

Swydd Ddisgrifiad

Prifysgol Wreccsam Wrexham University



Cyfadrann/Adran	Adnoddau Dynol
Adran	Adnoddau Dynol
Teitl y Swydd	Prentis AD
Yn atebol i	Uwch Weinyddwr Adnoddau Dynol
Gradd	Prentis

Prif Atebolrwydd

- Darparu gwasanaeth effeithiol, syml, ar draws y Brifysgol ynghylch yr holl dasgau gweinyddol sy'n ymwneud ag Adnoddau Dynol.
- Dysgu sut i ddarparu cymorth gweinyddol i dîm, cymhwyso'r sgiliau a ddysgwyd mewn amgylchedd swyddfa AD brysur a'r ystafell ddosbarth i weithio tuag at NVQ Lefel 3 mewn Busnes
- Bydd y rôl hon yn rhoi cyfle i chi ddod i gysylltiad ag amrywiaeth eang o arbenigeddau AD o fewn sefydliad Addysg Uwch.

Tasgau Allweddol

Swyddogaethau gweithdrefnol/gweinyddol

- Darparu amrywiaeth o wasanaethau cwsmer a gweinyddol
- Darparu cymorth gyda thasgau gweinyddol megis llungopïo, ffeilio archifau, cadw cofnodion
- Ymateb i ymholiadau sy'n ymwneud â gwaith AD a chyfeirio ceisiadau am wybodaeth fel y bo'n briodol
- Darparu cymorth gweinyddol i sicrhau bod holl amodau gwasanaeth, hawliadau, cynlluniau pensiwn, a threfniadau cyn-ymddeol yn cael eu cymhwyso'n gywir.

- Llwytho gwybodaeth i ffeiliau gweithwyr
- Cymorth gweinyddol mewn perthynas â chyfarfodydd timau, yn cynnwys trefnu cyfarfodydd, cynhyrchu agenda a chymryd nodiadau.
- Cefnogi wrth weinyddu gwaith recriwtio staff gan ddefnyddio system Recriwtio Stonefish.
- Cefnogi wrth weinyddu system iTrent ar gyfer AD a Chyflogres, drwy gydol oes y gweithiwr yng Nglyndŵr.

Gwasanaeth cwsmeriaid/cysylltiedig ag ansawdd

- Sicrhau lefelau uchel o wasanaeth cwsmeriaid o fewn eu maes gwaith neu arfer sy'n hyrwyddo delwedd gadarnhaol o'r adran
- Ymateb i gwynion neu ymholiadau, a lle bo'n briodol, cyfeirio at y goruchwyliwr priodol
- Cydymffurfio â safonau penodol a chyfarwyddiadau gweithdrefnol

Rôl y Tîm

- Mynychu a chymryd rhan mewn cyfarfodydd adrannol, a grwpiau datblygu; a chymryd rhan lawn mewn:
- Datblygiad staff ym meysydd cyfrifoldeb deiliad y swydd.
- Cynorthwyo gyda darparu hyfforddiant mewnol i eraill ym maes cyfrifoldeb ac arbenigedd penodol.
- Cymryd cyfrifoldeb rhagweithiol dros lechyd a Diogelwch i sicrhau bod amgylchedd gwaith diogel ac arferion gwaith diogel yn cael eu cynnal bob amser.

Dyletswyddau Cyffredinol

Byddwch yn sicrhau bod systemau a gweithdrefnau rheoli priodol ar waith er mwyn bodloni'ch dyletswyddau a'ch cyfrifoldebau iechyd a diogelwch a geir ym mholisi iechyd a diogelwch y Brifysgol. Yn benodol, byddwch yn sicrhau bod asesiadau risg priodol yn cael eu cynnal mewn perthynas â pheryglon sylweddol ac yr ymgymerrir ag arolygon diogelwch o leiaf unwaith y flwyddyn ym mhob gweithle dan eich rheolaeth chi.

Cyfrifoldeb y gweithwyr yw ymgorffori Polisi Cyfle Cyfartal y Brifysgol o fewn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae gan yr holl staff gyfrifoldeb i hyrwyddo gofal cwsmer o ansawdd yn eu maes cyfrifoldeb eu hunain.

Rhaid i staff fod yn ymwybodol o ymrwymiad y Brifysgol i Gynaliadwyedd

Rhaid i bob aelod o staff hyrwyddo ymddygiad iach ac iechyd meddwl a llesiant cadarnhaol

Disgwylir i ddeiliaid swydd gydymffurfio â'r broses Adolygu Datblygiad Proffesiynol, gan gymryd rhan wrth osod amcanion er mwyn cynorthwyo gyda'r gwaith o fonitro perfformiad a datblygiad yr unigolyn.

Byddwch yn asesu anghenion hyfforddiant a datblygiad pob aelod o staff dan eich rheolaeth i sicrhau ei fod yn cael ei gefnogi'n ddigonol mewn perthynas â'i gyfrifoldebau yn y gwaith.

Dyletswyddau perthnasol eraill sy'n gymesur â gradd y swydd, a all gael eu neilltuo gan y Rheolwr, mewn cytundeb â deiliad y swydd. Ni ddylid gwrthod cytundeb o'r fath yn afresymol.

Mae'r cyfrifoldebau allweddol sydd wedi'u cynnwys yn y swydd ddisgrifiad hon yn rhai nodweddiadol, nid ydynt yn gynhwysfawr. Gellir addasu dyletswyddau a chyfrifoldebau mewn trafodaeth â deiliad y swydd.

Disgwylir i'r holl ddeiliaid swydd yn y Gyfarwyddiaeth allu cynnig cymorth ar draws pob maes, y tu hwnt i'w tîm uniongyrchol, ar gais y Cyfarwyddwr ac yn gymesur â'u sgiliau, eu gwybodaeth a'u profiad.

Adolygu

Mae hwn yn ddisgrifiad o'r swydd ar adeg ei chyhoeddi. Arfer y Brifysgol o bryd i'w gilydd yw adolygu a diweddarau swydd ddisgrifiadau er mwyn sicrhau eu bod yn adlewyrchu natur gyfredol y swydd a gofynion y Brifysgol yn gywir ac i ymgorffori unrhyw newidiadau rhesymol pan fo angen, mewn ymgynghoriad â deiliad y swydd.

Teitl y Swydd: **Prentis AD**

Er mwyn cael eich rhoi ar y rhestr fer rhaid i chi arddangos eich bod yn bodloni'r holl feini prawf hanfodol a hynny o'r meini prawf dymunol ag sy'n bosib. Pan fydd gennym nifer fawr o geisiadau sy'n bodloni'r holl feini prawf hanfodol, byddwn wedyn yn llunio'r rhestr fer gan ddefnyddio'r meini prawf dymunol.

Meini Prawf Dethol

Priodoleddau		Eitem	Meini Prawf Perthnasol	Dull Adnabod	Pwysigrwydd
1	Sgiliau a Gallu	1.1	Yn gallu gorffen tasgau a sicrhau ansawdd	Ff/C	H
		1.2	Trefnus gyda'r gallu i weithio'n gywir i derfynau amser tynn	Ff/C	H
		1.3	Dealltwriaeth dda o gyfrinachedd a'i barchu	Ff/C	H
		1.4	Sgiliau cyfathrebu da ar lafar ac yn ysgrifenedig, yn cynnwys agwedd ragorol dros y ffôn	Ff/C	H
		1.5	Sgiliau cofnodi data a bysellfwrdd cywir, gyda sylw rhagorol i fanylder	Ff/C	H
		1.6	Yn gallu cydweithio mewn tîm ac ar eich pen eich hun	Ff/C	H
		1.7	Sgiliau trefnu da	Ff/C	H
		1.8	Sgiliau rhyngbersonol a gwasanaeth cwsmeriaid da	Ff/C	H
		1.9	Yn gallu gweithio gan ddefnyddio eich menter eich hun o fewn ffiniau	Ff/C	H
		1.10	Yn gallu gweithio'n effeithiol gyda phobl ar draws ystod eang o lefelau a chyfrifoldebau	Ff/C	H

		1.11	Sylw da i fanylion	Ff/C	H
		1.12	Sgiliau rhifedd da	Ff/C	H
		1.13	Yn gallu cynnal cyfrinachedd	Ff/C	H
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Defnyddiwr medrus rhaglenni Microsoft Office	Ff/C	H
3	Addysg a Hyfforddiant	3.1	5 TGAU Gradd A-C neu gyfwerth	Ff/C	H
		3.2	Wedi cwblhau neu'n gweithio tuag at Dystysgrif mewn Ymarfer Personél (CPP)	Ff/C	D
4	Profiad Perthnasol	4.1	Lefel resymol o sgiliau gweinyddu cyffredinol – profiad o sgiliau swyddfa cyffredinol, sgiliau ateb ffôn a TG.	Ff/C	H
5	Gofynion Arbennig	5.1	Yn gallu cyfathrebu yn Gymraeg	Ff/C	D
Dyddiad Adolygu			Gorffennaf 2023		
Allwedd			Dull Adnabod	Ff	Ffurflen Gais
				C	Cyfweliad
				P	Prawf
				T	Copi o Dystysgrifau
				Rh	Rhoi Cyflwyniad
				G	Asesiad Grŵp
			Pwysigrwydd	H	Hanfodol
				D	Dymunol

Ein Dyfodol.

Rhagoriaeth.

Cliciwch yma.

Ein Dyfodol.

Cynhwysiad.

Cliciwch yma.

Ein Dyfodol.

Cydweithio.

Cliciwch yma.

Ein Dyfodol.

Trawsnewidiad.

Cliciwch yma.

Ein Dyfodol.

Cynaliadwyedd.

Cliciwch yma.

Job Description

Prifysgol Wreccsam Wrexham University



Faculty/Department	Human Resources
Section	Human Resources
Job Title	HR Apprentice
Reports to	Senior HR Administrator
Grade	Apprentice

Principal Accountabilities

- To provide an efficient and streamlined service to the University with regard to all HR-related administrative tasks.
- To learn how to provide administrative support to a team, to apply the skills learnt in a busy HR office environment and the classroom to work towards a Level 3 Business NVQ
- This role will give you the opportunity to gain exposure to a wide variety of HR specialisms within a Higher Education organisation.

Key Tasks

Procedural/administrative functions

- Deliver a range of administrative and customer services
- Provide support with administrative task such as photocopying, filing archiving, record keeping
- Respond to queries relating to HR work and refer requests for information as appropriate
- Provide administrative support to ensure that all conditions of service, entitlements, pension schemes, and pre-retirement arrangements are correctly applied.
- Upload information onto employees' files
- Administrative support in relation to team meetings including scheduling of meetings, production of agenda and note taking.

- Support in the administration of all staff recruitment utilising Stonefish Recruitment system.
- Support in the administration of the HR & Payroll system, iTrent, during all stages of the employee's lifecycle.

Customer service/quality related

- Ensure high levels of customer service within their work area or function promoting a positive image of the department
- Respond to complaints or queries and where appropriate refer on to the appropriate supervisor
- Comply with set quality standards and procedural instructions

Team Role

- Attend and participate in departmental meetings, and development groups; and participate fully in:
- Staff development in the post-holder's areas of responsibility.
- Assist in the delivery of in-service training to others in the area of specific responsibility and expertise.
- To take proactive responsibility for Health & Safety to ensure that a safe working environment and safe working practices are maintained at all times.

General Duties

You will ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety policy. In particular you will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

It is the responsibility of employees to apply the University's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

All staff have a responsibility for promoting high levels of customer care within their own areas of responsibility.

Staff must be aware of the University's commitment to Sustainability.

All staff must promote healthy behaviour and positive mental health and wellbeing

Post holders are expected to co-operate with the Professional Development Review (PDR) process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

You will assess the training and development needs of each member of staff under your control to ensure they are adequately supported in relation to their work responsibilities.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with the post holder. Such agreement should not be unreasonably withheld.

The key responsibilities contained in this job description are indicative not exhaustive. Duties and responsibilities may be altered in discussion with the post holder.

All post-holders within the Directorate are expected to be able to provide support across all areas, beyond their immediate team, as requested by the Director and commensurate with their skills, knowledge and experience.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.

Person Specification

Job Title: **HR Apprentice**

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

Selection Criteria					
Attributes		Item	Relevant Criteria	Identification Method	Rank
1	Skills & Abilities	1.1	Ability to follow tasks through to conclusion whilst ensuring quality	A/I	E
		1.2	Well organised with ability to work accurately to tight deadlines	A/I	E
		1.3	Strong understanding and respect for confidentiality	A/I	E
		1.4	Good verbal and written communication skills including an excellent telephone manner	A/I	E
		1.5	Accurate keyboard and data entry skills with excellent attention to detail	A/I	E
		1.6	Able to work cooperatively within a team and on own initiative	A/I	E
		1.7	Good organisational skills	A/I	E
		1.8	Good interpersonal and customer service skills	A/I	E
		1.9	An ability to work using own initiative within boundaries	A/I	E
		1.10	An ability to work effectively with people across a wide range of levels and responsibilities	A/I	E
		1.11	Good attention to detail	A/I	E

		1.12	Good numeracy skills	A/I	E
		1.13	The ability to maintain confidentiality	A/I	E
2	General & Specialist Knowledge	2.1	Proficient user of Microsoft Office programmes	A/I	E
3	Education & Training	3.1	5 G.C.S.E's Grade A-C or equivalent	A/I	E
		3.2	Completed or working towards Certificate in Personnel Practice (CPP)	A/I	D
4	Relevant Experience	4.1	Reasonable level of general admin skill – general office skills, telephone answering skills and IT skills experience.	A/I	E
5	Special Requirements	5.1	Ability to communicate in Welsh	A/I	D
Date of Revision			July 2023		

Key	Identification Method	A	Application Form
		I	Interview
		T	Test
		C	Copy of Certificates
		P	Presentation
		G	Group Assessment
	Rank	E	Essential
		D	Desirable

