

# Swydd Ddisgrifiad



<b>Cyfadran</b>	Cyfadran Gwyddorau Cymdeithasol a Bywyd
<b>Adran</b>	Ffisiotherapi
<b>Teitl y Swydd</b>	Darlithydd mewn Ffisiotherapi (Cyhyrsgerbydol)
<b>Rhif y Swydd</b>	2021279
<b>Yn atebol i</b>	Arweinydd Proffesiynol ar gyfer Ffisiotherapi

## Trosolwg o'r Swydd

Bydd deiliad y swydd yn addysgu rhaglenni Prifysgol Glyndŵr, cynnal ymchwil a gweithgaredd ysgolheigaid ac yn cyfrannu at reolaeth y rhaglenni hyn yn ôl yr angen.

Bydd yr unigolyn lle bo'n briodol, yn cyfrannu at weithgareddau masnachol a gweithgareddau cynhyrchu incwm eraill.

Bydd yr unigolyn yn cyfrannu at sicrhau bod ansawdd a safonau academiaidd y Brifysgol yn cael eu cynnal a bod profiad y myfyrwyr yn cael ei wella'n barhaus.

## Diben y Swydd

Cyfrannu at ddysgu, addysgu ac asesu Ffisiotherapi a rhaglenni cysylltiedig eraill, gan gyfrannu gwybodaeth arbenigol am gyflyrau cyhyrsgerbydol.

## Prif Atebolrwydd

### Cymorth Addysgu a Dysgu

- Datblygu a darparu adnoddau a deunyddiau addysgu i fodloni fframweithiau cyrsiau a deilliannau dysgu.
- Datblygu asesiadau i fesur perfformiad a dealltwriaeth myfyrwyr yn fanwl gywir.
- Goruchwyllo gwaith myfyrwyr ôl-raddedig a addysgir a/neu fyfyrwyr ymchwil, lle bo'n berthnasol, i gefnogi datblygiad sgiliau ymchwil myfyrwyr.
- Gosod, marcio ac asesu gwaith myfyrwyr, gan sicrhau bod yr amcanion dysgu wedi'u bodloni a bod yr adborth yn fanwl ac adeiladol.
- Cyfrannu'n weithredol at wella profiad y myfyrwyr.

### Gweithgareddau Ymchwil

- Ymgymryd ag ymchwil a/neu weithgaredd ysgolheigaidd cytunedig arall er mwyn cyfrannu at ddatblygiad rhaglenni ffisiotherapi a rhaglenni perthnasol eraill.
- Cyfrannu, lle bo angen, at baratoi cynigion a cheisiadau i gyrff allanol, yn ôl yr angen, i sicrhau cyllid ymchwil ac i gynhyrchu incwm ychwanegol i'r Brifysgol. Ysgrifennu a chyhoeddi canlyniadau ymchwil arloesol yn y maes i hyrwyddo sefyllfa'r Brifysgol yn y sector addysg uwch a'r gymuned yn ehangach.
- Dadansoddi data a gwerthuso gwybodaeth y gellir ei defnyddio i fod yn sail i addysgu a dysgu.
- Datblygu amcanion ymchwil a chynigion am eich ymchwil eich hun a/neu ymchwil ar y cyd sy'n bodloni'r meini prawf cyllid.
- Defnyddio menter, creadigrwydd a beirniadaeth i ddatblygu dulliau ymchwil priodol sy'n hyrwyddo gweithgaredd ysgolheigaidd yn y maes.

### Menter Academaidd

- Cymryd rhan yn natblygiad partneriaethau mewnol ac allanol er mwyn lledaenu gwybodaeth, rhannu arferion gorau, sefydlu cyfleoedd am waith ar y cyd a gwella enw da'r Brifysgol.
- Cymryd rhan mewn rhwydweithiau ffurfiol i adeiladu cysylltiadau newydd a fydd o fudd i'r adran a'r Gyfadran gyfan.

### Darparu Gwasanaeth

- Dylunio, adolygu ac addasu cynnwys modiwlau ac unedau i ymateb i adborth ac anghenion myfyrwyr, gyda golwg ar wella cyfraddau cadw myfyrwyr.
- Dilyn gweithdrefnau sicrhau ansawdd i sicrhau y bodlonir safonau'r Brifysgol.
- Cydweithio â chydweithwyr academaidd ar ddatblygu a chyflwyno pynciau/rhaglenni yn yr adran, y Gyfadran ac ar draws y Brifysgol (lle bo'n briodol) i sicrhau bod portffolio'r cwricwlwm yn parhau'n gyfredol a bod y gweithdrefnau asesu yn berthnasol.
- Cydlynu digwyddiadau myfyrwyr, yn ôl yr angen, gan sicrhau y defnyddir amser ac adnoddau'n effeithiol.
- Cynorthwyo gyda gweithgareddau cyn-mynediad, recriwtio, dethol a derbyn (gan gynnwys Dyddiau Agored a Dyddiau Ymweld) er mwyn hyrwyddo'r adran a chael gwell dealltwriaeth o anghenion/disgwyliadau myfyrwyr.
- Darparu pwynt cyswllt cyntaf ar gyfer materion lles myfyrwyr, gan atgyfeirio problemau pan fyddant yn gymhleth neu'n ddifrifol.

### Gwaith Tîm

- Mynd i gyfarfodydd/byrddau Cyfadran, tîm Pwnc a Rhaglen, yn ôl yr angen, er mwyn cyfrannu at y broses gwneud penderfyniadau a datblygu cysylltiadau gweithio cynhyrchiol o fewn ac ar draws timau.
- Cyflwyno aelodau newydd i'r adran drwy ddarparu cymorth a hyfforddiant ar y sgiliau, prosesau, systemau a gweithgareddau sy'n benodol i'r adran.
- Darparu adborth i gyd-weithwyr drwy gynlluniau mentora cyfoed i gefnogi eich datblygiad eich hun a datblygiad eraill ac i sicrhau gwelliant parhaus ym mherfformiad yr adrannau

## Cysylltu a Rhwydweithio

- Ymgysylltiad gweithredol â chyrrff proffesiynol, rheoleiddio a dysgedig e.e. cymryd rhan ar bwyllgorau, partïon gweithio, trefnu cynhadledd/gweithdy.
- Gwasanaethu fel Darlithydd Cyswllt â sefydliadau partner y GIG ac Annibynnol er mwyn cefnogi mentoriaid, athrawon practis a myfyrwyr mewn practis ar raglenni Ffisiotherapi cyn- ac ôl-gofrestru neu fyfyrwyr gofal iechyd sy'n ymgymryd â phrofiad gwaith.

## **Atebolrwydd Personol**

- Cymryd cyfrifoldeb am hyrwyddo lefelau uchel o wasanaeth cwsmer yn eu maes gwaith eu hunain.
- Cymryd cyfrifoldeb am ymgysylltu ag ymrwymiad y Brifysgol i ddarparu gwasanaethau sy'n rhoi gwerth am arian ac yn gwneud y defnydd gorau o adnoddau gan ystyried hyn wrth ymgymryd â holl ddyletswyddau ac agweddau'r swydd.
- Cymryd cyfrifoldeb am sicrhau diweddariad cyson o ran sgiliau a gwybodaeth bersonol er mwyn bod yn effeithiol yn y swydd.
- Cymryd rhan yn y broses Arfarnu, ymgymryd â'r broses o osod amcanion er mwyn cynorthwyo gyda monitro perfformiad a datblygiad yr unigolyn.
- Cymryd rhan yn y broses modelu Dyraniad Llwyth Gwaith er mwyn cefnogi dyraniad dyletswyddau'r unigolyn.
- Cymryd cyfrifoldeb am weithredu Polisi Cyfle Cyfartal y Brifysgol yn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.
- Ymgymryd â rôl Iechyd a Diogelwch benodol, sy'n gymesur â'i radd, i gefnogi'r Brifysgol i fodloni ei rhwymedigaethau Iechyd a Diogelwch statudol. Gallai hyn gynnwys ymddwyn fel Asesydd DSE, Swyddog Cymorth Cyntaf, Marshal Tân neu Gydlynnydd Diogelwch Adrannol. Bydd neilltuo rolau o'r fath yn amodol ar ddarpariaeth hyfforddiant priodol ac asesiad cymhwysedd.
- Gellir gofyn i ddeiliad y swydd weithio ar unrhyw un o safleoedd y Brifysgol, gyda rhybudd rhesymol.
- Cymryd cyfrifoldeb am ymgysylltu ag ymrwymiad y Brifysgol i Gynaliadwyedd Amgylcheddol er mwyn lleihau ei gwastraff, defnydd o ynni ac ôl troed carbon.
- Ymgymryd â dyletswyddau perthnasol eraill sy'n gymesur â gradd y swydd fel y neilltuir gan y Rheolwr neu reolwyr y Brifysgol i gefnogi datblygiad y Brifysgol. Ni ddylid gwrthod cytundeb o'r fath yn afresymol.

## Adolygiad

Mae hwn yn ddisgrifiad o'r swydd fel y mae ar hyn o bryd. Bwriad y swydd ddisgrifiad hwn yw galluogi dull gweithredu hyblyg i'w gynnig ar draws y Brifysgol yn ôl yr angen. Mae'r swydd ddisgrifiad hwn yn amodol ar adolygiad a newid yng ngoleuni anghenion newidiol y Brifysgol ac i ddarparu cyfleoedd datblygu priodol. Cynhelir y weithdrefn ar y cyd gan bob rheolwr mewn ymgynghoriad â'r unigolyn y mae ei swydd dan adolygiad. Disgwylir i staff gymryd rhan yn llawn mewn trafodaethau o'r fath. Nod y Brifysgol yw cytuno ar newid rhesymol, ond os nad yw cytundeb yn bosibl, mae ganddi'r hawl i fynnu'r newid i'r swydd ddisgrifiad ar ôl ymgynghori â'r unigolyn dan sylw.

# Manyleb Person

Er mwyn cael eich rhoi ar y rhestr fer, rhaid i chi arddangos eich bod yn bodloni'r holl feini prawf hanfodol a chymaint o'r meini prawf dymunol ag sy'n bosibl. Pan fydd gennym nifer fawr o geisiadau sy'n bodloni'r holl feini prawf hanfodol, byddwn yna'n defnyddio'r meini prawf dymunol er mwyn llunio rhestr fer.

## Meini Prawf Dethol

Priodoleddau		Eitem	Meini Prawf Perthnasol	Dull Adnabod	Pwysigrwydd
1	Sgiliau a Gallu	1	Lefel uchel o sgiliau ysgrifenedig, llafar a rhyngpersonol	Ff, C	H
		1.2	Y gallu i ddysgu ar draws y maes pwnc ac i gyfrannu at addysgu ar draws y Gyfadran	Ff, Rh, C	H
		1.3	Tystiolaeth o wneud cyfraniad mewn tîm ymchwil ac o'ch gallu i gydweithio ar wahanol lefelau ledled sefydliad.	Ff, C	H
H	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Dealltwriaeth o fecanweithiau a phrosesau ariannu ymchwil ac arddangos tystiolaeth o ddatblygu amcanion a chynigion ymchwil ar gyfer ymchwil eu hunain neu ymchwil ar y cyd (efallai gyda chymorth mentor).	Ff, Rh, C	H
		2.2	Tystiolaeth o waith ymchwil i'w gyhoeddi a fydd yn cyfrannu at y maes pwnc neu'n arddangos y potensial i gyflawni'r safon hon o ymchwil	Ff, Rh, C	H
3	Addysg a Hyfforddiant	3.1	Yn astudio PhD neu'n gweithio tuag ati	Ff, C, T	H
		3.2	Tystysgrif ôl-radd mewn Addysgu mewn AU, neu barodrwydd i weithio tuag at ddod yn Gymrawd y Sefydliad Addysg Uwch.	Ff, C, T	H

		3.3	Gradd Meistr mewn disgyblaeth briodol neu ymrwymiad i weithio tuag at hynny.	Ff, C	H
		3.4	Aelod o gorff proffesiynol neu gorff dysgedig perthnasol	Ff, C	H
4	Profiad Perthnasol	4.1	Profiad blaenorol o ddysgu neu gefnogi myfyrwyr	Ff, C	H
		4.2	Profiad ôl-ddoethurol perthnasol	Ff, C	D
5	Gofynion Arbennig	5.1	<i>Y gallu i gyfathrebu drwy gyfrwng y Gymraeg</i>	Ff, C	D
		5.1	Tystiolaeth o ymrwymiad i ddatblygiad proffesiynol parhaus	Ff, C	H
		5.3	Cofnod cyhoeddi sy'n gymesur â lefel dda o waith ymchwil a chyfnod gyrfa	Ff, C	H
6	Gofynion clinigol	6.1	Cofrestredig gyda HCPC	Ff	H
		6.2	Tystiolaeth o brofiad clinigol blaenorol fel arbenigwr Cyhyrysgerbydol	Ff	H
		6.3	Tystiolaeth o gymhwyster ffisiotherapi priodol		
<b>Dyddiad Adolygu</b>					

<b>Allwedd</b>	<b>Dull Adnabod</b>	<b>Ff</b>	Ffurflen Gais
		<b>C</b>	Cyfweliad
		<b>P</b>	Prawf
		<b>T</b>	Copi o Dystysgrifau
		<b>Rh</b>	Rhoi Cyflwyniad
		<b>G</b>	Asesiad Grŵp
	<b>Pwysigrwydd</b>	<b>H</b>	Hanfodol
		<b>D</b>	Dymunol

# Job Description



<b>Faculty</b>	Faculty of Social & Life Sciences
<b>Section</b>	Physiotherapy
<b>Job Title</b>	Lecturer in Physiotherapy (MSK)
<b>Vacancy No</b>	2021279
<b>Reports To</b>	Professional Lead Physiotherapy

## Job Overview

The post holder will teach on Glyndwr University programmes, carry out research and scholarly activity and contribute to the management of these programmes as required. Where appropriate, contribute to commercial and other income generation activity. Contribute towards ensuring that academic quality and standards of the university are maintained and the student experience is continually enhanced.

## Job Purpose

To contribute to the learning, teaching and assessment for Physiotherapy and other related programmes, contributing a specialist knowledge of MSK conditions.

## Principal Accountabilities

### Teaching & Learning Support

- Develop and deliver resources and teaching materials to meet course frameworks and learning outcomes.
- Develop assessments to measure accurately students' performance and understanding.
- Supervise the work of taught postgraduate and/or research students, where appropriate, to support the development of students' research skills.
- Set, mark and assess students' work, ensuring that learning outcomes have been met and that feedback is both detailed and constructive.
- Actively contribute to enhancing the student experience.

### Research Activities



- Undertake research and/or other agreed scholarly activity in order to contribute to the development of the physiotherapy and other related programmes.
- Contribute, where required, to the preparation of proposals and applications to external bodies, as required, to secure research funding and to generate additional income for the University. Write and publish results of innovative research in the field to further the University's standing in the HE sector and the wider community.
- Analyse data and evaluate information that can then be used to inform teaching and learning.
- Develop research objectives and proposals for own and/or joint research which meet funding criteria.
- Use initiative, creativity and judgement in the development of appropriate research methodologies that further scholarly activity in the area.

#### Academic Enterprise

- Participate in the development of internal and external partnerships in order to disseminate information, share best practice, establish opportunities for collaborative work and enhance the reputation of the University.
- Participate in formal networks to build new relationships that benefit both the department and the Faculty as a whole.

#### Service Provision

- Design, review and adapt module and unit content in response to student feedback and need, with a view to improving student retention.
- Engage with quality assurance procedures to ensure that University standards are met.
- Collaborate with academic colleagues on subject/programme development and delivery within the department, the Faculty and across the University (where appropriate) to ensure that the curriculum portfolio remains current and the assessment procedures are relevant.
- Co-ordinate student events, as required, ensuring the effective use of time and resources.
- Assist in appropriate pre-entry, recruitment, selection and admissions activities (including Open Days and Visit Days) in order to promote the department and gain a better understanding of student needs/expectations.
- Provide a first point of contact for student welfare issues, referring problems on where they are complex or serious.

#### Team Working

- Attend Faculty, Subject team and Programme meetings/boards, as required, in order to contribute to the decision-making process and to develop productive working relationships within and across teams.
- Introduce new starters to the department by providing support and training on the skills, processes, systems and activities that are specific to the department.
- Provide feedback to colleagues via peer mentoring schemes to support the development of self and others and to ensure the continuous improvement of departmental performance

## Liaising and Networking

- Active engagement with professional, regulatory and learned bodies e.g. participation in committees, working parties, conference/workshop organisation.
- Acts as a Link lecturer with partner NHS and Independent organisations in order to support mentors, practice teachers and students in practice on Physiotherapy pre and post registration programmes or health care students undertaking placements.

## **Personal Accountabilities**

- Take responsibility to promote high levels of customer care within their own areas of work.
- Take responsibility to engage with the University's commitment to delivering value for money services that optimise the use of resources and consider this when undertaking all duties and aspects of their role.
- Take responsibility for ensuring they have and continue to update their knowledge and skills to be effective in their roles.
- Participate in the PDR process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.
- Engage and participate in the Workload Allocation Model process to support the allocation of duties of the individual.
- Take responsibility for applying the University's Equal Opportunities Policy in their own area of responsibility and in their general conduct.
- Be required to undertake a specific Health & Safety role, commensurate with their grade, to support the University in meeting its statutory Health & Safety obligations. This could include acting as a DSE Assessor, First Aider, Fire Marshall or Departmental Safety Co-ordinator. The allocation of such roles will be subject to the provision of appropriate training and assessment of competence.
- With reasonable notice, be required to work at any of the University sites.
- Take responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.
- Undertake other relevant duties commensurate with the grade of the post as may be assigned by the Manager or University managers to support the development of the University. Such agreement should not be unreasonably withheld.

## **Review**

This is a description of the job as it is presently constituted. This job description is intended to enable a flexible approach to be offered working across the University as required. It is subject to review and amendment in the light of changing needs of the University and to provide appropriate development opportunities. The procedure is conducted jointly by each manager in consultation with the individual whose job is being reviewed. All staff are expected to participate fully in such discussions. It is the University's aim to reach agreement to reasonable change, but if agreement is not possible, it reserves the right to insist on changes to the job description after consultation with the individual concerned.

# Person Specification

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.

<b>Selection Criteria</b>					
<b>Attributes</b>		<b>Item</b>	<b>Relevant Criteria</b>	<b>Identification Method</b>	<b>Rank</b>
1	Skills & Abilities	1.1	High level of written, oral and interpersonal skills	A, I	E
		1.2	The ability to teach across the subject area and to contribute to teaching across the Faculty	A, P, I	E
		1.3	Evidence of making a contribution in a research team and the ability to collaborate at different levels across an organisation.	A, I	E
2	General & Specialist Knowledge	2.1	An understanding of research funding mechanisms and processes and demonstrate evidence of developing research objectives and proposals for own or joint research (maybe with the assistance of a mentor).	A,P, I	E
		2.2	Evidence of research work for publications which will contribute to the subject area or demonstrate the potential to achieve this standard of research	A, P, I	E
3	Education & Training	3.1	Possessing or working towards a PhD	A, I, C	E
		3.2	PG certificate in Teaching in HE, or commitment to undertake and achieve fellowship of HEA.	A,I, C	E

		3.3	Master's Degree in an appropriate discipline or commitment to working to achieve this.	A, I	E
		3.4	Member of relevant professional or learned body	A, I	E
4	Relevant Experience	4.1	Previous experience of teaching or supporting students	A, I	E
		4.2	Relevant postdoctoral experience	A, I	D
5	Special Requirements	5.1	<i>The ability to communicate through the medium of Welsh</i>	A, I	D
		5.2	Evidence of a commitment to continuous professional development.	A, I	E
		5.3	A publication record commensurate with a good level of research performance and stage of career	A, I	E
6	Clinical requirements	6.1	Registered with HCPC	A	E
		6.2	Evidence of previous clinical experience as a specialist in MSK	A	E
		6.3	Evidence of appropriate physiotherapy qualification		
<b>Date of Revision</b>					

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