

Swydd Ddisgrifiad

Cyfadrn/Cyfarwyddiaeth	Y Gyfadrn Gwyddorau Cymdeithasol a Bywyd
Adran	Busnes
Teitl y Swydd	Cynorthwydd Ymchwil
Yn atebol i	Deon Cyswllt (Ymchwil) y Gyfadrn Gwyddorau Cymdeithasol a Bywyd

Prif Atebolrwydd

Mae'r swydd hon yn gofyn am unigolyn hynod frwdfrydig i gefnogi prosiect ymchwil wedi'i ariannu gan Lywodraeth Cymru sy'n gwerthuso cyllid darpariaeth gwaith ieuencid ledled Cymru. Bydd deiliad y swydd yn cefnogi elfen ymchwil ansoddol y prosiect.

Bydd deiliad y swydd yn cefnogi'r gwaith ymchwil drwy recriwtio cyfranogwyr, ymgymryd â'r gwaith o gasglu data, dadansoddi'r data a chyflwyno'r canfyddiadau mewn adroddiad ymchwil. Bydd yn chwarae rhan weithredol o fewn y tîm ymchwil (sy'n cynnwys cydweithwyr o PUW, y Drindod Dewi Sant a Met Caerdydd), yn ymgysylltu â'r broses gwneud penderfyniadau mewn perthynas â'r ymchwil, a rhesymoli ac adrodd eu penderfyniadau mewn perthynas â'r ymchwil.

Bydd deiliad y swydd yn sicrhau bod ail gam meintiol y prosiect yn mynd rhagddo'n ddidrafferth, a chysylltu â'r tîm meintiol fel sy'n briodol. Bydd yn hysbysu pawb sy'n ymwneud â'r prosiect ynghylch cynnydd, gan gadw at yr amserlen a'r broses gwneud penderfyniadau er mwyn sicrhau bod hyn yn digwydd.

Tasgau a Chyfrifoldebau Allweddol

Tasgau a chyfrifoldebau allweddol y swydd hon fydd:

- Recriwtio a sicrhau cyfradd ymateb briodol ar gyfer elfen feintiol y prosiect:
- Ymgymryd â chyfrifoldeb am werthuso setiau data (gan gynnwys dadansoddi a chyflwyno'r canfyddiadau) ar ran y Cwmni
- Cysylltu ag amrywiaeth o bobl ar wahanol lefelau o awdurdod er mwyn sicrhau cynnydd esmwyth ac effeithlon, a chynnal amserlen y prosiect.
- Mynychu cyfarfodydd prosiect ymchwil a chyfarfodydd grŵp llywio, a chynnig adroddiadau ar gynnydd yr ymchwil.
- Cynnal cofnodion cyfrinachol a chywir yn unol ag ystyriaethau moesegol a GDPR.

- Helpu i drefnu a mynychu digwyddiadau rhwydweithio allanol lle fo'n briodol.
- Gweithio gyda chydweithwyr ledled gwasanaethau academiaidd a phroffesiynol o fewn y Brifysgol, fel sy'n briodol, er mwyn sicrhau bod y prosiect yn cael ei gynnal yn esmwyth.

Nodweddion Arbennig

- Mae PGW yn un o lofnodwyr y Concordat ar gyfer Ymchwilwyr. Mae disgwyl i ddeiliad y swydd lynu at ofynion y ddarpariaeth hon.

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 mhollisi 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 ymgwymerir 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

Cynorthwydd Ymchwil

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	Sgiliau TG rhagorol – rheoli taenlenni, SPSS a'r gallu i ddefnyddio Microsoft Office yn effeithiol.	Ff, C	H
		1.2	Sgiliau cyfathrebu rhagorol, ar lafar ac yn ysgrifenedig	Ff, C	H
		1.3	Sgiliau rheoli data ac ysgrifennu adroddiadau rhagorol	Ff, C	H
		1.4	Pwyslais cryf ar gwsmeriaid a darparu gwasanaeth yn llwyddiannus	Ff, C	H
		1.5	Lefel uchel o sgiliau trefnu a'r gallu i weithio ar eich liwt eich hun a blaenoriaethu eich gwaith eich hun er mwyn sicrhau gwasanaeth effeithiol	Ff, C	H
		1.6	Y gallu i weithio'n effeithiol mewn tîm amlddisgyblaethol ar draws y Brifysgol	Ff, C	H
		1.7	Sgiliau ymgysylltu a rhwydweithio da	Ff, C	H
2	Addysg a Hyfforddiant	2.1	Gradd Meistr a/neu PhD mewn pwnc perthnasol	A	H
		2:2	Gwybodaeth a phrofiad o waith ieuencid yng Nghymru	Ff, C	H
3	Profiad Perthnasol	3.1	Profiad o gefnogi'r gwaith o reoli a chyflawni prosiectau	Ff/C	H
		3.2	Gwybodaeth a phrofiad o weithgarwch ymchwil ac ysgrifennu adroddiadau	Ff/C	H

		3.3	Profiad o bob agwedd o weinyddu cyffredinol	Ff, C	H
		3.4	Profiad o rwydweithio a chefnogi digwyddiadau rhwydweithio	Ff, C	H
		3.5	Profiad o gyfrannu at brosiect ymchwil a ariennir.	Ff, C	D
4	Gofynion Arbennig	4.1	Y gallu a pharodrwydd i deithio i gyfarfodydd a digwyddiadau rhanddeiliaid a chasglu data yn ôl yr angen	A	H
		4.2	Y gallu i gyfathrebu yn y Gymraeg	Ff	D

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

Job Description



Faculty/Directorate	Faculty of Social and Life Sciences
Section	Business
Job Title	Research Assistant
Reports To	Associate Dean (Research) Faculty of Social and Life Sciences

Principal Accountabilities

This post requires a highly motivated person to support a Welsh Government funded research project that evaluates the funding of youth work provision across Wales. The post holder will support the quantitative research element of the project.

The post holder will support the research by recruiting participants, undertaking data collection, analysing the data and presenting the findings in a research report. They will be an active part of the research team (which includes colleagues from WGU, Trinity St David and Cardiff Met), engage in decision-making regarding the research and will rationalise and report their decisions regarding the research.

The post holder will ensure the smooth progress of the phase 2 quantitative part of the project and liaise with the quantitative team as appropriate. They will keep all involved in the project informed of progress, keeping to schedule and decision-making to ensure this happens.

Key Tasks and Responsibilities

The key tasks and responsibilities of this post will be to :

- Recruit and ensure an appropriate response rate for the quantitative element of the project.
- Assume responsibility for the organisation of the datasets evaluation (including analysis and presenting the findings).
- Liaise with a range of people at different levels of authority in order to ensure the smooth and efficient progress, and maintenance of the timeline of the project.
- Attend research project meetings and steering group meetings and provide written reports on the progress of the research.
- Maintain confidential and accurate record keeping in line with ethical and GDPR considerations.

- Help to organise and attend external networking events where appropriate.
- Work with colleagues across academic and professional services within the University as necessary to ensure the smooth running of the project.

Special Features

- WGU is a signatory to the Concordat for Researchers. The post holder is expected to adhere to the requirements of this provision.

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

Research Assistant



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 IT skills – management of spread sheets, SPSS and ability to use Microsoft Office efficiently.	A,I	E
		1.2	Excellent verbal and written communications skills	A,I	E
		1.3	Excellent data management and report writing skills	A,I	E
		1.4	Strong customer focus and service delivery achievement	A,I	E
		1.5	High level of organisational skills and ability to work on own initiative and prioritise own work to ensure an effective service	A,I	E
		1.6	Ability to work effectively in a multi-disciplinary and cross University team	A,I	E
		1.7	Good networking and engagement skills	A,I	E
2	Education & Training	2.1	Masters and/or PhD in a relevant subject	A	E
		2:2	Knowledge and experience of youth work in Wales	A,I	E
3	Relevant Experience	3.1	Experience of supporting project management and delivery	A/I	E
		3.2	Knowledge and experience of research activity and report writing	A/I	E
		3.3	Experience of all aspects of general administration	A,I	E

		3.4	Experience of networking and supporting networking events	A,I	E
		3.5	Experience of contributing to a funded research project.	A,I	D
4	Special Requirements	4.1	Ability and willingness to travel to stakeholder meetings and events and to collect data when required	A	E
		4.2	Ability to communicate in Welsh	A	D

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