

Swydd Ddisgrifiad



Ysgol/Cyfarwyddiaeth	Rhyngwladol a Phartneriaethau
Adran	Swyddfa Fenter
Teitl y Swydd	Intern Menter
Rhif y Swydd	
Yn atebol i	Rheolwr Datblygu Busnes: Menter ac Ymgysylltiad

Prif Atebolrwydd

Fel sefydliad sydd yn canolbwyntio ar ddiwydiant, mae'r Brifysgol yn amcanu i arwain y sector yn ei ymgysylltiad effeithiol gyda diwydiant, a chefnogi'r economi ranbarthol yn gryf iawn. Bydd yr Intern Menter yn darparu cymorth i'r swyddfa Fenter, dros amrywiaeth o brosiectau ac yn datblygu'r profiad a'r sgiliau priodol i gyfrannu at KPIs y Swyddfa Fenter. Bydd y rôl hon yn darparu profiad o weithio mewn awyrgylch cyffrous gydag amrywiaeth o brosiectau a blaenoriaethau yn ogystal â phrofiad o reoli a datblygu systemau a chysylltiadau yn fewnol ac allanol.

Tasgau Allweddol

- Gweithio'n effeithiol gyda chydweithwyr ar draws y Brifysgol i gefnogi Strategaeth Fenter y Brifysgol a'r KPIs.
- I gefnogi datblygiad a chynhaliaeth diwydiant y Brifysgol, ynghyd â'i chysylltiadau gyda chyflogwyr a'r gymuned.
- I ddarparu gwasanaethau a phrofiad cwsmer gwyb, gan gyfrannu at adborth a thargedau ymgysylltu'r tîm Menter.
- I gefnogi presenoldeb a gweithgareddau'r tîm ar-lein.
- I gyflwyno ymchwil menter yn berthnasol â'r farchnad ar gais, ar gyfer cynnyrch a gwasanaethau.
- Darparu gwasanaethau rheoli data ar gyfer y tîm menter i sicrhau cofnodi ac adrodd cywir yn erbyn targedau.
- Darparu pwynt cyswllt pwrpasol ar gyfer cleientiaid mewnol ac allanol i'r tîm menter.
- Darparu cefnogaeth i, ac mewn digwyddiad mewnol ac allanol.
- Cefnogi hwyluso cyfleoedd profiadau gwaith a interniaeth myfyrwyr.
- Cysylltu gyda'r cyfadrannau academiaidd, ac adrannau eraill y Brifysgol yn ôl y gofyn, i gyflwyno canlyniadau yn effeithiol.
- I gefnogi hysbysebu, archebu a gwybodaeth cwrs ar-lein ar gyfer cyrsiau byr a CPD ar draws y Brifysgol.

Nodweddion Arbennig

Gellir gofyn i chi weithio ar unrhyw safle Prifysgol Glyndŵr Wrecsam, yn ogystal â lleoliadau eraill.

Gellir gofyn i chi ymgymryd â gwaith y tu allan i oriau swyddfa craidd.

Amrywiol

Wrth ddarparu'r uchod, bydd deiliad y swydd yn:

- Sicrhau bod systemau a gweithdrefnau rheoli yn eu lle i fodloni'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 dan eich rheolaeth chi.
- Cymryd cyfrifoldeb am weithredu Polisi Cyfle Cyfartal y Brifysgol yn eu maes cyfrifoldeb eu hun ac yn eu hymddygiad cyffredinol.
- Cymryd cyfrifoldeb am hyrwyddo lefelau uchel o wasanaeth cwsmer yn eu maes gwaith ei hunain.
- Ymgymryd â dyletswyddau perthnasol cyffelyb eraill sy'n gymesur â gradd y swydd gan y Rheolwr ac mewn cytundeb â deiliad y swydd. Ni ddylid gwrthod cytundeb o'r fath yn afresymol.
- Gellir gofyn i chi weithio ar unrhyw safle Prifysgol Glyndŵr, gyda rhybudd rhesymol.
- Bod yn gyfrifol am asesu a rheoli risg ar gyfer bob elfen o waith o fewn eu hardal/tîm eu hunain, a sicrhau fod prosesau rheoli risg ar waith.
- Cymryd cyfrifoldeb am ymgysylltu ag ymrwymiad y Brifysgol i Gynaliadwyedd Amgylcheddol er mwyn lleihau ei gwastraff, defnydd o ynni ac ôl troed carbon.
- Cymryd cyfrifoldeb am ymgysylltu ag ymrwymiad y Brifysgol i ddarparu gwasanaethau sy'n rhoi gwerth am arian ac sy'n gwneud y mwyaf o'r defnydd o adnoddau ac ystyried hyn wrth ymgymryd â holl ddyletswyddau ac agweddau ar eu swydd.
- Cymryd cyfrifoldeb am sicrhau eu bod yn parhau i ddiweddarau eu gwybodaeth a'u sgiliau i fod yn effeithiol yn eu swydd.
- Hyrwyddo lefelau uchel o wasanaeth cwsmer yn eu maes gwaith ei hunain.
- Cyfrannu'n sylweddol at ymrwymiad y Brifysgol i ddarparu gwasanaethau effeithlon, effeithiol ac sy'n werth am arian sy'n uchafu defnydd adnoddau a rhoi ystyriaeth i hyn wrth ymgymryd â holl ddyletswyddau ag agweddau ar y rôl.
- Cymryd rhan yn y broses Werthuso, cyfrannu at osod amcanion er mwyn cynorthwyo i fonitro perfformiad a datblygiad.
- Cydymffurfio â gofynion y polisi Ansawdd, Iechyd a Diogelwch ac Amgylcheddol a pholisïau perthnasol eraill.

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

Teitl y
Swydd:

Intern Menter

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>Hanes blaenorol o ddarparu gwasanaeth a ffocws cryf ar gwsmeriaid</i>	Ff/C	H
		1.2	<i>Sgiliau cyfathrebu cryf ac agwedd ragweithiol</i>	Ff/C	H
		1.3	<i>Lefel uchel o drefnu, proffesiynoldeb ac ymrwymiad</i>	Ff/C	H
		1.4	<i>Hyddysg mewn TG</i>	Ff	H
		1.5	<i>Lefel uchel o fanwl gywirdeb a sylw at fanylion</i>	Ff	H
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	<i>Gwybodaeth am Lwyfannau Cyfryngau Cymdeithasol a meddalwedd Archebu ar gyfer Digwyddiadau</i>	Ff/C	D
		2.2	<i>Gwybodaeth am gronfeydd data (megis excel)</i>	Ff/C	D
3	Addysg a Hyfforddiant	3.1	<i>Cymhwyster Busnes, Gweinyddiaeth neu TG (academaidd neu broffesiynol) neu brofiad cyfwerth sylweddol</i>	Ff/C	H

4	Profiad Perthnasol	4.1	<i>Profiad o weithio mewn swydd yn gwasanaethu cwsmeriaid</i>	Ff/C Ff/C	D H
		4.2	<i>Profiad o osod blaenoriaethau a rheoli llwythi gwaith yn brydlon</i>	Ff/C	D
		4.3	<i>Profiad o weithio mewn amgylchedd byrlymus</i>		
5	Gofynion Arbennig	5.1	<i>Gallu cyfathrebu'n Gymraeg</i>	Ff	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	Enterprise Intern
Vacancy No	
Reports To	Business Development Manager: Enterprise and Engagement

Principal Accountabilities

As an industry-focussed institution, the University seeks to be sector-leading in its effective engagement with industry and to strongly support the regional economy. The Enterprise Intern will provide support to the Enterprise office, across multiple projects and will develop the experience and appropriate skills to contribute to the Enterprise Office KPI's. This role will provide experience of working in a fast paced environment with multiple projects and priorities as well as experience in managing and developing systems and relationships, internally and externally.

Key Tasks

- To work effectively with colleagues across the University to support the University Enterprise Strategy and KPI's.
- To support the development and maintenance of the University's industry, employer and community relationships.
- To provide excellent customer service and experience, contributing to the feedback and engagement targets of the Enterprise team.
- To support the online presence and activities of the team.
- To provide enterprise related market-research upon request for new products and services.
- To provide data management services for the enterprise team to ensure accurate recording and reporting against targets.
- To provide a dedicated point of contact to external and internal clients for the enterprise team.
- To provide support for and at both internal and external events.
- To support the facilitation of student placements and internship opportunities.
- To liaise with academic faculties and other University departments as required to effectively deliver outcomes.
- To support the online advertising, booking and course information for short courses and CPD across the University.

Special Features

You may be required to work at any of the Wrexham Glyndwr University sites as well as from other locations.

You may be required to undertake work outside of core office hours.

Miscellaneous

In delivering the above, the post holder will:

- Ensure that appropriate management systems and procedures are in place to meet their health and safety duties and responsibilities contained within the University's health and safety policy. In particular they 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.
- Be responsible for applying the University's Equality and Diversity policy for staff and students in their own area of responsibility and in their general conduct.
- Have a responsibility to promote high levels of customer care within their own areas of work.
- Undertake such other relevant duties commensurate with the grade of the post as may be assigned by the Project Director in agreement with the post holder. Such agreement should not be unreasonably withheld.
- With reasonable notice, be required to work at any of the Glyndwr University sites.
- Be responsible for assessing and managing risk for all elements of work within their own area/team and for ensuring effective risk management processes are in place.
- Have the responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.
- Take responsibility to engage with the University's commitment to delivering value for money services that optimise the use of resources and consider this when undertaking all duties and aspects of their role.
- Take responsibility for ensuring they have and continue to update their knowledge and skills to be effective in their roles.
- Promote high levels of customer service within their own areas of work.
- Engage with the University's commitment to delivering efficient, effective and value for money services that optimise the use of resources and consider this when undertaking all duties and aspects of their role.
- Participate in the Appraisal process, engaging in the setting of objectives in order to assist in the monitoring of performance and development.
- To comply at all times with the requirements of the Quality, Health and Safety, Environmental and other relevant policies.

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: Enterprise Intern

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 proven record of service delivery</i>	A/I	E
		1.2	<i>Strong Communication skills and proactive attitude</i>	A/I	E
		1.3	<i>High level of organisation, professionalism and commitment</i>	A/I	E
		1.4	<i>IT Literate</i>	A	E
		1.5	<i>High level of accuracy with attention to detail</i>	A	E
2	General & Specialist Knowledge	2.1	<i>Knowledge of Social Media Platforms and Event booking software</i>	A/I	D
		2.2	<i>Knowledge of databases (such as excel)</i>	A/I	D
3	Education & Training	3.1	<i>Business, Administration or IT qualification (academic or professional) or significant equivalent experience</i>	A/I	E
4	Relevant Experience	4.1	<i>Experience of working in a customer facing role</i>	A/I	D
		4.2	<i>Experience of setting priorities and managing own workload and time</i>	A/I	E
		4.3	<i>Experience of working in a fast-paced environment</i>	A/I	D

5	Special Requirements	5.1	<i>Ability to communicate in Welsh</i>	A	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