

Swydd Ddisgrifiad



Cyfadrn/Adran	Cynllunio Strategol a Gweinyddiaeth Myfyrwyr
Adran	Systemau Cofnodion Myfyrwyr
Teitl y Swydd	Datblygwr Systemau Cofnodion Myfyrwyr
Rhis y Swydd	2122441
Yn atebol i	Uwch Ddatblygwr Systemau Cofnodion Myfyrwyr

Prif Atebolrwydd

Bod yn rhan o'r tîm datblygu yn cefnogi SITS ac e-Vision, yn cyfrannu at welliannau a datblygiadau i brosesau busnes i wella prosesau gweinyddol a chyfoethogi'r profiad myfyrwyr. Bydd deiliad y swydd ynghlwm ag ystod o brosiectau'r Brifysgol yn cynnwys gweithredu systemau cynllunio a gweinyddiaeth myfyrwyr newydd a datblygu cyfleoedd newydd i ddefnyddio SITS ac eVision. Dan reolaeth yr Uwch Ddatblygwr, bydd deiliad y swydd yn cyfrannu at ddatblygiad, ffurfweddiad ac adeiladu o fewn Tribal SITS, cefnogi gyda chyflwyno a chynnal a chadw pyrth cwbl weithredol a hygyrch i fyfyrwyr ac academyddion ganiatáu trafodion yn ogystal â chael mynediad at ddangosfyrddau gwir amser.

Tasgau Allweddol

1. Gweithio fel rhan o'r tîm Datblygu, yn cefnogi gydag adeiladu tasgau, fistâu a rhyngwynebau SITS a ffurfweddu system lle bo angen, darparu gwybodaeth dechnegol berthnasol ynghlwm â SITS a gallu canfod a datrys yr ymarferoldeb presennol.
2. Cefnogi gyda chreu manylebau gofynion technegol ar gyfer prosesau busnes gweinyddiaeth myfyrwyr, ac yn dilyn hyn, datblygu a diweddarau dogfennaeth a gweithdrefnau technegol cynhwysfawr; ymgynghori gyda defnyddwyr a rhanddeiliaid eraill i sicrhau manwl gywirdeb a diffiniadau cynnyrch/prosesau cywir yn y system.
3. Cyfrannu at raglenni i ddatblygu staff i gefnogi gyda gweithredu prosesau diwygiedig / newydd.
4. Ysgrifennu a chynnal a chadw dogfennaeth dechnegol gyfredol yn ôl yr angen gan yr Uwch Ddatblygwr.

5. Cyfathrebu diweddariadau manwl rheolaidd yn ôl yr angen i dîm y prosiect ar ystod o wybodaeth dechnegol i alluogi arweinwyr ac Uwch Ddefnyddwyr y llif gwaith i wneud penderfyniadau gwybodus.
6. Cyfrannu at ddatblygu a phrofi cymwysiadau system newydd yn SITS a thrwy e-vision i gefnogi prosesau cofnodion myfyrwyr a gweinyddiaeth newydd.

Dyletswyddau Cyffredinol

Byddwch yn sicrhau bod systemau a gweithdrefnau rheoli priodol yn eu lle 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 gylchred blynyddol o leiaf ym mhob gweithle dan eich rheolaeth chi.

Cyfrifoldeb cyflogeion yw gweithredu Polisi Cyfle Cyfartal y Brifysgol yn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae gan yr holl staff gyfrifoldeb i hyrwyddo lefelau uchel o ofal cwsmer yn eu maes cyfrifoldeb eu hunain.

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

Gellir neilltuo dyletswyddau perthnasol cyffelyb eraill sy'n gymesur â gradd y swydd gan y Rheolwr ac 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 ydynt yn gynhwysfawr. Gellir newid dyletswyddau a chyfrifoldebau mewn trafodaeth â deiliad y swydd.

Disgwylir i'r holl ddeiliaid swydd yn y Gyfarwyddiaeth allu darparu cymorth ar draws bob maes, y tu hwnt i'w tîm uniongyrchol, ar gais y Cyfarwyddwr ac yn gymesur â'u sgiliau, gwybodaeth a phrofiad.

Adolygu

Mae hwn yn ddisgrifiad o'r swydd ar adeg ei gyhoeddi. Arfer y Brifysgol o bryd i'w gilydd yw adolygu a diweddarw 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 lle bo'r angen, mewn ymgynghoriad gyda deiliad y swydd.

Manyleb Person

Teitl y
Swydd:

Datblygwr Systemau Cofnodion Myfyrwyr

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 wedyn yn defnyddio'r meini prawf dymunol i lunio rhestr fer.

NODER: Gellir ystyried hefyd ymgeiswyr sydd heb y profiad/sgiliau SITS penodol a nodir ond sy'n gallu dangos gallu rhagorol i raglennu a gallu amlwg i ddysgu ac addasu i systemau gwahanol yn sydyn.

Meini Prawf Dethol

Priodoleddau	Eitem	Meini Prawf Perthnasol	Dull Adnabod	Pwysigrwydd	
1	Sgiliau a Gallu	1.1	Ffurfweddu SITS SRL	Ff, C, P	H
		1.2	Creu Tasgau a Fistâu SITS e:Vision	Ff, C	H
		1.3	Creu rhyngwynebau SITS StuTalk	Ff, C	H
		1.4	HTML/CSS	Ff, C	H
		1.5	JavaScript	Ff, C	D
		1.6	JQuery	Ff, C	D
		1.7	SQL (MS)	Ff, C	H
		1.8	Creu adroddiadau gan ddefnyddio SSRS	Ff, C	H
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Dealltwriaeth dda o'r strwythurau data yn SITS gan gynnwys defnyddio e-Vision, neu ddangos profiad amlwg cyfwerth o strwythurau data cymhleth eraill	Ff, C, Rh	H
		2.2	Gwybodaeth o SQL gan ddefnyddio Oracle neu gyffelyb ac o'r meysydd sgiliau a amlinellwyd uchod	Ff, C	H

3	Addysg a Hyfforddiant	3.1	Addysg hyd at lefel gradd neu gyfwerth mewn profiad gwaith perthnasol	Ff, C, T	H
4	Profiad Perthnasol	4.1	Profiad ymarferol helaeth o system ddata mawr, yn cymhwyso sgiliau HTML/CSS	Ff, C	H
		4.2	Profiad o integreiddio systemau	Ff, C	H
		4.3	Prosesau gweinyddiaeth myfyrwyr prifysgol	Ff, C	H
5	Gofynion Arbennig	5.1	Unigolyn sy'n meddwl yn greadigol a hyderus, a fydd yn datblygu datrysiadau creadigol i oresgyn heriau.	Ff, C	H
		5.2	Unigolyn sy'n meddu ar ddynamiaeth bersonol, ac sy'n arddangos brwdfrydedd, arloesedd a menter.	Ff, C	H
		5.3	Gallu gweithio i amserlenni heriol ac ymateb iddynt, gan fagu dull gweithredu hyblyg a chadarnhaol i sicrhau y cyflawnir amcanion yn effeithiol.	Ff, C	H
		5.4	Gallu cyfathrebu yn yr iaith Gymraeg.	Ff, C	D
Dyddiad Adolygu					

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	Strategic Planning and Student Administration
Section	Student Record Systems
Job Title	Student Record Systems Developer
Vacancy No	2122441
Reports To	Student Record Systems Senior Developer

Principal Accountabilities

Working within the Student Records Systems team, the post holder will contribute to the development and ongoing maintenance of the University's student record management system, SITS.

System improvements will be delivered to match the Directorate's core priorities: process simplification, introducing automation, increasing self-service provision, and improving service delivery.

The post holder will work to deliver on these priorities, by helping to improve existing processes within the University through the development of workflows in the SITS web portal, e:Vision, to drive efficiencies and enhance the student and staff experience by offering a modern, web-based user experience.

The post holder would be committed to service excellence, a creative thinker and problem solver who can work autonomously and within a small development team.

Key Tasks

1. Development and testing of new functionality within the SITS student record management system, using system tools (tasks, vistas and SRLs)
2. Creation of web-based e:Vision workflows to provide increased self-service and process efficiencies
3. Working with users and stakeholders across the institution to gather requirements, understand process complexities and deliver user-focused developments

4. Production of robust technical and testing documentation to support system developments
5. To communicate detailed regular updates as required to the project team on a range of technical information to enable work stream leads and Senior Users to make informed decisions
6. To contribute to programmes of staff development to support implementation of process changes
7. Maintenance of existing functionality, including providing specialist advice and troubleshooting for complex queries.
8. Supporting and working with operational members of the Student Record Systems team during periods of peak activity (e.g. Assessment Boards, enrolment).

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.

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: Student Record Systems Developer

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	Systems development and programming skills	A, I, T	E
		1.2	Web-based development skills (HTML, CSS, JavaScript and JQuery)	A, I, T	E
		1.3	Excellent verbal and written skills, with the ability to produce comprehensive documentation and to communicate complex technical solutions to a non-technical audience	A, I, T	E
		1.4	Skills associated with project work and delivery	A, I	D
2	General & Specialist Knowledge	2.1	Good knowledge and experience of IT systems	A, I, T	E
		2.2	Understanding of the data structures within SITS, or equivalent understanding of data structures in similar complex database systems	A, I, T	E
		2.3	Knowledge of the SITS student record management system and e:Vision workflows	A, I	D
3	Education & Training	3.1	Educated to degree level or equivalent <u>or</u> with a demonstrable level of relevant professional experience	A, I, C	E

4	Relevant Experience	4.1	Demonstrable experience of working within a large data system	A, I	E
		4.2	Experience of proactively identifying problems and working to provide resolution	A, I	E
		4.3	Experience of working within a HE environment	A, I	D
		4.4	Knowledge of the student lifecycle and understanding of current HE issues	A, I	D
		4.5	Experience of systems integration	A, I	D
		4.6	Experience of user experience (UX) design	A, I	D
5	Special Requirements	5.1	Ability to solve problems creatively and innovatively using own initiative, where appropriate	A, I	E
		5.2	Ability to work and respond within challenging timeframes, adopting a flexible and positive approach to ensure outcomes are effectively delivered	A, I	E
		5.3	The ability to communicate in the Welsh language	A, I	D
Date of Revision					

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