

WELSH GOVERNMENT HR POLICIES/ POLISI'AU ADNODDAU DYNOL  
LLYWODRAETH CYMRU

RECRUITMENT/ RECRIWTIO

- [RECRUITMENT POLICY](#)
- [POLISI RECRIWTIO](#)

# POLISIŌAU ADNODDAU DYNOL LLYWODRAETH CYMRU

## RECRIWATIO

Polisi Llywodraeth Cymru yw sicrhau bod y bobl gywir yn y swyddi cywir ar yr adeg gywir er mwyn cyflawni busnes Llywodraeth Cymru yn effeithiol ac yn effeithlon ar gyfer pobl Cymru. Sylwer bod ein holl bolisiau yn cynnwys pob aelod o staff waeth beth yw oedran, priodasau (gan gynnwys priodasau cyfartal/un rhyw) a partneriaeth sifil, anabledd, rhyw, cyfeiriadedd rhywiol, beichiogrwydd a mamolaeth, hil, crefydd neu gred, hunaniaeth o ran rhywedd neu mynegiant rhywedd.

Ein nod yw sicrhau proses deg, cyson a thryloyw, lle mae penderfyniadau dethol yn seiliedig ar asesu gwrthrychol a gwneir penodiadau ar sail teilyngdod.

Mae'r egwyddorion canlynol yn sail i'n polisi a'n harfer:

- **Datblygu gyrfa fewnol a chamu ymlaen ynnddi:** Caiff y rhan fwyaf o swyddi gwag eu llenwi'n fewnol ar wahân i swyddi arbenigol lle nad yw'r set sgiliau ar gael yn fewnol neu swyddi lefel mynediad neu hyfforddi e.e. prentisiaethau. Mae darparu cyfleoedd datblygu a chamu ymlaen yn gwneud synnwyr busnes da oherwydd mae'n gwella ymgysylltu â chyflogeion a'u cadw ac yn cefnogi cynllunio ar gyfer olyniaeth;
- **Datblygu gweithlu medrus a hyblyg:** Mae rheoli'r broses o symud pobl ar ar Penodi yn galluogi Llywodraeth Cymru i gysoni pobl â blaenoriaethau gweinidogol a busnes mewn ffordd gyflym ac effeithiol. Rhydd hyn gyfleoedd i gyflogeion gyflawni rolau heriol a meithrin eu sgiliau mewn meysydd gwaith newydd.
- **Egwyddorion Recriwtio Comisiwn y Gwasanaeth Sifil** - Bydd yr holl recriwtio allanol cychwynnol i swyddi parhaol yn seiliedig ar yr egwyddorion statudol hyn, gan gynnwys y gofyniad i wneud penodiadau parhaol ar sail teilyngdod drwy gystadleuaeth deg ac agored fel y nodwyd yn Neddf Diwygio a Llywodraethu Cyfansoddiadol 2010;
- **Cysylltiad cryf rhwng canlyniadau cymhwysedd a rheoli perfformiad** Bwriedir i feini prawf cymhwysedd sicrhau mai dim ond y rheini y nodwyd bod ganddynt y perfformiad a'r potensial i symud i'r radd nesaf a gaiff wneud cais. Yn ogystal â bod yn adnodd sgrinio, mae'n golygu bod ymgeiswyr credadwy o'r radd flaenaf ar gael i reolwyr llinell sy'n recriwtio;

- **Cyfle Cyfartal:** Mae gennym ddyletswydd statudol i lynu wrth egwyddorion cyfle cyfartal i bawb wrth gyflawni ein busnes fel cyflogwr a darparwr gwasanaeth. Mae gennym ddyletswydd gyfreithiol i ddileu unrhyw wahaniaethu anghyfreithlon o dan Ddeddf Cydraddoldeb 2010 ac unrhyw ddeddfwriaeth cydraddoldeb arall, datblygu cyfle cyfartal i bawb a hyrwyddo cysylltiadau da rhwng pobl sy'n rhannu nodwedd warchoddedig a'r rheini nad ydynt yn rhannu nodwedd warchoddedig.

Gan barchu'r ddyletswydd hon, cydymffurfiwn â gofynion Cynllun Gwarantu Cyfweiliad yr Adran Gwaith a Phensiynau ar gyfer ymgeiswyr swydd anabl, gan gynnwys gwneud addasiad rhesymol lle bo ymgeisydd yn nodi bod angen hyn. (gweler Canllawiau a Gweithdrefnau)

- **Cynllunio'r Gweithlu:** Cyflawnir ein polisi drwy weithgareddau cynllunio'r gweithlu a gyflawnir gan bob Grŵp.

[Mae'r Canllawiau a'r Gweithdrefnau sy'n ategu ein polisi Recriwtio ar gael drwy glicio yma](#)

## WELSH GOVERNMENT HR POLICIES

### RECRUITMENT

It is the Welsh Government's policy to ensure that the right people are in the right posts at the right time to deliver the Welsh Government's business effectively and efficiently for the people of Wales. Please note that all of our policies are fully inclusive of all staff regardless of age, marriage (including equal/same sex marriage) and civil partnership, disability, sex, sexual orientation, pregnancy and maternity, race, religion or belief, gender identity or gender expression.

Our aim is to ensure a fair, consistent and transparent process, where selection decisions are based on objective assessment and appointments made on merit.

Our policy and practice is underpinned by the following principles:

- **Internal career development and progression:** The majority of vacancies will be filled internally except for specialist posts where the skillset cannot be found internally or for entry level or training posts e.g. apprenticeships. Providing opportunities for development and progression makes sound business sense as it increases employee engagement and retention and supports succession planning;
- **Development of a flexible and skilled workforce:** Managed lateral moves within Groups and lateral adverts on Appoint enables the Welsh Government to swiftly and effectively align people to meet ministerial and business priorities. This provides opportunities for employees to take on challenging roles and develop their skills in new areas of work.
- **Civil Service Commission Recruitment Principles** - All initial external recruitment to permanent posts will be underpinned by these statutory principles, including the requirement that permanent appointments must be made on merit via fair and open competition as set out in the Constitutional Reform and Governance Act 2010;
- **A strong link between eligibility and performance management outcomes** Eligibility criteria are designed to ensure that only those who have been identified as having the performance and potential to move to the next grade are able to apply. As well as being a screening tool, it provides recruiting line managers with a pool of credible, high-calibre candidates;
- **Equal Opportunity:** We have a statutory duty to adhere to the principles that there should be equality of opportunity for all people in conducting its business as an employer and service provider. We have a legal duty to eliminate all discrimination unlawful under the Equality Act 2010 and other equality legislation, advance equality of opportunity

for all people and promote good relations between people who share a protected characteristic and those who do not share a protected characteristic.

In respecting this duty, we comply with the requirements of the Department for Work and Pensions Guaranteed Interview Scheme for disabled job applicants, including making a reasonable adjustment where a candidate indicates that this is required. (See Guidance and Procedures)

- **Workforce Planning:** Delivery of our policy will be informed by workforce planning activities undertaken by all Groups.

[Guidance and Procedures to support the implementation of our Recruitment policy can be access by clicking here](#)

03 July 2019