

Swydd Ddisgrifiad

Ysgol/Cyfarwyddiaeth	Rhyngwladol a Phartneriaethau
Adran	Swyddog Menter
Teitl y Swydd	Swyddog dysgu sy'n gysylltiedig â gwaith
Rhif y Swydd	
Yn atebol i	Rheolwr Datblygu Busnes - Menter ac Ymgysylltu

Prif Atebolrwydd

Fel sefydliad sy'n canolbwyntio ar Ddiwydiant, mae'r Brifysgol yn dymuno gwella Canlyniadau Graddedigion a sicrhau bod pob myfyriwr yn cael y cyfle i ymgysylltu â chyfleoedd dysgu sy'n gysylltiedig â gwaith o fewn eu hastudiaethau.

Bydd y swyddog dysgu sy'n gysylltiedig â gwaith, wedi ei leoli o fewn uned dysgu sy'n gysylltiedig â gwaith (Uned WRL) bwrpasol, yn darparu cymorth priodol i gydweithwyr academiaidd, darparwyr WRL allanol a myfyrwyr (cyn, yn ystod, ac ar ôl lleoliad) yn y sefydliad, rheoli a chofnodi darpariaeth sy'n gysylltiedig â gwaith ar draws y Brifysgol, gan sicrhau un dull safonol ac ehangu profiad myfyrwyr.

Tasgau Allweddol

- *Gweithio'n effeithiol o fewn yr uned WRL i gefnogi'r gwaith o ddarparu cyfleoedd WRL ar draws y Brifysgol gan gynnwys datblygu dulliau safonol ar gyfer WRL, cyfleoedd rhyngddisgyblaethol a chynllun gweithredu cydlynol ar draws y gyfadran;*
- *Ymgysylltu â chydweithwyr academiaidd i gefnogi'r gwaith o ddatblygu a darparu gweithgareddau WRL yn llwyddiannus ar draws y Brifysgol gan ddarparu cymorth gweinyddol, a chynghor ac arweiniad mewn perthynas ag opsiynau ar gyfer mathau gwahanol o WRL;*
- *Ymgysylltu â sefydliadau allanol a darparwyr lleoliadau a'u cefnogi, gan sicrhau proses gydlynol a chlir ar gyfer darpariaeth ac ansawdd WRL, a chyfathrebu cyson â sefydliadau allanol;*
- *Hyrwyddo cyfleoedd a buddion WRL i fyfyrwyr ar draws ystod o ddulliau a chyfryngau;*
- *Defnyddio meddalwedd/offer cymorth digidol, technolegol a rhyngweithiol wedi eu halinio â darpariaeth WRL megis ARC;*
- *Darparu cynghor a chymorth i fyfyrwyr wrth ddarganfod a sicrhau cyfleoedd WRL gan gynnwys gofynion cyfreithiol, yswiriant ac lechyd a Diogelwch;*
- *Cefnogi'r gwaith o ddatblygu sgiliau allweddol sydd wedi eu halinio â chanlyniadau a chyflogadwyedd graddedigion;*

- Gweithio ar y cyd â thimau gwasanaethau proffesiynol eraill megis y Swyddog Menter, y Gwasanaethau Gyrfaoedd, y Ganolfan Rhaglenni Myfyrwyr a'r Gyfadran Busnes a'r timau rheoli i sicrhau dull cydlynol, cyd-gysylltiedig ar gyfer gweithgarwch WRL ar draws y Brifysgol;
- Gweithio ar y cyd â goruchwylwyr lleoliadau/WRL ac arweinwyr lleoliadau academiaidd i gefnogi'r gwaith o ddatblygu a darparu WRL;
- Cefnogi'r gwaith o ddatblygu a darparu elfennau WRL Rhaglenni Prentisiaethau ar draws y Brifysgol;
- Sicrhau y dilynir prosesau rheoli cofnodion priodol a bod yr holl bartïon yn ymwybodol o'u cyfrifoldebau unigol o fewn darpariaeth WRL;
- Monitro cynaliadwyedd cyfleoedd WRL ac asesu addasrwydd cyfleoedd WRL newydd mewn partneriaeth â goruchwylwyr WRL academiaidd;
- Darparu gwasanaeth cymorth a gweinyddol effeithiol ar gyfer cydweithwyr ar draws y Brifysgol;
- Sicrhau y cwblheir gwiriadau'r Gwasanaeth Datgelu a Gwahardd os yn briodol;
- Darparu gwasanaeth cyson o safon uchel i fyfyrwyr gydag ymagwedd sy'n canolbwyntio ar y cwsmer
- Sicrhau y datblygir ac y cynhelir cysylltiadau gweithio clos ac effeithiol â'r holl ddarparwyr WRL.
- Ymgymryd ag unrhyw ddyletswyddau eraill yn gymesur â gradd y swydd, a phrofiad a gallu deiliad y swydd

Nodweddion Arbennig

Bydd disgwyl i ddeiliad y swydd weithio'n hyblyg i gyflenwi a/neu weithio ar y cyd â chydweithwyr o fewn yr uned WRL. Gall hyn gynnwys gweithio oriau gwahanol ar brydiau.

Efallai bydd gofyn i chi weithio gyda'r nos a/neu ar benwythnosau ar brydiau. Gellir gofyn i chi weithio ar unrhyw safle Prifysgol Glyndŵr, gyda rhybudd rhesymol.

Amrywiol

Rydych yn gyfrifol am sicrhau bod systemau a phrosesau priodol yn eu lle i fodloni arferion gweithio diogel ac iechyd a diogelwch cyffredinol.

Rydych yn gyfrifol am ddefnyddio Polisi'r Brifysgol a glynu wrtho, ym mhob agwedd ar eich rôl gan gynnwys (ond heb fod yn gyfyngedig i) Polisi Cyfle Cyfartal, Siarter Staff, a pholisi defnyddio TG.

Mae'r cyfrifoldebau allweddol sydd wedi eu cynnwys yn y swydd ddisgrifiad hwn yn fynegol, nid ydynt yn gynhwysfawr. Gellir newid dyletswyddau a chyfrifoldebau mewn trafodaeth â deiliad y swydd.

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 Arfarnu, gan gymryd rhan wrth osod amcanion er mwyn cynorthwyo gyda monitro perfformiad a datblygiad yr unigolyn.

Adolygu

Mae hwn yn ddisgrifiad o'r swydd ar adeg ei gyhoeddi. 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 lle bo'r angen, mewn ymgynghoriad â deiliad y swydd.

Manyleb Person

Swyddog Dysgu sy'n Gysylltiedig â Gwaith

Er mwyn cael eich rhoi ar y rhestr fer rhaid i chi arddangos eich bod yn cwrdd â'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 defnyddio'r meini prawf dymunol i lunio rhestr fer.

Meini Prawf Dethol					
Priodoleddau	Eitem	Meini Prawf Perthnasol	Dull Adnabod	Pwysigrwydd	
1	Sgiliau a Gallu	1.1	<i>Darpariaeth gwasanaethau a ffocws ar gwsmeriaid cryf</i>	Ff/C	H
		1.2	<i>Lefel uchel o broffesiynoldeb ac ymrwymiad</i>	Ff/C	H
		1.3		Ff/C	H
		1.4	<i>Medrus gyda Microsoft Office, Cronfeydd Data ac offer ac apiau Cyfryngau Cymdeithasol</i>	Ff/C	H
		1.5	<i>Sgiliau cyfathrebu llafar ac ysgrifenedig cryf</i> <i>Lefel uchel o fanwl gywirdeb a sylw at fanylion</i>	Ff/C	H
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	<i>Gwybodaeth am weithgareddau a mentrau WRL o fewn Addysg Uwch</i>	Ff/C	H
		2.2	<i>Gwybodaeth am bolisiau Yswiriant, Iechyd a Diogelwch a GDPR ar gyfer darpariaeth WRL</i>	Ff/C	D
		2.3		<i>Gwybodaeth am dirwedd a mesur profiad myfyrwyr o fewn Addysg Uwch</i>	Ff/C
		2.4	<i>Gwybodaeth am ddulliau hyrwyddo ac ymgysylltu ar gyfer sefydliadau allanol</i>	Ff/C	H
		2.5	<i>Gwybodaeth am rai o'r ystod o offer/dulliau technolegol sydd ar gael ar gyfer ymgysylltu â myfyrwyr</i>	Ff/C	H

3	Addysg a Hyfforddiant	3.1	<i>Gradd baglor neu gymhwyster proffesiynol cyfwerth</i>	Ff/C	D
4	Profiad Perthnasol	4.1	<i>Profiad o hyrwyddo ac ennyn diddordeb sefydliadau allanol mewn cynnyrch/gwasanaethau addysg</i>	Ff/C	D
		4.2	<i>Profiad o gylch bywyd myfyrwyr ac ysgogwyr bywyd myfyrwyr</i>	Ff/C	D
		4.3	<i>Profiad o ddatblygu gweithgareddau WRL cwricwlaidd o fewn lleoliad addysgol neu fasnachol</i>	Ff/C	H
		4.4	<i>Profiad o reoli cysylltiadau a chleientiaid</i>	Ff/C	H
5	Gofynion Arbennig	5.1	<i>Gallu cyfathrebu'n Gymraeg</i>	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



School/Directorate	International and Partnerships
Section	Enterprise Office
Job Title	Work-related learning officer
Vacancy No	
Reports To	Business Development Manager – Enterprise & Engagement

Principal Accountabilities

As an Industry focused institution, the University seeks to improve Graduate Outcomes and to ensure that all students have the opportunity to engage with Work-related learning opportunities within their studies.

The Work-related learning officer, based within a dedicated work-related learning unit (WRL unit) will provide appropriate support to academic colleagues, external WRL providers and students (both pre, during and post placement) in the organisation, management and recording of work-related learning provision across the University ensuring a standardised approach and enhancing student experience.

Key Tasks

- *To work effectively within the WRL unit to support the delivery of WRL opportunities across the University including developing standardised approaches to WRL, interdisciplinary opportunities and a coherent action plan across faculty;*
- *To engage with academic colleagues to support the development and successful delivery of WRL activity across the University including providing administrative support, and guidance and advice regarding options for different types of WRL;*
- *To engage and support external organisations and placement providers, ensuring a coherent and clear process of WRL provision and quality, and consistent communications with external organisations;*
- *To promote WRL opportunities and benefits to students across a range of methods and media;*
- *To utilise digital, technological and interactive support tools/software aligned to WRL provision such as ARC;*
- *To provide advice and support for students in sourcing and securing WRL opportunities including legal, insurance and Health and Safety requirements;*
- *To support the development of key skills aligned to graduate outcomes and employability;*

- To work in collaboration with other professional services teams such as the Enterprise Office , The Careers Service, The Student Programme Centre and Faculty Business and management Teams to ensure a cohesive, joined up approach to WRL activity across the University;
- To work in collaboration with WRL/placement supervisors and Academic placement leads to support WRL development and delivery;
- To support the development and delivery of WRL elements of Apprenticeship Programmes across the University;
- To ensure appropriate record management processes are followed and all parties are aware of their individual responsibilities within WRL provision;
- To monitor the suitability of WRL opportunities and assess the suitability of new WRL opportunities in partnership with academic WRL supervisors;
- To deliver an effective administrative and support service for colleagues across the University;
- To ensure appropriate Disclosure and Barring check are completed if appropriate;
- To provide a high quality and consistent service to students with a customer-focused approach
- To ensure the development and maintenance of close and effective working relationships with all WLR providers.
- To undertake any other duties as requested within grade and post holders experience and ability

Special Features

The post holder will be expected to work flexibly to provide cover and/or work in collaboration with colleagues within the WRL unit. This may, on occasions involve working to different hours.

Some evening work and/or weekend work may be required. You may, with reasonable notice, be required to work at any of the Wrexham Glyndwr University sites.

Miscellaneous

You are responsible for ensuring that appropriate systems and processes are in place to meet general health and safety and safe working practices.

You are responsible for applying and adhering to University Policy in all aspects of your role including (but not limited to) Equal Opportunities Policy, Staff Charter, and IT use policy.

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 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 setting of objectives in order to assist in the monitoring of performance and the development of the individual.

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



Work Related Learning 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	<i>Strong Customer Focus and service delivery</i>	A/I	E
		1.2	<i>High level of professionalism and commitment</i>	A/I	E
		1.3	<i>Proficient with Microsoft Office, Databases and Social Media tools and applications</i>	A/I	E
		1.4	<i>Strong communication skills both verbal and written</i>	A/I	E
		1.5	<i>High level of accuracy and attention to detail</i>	A/I	E
2	General & Specialist Knowledge	2.1	<i>Knowledge of WRL activities and initiatives within Higher Education</i>	A/I	E
		2.2	<i>Knowledge of GDPR, Health & Safety and Insurance policies for WRL provision</i>	A/I	D
		2.3	<i>Knowledge of student experience landscape and measurement within Higher Education</i>	A/I	D
		2.4	<i>Knowledge of promotion and engagement methods for external organisations</i>	A/I	E
		2.5	<i>Knowledge of some of a range of technological or digital tools/methods available for engaging with students</i>	A/I	E
3	Education & Training	3.1	<i>Bachelor's degree or equivalent professional qualification</i>	A/I	D

4	Relevant Experience	4.1	<i>Experience of promotion and engaging external organisations with education products/services</i>	A/I	D
		4.2	<i>Experience of student life cycle and student experience drivers</i>	A/I	D
		4.3	<i>Experience of developing in-curricula WRL activities within an educational or commercial setting</i>	A/I	E
		4.4	<i>Client and relationship management experience</i>	A/I	E
5	Special Requirements	5.1	<i>Ability to Communicate in Welsh</i>	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