

Disgrifiad Swydd

Teitl y Swydd: Hyfforddai Graddedig - Datblygu Systemau AD ac Adrodd

Gradd Gyflog: Gradd 6

Prif Ddiben y Swydd:

Gan weithio o dan oruchwyliaeth y Swyddog Integreiddio a Datblygu Systemau AD, o fewn y Gwasanaeth Pobl a Threfniadaeth, bydd deiliad y swydd yn cefnogi datblygu a chynnal datrysiad ffurflenni digidol pwrpasol y Cyngor ac yn cyfrannu at greu a gwella adroddiadau a dangosfyrddau Power BI, gan helpu i lywio mewnwelediad ac adrodd effeithiol ar y gweithlu. Mae'r swydd yn cynnig cyfleoedd datblygu strwythuredig i feithrin sgiliau mewn datblygu digidol, integreiddio systemau a dadansoddeg data, gyda chymorth strwythuredig i symud ymlaen i rôl arbenigol sy'n canolbwyntio ar ddigidol, systemau neu ddata.

Prif Dasgau a Chyfrifoldebau:

Swyddogaethol-benodol

- Cefnogi dylunio, datblygu, profi a chynnal ffurflenni a llifoedd gwaith digidol pwrpasol, gan weithio gyda defnyddwyr i ddeall gofynion a gwella prosesau digidol.
- Cynorthwyo gyda datblygu, gwella a chynnal adroddiadau a dangosfyrddau Power BI, gan helpu i sicrhau mewnwelediad data cywir, amserol ac ystyrlon.
- Gweithio gyda chydweithwyr ar draws y Gwasanaeth Pobl a Threfniadaeth i gefnogi integreiddio systemau, ansawdd data a llif effeithiol gwybodaeth rhwng offer a llwyfannau digidol.
- Cyfrannu at brosiectau digidol, data a gwella, gan gefnogi dogfennu, profi, canllawiau i ddefnyddwyr a gweithgarwch gwella parhaus.
- Datblygu sgiliau technegol, dadansodol a phroffesiynol drwy waith dan oruchwyliaeth, hyfforddiant a chyfranogiad mewn prosiectau, gan gefnogi cynnydd i rôl arbenigol mewn digidol, data neu systemau.

Cyffredinol

- Cyfrannu at swyddogaethau'r maes gwasanaeth lletyol a chynnig cymorth gweinyddol, busnes a rheoli prosiect i swyddogion.
- Cwblhau'r hyfforddiant achrededig Rheoli Prosiect Prince 2 yn llwyddiannus a chymhwyso'r dysgu wrth reoli tasgau neu brosiectau penodol ar ran y maes gwasanaeth.
- Hyrwyddo a chefnogi datrysiadau digidol a ffyrdd newydd o weithio.
- Dadansoddi problemau cymhleth a chynnig datrysiadau posibl.
- Dadansoddi data cymhleth gwasanaethau unigol a chyflwyno adroddiadau i reolwyr.
- Paratoi dogfennau drafft ac ysgrifennu adroddiadau ar ran rheolwyr ac arbenigwyr pwnc.
- Cynrychioli'r maes gwasanaeth mewn cyfarfodydd lleol, rhanbarthol a chenedlaethol, a pharatoi a chyflwyno cyflwyniadau fel y bo angen.
- Cynnal ymchwil, casglu gwybodaeth gymhleth a chyflwyno canfyddiadau i reolwyr neu arbenigwyr pwnc.
- Deall a gweithio o fewn canllawiau rheoleiddiol, gofynion statudol, a strwythurau llywodraethu, polisïau a gweithdrefnau mewnol ac allanol.
- Cymryd cyfrifoldeb dros ddatblygiad proffesiynol parhaus personol, cynnal ymwybyddiaeth o flaenoriaethau gweithlu'r Cyngor ac ymgymryd ag unrhyw waith ychwanegol sy'n briodol i natur y swydd.

- Ymgymryd â chymhwyster Rheoli Prosiect Prince 2 ac unrhyw hyfforddiant maes gwasanaeth a hyfforddiant gorfodol sy'n berthnasol i holl staff y Cyngor.

Gwiriad y Gwasanaeth Datgelu a Gwahardd*: [Ddim yn Berthnasol](#)

Cofrestriad / Aelodaeth Broffesiynol Hanfodol: [Ddim yn Berthnasol](#)

Cyfeirnod Gwerthuso Swyddi (Defnydd AD): JD 1917-01

Manyleb Person

Gofynion Hanfodol

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol Hanfodol:

- Gradd 2:1 neu uwch (wedi'i chael o fewn y 3 blynedd diwethaf)

Profiad hanfodol (nodwch isafswm nifer y blynyddoedd o brofiad sy'n ofynnol):

- Gweithio mewn tîm.
- Datrys problemau er mwyn cyflawni canlyniadau cadarnhaol.
- Gweithio'n gydweithredol.
- Cymhwyso gwybodaeth academaidd neu ymarferol berthnasol (er enghraifft drwy brosiectau astudio, lleoliadau gwaith neu ddysgu personol) ym maes Gwyddor Cyfrifiadureg / Peirianeg Meddalwedd.

Sgiliau ymarferol/personol hanfodol:

- Sgiliau cyfathrebu llafar ac ysgrifenedig rhagorol.
- Gwybodaeth sylfaenol am dechnolegau'r we (HTML, CSS, JavaScript) a dealltwriaeth o gronfeydd data neu SQL, gyda pharodrwydd i ddatblygu'r sgiliau hyn ymhellach.
- Dealltwriaeth o sut mae ffurflenni a systemau ar y we yn gweithredu, a'r gallu i ymwneud â chyflunio, sgriptio neu ymholiadau data fel y bo angen.
- Agwedd gydweithredol iawn a'r gallu i feithrin perthynas ar bob lefel.
- Y gallu i ddysgu, ymgorffori adborth mewn ymarfer, bod yn ymatebol, myfyrio a datblygu eich hun, gyda dymuniad 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 menter.
- Y gallu i ddatblygu gwybodaeth arbenigol lefel uchel a'i chymhwyso ym maes datblygu systemau digidol a dadansoddeg data; parodrwydd i ddatblygu'r wybodaeth a'r sgiliau angenrheidiol i fod yn arbenigwr pwnc yn y maes hwn; a'r gallu i reoli amser yn effeithiol a blaenoriaethu llwyth gwaith personol.

Sgiliau Iaith Saesneg:

Gwrando a Siarad

- **Lefel 3:** Yn gallu deall a chymryd rhan yn y rhan fwyaf o sgysiau beunyddiol anhechnegol yn y swyddfa. Yn gallu cynghori'r cyhoedd ar faterion cyffredinol o fewn maes gwaith personol, ond rhaid troi at yr iaith ddewisol ar gyfer termau technegol neu arbenigol. Yn gallu cyfrannu at gyfarfodydd neu gyflwyniadau o fewn maes gwaith personol, ond rhaid troi at yr iaith ddewisol ar gyfer termau technegol neu arbenigol.

Sgiliau Darllen

- **Lefel 3:** Yn gallu deall y rhan fwyaf o adroddiadau, dogfennau a gohebiaeth y mae'n debygol o'u gweld yn ystod ei waith.

Sgiliau Ysgrifennu

- **Lefel 3:** Yn gallu ysgrifennu negeseuon anffurfiol ac adroddiadau at ddefnydd mewnol.

Gofynion Dymunol

Cymwysterau dymunol:

Gradd mewn Cyfrifiadureg/Peirianeg Meddalwedd neu bwnc tebyg/perthnasol ar lefel 2:1 neu uwch (wedi'i chael o fewn y 3 blynedd diwethaf).

Profiad dymunol:

Profiad gwaith, boed yn wirfoddol neu'n gyflogedig, o weithio mewn amgylchedd tîm a/neu leoliad gwaith.

Sgiliau ymarferol/personol dymunol:

Gwybodaeth amlwg am:

- Power BI
- Datblygu cronfeydd data / gwefannau
- APIs

Sgiliau Iaith Gymraeg:

Gwrando a Siarad

- **Lefel 3:** Yn gallu deall a chymryd rhan yn y rhan fwyaf o sgysiau beunyddiol anhechnegol yn y swyddfa. Yn gallu cynghori'r cyhoedd ar faterion cyffredinol o fewn maes gwaith personol, ond rhaid troi at yr iaith ddewisol ar gyfer termau technegol neu arbenigol. Yn gallu cyfrannu at gyfarfodydd neu gyflwyniadau o fewn maes gwaith personol, ond rhaid troi at yr iaith ddewisol ar gyfer termau technegol neu arbenigol.

Sgiliau Darllen

- **Lefel 3:** Yn gallu deall y rhan fwyaf o adroddiadau, dogfennau a gohebiaeth y mae'n debygol o'u gweld yn ystod ei waith.

Sgiliau Ysgrifennu

- **Lefel 3:** Yn gallu ysgrifennu negeseuon anffurfiol ac adroddiadau at ddefnydd mewnol.

Job Description

Job Title: Graduate Trainee - HR Systems Development & Reporting

Pay Grade: Grade 6

Main Purpose of the Job:

Working under the supervision of the HR Systems Integration & Development Officer, within the People & Organisation Service, the postholder will support the development and maintenance of the Council's bespoke digital forms solution and contribute to the creation and enhancement of Power BI reports and dashboards, helping to drive effective workforce insight and reporting.

The post provides structured development opportunities to build skills in digital development, systems integration and data analytics, with structured support to progress into a specialist digital, systems or data-focused role.

Key Tasks & Responsibilities:

Function specific

- Support the design, development, testing and maintenance of bespoke digital forms and workflows, working with users to understand requirements and improve digital processes.
- Assist in the development, enhancement and maintenance of Power BI reports and dashboards, helping to ensure accurate, timely and meaningful data insight.
- Work with colleagues across the People & Organisation service to support systems integration, data quality and the effective flow of information between digital tools and platforms.
- Contribute to digital, data and improvement projects, supporting documentation, testing, user guidance and continuous improvement activity.
- Develop technical, analytical and professional skills through supervised work, training and project involvement, supporting progression into a specialist digital, data or systems role.

General

- 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.
- To undertake Prince 2 Project management qualification and any service area training and mandatory training applicable to all Council staff

Disclosure & Barring Service Check*: [Not Applicable](#)

Essential Professional Registration / Membership: [Not Applicable](#)

Job Evaluation Reference (HR Use): JD 1917-01

Person Specification

Essential Requirements

Essential Academic / Professional / Technical / Vocational Qualifications:

- A Degree at Grade Level 2:1 or above (obtained within the last 3 years).

Essential experience (Please provide minimum number of years' experience required):

- Working within a team setting
- Problem solving to achieve positive outcomes
- Collaborative working
- Applying relevant academic or practical knowledge (e.g. through study projects, placements, or personal learning) Computer Science/ Software Engineering.

Essential practical/personal skills:

- Excellent oral and written communication skills
- Foundational knowledge of web technologies (HTML, CSS, JavaScript) and an understanding of databases or SQL, with a willingness to develop these skills further
- An understanding of how web-based forms and systems operate, and the ability to engage with configuration, scripting, or data queries as required.
- 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 the area of digital systems development and data analyticsA willingness to develop the knowledge and skills required to be become a subject matter expert in digital systems development and data analytics Ability to manage own time effectively and prioritise own workload.

English Language Skills:

Listening & Speaking

- **Level 3:** Can understand and participate in most day-to-day non-technical conversations in the office. Can advise the public on general matters within own area of work, but must turn to preferred language for technical or specialist terms. Can contribute to meetings or presentations within own area of work, but must turn to preferred language for technical or specialist terms.

Reading Skills

- **Level 3:** Can understand most reports, documents and correspondence he/she is likely to encounter during his/her work.

Writing Skills

- **Level 3:** Can write informal messages and reports for internal use.

Desirable Requirements

Desirable qualifications:

A Degree in Computer Science/Software Engineering or similar/relevant at Grade Level 2:1 or above (obtained within the last 3 years).

Desirable experience:

Work experience, (voluntary or paid) of working within a team environment and/or work setting

Desirable practical/personal skills:

Demonstrable knowledge of:

- Power BI
- Database / Website development
- APIs

Welsh Language Skills:

Listening & Speaking

- **Level 3:** Can understand and participate in most day-to-day non-technical conversations in the office. Can advise the public on general matters within own area of work, but must turn to preferred language for technical or specialist terms. Can contribute to meetings or presentations within own area of work, but must turn to preferred language for technical or specialist terms.

Reading Skills

- **Level 3:** Can understand most reports, documents and correspondence he/she is likely to encounter during his/her work.

Writing Skills

- **Level 3:** Can write informal messages and reports for internal use.