

Disgrifiad Swydd

Teitl y Swydd	Swyddog Hyfforddi Corfforaethol - eDdysgu
Gwerthusiad Swydd Rhif y swydd	JD 1850
Gwasanaeth	Pobl a Threfniadaeth – Tîm Dysgu a Datblygu
Graddfa / Cyflog	Gradd 10 £37,938 - £39,513
Pwrpas y Swydd	Cynllunio, datblygu a chyflwyno datrysiadau dysgu l ddiwallu gofynion hyfforddi a dysgu statudol ac anghenion datblygu gweithlu'r Cyngor. Datblygiad a chyflwyno cynnwys addysgu digidol eDdysgu a chydlynw a goruchwyllo System Rheoli Dysgu/llwyfannau cynnal. Cydweithio mewn partneriaeth gyda darparwyr addysg ac arbenigwyr pynciau penodol l gynnig datrysiadau dysgu sy'n galluogi staff l gyrraedd eu amcanion unigol a chynnal cydymffurfiaeth trefniadaeth. l gyfrannu at strategaethau a fydd yn galluogi'r gwasanaeth Pobl a Threfniadaeth l ddiwallu gofynion Cynllun Gweithlu ac Amcanion Lles y Cyngor.
Lleoliad Gwaith Cytundebol	Canolfan Rheidol
Oriau Gwaith	29.6 awr o ddydd Llun l ddydd Iau
Math o Cytundeb	Parhaol
Hyd y Cytundeb	-
Teitl swydd y Rheolwr Llinell	Uwch Swyddog Dysgu a Datblygu
Cyfrifoldebau Goruchwyllo / Rheoli	Amherthnasol

Dyletswyddau a chyfrifoldebau

- cynorthwyo i nodi a dadansoddi anghenion dysgu a datblygu staff o bob lefel a gweithio i sicrhau bod gofynion hyfforddiant unigol a statudol yn cael eu bodloni
- datblygu a chyflwyno gofynion hyfforddiant statudol a chorfforaethol gan gynnwys, er enghraifft, sefydlu corfforaethol, VAWDASV a Chaethwasiaeth Fodern
- cyd-weithio gyda rhanddeiliaid ar draws y cyngor a darparwyr allanol i ddylunio a datblygu atebion dysgu digidol er enghraifft, modiwlau e-ddysgu, animeiddiadau a gweminarau
- cyflwyno cysyniadau dylunio ac atebion dysgu arfaethedig i rhanddeiliaid ar draws y Cyngor
- dylunio a chyflwyno atebion dysgu pwrpasol i gefnogi ffyrdd newydd o weithio/newid sefydliadol a gweithredu systemau digidol Newydd
- adolygu cynnydd a gwerthuso cyfleoedd dysgu a ddarperir i sicrhau gwelliant parhaus, enillion ar fuddsoddiad a safonau ansawdd fel hygyrchedd
- ymgymryd â digwyddiadau Hyfforddi'r Hyfforddwr ar ran y Cyngor ac i gynllunio a chyflwyno rhaglenni hyfforddi dilynol
- cymryd cyfrifoldeb penodol am ddarparu/cyd-ddarparu hyfforddiant ar gyfer grwpiau staff penodol ar bob lefel, gan gynnwys staff mewnol, asiantaethau allanol ac aelodau etholedig
- darparu hyfforddiant mewn modd sy'n hyrwyddo cyfranogiad, cynhwysiant a chyfle cyfartal
- defnyddio System Dysgu a Datblygu Ceri a Chronfeydd Dysgu i hyrwyddo cyfleoedd hyfforddi ac i gadw cofnodion hyfforddi staff
- cefnogi gwaith y tîm dysgu a datblygu gan ddefnyddio prosesau sefydledig e.e. Panel Cymwysterau Corfforaethol a recriwtio dysgwyr ar gyfer rhaglenni penodol
- bod yn ymwybodol o fframweithiau cymwysterau priodol a darparu cefnogaeth i staff sy'n ymgymryd â dyfarniadau perthnasol, lle bo hynny'n briodol
- darparu gwybodaeth i Reolwr y Tîm Dysgu a Datblygu a chefnogi staff i gadw cofnodion cywir
- hyrwyddo'r defnydd o ddysgu ar draws y sefydliad, a chyflwyno sesiynau e-ddysgu cefnogol i gynorthwyo staff wrth gwblhâi rhaglenni e-ddysgu
- gwybodaeth am bolisiau lleol, rhanbarthol a chenedlaethol sy'n effeithio ar gyflawni hyfforddiant
- hyrwyddo a chynnal diogelwch a chyfrinachedd gwybodaeth yn unol â deddfwriaeth, polisiau a gweithdrefnau'r Cyngor
- cynrychioli'r Tîm Dysgu a Datblygu mewn cyfarfodydd rhanbarthol a chenedlaethol, er enghraifft, gweithgorau dysgu a datblygu rhanbarthol a chyfarfodydd partneriaid diogelwch cymunedol

	• bod yn gyfrifol am ddatblygiad proffesiynol personol a chadw'n ymwybodol o flaenoriaethau gweithlu'r Cyngor • gweithio o fewn polisiâu a deddfwriaethau'r Cyngor a Llywodraeth Cymru er mwyn diwallu gofynion statudol • ymgymryd ag unrhyw waith ychwanegol perthnasol i natur y swydd
Atebolrwydd	Gweithio o fewn y Tîm Dysgu a Datblygu o fewn Gwasanaeth Pobl a Threfniadaeth y Cyngor

Manyleb Person

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Wedi'i addysgu i lefel gradd neu gyfwerth A 4 blynedd o brofiad mewn maes perthnasol A Cymhwyster hyfforddi cydnabyddedig mewn Addysg Oedolion a/neu ddarparu Hyfforddiant (e.e. Tystysgrif Addysgu City & Guilds, PTTLS sy'n cyfateb i Lefel 3).			
Lefel sgiliau ieithyddol sy'n ofynnol ar gyfer y swydd (Gweler y canllawiau ar ceri net)	Gweler y tabl isod. <i>*Noder: Bydd yn ofynnol i'r ymgeisydd llwyddiannus ddysgu'r iaith o fewn 2 flynedd ar ôl cael ei benodi os nad yw'n siaradwr Cymraeg ar hyn o bryd.</i>			
	Listening/ Speaking	Reading	Writing	
Saesneg (Lefelau Fframwaith ALTE)	5	5	5	Hanfodol
Cymraeg (Lefelau Fframwaith ALTE)	3	3	3	Hanfodol*
Sgiliau ymarferol/personol sy'n ofynnol ar gyfer y swydd	- sgiliau TGCh a Digidol rhagorol - profiad o ddylunio a datblygu dysgu digidol e.e. modiwlau e-ddysgu - arbenigedd yn y defnydd o offer dylunio cynnwys digidol a meddalwedd ee, Articulate, Rise - arbenigedd mewn ystod o arddulliau dysgu, dulliau a dylunio dysgu - arbenigedd mewn darparu atebion dysgu cyfunol gan gynnwys asedau dysgu rhithwir, digidol ac wyneb yn wyneb - ysbryd cydweithredol iawn ac yn gallu sefydlu perthynas ar bob lefel - y gallu i ddangos hygredded wrth hyfforddi a dylanwadu ar randdeiliaid (negodi, perswâd, cymhelliant) - gallu i ddysgu a datblygu'n bersonol, gydag awydd am welliant parhaus - canolbwyntio ar brofiad y cwsmer a'r defnyddiwr			

	• y gallu i ddadansoddi mewnwelediadau a data dysgu, gwneud a gweithredu argymhellion ar gyfer newid • sgiliau cyflwyno rhagorol • y gallu i ddatblygu perthnasoedd gwaith effeithiol ac ymgysylltu â dysgwyr ar bob lefel • y gallu i greu amgylchedd dysgu cadarnhaol, gyda hunan-ymwybyddiaeth ac empathi fel hyfforddwr • sgiliau llafar/ysgrifennu rhagorol • sgiliau rheoli amser a sefydliadol rhagorol • sgiliau cyfathrebu a rhyngbersonol rhagorol • yn gallu defnyddio a chymryd menter • gallu i ymchwilio • rheoli amser eich hun yn effeithiol a blaenoriaethu llwyth gwaith eich hun • sgiliau TG rhagorol gan gynnwys cyfres Microsoft o gynhyrchion • gwybodaeth weithredol ardderchog o offer hyfforddi digidol cydweithredol ar gyfer cyflwyno rhithwir • y gallu i deithio • trwydded yrru lawn a mynediad at gar
Profiad sy'n ofynnol ar gyfer y swydd	• o leiaf 4 blynedd o brofiad mewn maes gwaith cysylltiedig e.e. datblygu sefydliadol, darparu hyfforddiant a/neu ddysgu a datblygu • profiad o greu cynnwys dysgu a darparu hyfforddiant ar gyfer ystod eang o weithwyr proffesiynol/ystod eang o feysydd busnes • profiad mewn dylunio, datblygu a chyflwyno pecynnau hyfforddi sy'n hyrwyddo cydraddoldeb, cynhwysiant a chyfranogiad • profiad o broses a systemau sy'n ymwneud â dysgu a datblygiad • ymwybyddiaeth o ofynion a fframweithiau hyfforddi statudol llywodraeth leol e.e., Deddf Trais yn erbyn Menywod, Cam-drin Domestig a Thrais Rhywiol (2015) a deddfwriaeth allweddol arall e.e. Deddf Cydraddoldeb (2010) • hanes o weithio gyda phobl ar bob lefel • dealltwriaeth arddangosadwy o ofynion hygyrchedd a deddfwriaeth cydraddoldeb a phwysigrwydd strategaeth cydraddoldeb gref sy'n cyfieithu i waith gyda gweithwyr a chwsmeriaid

	• profiad o weithio gyda rheolwyr ar bob lefel mewn sectorau perthnasol a dealltwriaeth eang o'r Sector Cyhoeddus • y gallu i gyfrannu at ddatblygu, cynllunio a gweithredu strategaeth a pholisïau dysgu a datblygu corfforaethol sy'n ystyried effaith ar bob agwedd ar y Cyngor
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Disgwylir i gwblhau'r holl hyfforddiant ac e-ddysgu gorfodol sy'n berthnasol i holl staff y Cyngor. Ymgymryd â digwyddiadau Hyfforddi'r Hyfforddwr yn ôl yr angen Cynnal gwybodaeth gyfredol mewn ymarfer hyfforddi a chyflenwi.
Sgiliau/cymwysterau dymunol	Cymhwyster hyfforddi cydnabyddedig mewn Addysg Oedolion a/neu ddarparu Hyfforddiant: Profiad mewn dylunio cynnwys ac offer dysgu digidol. Profiad o ddatblygu pobl ac o gefnogi ffyrdd newydd o weithio neu newid diwylliant mewn timau a sefydliadau.

Job Description

Post Name	Corporate Training Officer – e Learning
Job Evaluation Post No	JD 1850
Service Area	People and Organisation – Learning and Development Team
Grade SCP and salary	Grade 10 £37,938 - £39,513
Job Purpose	To plan, develop and deliver learning solutions to meet the statutory training requirements and learning and development needs of the Council workforce. Development and delivery of digital learning content/eLearning and coordination and oversight of the Learning Management System/hosting platform. To work in partnership with learning providers and subject matter experts to offer learning solutions that enable staff to achieve their individual objectives and maintain organisational compliance. 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
Hours of Work	29.6 hours Monday - Thursday
Type of Contract	Permanent
Length of Contract	
Immediate Line Managers job title	Corporate Manager Learning and Development
Supervisory/Managerial responsibilities – if applicable	N/A
Duties and responsibilities	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

- to develop and deliver statutory and corporate training requirements including for example corporate induction, VAWDASV and Modern Slavery
- work with stakeholders across the council and external providers to design and develop digital learning solutions for example, eLearning modules, animations and webinars
- present design concepts and proposed learning solutions to stakeholders across the Council
- design and deliver bespoke learning solutions to support new ways of working/organisational change and the implementation of new Digital systems
- actively review progress and evaluate learning opportunities provided to ensure continuous improvement, return on investment and quality standards such as accessibility
- to undertake Train the Trainer events on behalf of the Council and to plan and deliver follow up training programmes
- 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
- to deliver training in a manner which promotes participation, inclusivity and equal opportunities
- to use the Ceri Learning and Development and Learning Pool System to promote training opportunities and to maintain staff training records
- 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
- to be aware of the relevant qualification frameworks and provide support, where appropriate, to staff undertaking relevant awards
- provide information to the Learning and Development Team Manager and support staff to ensure accurate records
- to promote the use of e learning across the organisation and deliver supported e learning sessions to assist staff in completing e learning programmes
- have knowledge of local, regional and national policies and legislation which impacts on training delivery
- promote and maintain security of information and confidentiality in line with legislation, council policies and procedures
- 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

	• to take responsibility for one's own ongoing professional development and maintain awareness of the Council's workforce priorities • work within Council and Welsh Government policies and legislation in order to meet statutory requirements • 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 AND 4 years experience in relevant field AND 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	• excellent ICT & Digital skills • experienced in the design and development of digital learning eg, eLearning modules • expertise in the use of digital content design tools and software eg, Articulate, Rise • expertise in a range of learning styles, approaches and learning design • expertise in 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 eg, 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 • awareness of local government statutory training requirements and frameworks eg, Violence Against Women, Domestic Abuse and Sexual Violence Act (2015) and other key legislation eg, Equality Act (2010) • 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.
Desirable Skills/Qualifications	Recognised training qualification in Adult Education and/or Training delivery: Experience in the design of digital learning content and tools. Experience of developing people and in supporting new ways of working or culture change in teams and organisations.