

Swydd Ddisgrifiad



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|----------------------|---|
| Cyfadrn/Adran | North Wales Science Limited |
| Adran | Xplore! Canolfan Darganfod Gwyddoniaeth |
| Teitl y Swydd | Swyddog Addysg |
| Rhif y Swydd | 2122752 |
| Yn atebol i | Rheolwr y Ganolfan |

Prif Atebolrwydd

Mae'r Swyddog Addysg yn gyfrifol am baratoi a datblygu gwasanaethau a chynnwys rhaglenni addysgiadol a chyhoeddus. O fewn y swydd hon hefyd, bydd angen bod yn gyfrifol am drefnu rheoli rhaglen hyfforddi gynhwysfawr, gan sicrhau bod yr holl staff Cyfathrebu Gwyddoniaeth yn hyderus ac yn barod i gyflwyno cynnwys y rhaglen.

Bydd deiliad y swydd hefyd yn gyfrifol am ddatblygu a chynnal arddangosfa ryngweithiol y ganolfan darganfod gwyddoniaeth, a'r manau cyflwyno, gan gynnwys y theatr a gweithdai. Bydd y Swyddog Addysg yn gyfrifol am sicrhau ansawdd a chymryd yr awenau o ran gwerthuso ansawdd cynnyrch a gwasanaethau yn unol â'r dangosyddion perfformiad allweddol y cytunwyd arnynt.

Bydd deiliad y swydd yn gyfrifol am fod yn rheolwr llinell effeithiol i Gydlynwyr Addysg a holl staff y Cyfathrebwr Gwyddoniaeth.

Tasgau Allweddol

CYNNYRCH A GWASANAETHAU ADDYSG

Datblygu Cynlluniau Busnes a Strategol er mwyn datblygu a chyflwyno portffolio addysg gyda chefnogaeth uwch staff rheoli eraill yn Xplore!, er mwyn sicrhau bod trywydd clir yn bodoli ar gyfer y maes busnes.

Arwain datblygiad rhaglen o weithgareddau i ysgolion ar gyfer disgyblion Cyfnod Sylfaen/Cyfnod Allweddol 1 i 5, yn cynnwys rhaglenni a gyflwynir yn y ganolfan, fel allgymorth ac yn rhithiol; i sicrhau bod portffolio cynhwysfawr a pherthnasol o gynnyrch ar gael i'r cwsmer.

Sicrhau bod staff lefel cyflwynwyr Cyfathrebu Gwyddoniaeth wedi cael hyfforddiant lawn i gyflwyno cynnyrch a gwasanaethau'r sefydliad i safonau arbennig.

Arwain pob agwedd ar ddatblygiad y rhaglen gweithgareddau ymgysylltu gwyddoniaeth ar gyfer ymwelwyr cyhoeddus, grwpiau cymunedol a thrigolion lleol, er mwyn sicrhau bod cynnwys yn gyfredol a pherthnasol.

Annog, datblygu a chynnal cysylltiadau cefnogol gydag ysgolion, y gymuned leol, rhanddeiliaid cyfathrebu gwyddoniaeth ac addysg cenedlaethol a rhanbarthol.

Yn gyfrifol am gynnal rota'r staff o ran penodi gweithgareddau a sifftiau i staff y Cyfathrebwr Gwyddoniaeth er mwyn sicrhau bod cynnyrch yn cael eu cyflwyno'n ddidrafferth ac yn broffesiynol. Neilltuo sifftiau i staff gan roi rhybudd iddynt dair wythnos ymlaen llaw pan fo'n bosibl.

Cynnig rheolaeth llinell, hyfforddiant, datblygiad, ac ymgysylltiad effeithiol i bob Cydlynnydd Addysg a Chyfathrebwr Gwyddoniaeth er mwyn creu tîm ac amgylchedd gwaith cymhellgar a brwdfrydig.

Gweithio gyda'r Swyddog Prosiect i oruchwylio'r gweithgareddau ysgol sy'n cael eu hariannu gan y prosiect, ac sy'n cael eu rhedeg gan gyfathrebwyr gwyddoniaeth, yn ogystal ag ychwanegu cynnwys addysgol i geisiadau grant er mwyn sicrhau cysondeb a chydymffurfiaeth â'r rhaglen addysg.

Trafod gyda'r timau Datblygu Prosiectau a Busnes i sicrhau bod cynnyrch newydd yn cael eu datblygu i lenwi bylchau yn y rhaglenni, a'u bod nhw'n berthnasol i'r cynllun dehongli.

Monitro lefelau staffio a gweithio gyda Rheolwr y Ganolfan er mwyn recriwtio aelodau tîm newydd, gan lynu wrth bolisiau a chanllawiau Recriwtio a Dethol PGW bob amser, er mwyn cynnal lefelau staff priodol i fodloni anghenion busnes.

Creu a chynnal cysylltiadau mewnol ac allanol, cydweithio ar draws y sefydliad, grŵp y brifysgol, a'r sector i gefnogi'r gwaith o gyflawni amcanion y busnes.

SICRHAU ANSAWDD A GWERTHUSO

Rheoli arddangosfa sy'n ddiddorol a llawn gwybodaeth ar gyfer ymwelwyr ar benwythnosau, gwyliau ac ar gyfer ysgolion yn ystod y tymor, er mwyn sicrhau bod y cwsmeriaid yn cael profiad o ansawdd arbennig yn ystod eu hymweliad.

Yn gyfrifol am gynnal a chadw offer ac arddangosfeydd gwyddoniaeth er mwyn sicrhau eu bod nhw'n cael gofal da, a sicrhau bod yr arddangosfa'n parhau'n boblogaidd.

Gosod dangosyddion perfformiad allweddol i sicrhau ansawdd yr arddangosfa a chyflwyniad cynnyrch, fel bo gan y tîm cyfan ymwybyddiaeth gyffredinol o'r safonau ansawdd sy'n ddisgwyliedig.

Monitro a threfnu'r gwaith o gasglu, dadansoddi ac adrodd ar ddata gwerthuso gan gwsmeriaid yn erbyn y dangosyddion perfformiad allweddol cytunedig, a thargedau perfformio, er mwyn gallu rhoi system ddatblygu barhaus ar waith.

Nodweddion Arbennig

Bydd gofyn i chi weithio ar benwythnosau a gyda'r nos o bryd i'w gilydd er mwyn cynnig cymorth i dîm y Cyfathrebwr Gwyddoniaeth yn ystod yr oriau gweithio arferol.

Efallai y bydd gofyn i ddeiliad y swydd ddirprwyo ar gyfer Rheolwr y Ganolfan, neu aelodau eraill o staff, mewn digwyddiadau a chyfarfodydd mewnol ac allanol.

Dyletswyddau Cyffredinol

Byddwch yn sicrhau bod systemau a gweithdrefnau rheoli priodol ar waith er mwyn bodloni'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 o dan eich rheolaeth chi.

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

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 rhoi argraff, ac nid yn gynhwysfawr. Gellir addasu dyletswyddau a chyfrifoldebau mewn trafodaeth â deiliad y swydd.

Disgwylir i bob deiliad swydd o fewn Xplore! allu darparu cefnogaeth ar draws pob maes, y tu hwnt i'w tîm agos, yn ôl cais Rheolwr y Ganolfan ac yn gymesur â'u sgiliau, eu gwybodaeth a'u profiad.

Adolygu

Mae hwn yn ddisgrifiad o'r swydd ar adeg ei chyhoeddi. Mae'n arfer gan North Wales Science Limited o bryd i'w gilydd i adolygu a diweddarau swydd ddisgrifiadau er mwyn sicrhau eu bod yn adlewyrchu'n gywir natur bresennol swydd a gofynion y busnes ac i ymgorffori newidiadau rhesymol lle bo angen, mewn ymgynghoriad â deiliad y swydd.

Manyleb Person



Teitl y

Swyddog Addysg

Swydd:

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 llunio'r rhestr fer gan ddefnyddio'r meini prawf dymunol.

Meini Prawf Dethol

| Priodoleddau | Eitem | Meini Prawf Perthnasol | Dull Adnabod | Pwysigrwydd |
|--------------|-------------------------------------|---|--------------|-------------|
| 1 | Sgiliau a Gallu | 1.1 Sgiliau cyfathrebu a chyflwyno gwych. | Ff/C | H |
| | | 1.2 Sgiliau trefnu rhagorol. | Ff/C | H |
| | | 1.3 Y gallu i flaenoriaethu a rheoli eich llwyth gwaith eich hun, a llwyth gwaith eraill. | Ff/C | H |
| | | 1.4 Y gallu i arwain a chymell eraill. | C | H |
| | | 1.5 Yn gallu siarad Cymraeg, neu barodrwydd i ddysgu. | Ff/C | H |
| | | 1.6 Yn gallu defnyddio cyfrifiadur yn hyderus ac yn meddu ar sgiliau gweinyddol. | Ff/C | H |
| | | 1.7 Yn gallu cynrychioli Xplore! yn annibynnol mewn cyfarfodydd allanol. | C | H |
| 2 | Gwybodaeth Gyffredinol ac Arbenigol | 2.1 Gwybodaeth am Gwricwlwm Cenedlaethol Cymru a/neu Lloegr. | C | D |
| | | 2.2 Dealltwriaeth o amcanion a nodau'r canolfannau | Ff/C | H |

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| | | | gwyddoniaeth, amgueddfeydd, neu elusennau addysgol. | | |
| | | 2.3 | Ymwybyddiaeth o broblemau gwyddonol cyfoes a mentrau addysgol. | C | H |
| 3 | Addysg a Hyfforddiant | 3.1 | Cymhwyster Addysg Uwch mewn disgyblaeth berthnasol. | Ff/T | D |
| | | 3.2 | Hyfforddiant perthnasol o ran darparu hyfforddiant neu fentrau dysgu STEM. | Ff/T/C | D |
| 4 | Profiad Perthnasol | 4.1 | Profiad o weithio o fewn cyllidebau adrannol. | Ff/C | H |
| | | 4.2 | Profiad helaeth o amgylcheddau dysgu cynradd, uwchradd neu drydyddol. | C | H |
| | | 4.3 | Profiad o fod yn rheolwr llinell llwyddiannus i staff o fewn amgylchedd addysgol ffurfiol ac anffurfiol. | Ff/C | H |
| | | 4.4 | Profiad o ddulliau hyfforddi cyfoes a thraddodiadol. | Ff/T/C | H |
| 5 | Gofynion Arbennig | 5.1 | Profiad o weithio mewn canolfannau gwyddoniaeth, canolfannau ymwelwyr neu amgueddfeydd. | Ff/C | D |
| | | 5.2 | Angerdd neu ddiddordeb brwd yn un o feysydd pwnc STEM (Gwyddoniaeth, Technoleg neu Beirianeg, a Mathemateg). | C | D |
| Dyddiad Adolygu | | | | | |

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| Allwedd | Dull Adnabod | Ff | Ffurflen Gais |
| | | C | Cyfweliad |

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|--|--------------------|-----------|---------------------|
| | | P | Prawf |
| | | T | Copi o Dystysgrifau |
| | | Rh | Rhoi Cyflwyniad |
| | | G | Asesiad Grŵp |
| | Pwysigrwydd | H | Hanfodol |
| | | D | Dymunol |

Job Description



| | |
|---------------------------|----------------------------------|
| Faculty/Department | North Wales Science Limited |
| Section | Xplore! Science Discovery Centre |
| Job Title | Education Officer |
| Vacancy No | 2122752 |
| Reports To | Centre Manager |

Principal Accountabilities

The Education Officer is accountable for all development and production of the educational and public programme content and services. The role is also responsible for the organisation and management of a comprehensive training programme, ensuring that all Science Communicator staff are confident and fully prepared to deliver programme content.

The postholder will also be responsible for the development and maintenance of the science discovery centre's interactive exhibition and delivery spaces including the theatre and workshops. The Education Officer will be accountable for quality assurance and take a lead on the evaluation of the quality of products and services in accordance with agreed KPIs.

The postholder will be responsible for the effective line management of Education Coordinators and all Science Communicator staff.

Key Tasks

EDUCATION PRODUCTS AND SERVICES

Develop Business and Strategic Plans for the development and delivery of education portfolio with the support of other senior management staff at Xplore! to ensure that there is a clear direction for the business area.

Lead on the development of the programme of schools activities for Foundation Phase/Key Stage 1 and Key Stages 2-5, including programmes delivered at the centre, as outreach, and virtually; to ensure that a comprehensive and relevant portfolio of products is available to the customer.

Ensure presenter level Science Communicator staff are fully trained in order to deliver the organisation's products and service to high quality standards.

Lead on all aspects of the development of the programme of science engagement activities for public visitors, community groups and local residents to ensure that content remains up to date and relevant.

Encourage, develop and maintain supportive relationships with schools, the local community and national and regional education and science communication stakeholders.

Accountable for maintaining the staff rota with regards to assigning activities and shifts to Science Communicator staff in order to ensure product delivery is smooth and professional. Assign shifts to staff with a period of three weeks' notice whenever possible.

Provide effective line management, training, development, and engagement of all Education Coordinators and Science Communicators to create an engaged and motivated team and working environment.

Work with the Projects Officer to oversee the project funded school-based activities by science communicators and to input educational content into grant applications to ensure consistency and a complementary fit with the education programme.

Liaise with the Projects and Business Development teams to ensure that new products are developed to fill gaps in the programmes and are relevant to the interpretation plan.

Monitor staffing levels and work with the Centre Manager to recruit new team members, adhering to the WGU Recruitment and Selection policies and guidance throughout, in order to maintain appropriate staffing levels to meet business needs.

Build and maintain relationships internally and externally, working collaboratively across the organisation, the university group, and the sector to support delivery of the business objectives.

QUALITY ASSURANCE AND EVALUATION

Manage an exciting and informative exhibition for visitors at weekends, holidays and for schools during term time to ensure that the customers have a high quality visitor experience.

Accountable for the maintenance of equipment and science exhibits to ensure that they are well-maintained and to minimise exhibit downtime.

Set clear KPIs for the quality assurance of the exhibition and the delivery of products so that the whole team has a shared awareness of the quality standards expected.

Monitor and organise the collation, analysis and reporting of customer evaluation data against agreed KPIs and performance targets to enable the implementation of a system of continuous improvement.

Special Features

The post will require occasional weekend and evening work to provide support to the Science Communicator team across the full range of normal operating hours.

The post holder may be required to deputise for the Centre Manager or other members of staff at internal and external meetings and events.

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.

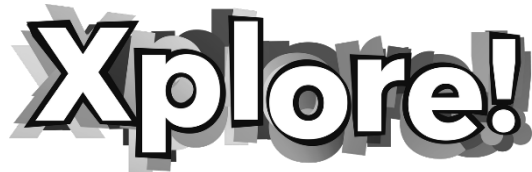
The key responsibilities contained in this job description are indicative not exhaustive. Duties and responsibilities may be altered in discussion with the post holder.

All post-holders within Xplore! are expected to be able to provide support across all areas, beyond their immediate team, as requested by the Centre Manager and commensurate with their skills, knowledge, and experience.

Review

This is a description of the job at the time of issue. It is North Wales Science Limited'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 business and to incorporate reasonable changes where required, in consultation with the job holder.

Person Specification



Job Title: Education Officer

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 communication and presentational skills. | A/I | E |
| | | 1.2 | Excellent organisational skills. | A/I | E |
| | | 1.3 | Ability to prioritise and manage own workload and that of others. | A/I | E |
| | | 1.4 | Ability to lead and motivate others. | I | E |
| | | 1.5 | Ability to speak, or willingness to learn Welsh. | A/I | E |
| | | 1.6 | Computer literacy and excellent administrative skills. | A/I | E |
| | | 1.7 | Capability of independently representing Xplore! at external meetings. | I | E |
| 2 | General & Specialist Knowledge | 2.1 | Knowledge of the England and/or Wales National Curriculum. | I | D |
| | | 2.2 | Understanding of the aims and objectives of science centres, museums, or educational charities. | A/I | E |
| | | 2.3 | Awareness of contemporary scientific issues and educational initiatives. | I | E |

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| 3 | Education & Training | 3.1 | A Higher Education qualification in a relevant discipline. | A/C | D |
| | | 3.2 | Relevant training in the delivery of training or STEM learning initiatives. | A/C/I | D |
| 4 | Relevant Experience | 4.1 | Experience of working within departmental budgets. | A/I | E |
| | | 4.2 | Extensive experience of primary, secondary, or tertiary level learning environments. | I | E |
| | | 4.3 | Experience of successfully line managing staff within a formal or informal educational setting. | A/I | E |
| | | 4.4 | Experience of contemporary and traditional training methods. | A/C/I | E |
| 5 | Special Requirements | 5.1 | Experience of working in science centres, visitor centres or museums. | A/I | D |
| | | 5.2 | A passion or keen interest in a subject area within STEM (Science, Technology or Engineering, and Maths). | I | D |
| Date of Revision | | | | | |

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