**Swydd Ddisgrifiad**

**Rheolwr Recriwtio Rhyngwladol**



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| **Ysgol/Cyfarwyddiaeth** | Swyddfa Ryngwladol a Phartneriaethau |
| **Adran** | Rhyngwladol a Phartneriaethau |
| **Teitl Swydd** | Rheolwr Recriwtio Rhyngwladol |
| **Graddfa** | S&AP2 |
| **Yn Adrodd i** | Dirprwy Is-ganghellor – Partneriaethau (DU a Rhyngwladol) |

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| **Prif Gyfrifoldebau** |
| Holl agweddau ar recriwtio a derbyn myfyrwyr rhyngwladol, gan gynnwys:   * Datblygu gweithgarwch marchnata rhyngwladol. * Datblygu a rheoli rhwydwaith o gynrychiolwyr. * Rheoli’r broses dderbyn ar gyfer myfyrwyr rhyngwladol. * Rheoli a goruchwylio polisïau a gweithdrefnau Haen 4 y Brifysgol. |

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| **Tasgau Allweddol** |
| * Gweithio’n effeithiol ar draws y Swyddfa Ryngwladol a Phartneriaethau i gyflwyno Strategaeth Ryngwladol a Dangosyddion Perfformiad Allweddol y Brifysgol a bod yn rheolwr llinell ar aelodau’r tîm fel y cânt eu neilltuo. * Cysylltu ag Ysgolion academaidd ac Adrannau eraill y Brifysgol fel bo’r angen i gyflawni canlyniadau’n effeithiol. * Arwain ar y gwaith o ddatblygu a rheoli strategaeth farchnata ryngwladol a chynllun gweithredu’r Brifysgol. * Arwain ar y gwaith o ddatblygu a rheoli rhwydwaith asiantaeth ryngwladol y Brifysgol. * Arwain ar y gwaith o reoli, goruchwylio a datblygu’n barhaus polisïau a gweithdrefnau Haen 4 y Brifysgol. * Ymgymryd â dadansoddiad penodol o’r farchnad a chyflwyno adroddiadau fel bo’r angen. * Ymgymryd â dyletswyddau eraill sy’n rhesymol o fewn natur y swydd, o dan gyfarwyddyd Partneriaethau’r Dirprwy Is-ganghellor. |

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| **Dyletswyddau Cyffredinol** |
| Byddwch yn sicrhau bod systemau a gweithdrefnau rheoli priodol ar waith i fodloni eich dyletswyddau a’ch cyfrifoldebau iechyd a diogelwch sydd wedi’u cynnwys 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 a bod archwiliadau diogelwch yn cael eu cynnal ar gylch blynyddol o leiaf ym mhob gweithle o dan eich rheolaeth.  Cyfrifoldeb y gweithwyr yw cymhwyso Polisi Cyfle Cyfartal y Brifysgol yn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.  Mae pob aelod o staff yn gyfrifol am hyrwyddo lefelau uchel o ofal cwsmeriaid yn eu maes cyfrifoldeb eu hunain.  Disgwylir i ddeiliaid y swydd gydweithredu gyda’r broses Gwerthuso, gan ymwneud â gosod amcanion er mwyn cynorthwyo i fonitro perfformiad a datblygiad yr unigolyn.  Byddwch yn asesu anghenion hyfforddi a datblygu pob aelod o staff o dan eich rheolaeth i sicrhau eu bod yn cael digon o gefnogaeth mewn perthynas â’u cyfrifoldebau gwaith.  Unrhyw ddyletswyddau perthnasol eraill sy’n gymesur â gradd y swydd fel y gallai 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 disgrifiad swydd hwn yn fynegol ac nid ydynt yn gynhwysfawr. Gellir diwygio dyletswyddau a chyfrifoldebau mewn trafodaeth â deiliad y swydd.  Mae’n bosibl, gyda rhybudd rhesymol, y bydd hi’n ofynnol i chi weithio ar unrhyw un o safleoedd Prifysgol Glyndŵr Wrecsam. |

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| **Adolygu** |
| Mae hwn yn ddisgrifiad o’r swydd ar adeg ei gyhoeddi. Arfer y Brifysgol o bryd i’w gilydd yw adolygu a diweddaru 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**

**Rheolwr Recriwtio Rhyngwladol**

Er mwyn bod ar y rhestr fer, rhaid i chi ddangos eich bod yn bodloni’r holl feini prawf hanfodol a chymaint o’r meini prawf dymunol â phosibl. Lle mae 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.

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| **Meini Prawf Dethol** | | | | | |
| **Priodoleddau** | | **Eitem** | **Meini Prawf Perthnasol** | **Dull Adnabod** | **Safle** |
| 1 | Sgiliau a Galluoedd | 1.1  1.2  1.3  1.4 | Ffocws cryf ar y cwsmer a’n llwyddiannus wrth ddarparu gwasanaethau  Trafodwr medrus ar bob lefel  Lefel uchel o broffesiynoldeb ac ymrwymiad  Gallu defnyddio TG | A/I  A/I  A/I  A/I | E  E  E  E |
| 2 | Addysg a Hyfforddiant | 2.1  2.2 | Gradd Baglor  Cymhwyster ôl-radd | A/C  A/C | E  D |
| 3 | Profiad Perthnasol | 3.1  3.2  3.3 | Profiad o recriwtio a derbyn myfyrwyr rhyngwladol  Profiad o reoli gofynion Haen 4  Profiad o reoli meintiol ar gyfer marchnata | A/I  A/I  A/I | E  E  D |
| 4 | Gofynion Arbennig | 4.1  4.2 | Y gallu i gyfathrebu drwy gyfrwng y Gymraeg  Y gallu i gyfathrebu drwy gyfrwng ieithoedd modern eraill | A  A | D  D |
| **Dyddiad Adolygu** | | |  | | |

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| **Allwedd** | **Dull Adnabod** | **A** | Ffurflen Gais |
| **I** | Cyfweliad |
| **T** | Prawf |
| **C** | Copi o dystysgrifau |
| **P** | Cyflwyniad |
| **G** | Asesiad Grŵp |
| **Safle** | **E** | Hanfodol |
| **D** | Dymunol |

**Job Description**

**International Recruitment Manager**



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| **School/Directorate** | International & Partnerships Office |
| **Section** | International & Partnerships |
| **Job Title** | International Recruitment Manager |
| **Grade** | S&AP2 |
| **Reports To** | Pro Vice-Chancellor – Partnerships (UK and International) |

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| **Principal Accountabilities** |
| All aspects of international student recruitment and admissions including:   * Developing international marketing activity. * Development and management of agent network. * Management of admissions processes for international students. * Management and oversight of the University’s Tier 4 policies and procedures. |

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| **Key Tasks** |
| * Work effectively across the International & Partnerships Office to deliver the University International Strategy and KPIs and line manage team members as allocated. * Liaise with academic Schools and other University Departments as required to effectively deliver outcomes. * Lead on the development and management of the University’s international marketing strategy and action planning. * Lead on the development and management of the University’s international agent network. * Lead on the management, oversight and ongoing development of University’s Tier 4 policies and procedures. * Undertake specific market analysis and deliver reports as required. * Undertake other duties as may reasonably be required within the remit of the post, under the direction of the PVC Partnerships |

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| **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 Appraisal 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.  You may, with reasonable notice, be required to work at any of the Wrexham Glyndŵr University sites. |

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| **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**

**International Recruitment 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.

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| **Selection Criteria** | | | | | |
| **Attributes** | | **Item** | **Relevant Criteria** | **Identification  Method** | **Rank** |
| 1 | Skills & Abilities | 1.1  1.2  1.3  1.4 | Strong customer focus and service delivery  achievement.  Skilled negotiator at all levels  High level of professionalism and commitment  IT literate | A/I  A/I  A/I  A/I | E  E  E  E |
| 2 | Education &  Training | 2.1  2.2 | Bachelor’s degree  Post-graduate qualification | A/C  A/C | E  D |
| 3 | Relevant  Experience | 3.1  3.2  3.3 | Experience of international university admissions and recruitment  Experience of management of Tier 4 requirements  Experience of quantitative management of marketing | A/I  A/I  A/I | E  E  D |
| 4 | Special  Requirements | 4.1  4.2 | Ability to communicate in Welsh  Ability to communicate in other modern languages | A  A | D  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 |