

Swydd Ddisgrifiad



Cyfadrn/Adran	Y Gyfadrn Gwyddorau Cymdeithasol a Bywyd
Adran	Swyddfa Weinyddol y Gyfadrn
Teitl y Swydd	Cydlunydd Gweinyddol y Gyfadrn (Rheoleiddio a Chydymffurfiaeth PSRB)
Rhif y Swydd	2122649
Yn atebol i	Rheolwr Busnes y Gyfadrn

Prif Atebolrwydd

Gweithio i gefnogi Rheolwr Busnes y Gyfadrn a Thîm Arwain ehangach y Gyfadrn i gydgyssylltu nifer o dasgau gweithredol a gweinyddol hanfodol busnes. Bydd deiliad y swydd yn darparu cymorth gweinyddol a chydlynol sy'n ymwneud yn benodol â meysydd o gydymffurfiaeth feirniadol a phwysigrwydd allweddol i ddatblygiad y Gyfadrn yn y dyfodol.

Tasgau Allweddol

Cefnogi Rheolwr Busnes y Gyfadrn i sicrhau goruchwyliaeth ar gyfer holl weithgarwch y Corff Proffesiynol, Statudol a Rheoleiddiol (PSRB) sy'n gysylltiedig â darpariaeth broffesiynol y Gyfadrn, a darparu cydgysylltiad a chymorth gweinyddol parhaus i barhau i gydymffurfio â'r ddarpariaeth hon ag unrhyw ofyniad perthnasol gan y PSRB.

Darparu cymorth gweinyddol ar gyfer darpariaeth broffesiynol y Gyfadrn yn ôl y gofyn ac unrhyw grwpiau/cyfarfodydd pwyllgor cysylltiedig yn fewnol a gyda phartneriaid allanol.

Cefnogi Rheolwr Busnes y Gyfadrn i gydlynu a sicrhau goruchwyliaeth ar gyfer yr holl weithgarwch sy'n gysylltiedig â sicrhau bod y Gyfadrn yn cydymffurfio'n barhaus ag unrhyw ofynion lechyd a Diogelwch perthnasol.

Ar y cyd â chydgyssylltwyr lechyd a Diogelwch y Gyfadrn, datblygu a chynnal Cofrestr Asedau Cyfadrn ganolog a Chofrestr Sylweddau Peryglus.

Cefnogi Rheolwr Busnes y Gyfadrn a Thîm Arwain y Gyfadrn i gydgyssylltu unrhyw weithgareddau ymgysylltu, cadw a chefnogi myfyrwyr a ddarperir drwy gydol y flwyddyn academaidd.

Cefnogi Rheolwr Busnes y Gyfadrn i sicrhau goruchwyliaeth o gydymffurfiaeth y Gyfadrn â GDPR, a chydlynu unrhyw weithgareddau datblygu staff neu sy'n gysylltiedig â hyn fel arall.

Cefnogi Rheolwr Busnes y Gyfadran i sicrhau goruchwyliaeth o gydymffurfiaeth y Gyfadran â safonau'r Gymraeg, a chydlynu unrhyw weithgareddau datblygu staff neu sy'n gysylltiedig â hyn fel arall.

Cefnogi Rheolwr Busnes y Gyfadran a Thîm Arwain y Gyfadran i sicrhau bod y Gyfadran yn parhau i gydymffurfio â rheoliadau a gweithgareddau sicrhau ansawdd.

Ar y cyd â Thîm Arwain y Gyfadran, mae timau rhaglen y Gyfadran a'r tîm Amserlennu canolog yn darparu cymorth ar gyfer cydgysylltu gweithgarwch amserlennu'r Gyfadran ar gyfer yr Wythnos Groeso a'r flwyddyn academaidd sydd i ddod.

Cefnogi Rheolwr Busnes y Gyfadran, Swyddog Ymgysylltu a Chyswllt Cyfadran a Thîm Arwain y Gyfadran i gydysylltu a chyflwyno gweithgareddau datblygu staff a Diwrnodau i Ffwrdd blynyddol.

Mynychu cyfarfodydd y Gyfadran lle bo'n briodol a pharatoi adroddiadau/papurau yn ôl yr angen.

Gwasanaethu Pwyllgor Iechyd a Diogelwch y Gyfadran, ac unrhyw grwpiau gwaith/byrddau'r Gyfadran yn ôl gofyn Rheolwr Busnes y Gyfadran.

Gweithio gyda chydweithwyr yn Swyddfa Weinyddol y Gyfadran i gynnig gwasanaeth cymorth effeithiol, effeithlon a chyfeillgar i'r Gyfadran a chymuned ehangach y Brifysgol, gan gynnwys awgrymu ffyrdd y gall gwella ar y gwasanaeth.

Ymgymryd ag unrhyw ddyletswyddau eraill sy'n gymesur â gradd y swydd, a phrofiad a gallu deiliad y swydd.

Dyletswyddau Cyffredinol

Byddwch yn sicrhau bod systemau a gweithdrefnau rheoli priodol ar waith i fodloni'ch dyletswyddau a'ch cyfrifoldebau iechyd a diogelwch a gynhwysir ym mholisi iechyd a diogelwch y Brifysgol. Yn benodol byddwch yn sicrhau bod asesiadau risg priodol yn cael eu gwneud yng nghyswllt peryglon sylweddol ac yr ymgwymerir ag arolygon diogelwch ar gyfchred blynyddol o leiaf ym mhob gweithle dan eich rheolaeth chi.

Mae'n gyfrifoldeb ar weithwyr i 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.

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

Byddwch yn asesu anghenion hyfforddiant a datblygiad pob aelod o staff dan eich rheolaeth i sicrhau eu bod yn cael eu cefnogi'n ddigonol mewn perthynas â'u cyfrifoldebau 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 hwn yn fynegol, nid cynhwysfawr. Gellir addasu dyletswyddau a chyfrifoldebau mewn trafodaeth â deiliad y swydd.

Disgwylir i'r holl ddeiliaid swydd yn y Gyfarwyddiaeth allu darparu 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 mae angen, mewn ymgynghoriad â deiliad y swydd.

Teitl y Swydd:

Cydlynedd Gweinyddol y Gyfadran

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 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'r rhestr fer.

Meini Prawf Dethol

Priodoleddau	Eitem	Meini Prawf Perthnasol	Dull Adnabod	Pwysigrwydd	
1	Sgiliau a Gallu	1.1	Sgiliau trefnu rhagorol	Ff, C	H
		1.2	Canolbwyntio ar fanylion	Ff, C	H
		1.3	Sgiliau rheoli amser da, gyda'r gallu i flaenoriaethu'n effeithiol	Ff, C	H
		1.4	Gallu cynllunio ymlaen llaw, gweithio ar eich liwt eich hun gydag agwedd gadarnhaol	Ff, C	H
		1.5	Bod ag agwedd hyblyg a brwd, a'r gallu i weithio fel rhan o dîm mewn amgylchedd prysur a heriol	Ff, C	H
		1.6	Gallu gweithio heb oruchwyliaeth a gweithio'n hyderus i arwain ar gydlynu gweithgareddau a phrosiectau a'u goruchwyllo	Ff, C	H
		1.7	Gallu cyfathrebu'n wych, yn ysgrifenedig ac ar lafar	Ff, C	H
		1.8	Gallu i weithio ar y cyd gyda chydweithwyr ac i sefydlu cysylltiadau gweithio effeithiol	Ff, C	H
		1.9	Gallu gweithio'n gyfrinachol bob amser	Ff, C	H
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Gweinyddwr profiadol	Ff, C	H
		2.2	Profiad/gwybodaeth o'r Sector AU	Ff, C	D

3	Addysg a Hyfforddiant	3.1	Addysg at lefel gradd israddedig neu brofiad gwaith profedig mewn rôl berthnasol	Ff,C,T	E
4	Profiad Perthnasol	4.1	Profiad perthnasol mewn swydd weinyddol gyda lefel o gyfrifoldeb	Ff, C	H
		4.2	Profiad/gwybodaeth o weithio yn y Sector AU	Ff, C	D
5	Gofynion Arbennig	5.1	Mae'r gallu i gyfathrebu'n Gymraeg yn ddymunol ond nid yw'n hanfodol. Fodd bynnag, mae cefnogaeth o dreftadaeth ddiwylliannol Cymru a dealltwriaeth am ddatblygiadau cyfredol yng Nghymru yn hanfodol.	Ff, C	D
		5.2	Trwydded yrru'r DU lân.	Ff, C	D
Dyddiad Adolygu			Tachwedd 2020		

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

Job Description

Faculty/Department	Faculty of Social and Life Sciences
Section	Faculty Administration Office
Job Title	Faculty Administrative Coordinator (PSRB Compliance and Regulation)
Vacancy No	2122649
Reports To	Faculty Business Manager

Principal Accountabilities

Working to support the Faculty Business Manager and the wider Faculty Leadership Team in the coordination of a number of business critical operational and administrative tasks. The post holder will provide administrative and coordination support specifically related to areas of critical compliance and key importance to the Faculty's future development.

Key Tasks

Support the Faculty Business Manager in ensuring oversight for all Professional, Statutory and Regulatory Body (PSRB) activity associated with the Faculty's professional provision, and provide ongoing coordination and administrative support for the continued compliance of this provision with any relevant PSRB requirement.

Provide administrative support for the Faculty's professional provision as required and any associated committee groups/meetings internally and with external partners.

Support the Faculty Business Manager in coordinating and ensuring oversight for all activity associated with ensuring the Faculty's ongoing compliance with any relevant Health and Safety requirements.

In liaison with the Faculty's Health and Safety coordinators, develop and maintain a central Faculty Asset Register and Hazardous Substances Register.

Support the Faculty Business Manager and the Faculty Leadership Team in the coordination of any student engagement, retention and NSS support activities delivered throughout the academic year.

Support the Faculty Business Manager in ensuring oversight for the Faculty's compliance with GDPR, and coordinate any staff development activities or otherwise associated with this.

Support the Faculty Business Manager in ensuring oversight for the Faculty's compliance with the Welsh Language standards, and coordinate any staff development activities or otherwise associated with this.

Support the Faculty Business Manager and the Faculty Leadership Team in ensuring the Faculty's continued compliance with quality assurance regulations and activities.

In liaison with the Faculty Leadership Team, the Faculty's programme teams and the central Timetabling team, provide support for the coordination of the Faculty's timetabling activity for Welcome Week and the upcoming academic year.

Support the Faculty Business Manager, Faculty Engagement and Liaison Officer and the Faculty Leadership Team in the coordination and delivery of staff development activities and annual Away Days.

Attend Faculty meetings where appropriate and prepare reports/papers as necessary.

Service the Faculty Health and Safety Committee, and any other such Faculty working groups/boards as required by the Faculty Business Manager.

Work with colleagues in the Faculty Administrative Office to provide an effective, efficient and friendly support service to the Faculty and the wider University community, including suggesting ways in which this service might be enhanced or improved.

Undertake any other duties commensurate with post grade and post holder's experience and ability.

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.

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: Faculty Administrative Coordinator

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	Excellent organisation skills	A,I	E
		1.2	Detail orientated	A,I	E
		1.3	Excellent time management skills and the ability to prioritise effectively	A,I	E
		1.4	Ability to forward plan, act under own initiative with a proactive 'can do' attitude	A,I	E
		1.5	Have an enthusiastic, flexible, adaptable approach and the ability to work as part of a team in a busy and demanding environment	A,I	E
		1.6	Ability to work unsupervised and work confidently in leading on and overseeing the coordination of activities and projects	A,I	E
		1.7	Excellent communicator, both written and verbal	A,I	E
		1.8	Able to work collaboratively with colleagues and to establish effective working relationships	A,I	E
		1.9	Ability to work in a confidential manner at all times	A,I	E
2	General & Specialist Knowledge	2.1	Experienced administrator	A,I	E
		2.2	Experience/knowledge of HE sector	A,I	D
3	Education & Training	3.1	Educated to undergraduate degree level or with demonstrable work experience in a relevant role	A,I,C	E

4	Relevant Experience	4.1	Relevant experience in an administrative position with a level of responsibility	A,I	E
		4.2	Experience/knowledge of working in the HE Sector	A,I	D
5	Special Requirements	5.1	The ability to communicate in Welsh is desirable, but not essential. However, a sympathy with Welsh cultural heritage and an understanding of current developments in Wales is essential.	A,I	D
		5.2	A clean UK driving license.	A,I	D
Date of Revision			November 2020		

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