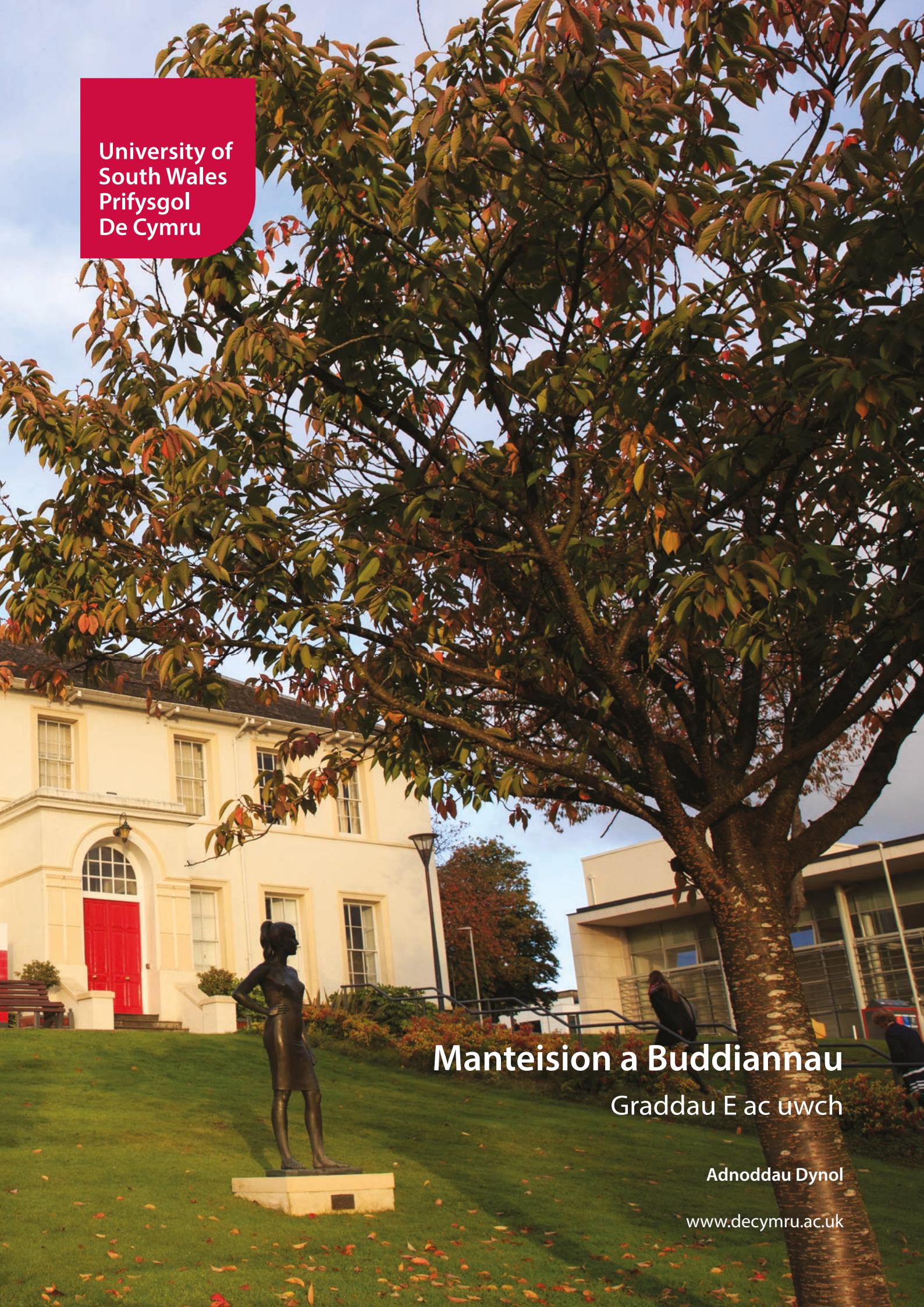




**University of
South Wales**
Prifysgol
De Cymru



Manteision a Buddiannau

Graddau E ac uwch

Adnoddau Dynol

www.decymru.ac.uk

Is-ganghellor



Rydw i wrth fy modd eich bod chi wedi mynogi diddordeb i ddatblygu’ch gyrrfa drwy gyflogaeth ym Mhrifysgol De Cymru. Mae'r Brifysgol yn sefydliad addysg uwch dynamig sydd ar flaen o gad o ran newid arloesol yng Nghymru a thu hwnt. Mae ein gweledigaeth yn cynnwys cynnig addysg broffesiynol heb ei hail, sy'n canolbwytio ar gyflogaeth, ac arloesedd a gaiff ei lywio gan ymchwil a meithrin perthynas â busnes.

gwytnwch, mae'r Brifysgol wedi buddsoddi'n sylweddol yn ei seilwaith dros y blynnyddoedd diwethaf i annog a chefnogi dysgu, addysg ac ymchwil nodedig o'r ansawdd gorau dros amrywiaeth o ddisgyblaethau academaidd.

Mae llawer o ymdrechion y Brifysgol – cyrsiau astudio, ymchwil a gweithgareddau masnachol – yn gyfeiriedig at anghenion proffesiynau, diwydiant a'r sector cyhoeddus. Rydw i'n haeddiannol falch o'r Brifysgol a'i llwyddiannau – mae talentau ein myfyrwyr a'n staff wedi'n twys ar hyd y daith o'n gwreiddiau fel South Wales & Monmouthshire School of Mines yn agos at ganrif yn ôl i'n safle presennol fel y Brifysgol fwyaf yng Nghymru.

Mae'r swydd yr ydych yn ymgeisio amdani'n amodol ar y telerau a'r amodau a gaiff eu hamlinellu yn y ddogfen hon.

Hyderaf y bydd y wybodaeth yn y cyhoeddriad hwn yn ddefnyddiol i chi wrth i chi fynd ati i ddatblygu’ch cais i'r Brifysgol.

Pob lwc!

Julie Lydon
Is-Ganghellor



Manteision a Buddiannau

Eich cyflog

Mae ein pecyn buddiannau'n cynnwys cyflog cystadleuol â strwythur talu clir wedi ei ddiffinio'n dda sy'n adlewyrchu amodau'r farchnad a lefelau'r sgiliau a phrofiad yr ydym yn gofyn amdanynt er mwyn aros fel ceffylau blaen ein hamgylchedd heriol a chystadleuol.

Mae ein taliadau hael o ran Mamolaeth, Tadolaeth a Mabwysiadau'n hyrwyddo ymrwymiad y Brifysgol i gefnogi amodau gwaith sy'n ystyriol o'r teulu.

Eich Pensiwn

Caiff pob aelod o staff gyfle i ymuno a chynllun pensiwn hael. Maeaelodaeth yn cario manteision sylweddol gan gynnwys:

- Pensiwn sy'n gysylltiedig â mynegai – mae hyn yn golygu bod gwerth eich pensiwn yn cynyddu'n flynyddol wrth i brisiau godi.
- Cyfandaliad di-dreth – taliad un-tro sy'n ddi-dreth, pan fyddwch yn ymddeol.
- Budd-daliadau Marwolaeth - os byddwch yn marw tra byddwch yn aelod o'r cynllun caiff cyfandaliad grant marwolaeth ei dalu i'ch ystâd.
- Pensiwn eich Priod – nid yn unig yw hwn yn rhoi incwm rheolaidd i chi ar ôl i chi ymddeol, ond mae hefyd yn darparu ar gyfer eich teulu neu eraill sy'n dibynnu arnoch â diogelwch ariannol ar ôl i chi farw.
- Budd-daliadau Afiechyd - Os byddwch yn rhy sâl i weithio, mae'n bosibl y byddwch yn derbyn eich pensiwn yn gynnwr.

Eich Gwyliau Blynnyddol

Caiff cyflogion yr hawl i gael gwyliau blynnyddol hael sy'n anelu at annog cydwyseidd gwaith/bywyd iach. Yn ychwanegol at eich hawl sylfaenol am wyliau byddwch hefyd yn cael yr holl 8 wyliau banc cyhoeddus a dyddiau gwyliau pellach i'w cymryd yn ystod diwrnodau cau'r Brifysgol, gan gynnwys dros gyfnod y Nadolig.

Hawl Sylfaenol	35
Gwyliau Cyhoeddus	8

Nodwch fod hawl am wyliau blynnyddol ar gyfer cyflogion rhan-amser yn pro rata.



Eich lechyd a'ch Lles

Caiff amryw weithgareddau eu cynnal i gefnogi eich lechyd a'ch lles gan gynnwys teithiau cerdded a digwyddiadau ar y Campws.

Caiff staff anogaeth weithredol i ymuno â'n Canolfan Chwaraeon sy'n cynnigaelodaeth gymorthdaledig.

Mae'n nifer o leoedd arlwyd yn cynnig amrywiaeth o opsiynau bwyta'n iach.

Mae gennym hefyd wasanaeth lechyd Galwedigaethol a mynediad at Raglen Cymorth i Gyflogelion sy'n darparu cymorth emosiynol ac ymarferol mewn perthynas â materion sy'n effeithio arnoch gartref neu yn y gwaith.

Cydraddoldeb ac amrywiaeth

Mae'r Brifysgol wedi ymrwymo i gyflogi gweithle amrywiol a chreu amgylchedd cynhwysol lle gall staff deimlo'n gartrefol a phawb yn cael eu trin ag urddas, tegwch a pharch. Rydym yn croesawu ymgeiswyr o gefndiroedd a chymunedau amrywiol, yn enwedig o safbwyt oedran, anabledd, rhyw, hunaniaeth rhyw, tueddfryd rhywiol, hil a chrefydd neu gred.

Fel cyflogwr 'Hyderus ag Anabled', rydym yn gwarantu y cynigir cyfweliad i bob ymgeisydd anabl sy'n cwrdd â'r holl feini prawf hanfodol ar gyfer y swydd wag maent yn ymgeisio amdano.

Mae gan Brifysgol De Cymru Bolisi Gweithio'n Hyblyg ar waith sy'n agored i bob gweithiwr. Ystyrir patrymau rhan amser, amser tymor, rhannu swyddi a threfniadau gweithio hyblyg, yn amodol ar fodloni anghenion y Brifysgol.

Mae PDC yn Hyrwyddwr Amrywiaeth Stonewall. Mae gennym hefyd Rwydwaith Staff LGBT+ gweithgar o'r enw 'Sbectrwm' a rhaglen Modelau Rôl LGBT+. Mae Sbectrwm yn bodoli i gefnogi staff ym Mhrifysgol De Cymru yn eu bywydau gwaith ac i hyrwyddo ymwybyddiaeth o faterion LGBT+ yn y Brifysgol. Mae'n gyfuniad o aelodau staff LGBT+ a chyngreiriaid cefnogol.

Eich Cydbwysedd Gwaith/Bywyd

Rydym yn cydnabod bod cael y cydbwysedd cywir rhwng gwaith a bywyd yn fuddiol i bawb.

Mae gan y Brifysgol nifer o fentrau sy'n cefnogi'n staff wrth gyflawni'r cydbwysedd hwn.

- Gweithio hyblyg - gall hyn gynnwys newidiadau mewn oriau neu batrymau gwaith, gweithio rhan amser neu weithio rhan o'r flwyddyn, oriau cywasgedig.
- Gwyliau rhieni – rhoi amser di-dâl i rieni i ofalu ar ôl plentyn
- Absenoldeb Tosturiol – mae gwyliau Absenoldeb Tosturiol yn caniatáu amser i ffwrdd wedi ei dalu pan fo plentyn neu oedolyn yn ddifrifol wael neu wedi cael damwain ddifrifol.
- Cyfleusterau gofal plant ar Gampws Pontypridd (dan ofal Acorns Nurseries) – amgylchedd llawn hwyl, cyfeillgar, diogel ac addysgiadol ble gall plant i staff a myfyrwyr dreulio'u diwrnod tra bo'u rhieni yn y gwaith.
- Gofal Plant Di-dreth- i'w ddefnyddio i dalu am 20% o gostau gofal plant (hyd at £2,000 y plentyn, y flwyddyn, yn seiliedig ar gostau gofal plant o £10,000 y flwyddyn), i blant hyd at 12 oed, neu hyd at 17 oed yn achos plant anabl gydag £14,000 y plentyn, y flwyddyn.

Eich Datblygiad

Nod y Brifysgol yw cynorthwyo datblygiad personol a phroffesiynol cyflogelion, yn enwedig pan fyddwch yn dechrau gweithio â ni. Yn ystod eich cyfnod prawf caiff eich amcanion ac unrhyw anghenion datblygu cysylltiedig neu benodol eu nodi. Caiff eich anghenion datblygu parhaus, sy'n cyweddu â'ch amcanion a'ch datblygiad personol, eu nodi drwy broses arfarnu barhaus.

Mae'r rhaglen Addysg Bersonol Barhaus ar gael i helpu staff i wella eu cymwysterau proffesiynol.

Campws y Ddinas, Casnewydd



Manteision Eraill

Cyfleusterau Arlwoyo Ar y Safle

Ceir dewis helaeth o fwyd poeth ac oer yn y caffis a'r tai bwtya ar bob campws; gallwch hefyd brynu byrbrydau a bwyddydd hanfodol yn siopau Undeb y Myfyrwyr. Mae Prifysgol De Cymru'n brifysgol masnach deg swyddogol. Rhoddodd y sefydliad Fasnach Deg y statws hwn i ni i gydnabod yr hyn a wnawn i greu bwyd tecach a mwy diogel.

Canolfan Hamdden

Mae enw rhagorol gan ein Canolfan ar gyfer Chwaraeon, Iechyd ac Ymarfer Corff, am ansawdd y cyfleusterau, sydd ymhliith rhai o'r gorau yn yr ardal. Gall staff elwa oddi wrth ddisgownt i'r aelodaeth.

Cynllun Seiclo i'r Gwaith

Rydym yn gweithredu Cynllun Seiclo i'r Gwaith sy'n golygu bod staff yn gallu cael beiciau ac offer seiclo gydag arbedion sylweddol.

Canolfan Adnoddau Dysgu

Mae aelodaeth am ddim gan yr holl gyfleoedd i lyfrgelloedd helaeth y Brifysgol. Ochr yn ochr â chyfoeth o Lyfrau a Chylchgronau, mae gan y Ganolfan Cyfleusterau Dysgu y Cyfleuster Cynadleddada Fideo diweddaraf y gall staff ei archebu a'i ddefnyddio.

Cynllun Cydnabyddiaeth Staff

Mae'r gwobrau hyn yn cydnabod ymdrechion a chyflawniadau eithriadol, gan ddathlu'r sawl sydd wir yn cofleidio'r gwerthoedd craidd.

Mentrau Teithio Gwyrdd

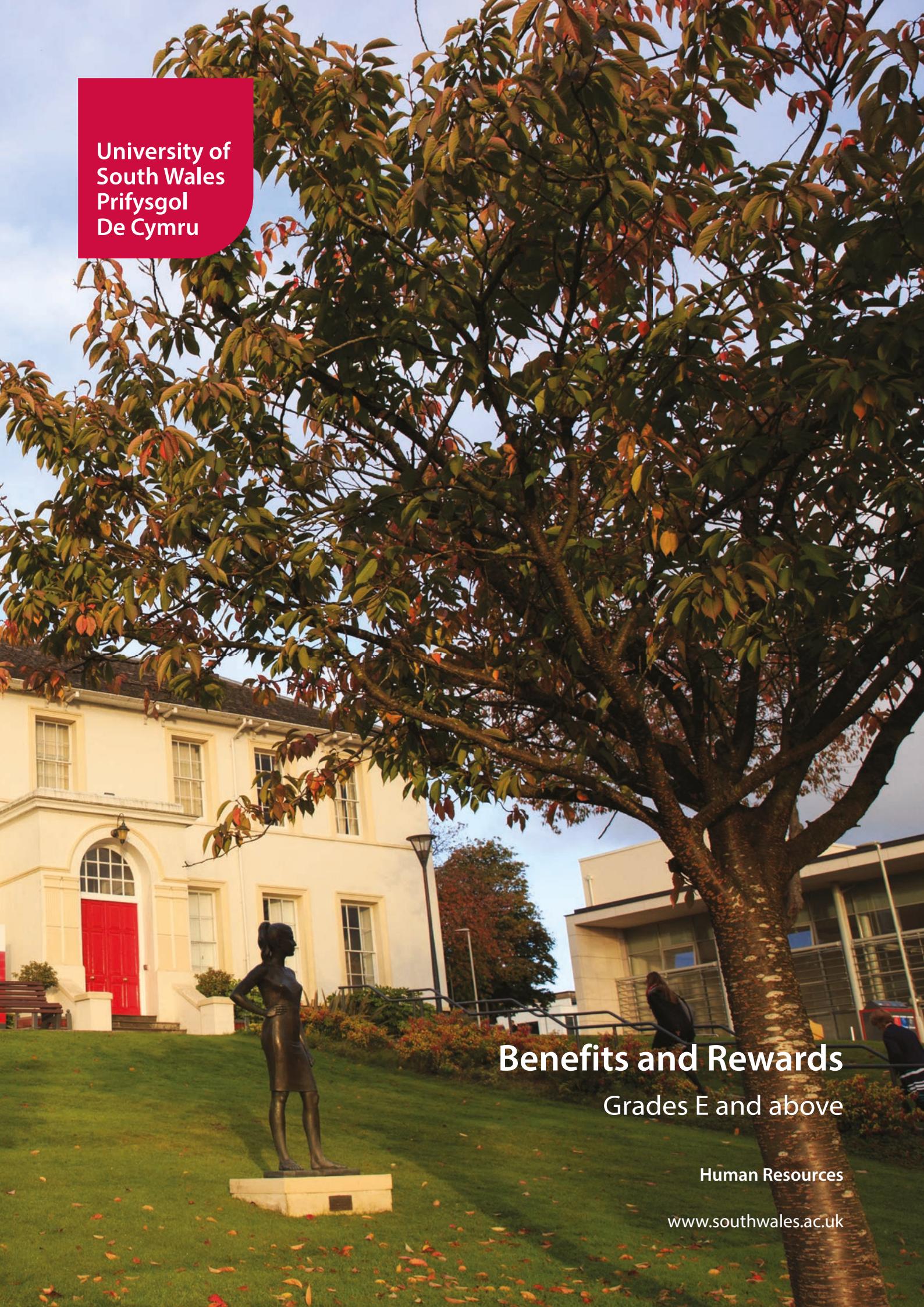
Mae'n hawdd cyrraedd pob Campws â thrafnidiaeth gyhoeddus, ac mae gwasanaethau trêr rheolaidd yn rhedeg rhwng Merthyr Tudful, Caerdydd a Chasnewydd a gwasanaethau bws mynchy. Mae staff hefyd yn gymwys i gael gostyngiad pris i'w tocynnau trêr blynnyddol ac mae benthyciadau di-log ar gael i dalu am gost tocynnau tymor.

Adeilad ATRiuM, Campws Caerdydd



Adeilad George Knox, Campws Glyn-taf Uchaf, Pontypridd





Benefits and Rewards

Grades E and above

Human Resources

www.southwales.ac.uk

Vice-Chancellor



I am delighted that you have expressed an interest in progressing your career through employment at the University of South Wales. The University is a dynamic higher education institution which is at the vanguard of innovative change within Wales and beyond. Our vision is to be unrivalled for professional, employment-focused education and research-informed innovation and business engagement.

Displaying a strong track record of robust financial management and resilience, the University has in recent years invested significantly in its infrastructure to encourage and support distinctive learning, teaching and research of the highest quality across a range of academic disciplines.

Much of the University's academic endeavour – courses of study, research and commercial activities - is orientated to the needs of professions, industry and the public sector. I am justly very proud of the University and its achievements – the talents of our students and staff have taken us from our origins as the South Wales & Monmouthshire School of Mines close to a century ago to our current position as the largest University in Wales.

The post for which you are applying will be subject to the terms and conditions as outlined in this document.

I trust that you will find the information in this publication of use as you now develop your application to the University.

Good luck!

Julie Lydon
Vice-Chancellor

Treforest Campus, Pontypridd



Benefits and Rewards

Your Salary

Our reward package includes a competitive salary with a well defined, clear pay structure which reflects both market conditions and the levels of skills and experience we require to remain at the leading edge of our challenging and competitive environment.

Our generous Maternity, Paternity and Adoption pay promotes the University's commitment to supporting family friendly working.

Your Pension

All employees will have the opportunity to join a generous pension scheme. Membership carries significant benefits including:

- An index-linked pension - this means the value of your pension increases annually to protect its value as prices rise.
- Tax-free cash lump sum - a one off payment on retirement which is tax-free.
- Death Benefits - if you die while you're a member of the scheme a lump sum death grant will be paid to your estate.
- Spouse's pensions - not only provides you with a regular income after you retire, but also provides your family or other dependants with financial protection after you die.
- Ill Health Benefits - If you become too ill to work, you may receive your pension early.

Your Annual Leave

Employees are entitled to a generous annual leave entitlement which aims to encourage a healthy work/life balance. Additional to your basic leave entitlement you will receive all 8 public bank holidays and further leave days taken during University closure days, including over the Christmas period.

Basic Entitlement	35
Public Holidays	8

Please note that annual leave entitlement is pro rata for part time employees.



Your Health and Wellbeing

Varying activities take place to support your health and wellbeing, including Campus walks and events.

Staff are actively encouraged to join our Sports Centre with offers of subsidised membership.

Our many catering outlets offer a wide variety of healthy eating options.

We also have an Occupational Health service and access to an Employee Assistance Programme which provides emotional and practical support for issues affecting you at home or work.

Equality and Diversity

The University is committed to employing a diverse workforce and creating an inclusive environment where staff can be themselves and every person is treated with dignity, fairness and respect. We welcome applicants from diverse backgrounds and communities, especially with regards to age, disability, gender, gender identity, sexual orientation, race and religion or belief.

As a 'Disability Confident' employer, we guarantee that all disabled candidates who meet all the essential criteria for the job vacancy they are applying for are offered an interview.

USW has a Flexible Working Policy in place that is open to all employees. Part time, term time, job share and flexible working arrangements will be considered, subject to meeting the needs of the University.

USW is a Stonewall Diversity Champion. We also have active LGBT+ Staff Network called 'Spectrum' and LGBT+ Role Models programme. Spectrum exists to support staff at the University of South Wales in their working lives and to promote awareness of LGBT+ issues within the University. It is a collective of LGBT+ staff members and supportive allies.

Your Work/Life Balance

We recognise that getting the balance between work and home right will benefit everyone.

The University has a number of initiatives that support our staff in achieving this balance.

- Flexible working - this may include changes in hours or patterns of work, part-time or part-year working, compressed hours.
- Parental leave – providing parents with unpaid time off to look after a child
- Compassionate Leave – Compassionate leave policy allows time off with pay where a child or adult dependant falls seriously ill or has a serious accident
- Childcare facilities at Pontypridd Campus (operated by Acorns Nurseries) - fun, friendly, safe and educational environment at which the children of staff and students can spend their day while their parents are at work.
- Tax-Free Childcare – used to cover 20% of childcare costs (up to £2,000 per child, per year based in child care costs of £10,000 per year), for children up to the age of 12, or up to 17 for disabled children with £14,000 per child per year

Your Development

The University aims to support employees' personal and professional development, particularly so when you start working for us. During your probation period, objectives and any associated or specified development needs will be identified. Your ongoing development needs aligned to your objectives and personal development are identified through the on-going appraisal process.

The Continuing Personal Education programme is available to help staff improve their professional qualifications.

City Campus, Newport



Other Benefits

On-site catering Facilities

The campus cafes and restaurants offer a great variety of hot and cold food; you can also buy snacks and food essentials in the Students'Union shops. The University of South Wales is officially a Fairtrade university. The Fairtrade foundation granted us this status to recognize what we are doing to create a fairer and safer world.

Sport Centre

Our Centre for Sport, Health and Exercise has an excellent reputation for the quality of its facilities, which are some of the finest in the area. Staff can benefit from discounted membership.

Cycle to Work Scheme

We operate a cycle to work scheme whereby staff can obtain bikes and cycle equipment at significant savings.

Learning Resources Centre

All employees have free membership to the University's extensive libraries. Alongside a wealth of Books and Journals the Learning Resource Centre has a state of the art Video Conferencing Facility which can be booked and used by staff.

Staff Recognition Scheme

These awards recognize outstanding efforts and achievements, celebrating those who really live and breathe the core values.

Green Travel Initiatives

All Campuses are easily accessible by public transport, with regular train services running between Merthyr Tydfil, Cardiff and Newport and frequent local bus services. Staff are also eligible for discounted annual rail tickets and interest free loans are available to cover the cost of season tickets.

ATRiuM Building, Cardiff Campus



George Knox Building, Upper Glyntaff Campus, Pontypridd

