Swydd Ddisgrifiad: Peiriannydd Meddalwedd	
Maes Rhaglen / Adran	Gwasanaethau TGCh
Prif Safle	Llandrillo-yn-Rhos
Cyflog	£37,232.57 - £42,518.91 y flwyddyn Cymorth Busnes Graddfa 8-9 - Pwynt 35-40
Y Math o Gontract	Parhaol
Telerau'r Contract	Llawn Amser
Yn atebol i	Diprwy Gyfarwyddwr Gwasanaethau TGCh

Prif Ddyletswyddau a Chyfrifoldebau

Gweithio'n agos gydag Staff Uwch y Gwasanaethau TGCh i gyflawni'r dyletswyddau canlynol:

1.
   a) Gwaith gosod, ffurfweddu, integreiddio, cefnogi a chynnal a chadw a chreu delweddau ar gyfer systemau cyfrifiadurol bwrdd gwaith a rhith weinyddion
   b) Darparu cefnogaeth a bod yn gyfrifol am osodiadau, ffurfweddu, a chynnal a chadw cymwysiadau ar draws rhwydwaith y grŵp, a systemau arunig yn ôl y galw
   c) Darparu cefnogaeth a bod yn gyfrifol am osod, ffurfweddu, cynnal a chadw systemau gweithredu a chymwysiadau arunig yn ôl y gofyn
   d) Bod yn gyfrifol am ddiogelwch cyfrifiaduron personol cleientiaid o ran diogelu ffeiliau a meddalwedd gwrthfeirysau
   e) Ymchwilio ac argymell datblygiadau a gwelliannau TGCh addas a allai fod yn fuddiol i'r Grŵp.
   f) Darparu cefnogaeth i ddefnyddwyr Academaidd a Gweinyddol ar y cyd ag aelodau staff eraill y Gwasanaethau TGCh
   g) Darparu cefnogaeth ar gyfer Dilysu Aml-ffactor
   h) Gweithio gydag aelodau staff eraill y Gwasanaethau TGCh i sicrhau bod meddalwedd priodol a chaledwedd perthnasol yn cael eu gosod a'u ffurfweddu i ddiwallu anghenion meysydd Gweinyddol ac Academaidd y Grŵp
   i) Cadw dogfennau am weithdrefnau, polisïau, systemau a rhestrau stoc yn gyfredol
   j) Darparu hyfforddiant a chefnogaeth i staff TGCh eraill i sicrhau bod prosesau a gweithdrefnau cywir yn cael eu dilyn ar gyfer gosod delweddau ar y rhwydwaith a dyfeisiau annibynnol
   k) Gosod a chynnal a chadw systemau a pholisïau trwyddedu meddalwedd
   l) Cysylltu a chyfathrebu â chwmnïau ac unigolion allanol yn ôl y galw

2. Darparu cefnogaeth a gweinyddu a ffurfweddu systemau arholiadau, gweinyddwyr a chleientiaid ar-lein, gan gysylltu â staff y Grŵp a Chyrff Dyfarnu yn ôl yr angen.

3. Darparu cefnogaeth i systemau'r Grŵp e.e. Rhith-amgylchedd Dysgu (VLE), Cyflogres, Cyllid, Llyfrgell, Cofnodion Dysgwyr, Amserlenni, Ebost, gan gynnwys uwchraddio o ochr y cleient. Datrys problemau a chaniatáu/datrys problemau mynediad defnyddwyr ar yr holl feddalwedd a systemau a ddefnyddir gan y Grŵp.

4. Mynychu'r cyrsiau a'r digwyddiadau hyfforddi sy'n angenrheidiol i gyflawni dyletswyddau'r swydd yn effeithiol;

5. Cyflawni dyletswyddau rhesymol eraill yn ôl y galw.

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu

Gwybodaeth a Phrofiad			
Bydd gennych brofiad cyfredol helaeth (3 blynedd +) ar lefel Gweinyddwr, gan weithredu cefnogi a chynnal a chadw cymwysiadau a systemau mewn amgylchedd rhwydwaith mawr. Profiad blaenorol o ddefnyddio Zenworks yn ddymunol iawn.	X		Ffurflen Gais / Cyfweliad
Rhaid gallu dangos agwedd gadarnhaol ac etheg waith broffesiynol mewn amgylchedd heriol sy'n symud yn gyflym ynghyd â gwybodaeth a dealltwriaeth eang o TGCh ar lefel menter.	X		Ffurflen Gais / Cyfweliad
Rhaid wrth y gallu i gymryd cyfrifoldeb a darparu gwasanaeth proffesiynol wrth ddesg gymorth i ddefnyddwyr academaidd a gweinyddol y rhwydwaith	X		Ffurflen Gais / Cyfweliad
Sgiliau a Nodweddion Personol			
Rhaid gallu gweithio heb oruchwyliaeth a chynllunio a blaenoriaethu eich amserlen waith yn unol â blaenoriaethau ac amcanion y Gwasanaethau TGCh	X		Ffurflen Gais / Cyfweliad
Rhaid wrth y gallu i gyfathrebu'n effeithiol	X		Ffurflen Gais / Cyfweliad
Rhaid dangos ymrwymiad a phenderfyniad i sicrhau bod safonau uchel presennol cyfleusterau TGCh Grŵp Llandrillo Menai yn cael eu cynnal a'u cadw	X		Ffurflen Gais / Cyfweliad
Gofynion Ychwanegol			
Y gallu i deithio'n unol â gofynion y swydd	X		Ffurflen Gais
Sgiliau Cymraeg			
Ceir manylion llawn am lefelau sgiliau Cymraeg yn: https://www.gllm.ac.uk/cy/jobs			
Dealltwriaeth o'r Gymraeg	Mynediad		Cyfweliad
Yn siarad Cymraeg	Mynediad		Cyfweliad
Llythrennedd Cymraeg	Mynediad		Cyfweliad

Noder os gwelwch yn dda - fe roddir ystyriaeth i ymgeiswyr sy'n nodi eu bod o fewn 1 lefel i fodloni'r gofyniad sgiliau Cymraeg gofynnol ar gyfer y swydd ar yr amod y byddai unrhyw gynnig o gyflogaeth yn cynnwys cytundeb cytundebol i ddatblygu eu Sgiliau Cymraeg.

Gwybodaeth ychwanegol: Bydd y cyfweliad yn cynnwys cyfres o brofion i ganfod beth yw gwybodaeth a gallu'r ymgeiswyr o ran cymwysiadau a rhwydweithiau.

Gofynion Gorfodol

Mae'r Grŵp wedi ymrwymo i ddiogelu ac amddiffyn Iechyd a Lles plant, pobl ifanc ac oedolion agored i niwed. Yn unol â Deddf Adsefydlu Troseddwyr 1974, bydd gofyn i unigolion gael gwiriad manwl gan y Gwasanaeth Datgelu a Gwahardd i gadarnhau eu bod yn addas i weithio mewn amgylchedd addysgol. Bydd tystysgrifau GDG trwy wasanaeth diweddaru'r GDG yn cael eu derbyn yn unol â'r canllawiau a geir yn - https://www.gov.uk/dbs-update-service.

O dan adran 8 Deddf Mewnfudo a Lloches 1986, mae'n ofyniad cyfreithiol ar unigolion i ddarparu tystiolaeth ddogfennol sy'n cadarnhau bod ganddynt hawl i weithio yn y Deyrnas Unedig.

Crynodeb o'r Telerau a'r Amodau	
Oriau Gwaith	37 awr yr wythnos
Wythnos Waith	52 o wythnosau'r flwyddyn
Gwyliau Blynyddol	● 28 diwrnod y flwyddyn, yn codi i 32 diwrnod ar ôl pum mlynedd lawn o wasanaeth di-dor (01 Medi i 31 Awst). ● Yr holl wyliau cyhoeddus arferol, i'w pennu'n flynyddol. ● Hyd at 5 diwrnod effeithlonrwydd / diwrnod y trefnwyd i'r safle fod ar gau bob blwyddyn, i'w pennu'n flynyddol. ● Bydd gan y rhai ar gontractau Rhan-amser hawl pro rata i'r hyn a nodir uchod. ● Bydd gan y rhai ar gontractau Amser Tymor hawl pro rata i'r hyn a nodir uchod a delir fel rhan o'r cyflog blynyddol.
Pensiwn	Cynllun Pensiwn Llywodraeth Leol (https://www.lgpsmember.org/)
Teithio	Caiff y trefniadau ar gyfer ad-dalu treuliau i aelodau staff sy'n mynd i gostau ychwanegol wrth wneud gwaith swyddogol i Grŵp Llandrillo Menai eu hegluro yn y Polisi Teithio, Cynhaliaeth ac Adleoli. Yn dilyn eu penodiad, bydd gofyn i ymgeiswyr llwyddiannus gwblhau Ffurflen Asesu Gyrwyr ar gyfer Sgrinio Iechyd (os yw'n berthnasol). I gadarnhau bod ganddynt yswiriant at "Ddibenion Busnes", mae'n rhaid i bob gweithiwr sy'n hawlio treuliau am ddefnyddio eu ceir personol gyflwyno copïau o'u tystysgrifau yswiriant i Adran Gyllid y Grŵp bob blwyddyn.
Sgrinio Iechyd	Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.

Job description: Software Engineer	
Programme area / Department	ICT Services
Main site	Rhos-on-Sea
Salary	£37,232.57 - £42,518.91 per annum Business Support Scale 8-9 - Points 35-40
Contract type	Permanent
Contract terms	Full Time
Reporting to	Deputy Director ICT Services

Main duties and responsibilities

Working closely with Senior ICT Services staff, primarily the Lead Systems and Network Engineer, in order to carry out the following duties:

1.
   a) Installation, configuration, integration, support, maintenance and image creation for desktop operating systems and virtual servers
   b) Installation, configuration, support and maintenance of applications across the Grŵp's extensive network environment and standalones as requested
   c) Installation, configuration, support and maintenance of operating systems and applications on a standalone basis as requested
   d) Security of client PCs with regards to file protection and antivirus software
   e) Investigate and recommend ICT developments and enhancements that may be beneficial to the Grŵp
   f) Administration and Academic User Support, in conjunction with other ICT Services Staff
   g) Provide support for Multi Factor Authentication
   h) Work with other ICT Services Staff to ensure that appropriate software and relevant hardware is installed and configured to meet the needs of the Administration and Academic areas of the Grŵp
   i) Keep procedural, inventory, system and policy documentation up to date
   j) Provide training and support to other ICT staff to ensure correct processes and procedures are followed for deployment of images to network and standalone devices
   k) Maintenance and installation of software licensing systems and policies
   l) Liaising and communicating with external companies and persons as necessary

2. Administration, configuration and support of online exams systems, servers and clients, liaising with Grŵp staff and Awarding Bodies as necessary.

3. Provide support for Grŵp systems e.g. VLE, Payroll, Finance, Library, Student Records, Time-Tabling, Email, including client side upgrades. Troubleshoot and grant/resolve user access issues on all software and systems used by the Grŵp.

4. To attend training courses and events as necessary in order to carry out duties effectively.

5. To carry out other duties as reasonably requested.

Person specification	**Essential**	**Desirable**	**Assessment method**
Knowledge and experience			
Will have extensive current experience (3 years +) at Administrator level, implementing	X		Application form / Interview

supporting and maintaining applications and systems in a large network environment. Previous experience using Zenworks is highly desirable			
Must be able to demonstrate a positive attitude and professional work ethic in a fast moving, challenging environment combined with a broad knowledge and understanding of enterprise level ICT	X		Application form / Interview
Must be able to take responsibility and provide professional helpdesk support to academic and administration network users	X		Application form / Interview
Skills and attributes			
Must be able to work unsupervised and be capable of planning his/her own work schedule in line with ICT Services priorities and objectives	X		Application form / Interview
Must be able to communicate effectively	X		Application form / Interview
Will demonstrate commitment and determination to make sure the current high standard of ICT support and facilities at Grwp Llandrillo Menai are maintained	X		Application form / Interview
Additional requirements			
Able to travel as required to fulfil the requirements of the role	X		Application form
Welsh language skills			
Full details of the Welsh skill levels can be found at: https://www.gllm.ac.uk/jobs			
Welsh Understanding	Entry		Interview
Welsh Speaking	Entry		Interview
Welsh Literacy	Entry		Interview

Please note: consideration will be given to applicants who indicate that they are within 1 level of meeting the required Welsh skills requirement for the post on the proviso that any offer of employment would include a contractual agreement to develop their Welsh Skills.

Additional information: The interview will consist of a series of tests to establish the candidate's knowledge and competence in applications and networks.

Mandatory requirements

The Grŵp is committed to Safeguarding and protecting the Health and Welfare of children, young people and vulnerable adults. Individuals will be required to complete an Enhanced Disclosure with the Disclosure and Barring Service in accordance with the Rehabilitation of Offenders Act 1974 to ascertain their suitability to work in an educational environment. DBS certificates via the DBS update subscription service will be accepted in accordance with guidance provided - https://www.gov.uk/dbs-update-service.

Under section 8 of the Asylum and Immigration Act 1986 individuals are required by law to provide documentary evidence confirming their eligibility to work in the United Kingdom.	
Summary of the terms and conditions	
Working hours	37 hours per week
Working weeks	52 weeks per year
Annual leave	● 28 days leave per annum, rising to 32 days after 5 full holiday years' continuous service (01 September to 31 August). ● All normally observed public holidays, determined annually. ● Up to 5 days efficiency closure days per annum, determined annually. ● Part Time contracts will receive a pro rata entitlement to the above. ● Term Time contracts will receive a pro rata entitlement to the above paid as part of annual salary.
Pension	Local Government Pension Scheme (https://www.lgpsmember.org/)
Travel	Arrangements to reimburse employees who incur additional expense whilst carrying out their official duties on behalf of the Grŵp is outlined in the Travel, Subsistence and Relocation policy. Successful applicants will be required to complete a Drivers Assessment Form for Health screening upon appointment (if applicable). Copies of insurance certificates must be provided to the Grŵp Finance department on an annual basis by all employees claiming mileage expenses for using their own car to confirm that "Business Use" insurance is in place.
Health screening	Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.