

Disgrifiad Swydd

Teitl y Swydd: Prentis Recriwtio a Chyfathrebu Mewnol

Gradd Cyflog: 3

Prif Ddiben y Swydd:

Cefnogi'r tîm Ymgysylltu â Gweithwyr a Recriwtio gyda gweithgareddau cyfathrebu mewnol a marchnata recriwtio.

Prif Dasgau a Chyfrifoldebau:

- Cefnogi'r tîm Ymgysylltu â Gweithwyr drwy:
 - Llwytho hysbysebion recriwtio i wefan gyrfaedd y Cyngor ac ar fyrddau swyddi allanol.
 - Ychwanegu a diweddarau erthyglau newyddion a thudalennau gwybodaeth ar fewnwyd y staff.
 - Ymateb i ymholiadau arferol gan weithwyr, rheolwyr ac ymgeiswyr swyddi, gyda chefnogaeth ac arweiniad gan gydweithwyr lle bo angen.
- Gweithredu fel pwynt cyswllt cyntaf ar gyfer ymholiadau technegol sylfaenol gan ymgeiswyr a rheolwyr, gan ddysgu sut i gefnogi defnyddwyr y system recriwtio a phrosesau ar-lein.
- Cynorthwyo gyda mynychu digwyddiadau recriwtio a ffair yrfaedd fel bo angen, gan helpu i hyrwyddo cyfleoedd cyflogaeth a'r Cyngor fel cyflogwr.
- Datblygu cywirdeb a sylw i fanylion drwy wirio a phrawfddarllen gwaith eich hun, a dysgu pryd a sut i geisio cyngor neu gymeradwyaeth.
- Bod yn brydlon ac yn gwrtais a chyflawni dyletswyddau mewn modd proffesiynol, gan ganolbwyntio ar ddarparu gwasanaeth cwsmer rhagorol.
- Dysgu sut i drin gwybodaeth yn ddiogel drwy barchu cyfrinachedd a gofynion diogelu data wrth ddelio ag ymholiadau a data personol.
- Gweithio yn unol â pholisïau, gweithdrefnau a safonau'r Cyngor, a chwblhau unrhyw hyfforddiant gofynnol.
- Ymgymryd ag unrhyw ddyletswyddau rhesymol eraill sy'n briodol i'r rôl.

Gwiriad GDG (DBS): Ddim yn berthnasol

Cofrestriad/Aelodaeth Broffesiynol Hanfodol: Ddim yn berthnasol

Cyfeirnod Gwerthuso Swydd (Defnydd AD): JD-1910

Manyleb Person

Gofynion Hanfodol

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol Hanfodol:

- TGAU Cymraeg a Saesneg Gradd C neu'n uwch, neu gymhwyster cyfatebol
- TGAU Mathemateg Gradd E neu'n uwch, neu gymhwyster cyfatebol

Sylwer:

Ni fyddwch yn gymwys i wneud cais am y brentisiaeth hon os oes gennych radd mewn unrhyw bwnc neu gymhwyster BTEC neu TGAU neu uwch mewn Gweinyddu Busnes. Bydd pob cais yn destun gwiriadau cymhwysedd gan ddarparwr yr hyfforddiant prentisiaeth, yn seiliedig ar y wybodaeth yn eich ffurflen gais.

Profiad Hanfodol (nifer lleiaf o flynyddoedd, os o bleth):

- Profiad o ddefnyddio pecynnau MS Office

Sgiliau Ymarferol/Personol Hanfodol:

- Sgiliau TG da, gyda'r gallu a'r parodrwydd i ddysgu systemau ac offer digidol newydd yn hyderus.
- Sylw da i fanylion a'r gallu i gwblhau tasgau'n ofalus ac yn gywir, gyda chefnogaeth ac arweiniad.
- Sgiliau cyfathrebu a gwrando da, gyda'r hyder i ofyn cwestiynau a cheisio eglurhad.
- Y gallu i weithio'n effeithiol fel rhan o dîm.
- Parodrwydd i ddysgu, datblygu sgiliau newydd a derbyn adborth fel rhan o'r brentisiaeth.
- Dealltwriaeth o bwysigrwydd cyfrinachedd wrth drin gwybodaeth.
- Agwedd frwdfrydig a hyblyg tuag at waith a dysgu.

Sgiliau Iaith Saesneg:

Gwrando a Siarad:

Lefel 3: Gall ddeall a chymryd rhan yn y rhan fwyaf o sgysiau dydd i ddydd nad ydynt yn dechnegol yn y swyddfa. Gall gynghori'r cyhoedd ar faterion cyffredinol o fewn ei faes gwaith, ond rhaid defnyddio'r iaith ddewisol ar gyfer termau technegol neu arbenigol. Gall gyfrannu at gyfarfodydd neu gyflwyniadau, ond rhaid defnyddio'r iaith ddewisol ar gyfer termau technegol neu arbenigol.

Darllen:

Lefel 3: Gall ddeall y rhan fwyaf o adroddiadau, dogfennau a gohebiaeth y mae'n debygol o ddod ar eu traws yn ei waith.

Ysgrifennu:

Lefel 3: Gall ysgrifennu negeseuon anffurfiol ac adroddiadau ar gyfer defnydd mewnol.

Sgiliau Iaith Gymraeg:

Gwrando a Siarad:

Lefel 3: Gall ddeall a chymryd rhan yn y rhan fwyaf o sgysiau dydd i ddydd nad ydynt yn dechnegol yn y swyddfa. Gall gynghori'r cyhoedd ar faterion cyffredinol o fewn ei faes gwaith, ond rhaid defnyddio'r iaith ddewisol ar gyfer termau technegol neu arbenigol. Gall gyfrannu at gyfarfodydd neu gyflwyniadau, ond rhaid defnyddio'r iaith ddewisol ar gyfer termau technegol neu arbenigol.

Darllen:

Lefel 3: Gall ddeall y rhan fwyaf o adroddiadau, dogfennau a gohebiaeth y mae'n debygol o ddod ar eu traws yn ei waith.

Ysgrifennu:

Lefel 3: Gall ysgrifennu negeseuon anffurfiol ac adroddiadau ar gyfer defnydd mewnol.

Gofynion Dymunol

Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol Dymunol:

- TGAU mewn TGCh neu gymhwyster cyfatebol

Profiad Dymunol:

- Gwasanaeth cwsmer

Sgiliau Ymarferol/Personol Dymunol:

- Diddordeb mewn, neu ddealltwriaeth sylfaenol o recriwtio a/neu gyfathrebu mewnol
- Profiad o ddefnyddio cymwysiadau Office 365

Job Description

Job Title: Recruitment & Internal Communications Apprentice

Pay Grade: 3

Main Purpose of the Job:

To support the Employee Engagement and Recruitment team with internal communication and recruitment marketing activities.

Key Tasks & Responsibilities:

- Support the Employee Engagement team by:
 - Uploading recruitment adverts to the Council's careers website and external job boards.
 - Adding and updating news articles and information pages on the staff intranet.
 - Responding to routine enquiries from employees, managers and job applicants, with guidance and support from colleagues where appropriate.
- Act as a first point of contact for basic technical queries from job candidates and managers, learning how to support users of the recruitment system and online processes.
- Assist with attendance at recruitment events and careers fairs as required, helping to promote employment opportunities and the Council as an employer.
- Develop accuracy and attention to detail by proofreading your own work, checking content carefully, and learning when and how to seek advice or approval from colleagues and the line manager.
- To be punctual, courteous and carry out your duties in a professional manner, with a strong focus on delivering excellent customer service.
- Learn how to handle information safely by respecting confidentiality and data protection requirements when dealing with enquiries and personal data, whether face to face, electronically or in paper format.
- Work in accordance with the Council's policies, procedures and standards, and undertake any required training to support this.
- Carry out any other duties reasonably required that are appropriate to the role.

Disclosure & Barring Service Check: Not Applicable

Essential Professional Registration / Membership: Not Applicable

Job Evaluation Reference (HR Use): JD-1910

Person Specification

Essential Requirements

Essential Academic / Professional / Technical / Vocational Qualifications:

- GCSE Welsh and English at Grade C or higher, or equivalent.
- GCSE Mathematics at Grade E or higher, or equivalent.

Please note:

You will not be eligible to apply for this apprenticeship if you hold a degree in any subject or a BTEC or GCSE or higher-level qualification in Business Administration. All applications will be subject to apprenticeship training provider eligibility checks. This is completed using the information you have provided on your application form.

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

- Experience in the use of MS Office packages.

Essential practical/personal skills:

- Good IT skills, with the ability and willingness to learn new systems and digital tools confidently.
- An eye for detail and the ability to carry out tasks carefully and accurately, with support and guidance.
- Good communication and listening skills, with the confidence to ask questions and seek clarification when needed.
- A positive team player who can work well with others.
- Willingness to learn, develop new skills and take on feedback as part of an apprenticeship.
- An understanding of, and respect for, confidentiality when handling information.
- An enthusiastic and flexible approach to work and learning.

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.

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.

Desirable Requirements

Desirable Academic / Professional / Technical / Vocational Qualifications:

- GCSE in ICT, or equivalent

Desirable experience:

- Customer service

Desirable practical/personal skills:

- An interest in, or basic understanding of, recruitment and/or internal communications.
- Experience of Using Office365 Applications