Datblygu
Gradd SCP a chyflog	Graddfa 10 £37,938 - £39,513 pro rata
Diben y Swydd	Dylunio, gweithredu a rheoli rhaglenni hyfforddi i gefnogi'r broses o weithredu systemau digidol newydd a dulliau gwaith newydd. Gweithio mewn partneriaeth â darparwyr systemau ac arbenigwyr pwnc i gynnig atebion dysgu sy'n galluogi staff i ddefnyddio systemau digidol i sicrhau'r ddealltwriaeth a'r effeithlonrwydd mwyaf posib. Cyfrannu at strategaethau a fydd yn galluogi'r gwasanaeth Pobl a Threfniadaeth i fodloni gofynion Cynllun y Gweithlu ac Amcanion Llesiant Corfforaethol y Cyngor.
Lleoliad	Canolfan Rheidol, Aberystwyth
Oriau Gwaith	29.6 (4 diwrnod)
Math o Contract	Cyfnod penodol
Hyd y Contract	2 flynedd, yn y lle cyntaf
Teitl Swydd y Rheolwr Llinell Uniongyrchol	Uwch Swyddog Dysgu a Datblygu
Cyfrifoldebau Goruchwyllo / Rheoli – os ydyw'n berthnasol	Ddim yn berthnasol
Dyletswyddau a Chyfrifoldebau	1. Dylunio, datblygu a chyflwyno rhaglenni hyfforddi, gan gynnwys deunyddiau ar gyfer y cwrs a modiwlau hyfforddi, i gefnogi gyda gweithredu systemau digidol ar draws nifer o Wasanaethau, wedi'u teilwra ar gyfer anghenion y maes Gwasanaeth penodol. 2. Sicrhau bod pob rhaglen hyfforddi yn cydymffurfio â safonau a rheoliadau diwydiannol perthnasol 3. Cynnig cymorth uniongyrchol i reolwyr ar weithredu a defnyddio systemau. 4. Monitro ac asesu effeithiolrwydd rhaglenni hyfforddi trwy gynnal asesiadau, arolygon a defnyddio metrigau perfformiad

	5. Cynnal digwyddiadau “Hyfforddi'r Hyfforddwr” (Train the Trainer) ar ran y Cyngor a chynllunio a chyflwyno rhaglenni hyfforddi dilynol. 6. Cymryd cyfrifoldeb am ddarparu neu gyd-ddarparu hyfforddiant ar gyfer grwpiau staff penodol ar bob lefel, gan gynnwys staff mewnol, asiantaethau allanol ac aelodau etholedig. 7. Darparu hyfforddiant mewn modd sy'n hyrwyddo cyfranogiad, cynhwysiant a chyfleoedd cyfartal. 8. Defnyddio System Dysgu a Datblygu Ceri a Chronfeydd Dysgu i hyrwyddo cyfleoedd hyfforddi ac i gadw cofnodion hyfforddi staff. 9. Darparu gwybodaeth i Reolwr y Tîm Dysgu a Datblygu a staff cymorth i sicrhau cofnodion cywir. 10. Hyrwyddo defnydd e-ddysgu ar draws y sefydliad a darparu sesiynau e-ddysgu â chefnogaeth i gynorthwyo staff i gwblhau rhaglenni e-ddysgu. 11. Meddu ar wybodaeth am bolisïau a deddfwriaeth leol, ranbarthol a chenedlaethol sy'n effeithio ar ddarpariaeth hyfforddiant. 12. Hyrwyddo a chynnal diogelwch gwybodaeth a chyfrinachedd yn unol â deddfwriaeth, polisïau a gweithdrefnau'r cyngor. 13. Cynrychioli'r tîm dysgu a datblygu mewn cyfarfodydd lleol, rhanbarthol a chenedlaethol er enghraifft, gweithgorau dysgu a datblygu rhanbarthol a chyfarfodydd partneriaeth diogelwch cymunedol. 14. Cymryd cyfrifoldeb am ddatblygiad proffesiynol parhaus eich hun a chynnal ymwybyddiaeth o flaenoriaethau gweithlu'r Cyngor. 15. Gweithio o fewn polisïau a deddfwriaeth y Cyngor a Llywodraeth Cymru er mwyn bodloni gofynion statudol. 16. Cyflawni unrhyw waith ychwanegol sy'n briodol i natur y swydd.
Atebolrwydd	Gweithio yn y Tîm Dysgu a Datblygu sy'n rhan o Wasanaeth Pobl a Threfniadaeth y Cyngor.

Manyleb Person

Y cymwysterau academaidd/proffesiynol/technegol/galwedigaethol (gan gynnwys Lefel y cymwysterau) sy'n ofynnol ar gyfer y swydd	Addysg hyd at lefel gradd neu brofiad cyfatebol. 4 blynedd o brofiad yn y maes perthnasol Cymhwyster hyfforddi cydnabyddedig mewn Addysg Oedolion a/neu ddarparu Hyfforddiant (e.e. Tystysgrif Addysgu City & Guilds, PTTLS sy'n cyfateb i Lefel 3).			
Lefel y sgiliau ieithyddol sy'n ofynnol ar gyfer y swydd (Gweler y canllawiau iaith a'r ceri net)	Gweler y tabl isod. <i>*Noder: Bydd gofyn i'r ymgeisydd llwyddiannus ddysgu'r Gymraeg o fewn 2 flynedd o gael ei benodi os nad ydyw eisoes yn siarad Cymraeg.</i>			
	Gwrandol/ Siarad	Darllen	Ysgrifennu	
Cymraeg (Lefelau Fframwaith ALTE)	3	3	3	Hanfodol*
Saesneg (Lefelau Fframwaith ALTE)	5	5	5	Hanfodol
Sgiliau ymarferol/personol sy'n ofynnol ar gyfer y swydd	Arbenigedd mewn ystod o arddulliau, dulliau a dylunio dysgu. Arbenigedd o ddarparu atebion dysgu cyfunol gan gynnwys asedau dysgu rhithwir, digidol ac wyneb yn wyneb. Ysbryd cydweithredol cryf a'r gallu i feithrin perthynas ar bob lefel. Gallu dangos hygyrdd wrth hyfforddi ac wrth ddylanwadu ar randdeiliaid (negodi, perswadio, cymell). Gallu dysgu a datblygu'n bersonol, gydag awydd i wella'n barhaus. Canolbwyntio ar brofiad y cwsmer a'r defnyddiwr. Gallu dadansoddi mewnwelediadau a data dysgu, gwneud argymhellion ar gyfer newid a'u gweithredu. Sgiliau cyflwyno rhagorol. Gallu datblygu perthnasoedd gwaith effeithiol ac ymgysylltu â dysgwyr ar bob lefel. Gallu creu amgylchedd dysgu cadarnhaol, gan fod yn hunanymwybodol ac yn empathetig fel hyfforddwr.			

	Sgiliau llafar ac ysgrifenedig rhagorol. Sgiliau rheoli amser a threfnu rhagorol. Sgiliau cyfathrebu a rhyngbersonol rhagorol. Gallu gweithredu ar eich liwt eich hunan Sgiliau ymchwilio rhagorol. Gallu rheoli eich amser yn effeithiol a blaenoriaethu'r llwyth gwaith. Sgiliau TGCh rhagorol gan gynnwys y pecynnau Microsoft. Gwybodaeth dda am offer hyfforddi digidol cydweithredol ar gyfer dysgu rhithwir. Gallu teithio. Trwydded yrru lawn a mynediad i gar.
Profiad sy'n ofynnol ar gyfer y swydd	O leiaf 4 blynedd o brofiad mewn maes gwaith perthnasol e.e. TGCh, Gweithredu Systemau, datblygu sefydliadol, cyflwyno hyfforddiant a/neu ddysgu a datblygu. Profiad o greu deunyddiau ar gyfer dysgu a darparu hyfforddiant ar gyfer amrywiaeth eang o weithwyr proffesiynol / ystod eang o feysydd busnes. Profiad o ddylunio, datblygu a chyflwyno pecynnau hyfforddi sy'n hyrwyddo cydraddoldeb, cynhwysiant a chyfranogiad. Profiad o brosesau a systemau sy'n ymwneud â dysgu a datblygu. Hanes o weithio gyda phobl ar bob lefel. Dealltwriaeth gadarn o ofynion hygyrchedd a deddfwriaeth cydraddoldeb, ac o bwysigrwydd strategaeth gref o ran cydraddoldeb sy'n cael ei chymhwyso i waith gyda gweithwyr a chwsmeriaid. Profiad o weithio gyda rheolwyr ar bob lefel mewn sectorau perthnasol a dealltwriaeth eang o'r Sector Cyhoeddus

	Gallu cyfrannu at ddatblygu, cynllunio a gweithredu strategaeth a pholisïau dysgu a datblygu corfforaethol, gan ystyried eu heffaith ar bob agwedd ar waith y Cyngor.
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Bydd disgwyl i chi gwblhau'r holl hyfforddiant a rhaglenni e-ddysgu gorfodol sy'n berthnasol i holl staff y Cyngor. Ymgymryd â digwyddiadau "Hyfforddi'r Hyfforddwr" (Train the Trainer) yn ôl yr angen. Cynnal gwybodaeth gyfredol o ran arferion a darpariaeth hyfforddi. Ymgymryd â datblygiad personol parhaus er mwyn sicrhau ymwybyddiaeth o dechnoleg sy'n dod i'r amlwg a systemau newydd.
Sgiliau/cymwysterau dymunol	Cymhwyster mewn datblygu offer dysgu digidol a/neu ddylunio dysgu digidol. Profiad o ddatblygu pobl, profiad o reoli, cefnogi dulliau gwaith newydd neu newid o ran diwylliant mewn timau a sefydliadau.

Job Description

Post Name	Systems Training Officer
Job Evaluation Post No	JD 1816
Service Area	People & Organisation – Learning & Development Team
Grade SCP and salary	Grade 10 £37,938 - £39,513 pro rata
Job Purpose	To design, implement, and manage training programs to support the implementation of new digital systems and ways of working. To work in partnership with system providers and subject matter experts to offer learning solutions that enable staff to use digital systems to maximise understanding and efficiency. 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.
Location	Canolfan Rheidol, Aberystwyth
Hours of Work	29.6 (4 days)
Type of Contract	Fixed term
Length of Contract	2 years, in first instance
Immediate Line Managers job title	Senior Learning & Development Officer
Supervisory/Managerial responsibilities – if applicable	N/A
Duties and responsibilities	1. To design, develop and deliver training programmes, including course materials and training modules to support digital systems implementation across a number of Services, tailored to the needs of the specific Service areal. 2. Ensure all training programmes comply with relevant industry standards and regulations 3. To offer direct support to managers on system implementation and operation 4. Monitor and evaluate the effectiveness of training programmes through assessment, surveys and performance metrics 5. To undertake Train the Trainer events on behalf of the Council and to plan and deliver follow up training programmes.

	6. To take responsibility for delivering/co delivery of training for specific staff groups at all levels including internal staff, external agencies and elected members. 7. To deliver training in a manner which promotes participation, inclusivity and equal opportunities. 8. To use the Ceri Learning and Development and Learning Pool System to promote training opportunities and to maintain staff training records. 9. Provide information to the Learning and Development Team Manager and support staff to ensure accurate records. 10. To promote the use of e-learning across the organisation and deliver supported e learning sessions to assist staff in completing e learning programmes. 11. Have knowledge of local, regional and national policies and legislation which impacts on training delivery. 12. Promote and maintain security of information and confidentiality in line with legislation, council policies and procedures. 13. 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. 14. To take responsibility for one's own ongoing professional development and maintain awareness of the Council's workforce priorities. 15. Work within Council and Welsh Government policies and legislation in order to meet statutory requirements. 16. To undertake any additional work as deemed appropriate to the nature of the post.
Accountability	To work within the Learning and Development Team located within the People and Organisation Service of the Council

Person Specification

The Academic / professional / Technical / vocational qualifications (including qualification Level) required for the post	Educated to degree level or equivalent experience. 4 years experience in relevant field A recognised training qualification in Adult Education and/or Training delivery (eg, City & Guilds Teaching Certificate, PTTLs equivalent to Level 3).			
Linguistic skills level required for the post (Please refer to guidance on ceri net)	See table below. <i>*Note: The successful candidate will be required to learn the language within 2 years of being appointed if he/she is not currently a Welsh speaker.</i>			
	Listening/ Speaking	Reading	Writing	
English (ALTE Framework Levels)	5	5	5	Essential
Welsh (ALTE Framework Levels)	3	3	3	Essential*
Practical/personal skills required for the post	Expertise in a range of learning styles, approaches and learning design. Expertise of delivering blended learning solutions including virtual, digital and face to face learning assets. Highly collaborative spirit and able to establish rapport at all levels. Able to demonstrate credibility in training and influencing stakeholders (negotiation, persuasion, motivation). Capacity to learn and develop self, with a desire for continuous improvement. Customer and user experience focused. Ability to analyse learning insights and data, make and implement recommendations for change. Excellent presentation skills. Ability to develop effective working relationships and engage learners at all levels. Ability to create a positive learning environment, with self-awareness and empathy as a trainer. Excellent oral/written skills. Excellent time management and organisational skills. Excellent communication and interpersonal skills. Able to use and take initiative.			

	Aptitude for research. Manage own time effectively and prioritise own workload. Excellent IT skills including the Microsoft suite of products. Excellent working knowledge of collaborative digital training tools for virtual delivery. Ability to travel. Full driving license and access to a car.
Experience required for the post	At least 4 years' experience in a related field of work e.g., IT, System Implementation, organisational development, training delivery and/or learning and development. Experience of creating learning content and delivery of training for a wide range of professionals/broad range of business areas. Experience in design, development & delivery of training packages which promote equality, inclusivity, and participation. Experience of process and systems relating to learning and development. A demonstrated track record of working with people at all levels. Demonstrable understanding of accessibility requirements and equalities legislation and the importance of a strong equality strategy that translates into work with employees and customers. Experience of working with management at all levels in relevant sectors and a broad understanding of the Public Sector 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.
Training/education required to be undertaken for the post/worked towards	Will be expected to complete all mandatory training and e learning applicable to all Council staff. To undertake Train the Trainer events as required Maintain currency in training practice and delivery. To undertake continued personal development to ensure awareness of emerging technologies and new systems
Desirable Skills/Qualifications	Recognised training qualification in Adult Education and/or Training delivery: Qualification in development of digital learning tools and/or digital learning design.

	Experience of developing people, management experience, supporting new ways of working or culture change in teams and organisations.
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