

Cyfadran/Adran	Cynllunio Strategol a Gweinyddiaeth Myfyrwyr
Adran	Ansawdd a Rheoleiddio
Teitl y Swydd	Rheolwr Ansawdd
Gradd	SA&P1
Yn atebol i	Rheolwr Ansawdd a Rheoleiddio

Prif Atebolrwydd

Gan weithio dan reolaeth y Rheolwr Ansawdd a Rheoleiddio, bydd y rôl hon yn ffurfio rhan o dîm sy'n gyfrifol am sicrhau bod yr holl brosesau sicrhau ansawdd a gwelliannau wedi'u deall a'u gweithredu ar draws y Brifysgol. Mae'r Rheolwr Ansawdd yn gysylltiedig â Chyfadrannau benodol ac yn gyfrifol am sicrhau bod y gweithgareddau craidd sy'n ymwneud â sicrhau ansawdd a safonau academaidd yn cael eu cefnogi a'u darparu yn ogystal â gwelliant proses parhaus gyda ffocws ar ddarparu gwasanaeth ymatebol ac ar y cyd.

Tasgau Allweddol

1. Darparu cyfarwyddyd priodol a manwl ar weithdrefnau sicrhau ansawdd, gan weithio'n agos â chydweithwyr yn y Gyfadran enwebedig.
2. Bod yn aelod o Fwrdd y Gyfadran ar gyfer cyfadrannau enwebedig.
3. Darparu cyfarwyddyd priodol a manwl ar weithdrefnau sy'n ymwneud â chymeradwyo, adolygu a diwygio rhaglenni, gan weithio ar draws y Gyfarwyddiaeth i gefnogi gyda chydlyn data perthnasol a gwybodaeth eraill
4. Bod yn gyfrifol am amserlennu, cynllunio a threfnu digwyddiadau adolygu a dilysu rhaglenni yn amserol, gweithio ar y cyd ar draws y Gyfarwyddiaeth a gyda Chyfadrannau, Gwasanaethau Proffesiynol a chydweithwyr allanol (yn cynnwys cyrff proffesiynol, statudol a rheoleiddio) fel sy'n briodol.
5. Monitro ac adrodd ar weithredu amodau ac awgrymiadau dilysu ac argymhellion a chynnal cofnodion terfynol o gymeradwyaethau, manylebau ac adolygiadau.
6. Gweithredu a monitro prosesau Arholi Allanol. Trefnu diweddariadau hyfforddi blynyddol i'r holl Archwilwyr Allanol presennol, a digwyddiadau sefydlu i Archwilwyr Allanol newydd.
7. Cynhyrchu adroddiadau i'r Bwrdd Academaidd a'i is-bwyllgorau yn ôl yr angen.

8. Cefnogi'r Rheolwr Ansawdd a Rheoleiddio i baratoi am ymgysylltiad ag unrhyw brosesau archwilio ansawdd academiaidd mewnol ac allanol.
9. Cefnogi'r Rheolwr Ansawdd a Rheoleiddio i ddatblygu gweithdrefnau, rheoliadau a pholisïau a rhoi gwybod iddo/iddi o unrhyw faterion sy'n ymwneud â gwaith dilysu neu adolygu rhaglenni, megis anghysondebau gyda gweithdrefnau, rheoliadau a pholisïau.
10. Cysylltu â bob maes o'r Gyfadran a chyda Chyfathrebiadau, Marchnata, Recriwtio a Derbyniadau ynghylch gweithdrefnau sicrhau ansawdd ac i sicrhau eu bod wedi'u diweddarau ar bob cymeradwyaethau a gwelliannau rhaglenni, er mwyn bodloni CMA a chydymffurfiaeth rheoleiddio arall.
11. Cyfrifol am gefnogi'r Rheolwr Ansawdd a Rheoleiddio i sicrhau bod pwyllgorau yn cael eu trefnu'n effeithiol i'r Bwrdd Academiaidd a'i is-bwyllgorau.
12. Ynghyd â'r Rheolwr Ansawdd a Rheoleiddio, sicrhau bod penderfyniadau'r pwyllgor yn cael eu gweithredu/cyfathrebu.
13. Goruchwylio gwaith eraill fel a gyfarwyddir gan y Rheolwr Ansawdd a Rheoleiddio

Dyletswyddau Cyffredinol

Byddwch yn sicrhau bod systemau a gweithdrefnau rheoli priodol 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.

Cyfrifoldeb cyflogaion yw gweithredu Polisi Cyfle Cyfartal y Brifysgol yn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae gan yr holl staff gyfrifoldeb i hyrwyddo lefelau uchel o ofal cwsmer yn eu maes cyfrifoldeb eu hunain.

Disgwylir i ddeiliaid swydd gyd-weithredu â'r broses Adolygu Datblygiad Proffesiynol (PDR), gan gyfrannu at osod amcanion er mwyn cynorthwyo gyda monitro perfformiad a datblygiad yr unigolyn.

Gellir neilltuo 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.

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.

Disgwylir i'r holl ddeiliaid swydd yn y Gyfarwyddiaeth allu darparu cymorth ar draws bob maes, y tu hwnt i'w tîm uniongyrchol, ar gais y Cyfarwyddwr ac yn gymesur â'u sgiliau, gwybodaeth a phrofiad.

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 lle bo'r angen, mewn ymgynghoriad gyda deiliad y swydd.

Manyleb Person

**Teitl y
Swydd:**

Rheolwr Ansawdd

Er mwyn cael eich rhoi ar y rhestr fer rhaid i chi arddangos 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 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	Sgiliau ysgrifenedig gwych gan gynnwys ysgrifennu adroddiadau a drafftio dogfennau polisi a gweithdrefnol i safon broffesiynol uchel	Ff, C	H
	1.2	Sgiliau cyfathrebu llafar rhagorol, gyda'r gallu i sefydlu perthnasoedd ar bob lefel, o fewn y Brifysgol a'r tu allan iddi.	Ff, C, Rh	H
	1.3	Sgiliau TG gwych gan gynnwys defnydd hyfedr o MS Office	Ff, C	H
	1.4	Sgiliau profedig o ddefnyddio Powerpoint ac Excel yn MS Office	Ff, C	H
	1.5	Gallu rheoli a blaenoriaethu llwyth gwaith mawr ac amrywiol, bodloni dyddiadau cau cydamserol a rheoli gwaith eraill	Ff, C	H
	1.6	Meddwl yn glir, gallu cymathu gwybodaeth newydd yn sydyn, dadansoddi gwybodaeth gymhleth a chael dull gweithredu creadigol at ddatrys problemau	Ff, C, Rh	H
	1.7	Sgiliau rhyngpersonol cryfion a gallu gweithio'n effeithiol mewn tîm	Ff, C	H
	1.8	Dull gweithredu rhagweithiol i fodloni gofynion y rôl, a pharodrwydd i groesawu newid.	Ff, C	H

		1.9	Gallu gweithio dan bwysau a darparu tystiolaeth o weithio'n llwyddiannus mewn amgylchedd gweinyddol addysg uwch prysur.	Ff, C	H
		1.10	Gallu gweithio'n annibynnol a gyda menter yn ôl yr angen, i weithio o fewn terfynau amser	Ff, C	H
		1.11	Unigolyn systematig, trefnus, sy'n rhoi sylw i fanylion ac yn glynu at y broses, ond hefyd yn gallu gwella prosesau'n adeiladol	Ff, C	H
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Gwybodaeth o systemau Sicrhau Ansawdd yn Addysg Uwch, gan gynnwys dealltwriaeth o amgylchedd sicrhau ansawdd y DU.	Ff, C	H
		2.2	Gwybodaeth o SITS (system gwybodaeth rheoli cofnodion myfyrwyr a ddefnyddir gan y Brifysgol)	Ff, C	D
3	Addysg a Hyfforddiant	3.1	Addysg hyd at lefel gradd neu gymhwyster academiaidd neu broffesiynol cyfwerth, neu brofiad cyfwerth.	Ff, T	H
		3.2	Cymhwyster ECDL neu gyfwerth	Ff, T	D
4	Profiad Perthnasol	4.1	Arbenigedd ymarferol a damcaniaethol yng ngweinyddiaeth gweithdrefnau dilysu a ddatblygwyd trwy arfer broffesiynol mewn addysg uwch.	Ff, C	D
		4.2	O leiaf 2 flynedd o brofiad o weithio mewn gweinyddiaeth AU mewn amgylchedd rheoleiddiol cyffelyb.	Ff, C	H
		4.3	Profiad o wasanaethu ar Bwyllgor	Ff, C	H
		4.4	Dealltwriaeth ddofn o'r sector AU a phrofiad myfyrwyr	Ff, C	H
		4.5	Gwybodaeth a phrofiad o Reoliadau Academaidd a/neu weithdrefnau sicrhau ansawdd a/neu weithdrefnau asesu mewn addysg uwch	Ff, C	H
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 sy'n meddu ar ddeinamigrwydd bersonol, 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 teithio i safleoedd partner pe byddai angen, yn y DU a thramor	Ff, C	H
	5.5	Gallu cyfathrebu yn Gymraeg.	Ff, C	D
	5.6	Ymrwymiad i Ddatblygiad Proffesiynol Parhaus	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



Faculty/Department	Strategic Planning and Student Administration
Section	Quality and Regulation
Job Title	Quality Manager
Grade	SA&P1
Reports To	Quality and Regulation Manager

Principal Accountabilities

Working under the management of the Quality and Regulation Manager this role will form part of a team responsible for ensuring that all quality assurance and enhancement processes are understood and implemented throughout the University. The Quality Manager is linked with a specific Faculty and will be responsible both for ensuring core activities related to academic quality assurance and standards are supported and delivered as well as for continuous process improvement with a focus on responsive and collaborative service delivery.

Key Tasks

1. To provide appropriate and detailed guidance on quality assurance procedures, working closely with colleagues within the nominated Faculty.
2. To be a member of the Faculty Board for nominated faculties.
3. Provide appropriate and detailed guidance on procedures regarding programme approval, review and amendment, working across the Directorate to support the coordination of relevant data and other information
4. To be responsible for the timely scheduling, planning and organisation of programme review and validation events, working collaboratively across the Directorate and with Faculties, Professional Services and external colleagues (including PSRBs) as appropriate.
5. Monitor and report on implementation of validation conditions and recommendations and maintain definitive records of programme approvals, specifications and revisions.
6. Implement and monitor External Examining processes. Arrange annual training updates for all current EEs, and induction events for new EEs.
7. Produce reports for Academic Board and its sub-committees as required.

8. Support the Quality and Regulation Manager in preparation for and engagement with any internal or external academic quality audit processes.
9. Support the Quality and Regulation Manager in the development of procedures, regulations and policies and to bring to their attention any issues in relation to validation and programme review work, such as inconsistencies with procedures, regulations and policies.
10. To liaise with all areas of the Directorate and with Communications, Marketing Recruitment and Admissions regarding quality assurance procedures and to ensure they are up-dated on all programme approvals and amendments in order to meet CMA and other regulatory compliance.
11. Responsible for supporting the Quality and Regulations Manager in ensuring the effective committee servicing of Academic Board and all its sub-committees..
12. With the Quality and Regulation Manager ensure that committee decisions are implemented/communicated.
13. Supervise the work of others as directed by the Quality and Regulation Manager

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.

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:

Quality 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	Excellent written skills including report writing and drafting of policy and procedural documents to a high professional standard	A, I	E
		1.2	Excellent oral communication skills, with the ability to establish relationships at all levels, within and external to the University.	A, I, P	E
		1.3	Excellent IT skills including proficient use of MS Office	A, I	E
		1.4	Proven skills in the use of Powerpoint and Excel in MS Office	A, I	E
		1.5	Able to manage & prioritise a large and diverse work load, meeting concurrent deadlines and managing the work of others	A, I	E
		1.6	A clear thinker, able to assimilate new information quickly, analyse complex information and have a creative approach to problem solving	A, I, P	E
		1.7	Strong interpersonal skills and an effective team player	A, I, P	E
		1.8	A proactive approach to meeting the demands of the role, and a willingness to embrace change.	A, I	E
		1.9	Be able to work under pressure and to provide evidence of successfully working within a busy higher education administrative environment.	A, I	E
		1.10	Have the ability to work independently and with initiative as necessary, to work within deadlines	A, I	E

		1.11	Systematic, well organised, with attention to details and adherence to process, but also able to constructively improve processes	A, I	E
2	General & Specialist Knowledge	2.1	Knowledge of Quality Assurance systems in Higher Education, including an understanding of the UK quality assurance environment.	A, I	E
		2.2	Knowledge of SITS (the student records management information system used by the University)	A, I	D
3	Education & Training	3.1	Educated to degree level or equivalent academic or professional qualification, or relevant experience.	A, C	E
		3.2	ECDL qualification or equivalent	A, C	D
4	Relevant Experience	4.1	Practical and theoretical expertise in the administration of validation procedures developed through professional practice in higher education.	A, I	D
		4.2	At least 2 years' experience of working in HE administration in a similar regulatory environment.	A, I	E
		4.3	Experience of Committee servicing	A, I	E
		4.4	An in-depth understanding of the HE sector and the student experience	A, I	E
		4.5	Knowledge and experience of Academic Regulations and/or quality assurance and/or assessment procedures in higher education	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	Able to travel to partner sites if required, in the UK and overseas	A, I	E
		5.5	The ability to communicate in the Welsh language.	A, I	D

		5.6	A commitment to ongoing CPD	A, I	E
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