

Disgrifiad Swydd

Teitl y Swydd	Hyfforddai Graddedig
Graddfa	Gradd 6
Cyflog	£25,584 - £26,835 (yn amodol ar ddyfarniad cyflog 2025/26)
Pwrrpas y Swydd	Gweithio o fewn ardal wasanaeth y Cyngor sy'n ymgymryd ag amrywiaeth eang o dasgau ar draws y swyddogaethau a gyflawnir gan y gwasanaeth. Cefnogi a chyfrannu at swyddogaethau statudol yr ardal wasanaeth lletyol sy'n eu galluogi i gyflawni eu gwasanaeth Cynllun Busnes ac amcanion Llesiant Corfforaethol y Cyngor. Gweithio o dan oruchwyliaeth ac mewn cydweithrediad ag arbenigwyr pwnc sydd â chymwysterau proffesiynol i ddatblygu a chyfrannu at brosiectau a thasgau penodol, gan ddarparu cymorth gweinyddol a busnes i uwch swyddogion. Datblygu a dangos y sgiliau a'r wybodaeth sylfaenol sydd eu hangen i symud ymlaen i rôl broffesiynol arbenigol.
Lleoliad Gwaith Cytundebol	Aberystwyth neu Aberaeron - l'w gadarnhau
Oriau Gwaith	37
Math o Gytundeb	Llawn Amser
Hyd y Cytundeb	Cyfnod Penodol
Teitl swydd y Rheolwr Llinell	l'w gadarnhau
Cyfrifoldebau Goruchwyllo / Rheoli	Dim
Atebolrwydd	l'r Rheolwr Corfforaethol o fewn y maes gwasanaeth perthnasol
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Contract cyfnod penodol am 12 mis yn dechrau mis Medi 2025
Telerau Cytundebol sy'n Gysylltiedig â Swyddogaethau Penodol	Bydd angen gwiriad Manwl a Gwaharddedig Plant gan y Gwasanaeth Datgelu a Gwahardd (DBS) ar gyfer y swydd Gwaith Ieuenctid.
Dyletswyddau a chyfrifoldebau	
- Cyfrannu at swyddogaethau'r ardal wasanaeth lletyol a chynnig cymorth gweinyddol, busnes a rheoli prosiectau i swyddogion - Cwblhau hyfforddiant Rheoli Prosiect achrededig Prince 2 yn llwyddiannus, cymhwyso'r dysgu wrth reoli tasgau / prosiectau penodol ar ran yr ardal wasanaeth - Hyrwyddo a chefnogi atebion digidol a ffyrdd newydd o weithio - Dadansoddi problemau cymhleth a chynnig atebion posibl - Dadansoddi data gwasanaeth unigol cymhleth a chyflwyno adroddiadau i reolwyr - Paratoi dogfennau drafft ac ysgrifennu adroddiadau ar ran rheolwyr ac arbenigwyr pwnc - Cynrychioli'r ardal wasanaeth mewn cyfarfodydd lleol, rhanbarthol a chenedlaethol, paratoi a chyflwyno cyflwyniadau yn ôl yr angen - Cynnal ymchwil, casglu gwybodaeth gymhleth a chyflwyno canfyddiadau i reolwyr / arbenigwyr pwnc	

- Deall a gweithio o fewn canllawiau rheoleiddio, gofynion statudol, a strwythurau, polisiau a gweithdrefnau llywodraethu mewnol ac allanol
- Cymryd cyfrifoldeb am ddatblygiad proffesiynol parhaus personol, cynnal ymwybyddiaeth o flaenoriaethau gweithlu'r Cyngor ac ymgymryd ag unrhyw waith ychwanegol fel y ystyrir yn briodol i natur y swydd.

Manyleb y Person

Gofynion Hanfodol – Pob Swyddogaeth

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Gradd ar Lefel 2:1 neu uwch (o fewn y 3 blynedd diwethaf). <i>Gweler gofynion hanfodol ‘Swyddogaeth Benodol’ am fwy o fanylion.</i>
Sgiliau leithyddol Saesneg	Gwranddo/Siarad: Lefel 4 Darllen: Lefel 4 Ysgrifennu: Lefel 4
Sgiliau Ymarferol / Personol	- Sgiliau cyfathrebu llafar ac ysgrifenedig rhagorol - Arbenigedd mewn sgiliau TG gan gynnwys cynnyrch Microsoft - Ysbryd cydweithredol iawn a'r gallu i sefydlu perthynas ar bob lefel. - Y gallu i ddysgu, ymgorffori adborth mewn ymarfer, bod yn ymatebol, myfyrio a datblygu eich hun, gyda dyhead i wella'n barhaus. - Sgiliau cyfathrebu a chyflwyno rhagorol ar lafar ac yn ysgrifenedig - Y gallu i ddadansoddi, cyflwyno gwybodaeth a data ac ysgrifennu adroddiadau - Y gallu i ddatblygu perthnasoedd gwaith effeithiol ar draws pob lefel o staff - Y gallu i ddefnyddio a chymryd menter - Y gallu i ddatblygu gwybodaeth arbenigol, lefel uchel a'i chymhwyso o fewn maes pwnc arbenigol - Parodrwydd i ddatblygu'r wybodaeth a'r sgiliau sydd eu hangen i ddod yn arbenigwr pwnc yn un o'r chwe maes gwasanaeth a nodwyd - Y gallu i reoli eich amser eich hun yn effeithiol a blaenoriaethu eich llwyth gwaith eich hun. - Trwydded yrru lawn gyda mynediad at gar a'r gallu i deithio.
Profiad Hanfodol	- Profiad o weithio mewn tîm - Profiad o ddatrys problemau i gyflawni canlyniadau cadarnhaol - Profiad o weithio ar y cyd - Profiad o gymhwyso gwybodaeth pwnc arbenigol sy'n berthnasol i un o'r chwe maes gwasanaeth a nodwyd
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Cymhwyster rheoli prosiect Prince 2. Unrhyw hyfforddiant maes gwasanaeth a hyfforddiant gorfodol sy'n berthnasol i holl staff y Cyngor

Gofynion Hanfodol – Swyddogaeth Benodol

Swyddogaeth Hyfforddai Graddedig	Gofynion Manyleb Person
Rheoli Adeiladu a Rheoli Datblygiad	Unrhyw bwnc Daearyddiaeth, Cyfraith, Cynllunio, Adeiladu neu bwnc cysylltiedig
Lleihau Carbon, Ynni a Rheoli Asedau	Gradd mewn Arolygu Adeiladau neu bwnc cysylltiedig â Phensaernïaeth
Peirianeg	Gradd mewn Peirianeg Sifil neu bwnc cysylltiedig tebyg
Cyfreithiol	Gradd yn y Gyfraith: LLB (Anrh)
Diogelu'r Cyhoedd (Iechyd Amgylcheddol neu Safonau Masnach)	Agored i bob radd
Gwaith Ieuenctid	Gwaith Ieuenctid a Chymunedol, Blynyddoedd Cynnar, Addysg, Trosedddeg, Gwaith Cymdeithasol, y Gwasanaeth Prawf neu faes cysylltiedig â Chyfiawnder Ieuenctid

Gofynion Dymunol – Pob swyddogaeth

Cymwysterau / Hyfforddiant	Profiad gwaith, (gwirfoddol neu â thâl) o weithio o fewn amgylchedd tîm a/neu leoliad gwaith		
Sgiliau Ymarferol / Personol	Gwybodaeth am faes pwnc arbenigol sy'n berthnasol i swyddogaethau awdurdod lleol a/neu un o chwe maes gwasanaeth y Cyngor a nodwyd.		
Sgiliau Ieithyddol y Gymraeg	Gwranddo/Siarad:	Lefel 4	Rydym yn sefydliad dwyieithog ac rydym yn cefnogi ein gweithlu i ddatblygu sgiliau iaith y Gymraeg.
	Darllen:	Lefel 4	
	Ysgrifennu:	Lefel 4	

Job Description

Post Name	Graduate Trainee	
Grade	Grade 6	
Spinal Point/s	7 - 10	
Salary	£25,584 - £26,835 (subject to the pending 2025/26 pay award)	
Job Purpose	To work within an allocated Council service area undertaking a wide variety of tasks across the functions performed by the service. To support and contribute to the statutory functions of the host service area enabling them to achieve their service Business Plan and Council's Corporate Wellbeing objectives. Work under the supervision and in collaboration with professionally qualified subject experts to develop and contribute to specific projects and tasks, providing administration and business support to senior officers. Develop and demonstrate the skills and underpinning knowledge required to progress into a specialised professional role.	
Contractual Work Location/Base	Aberystwyth or Aberaeron – To be confirmed	
Hours of Work	37	
Type of Contract	Full-time	
Contract Duration	Fixed Term	
Line Managers Job Title	To be confirmed	
Supervisory/Managerial Responsibilities	n/a	
Accountability	To Corporate Manager within relevant service area	
Contractual Terms Associated with the Post	Fixed-term contract for 12 months commencing September 2025	
Function Specific Contractual Terms	An Enhanced and Barred Child Disclosure & Barring Service (DBS) check will be required for the Youth Work placement.	
Duties and Responsibilities		
• To contribute to the functions of the host service area and offer administration, business and project management support to officers • To successfully complete the accredited Prince 2 Project Management training, apply the learning in the management of specific tasks/projects on behalf of the service area • To promote and support digital solutions and new ways of working • Analyse complex problems and offer potential solutions • To analyse complex individual service data and present reports to managers • Prepare draft documents and write reports on behalf of managers and subject experts • Represent the service area at local, regional and national meetings, prepare and deliver presentations as required • To conduct research, gather complex information and present findings to managers/subject experts • To understand and work within regulatory guidance, statutory requirements, and internal and external governance structures, policies and procedures		

- To take responsibility for one's own ongoing professional development, maintain awareness of the Council's workforce priorities and to undertake any additional work as deemed appropriate to the nature of the post.

Person Specification

Essential Requirements – All functions

Academic / Professional / Technical / Vocational Qualifications	A Degree at Grade Level 2:1 or above (obtained within the last 3 years). <i>Please see 'Function Specific' essential requirements for further detail.</i>
English Linguistic Skills	Listening/Speaking: Level 4 Reading: Level 4 Writing: Level 4
Practical and personal skills	• Excellent oral and written communication skills • Expertise in IT skills including in the Microsoft suite of products • Highly collaborative spirit and able to establish rapport at all levels. • Capacity to learn, incorporate feedback into practice, be responsive, reflect and develop self, with a desire for continuous improvement. • Excellent communication & presentation skills both oral & written • Ability to analyse, present information and data and write reports • Ability to develop effective working relationships across all levels of staff • Able to use and take initiative • Ability to develop specialist, high level knowledge and apply within a specialist subject area • A willingness to develop the knowledge and skills required to become a subject matter expert in one of the six identified service areas • Ability to manage own time effectively and prioritise own workload. • Full driving license with access to a car and ability to travel.
Required Experience	• Experience of working within a team setting • Experience of problem solving to achieve positive outcomes • Experience of collaborative working • Experience in the application of specialist subject knowledge applicable to one of the six identified service areas
Training/education required to be undertaken for the post/worked towards	Prince 2 Project management qualification. Any service area training and mandatory training applicable to all Council staff

Essential Requirements – Function Specific

Graduate Trainee Function	Qualification Requirements
Building Control & Development Management	Any Geography, Law, Planning, Building or related subject
Carbon Reduction, Energy & Asset Management	Degree in Building Surveying or Architectural related subject.
Engineering	Degree Civil Engineering or similar related subject
Legal	Law Degree: LLB (Hons)
Public Protection (Environmental Health or Trading Standards)	Open to all Graduates.
Youth Work	Youth & Community Work, Early Years, Education, Criminology, Social Work, Probation or Youth Justice related field

Desirable Requirements – All functions

Desirable experience:	Work experience, (voluntary or paid) of working within a team environment and/or work setting		
Desirable practical/personal skills:	Knowledge of a specialist subject area applicable to local authority functions and/or one the identified six Council service areas.		
Welsh Linguistic Skills	Listening/Speaking:	Level 4	We are a bilingual organisation and we support our employees to develop Welsh language skills.
	Reading:	Level 4	
	Writing	Level 4	