

Swydd Ddisgrifiad



Adran	Cynllunio Strategol a Gweinyddiaeth Myfyrwyr
Adran	Cynllunio ac Adrodd
Teitl y Swydd	Rheolwr Cynllunio
Gradd	SA&P1
Yn atebol i	Rheolwr Cynllunio ac Adrodd

Prif Atebolrwydd

O dan gyfarwyddyd y Rheolwr Cynllunio ac Adrodd, y mae'n atebol iddo, bydd deiliad y swydd yn arwain ac yn cyfarwyddo tîm bach sy'n chwarae rhan allweddol wrth ddatblygu, llunio a chydlynu'r broses adrodd. Cyflawnir hyn drwy ddarparu cefnogaeth, cyngor ac arweiniad uniongyrchol i uwch swyddogion gweithredol, cyfadrannau a meysydd gwasanaeth proffesiynol a thrwy gydlynu un maes gweithgaredd penodol neu fwy. Bydd deiliad y swydd yn dadansoddi data ac yn adrodd arno i gefnogi gwneud penderfyniadau ar draws y Brifysgol ac i fodloni gofynion adrodd statudol a chytundebol. Bydd gofyn iddo gydlynu a chynllunio prosesau sylweddol, gan ddatblygu perthnasoedd effeithiol ar draws y Brifysgol. A bydd disgwyl iddo ddadansoddi, dehongli a chyfathrebu gwybodaeth gymhleth yn glir i ddylanwadu ar gynllunio strategol a datblygu polisi.

Tasgau Allweddol

1. Darparu dealltwriaeth arbenigol o ddata o ystod o ffynonellau gan gynnwys HESA. NSS, a chronfeydd data myfyrwyr mewnol a gallu coladu, prosesu a dadansoddi data o'r fath i safon uchel i gefnogi uchelgeisiau'r Brifysgol. Bydd hyn yn cynnwys deall, cyfleu a chyfathrebu gwybodaeth gymhleth i uwch gydweithwyr a all fod yn fanwl iawn, yn dechnegol neu'n arbenigol.
2. Cynhyrchu adroddiadau gwybodaeth rheoli sefydliadol rheolaidd sy'n cyfleu setiau data mawr mewn fformat clir a dealladwy i'w defnyddio ar draws y sefydliad gan gynnwys y Cyfadrannau, y tîm uwch reoli a Bwrdd y Llywodraethwyr, gan addasu'r wybodaeth yn unol â hynny i fodloni anghenion gwahanol ddefnyddwyr.
3. Sicrhau bod y wybodaeth a ddarperir yn gywir ac yn brydlon, a datrys problemau sy'n codi oherwydd niferoedd uchel a chymhlethdod data a gwybodaeth, ac achosion ohonynt yn gwrthdaro ar adegau. Monitro a datblygu ansawdd y gwasanaeth a ddarperir a rheoli a threfnu adnoddau i helpu i ddarparu hyn.

4. Sicrhau prosesau prydlon a chywir i sicrhau cymaint o ymatebion â phosibl ar gyfer NSS a Deilliannau Graddedigion, ac ar gyfer ffurflenni allweddol CCAUC.
5. Arwain ar welliannau sefydliadol wrth gasglu ac adrodd ar ddata a ddefnyddir i deall materion yn ymwneud â chadw myfyrwyr. Bydd hyn hefyd yn cynnwys datblygu gallu i adrodd ar y dangosfwrdd dadansoddeg Dysgu.
6. Yn gyfrifol am ddadansoddi adborth myfyrwyr o ffynonellau gan gynnwys SEMS, NSS a PTES at ddibenion gyrru gwelliannau i brofiad myfyrwyr.
7. Darparu arweinyddiaeth ar gyfer y ddarpariaeth ddata sydd ei hangen i gefnogi'r symudiad i broses rheoli rhaglen barhaus.
8. Ffurio, datblygu a chynnal perthnasoedd gwaith cryf gydag uwch staff academiaidd a staff proffesiynol er mwyn cael cefnogaeth ac ymgysylltiad gweithredol ym mlaenoriaethau'r Brifysgol sy'n ymwneud â phroses gynllunio flynyddol y Brifysgol.
9. Cymryd rôl arweiniol wrth reoli Polisi Rheoli Risg y Brifysgol, gan weithio gydag uwch reolwyr i gefnogi gweithrediad effeithiol y Gofrestr Risgiau Gweithredol.
10. Darparu rheolaeth llinell, arweinyddiaeth a ffocws cyffredinol i'r tîm Systemau Cofnodion Myfyrwyr a sicrhau bod gan staff amgylchedd cefnogol a hwylus ble gallant weithio'n effeithiol wrth fwynhau eu swydd yn fawr iawn.

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 cynnal mewn perthynas â pheryglon sylweddol ac yr ymgymerir ag arolygon diogelwch o leiaf unwaith y flwyddyn ym mhob gweithle dan eich rheolaeth chi.

Cyfrifoldeb y gweithwyr yw 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 swyddi 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 ei fod yn cael ei gefnogi'n ddigonol mewn perthynas â'i gyfrifoldebau 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 ydynt yn gynhwysfawr. Gellir addasu dyletswyddau a chyfrifoldebau mewn trafodaeth â deiliad y swydd.

Disgwylir i'r holl ddeiliaid swydd yn y Gyfarwyddiaeth allu cynnig 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.

Manyleb Person

Teitl y
Swydd:

Rheolwr Cynllunio

Er mwyn cael eich rhoi ar y rhestr fer, rhaid i chi ddangos 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 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 Dealltwriaeth dda o fethodoleg ymchwil meintiol ac ansoddol, gan gynnwys y gallu i nodi dull priodol o ddadansoddi a chanfod a dod o hyd i wybodaeth ychwanegol.	Ff, C	H
		1.2 Y gallu i ymdrin â setiau mawr a chymhleth, dylunio ymchwiliadau data, dadansoddi a dehnogli tueddiadau a phartrymau data cymhleth ac adnabod ffynonellau data perthnasol	Ff, C	H
		1.3 Y gallu i fireinio anghenion gwybodaeth a'u troi yn ymchwil gweithredol, ac i nodi newidynnau allweddol.	Ff, C	H
		1.4 Sylw rhagorol i fanylion, y gallu i weithio'n drefnus a chynnal y safonau uchaf o gywirdeb, cysondeb a thrylwyredd	Ff, C	H
		1.5 Gallu datrys problemau yn dda, gan ddefnyddio menter, hyblygrwydd a chreadigrwydd i ddatrys materion wrth iddynt godi, dewis yr opsiwn cywir wrth wynebu toreth o ddata neu ddata sy'n gwrthdaro	Ff, C	H
		1.6 Y gallu i gyfleu gwybodaeth gymhleth a thechnegol, data a methodoleg a	Ff, C, Rh	H

			chanfyddiadau cysylltiedig mewn modd hygyrch i gynulleidfaoedd arbenigol a rhai nad ydynt yn arbenigol, gan gynnwys rhai ar lefel uwch.		
		1.7	Sgiliau gweinyddol a threfnu rhagorol gyda sylw da i fanylion a'r gallu i reoli sawl prosiect cydamserol a bodloni terfynau amser tynn	Ff, C	H
		1.8	Gallu gweithio gydag amserlenni heriol ac ymateb iddynt, gan fagu dull gweithredu hyblyg a chadarnhaol i sicrhau y cyflawnir amcanion yn effeithiol.	Ff, C	H
		1.9	Unigolyn sy'n meddwl yn greadigol a hyderus, a fydd yn datblygu datrysiadau creadigol i oresgyn heriau.	Ff, C	H
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Y gallu i ddeall a dehongli polisiâu, gweithdrefnau ac arferion gwaith y Brifysgol ym mhob maes o fusnes y Brifysgol ac unrhyw faterion a allai ddylanwadu ar ddatblygiad strategaethau'r brifysgol yn y tymor hir.	Ff, C	H
		2.2	Dealltwriaeth fanwl a chynhwysfawr o'r sector AU	Ff, C	D
		2.2	Gwybodaeth am ffynonellau data sy'n berthnasol i Addysg Uwch a sut y mae'r data'n cael ei ddefnyddio a'i dehongli.	Ff, C, Rh	D
		2.4	Gwybodaeth arbenigol sy'n sail i'r data yn nhablau cynghrair prifysgolion gan gynnwys NSS neu Graduate Outcomes	Ff, C	D
		2.5	Uwch sgiliau Microsoft Excel, gan gynnwys fformiwlâu a thablau colynnog	Ff, C	H
		2.6	Dealltwriaeth o arferion gorau delweddu data	Ff, C	H

3	Addysg a Hyfforddiant	3.1	Addysg hyd at lefel gradd neu gyfwerth mewn profiad perthnasol.	Ff, C, T	H
4	Profiad Perthnasol	4.1	Gallu profedig i ddadansoddi, dehongli, cyflwyno a chyfleu data cymhleth yn glir i gydweithwyr, gan gynnwys ar adegau i'r lefel uchaf ac mewn perthynas â materion sy'n ymwneud â sefydliadau cyfan	Ff, C, Rh	H
		4.2	Tystiolaeth o'r gallu i fodloni targedau heriol ac amcanion cynllunedig yn llwyddiannus	Ff, C	H
		4.3	Profiad o weithio mewn amgylchedd Addysg Uwch	Ff, C	D
5	Gofynion Arbennig	5.1	Unigolyn sy'n meddwl yn greadigol a hyderus, a fydd yn datblygu datrysiadau creadigol i oresgyn heriau.	Ff, C, Rh	H
		5.2	Unigolyn deinamig ei ymagwedd, 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 canlyniadau 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



Department	Strategic Planning and Student Administration
Section	Planning and Reporting
Job Title	Planning Manager
Grade	SA&P1
Reports To	Planning and Reporting Manager

Principal Accountabilities

Under the direction of the Planning and Reporting Manager, to whom they are responsible, the post holder will be leading and directing a small team that plays a key role in developing, shaping and coordinating the reporting process. This will be achieved through providing direct support, advice and guidance to senior executive, faculties and professional service areas and through the coordination of one or more specific areas of activity. The post-holder will undertake data analysis and reporting to support decision making across the University and to meet statutory and contractual reporting requirements. They will be required to coordinate and plan significant University-wide processes, developing effective relationships across the University. And will be expected to analyse, interpret and clearly communicate complex information to influence strategic planning and policy development.

Key Tasks

1. Provide an expert understanding of data from a range of sources including HESA, NSS, and internal student databases and be able to collate, process and analyse such data to a high standard in support of the University's ambitions. This will include understanding, conveying and communicating complex information which may be highly detailed, technical or specialist.
2. Produce regular institutional management information reports conveying complex and large data sets in a clear and understandable format for use across the institution including by Faculties, the senior management team and the Board of Governors, adapting the information accordingly to meet needs of different users.
3. Ensure information that is provided is accurate and timely, and resolve problems which arise through the large quantity and complexity of data and information and where this may be at times conflicting. Monitor and develop the quality of service provided and manage and arrange resources to help provide this.

4. Ensure timely and accurate processes to maximise responses for NSS and Graduate Outcomes, and for key HEFCW returns.
5. Lead on institutional improvements in collecting and reporting of data that is used in the understanding of issues relating to retention of students. This will also include developing the reporting capability of the Learning analytics dashboard.
6. Responsible for analysing student feedback from sources including SEMS, NSS and PTES for the purpose of driving improvements to the student experience.
7. Provide leadership on the data provision required to support the move to a continuous programme management process.
8. Form, develop and maintain strong working relationships with senior academic and professional staff in order to obtain buy-in and active engagement in University priorities relating to the University's annual planning process.
9. Take a lead role in managing the University's Risk Management Policy, working with senior management to support the effective operation of the Operational Risk Register.
10. Provide line management, leadership and focus for the Senior Planning Officer and Planning Officers, ensuring staff have a supportive and enabling environment in which they can work effectively whilst achieving a high degree of job satisfaction.

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: Planning Manager

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	A good understanding of quantitative and qualitative research methodology, including the ability to identify an appropriate method of analysis and identify and source additional information.	A, I	E
	1.2	Ability to deal with large and complex datasets, designing data investigations, analysis and interpretation of complex data trends and patterns and the identification of relevant data sources	A, I	E
	1.3	Ability to refine information needs into actionable research, and identify key variables.	A, I	E
	1.4	Excellent attention to detail, ability to work methodically and maintain highest standards of accuracy, consistency and thoroughness	A, I	E
	1.5	A problem solver, using initiative, flexibility and creativity to solve issues as and when they arise, choosing the right option when faced with a mass of data or conflicting data	A, I	E
	1.6	An ability to communicate complex and technical information, data and accompanying methodology and findings in an accessible manner to specialist and non-specialist audiences, including those at a senior level	A, I, P	E

		1.7	Excellent administrative and organisational skills with real attention to detail and an ability to manage several concurrent projects and meet tight deadlines.	A, I	E
		1.8	Ability to work and respond within challenging timeframes, adopting a flexible and positive approach to ensure outcomes are effectively delivered.	A, I	E
		1.9	A creative and confident thinker, who will develop creative solutions to overcome challenges	A, I	E
2	General & Specialist Knowledge	2.1	Ability to understand and interpret University policies, procedures and working practices in all areas of the University's business and any issues which may influence the development of longer-term university strategies.	A,I	E
		2.2	An in depth and comprehensive understanding of the HE sector	A, I	D
		2.3	Knowledge of data sources relevant to Higher Education and how those data are used and able to be interpreted	A, I, P	D
		2.4	Specialist knowledge that underpins the data in university league tables including NSS or Graduate Outcomes	A, I	D
		2.5	Advanced Microsoft Excel skills, including formulae and pivot tables	A, I	E
		2.6	An understanding of data visualisation best practice	A, I	E
3	Education & Training	3.1	Educated to degree level or equivalent relevant experience.	A, I, C	E
4	Relevant Experience	4.1	Proven ability to analyse, interpret, present and clearly communicate complex briefings to colleagues, including at times to the highest level and in relation to institution wide issues	A, I, P	E
		4.2	Evidence of the ability to successfully meet challenging targets and planned objectives	A, I	E
		4.3	Experience of working within the Higher Education environment	A, I	D

5	Special Requirements	5.1	A creative and confident thinker, who will develop creative solutions to overcome challenge.	A, I, P	E
		5.2	Personal dynamism, demonstrating drive, innovation and initiative.	A, I	E
		5.3	Ability to work and respond within challenging timeframes, adopting a flexible and positive approach to ensure outcomes are effectively delivered.	A, I	E
		5.4	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