

Cyfadran/Adran	Cynllunio Strategol a Gweinyddiaeth Myfyrwyr
Adran	Ansawdd a Rheoleiddio
Teitl y Swydd	Uwch Swyddog Ansawdd a Rheoleiddio
Gradd	O&A5
Yn atebol i	Rheolwr Ansawdd a Rheoleiddio

Prif Atebolrwydd

Gweithio fel rhan o'r tîm Ansawdd a Rheoleiddio, gan gefnogi pob maes gweithredu ond gyda ffocws penodol ar ddatblygu, adolygu a gweithredu gweithdrefnau myfyrwyr y Brifysgol gan gynnwys y Weithdrefn Gwyno Myfyrwyr, y weithdrefn Addasrwydd i Astudio, y Weithdrefn Disgyblu Myfyrwyr, y Weithdrefn Addasrwydd ar gyfer Ymarfer a'r Polisi a'r Weithdrefn Gwrth-Aflonyddu a Gwrth-fwlio: Myfyrwyr yng nghyd-destun datblygiadau o fewn y Brifysgol a'r sector.

Tasgau Allweddol

1. Cyngori uwch reolwyr, cydweithwyr academiaidd a gweithredol, a chydweithwyr mewn sefydliadau partner, ynghylch gweithdrefnau myfyrwyr a gymeradwywyd gan Fwrdd Academiaidd y Brifysgol, gan gynorthwyo gyda digwyddiadau hyfforddi yn ôl yr angen.
2. Cyngori myfyrwyr fel y bo'n briodol ynghylch polisiau a gweithdrefnau, mewn cydweithrediad â chydweithwyr ar draws y Gyfarwyddiaeth ac Undeb y Myfyrwyr, a Bywyd Myfyrwyr a Bywyd Campws a meysydd eraill yn ôl yr angen.
3. Ymchwilio i honiadau sy'n dod o dan weithdrefnau myfyrwyr, a chefnogi a chynghori aelodau eraill o staff academiaidd neu weithredol wrth ymchwilio i honiadau, gan hwyluso datrysiad cynnar lle bynnag y bo modd.
4. Rheoli trefniadaeth a gweithrediad gwrandawiadau panel, gan gynnwys hysbysu am ganlyniadau, sicrhau cydymffurfiaeth â gweithdrefnau'r Brifysgol, a chymryd camau angenrheidiol i sicrhau bod canlyniadau'n cael sylw priodol. Gallai hyn gynnwys pasio materion ymlaen i uwch staff os oes angen.
5. Gweithredu fel ysgrifennydd a/neu swyddog mewn gwrandawiadau Panel gan ddarparu cyngor gweithdrefnol i baneli a chynhyrchu adroddiadau priodol o wrandawiadau.

6. Gweithio gyda chydweithwyr ac Undeb y Myfyrwyr i sicrhau bod cyngor ac arweiniad i fyfyrwyr ar bolisiâu a gweithdrefnau myfyrwyr ar gael ar-lein fel y bo'n briodol a bod myfyrwyr yn cael eu cyfeirio at arweiniad priodol.
7. Cynorthwyo'r Rheolwr Ansawdd a Rheoleiddio i baratoi adroddiadau blynyddol ar weithdrefnau myfyrwyr, gan gynnwys drwy goladu data priodol.
8. Casglu gwybodaeth a drafftio ymatebion i geisiadau gan Swyddfa'r Dyfarnwr Annibynnol (OIA) a chysylltu â'r OIA mewn perthynas â chwynion gan fyfyrwyr, pan fo angen.
9. Cefnogi agweddau eraill ar waith y tîm Ansawdd a Rheoleiddio a'r Gyfarwyddiaeth ehangach yn ôl y gofyn.

Dyletswyddau Cyffredinol

Byddwch 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.

Cyfrifoldeb cyflogeion 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 gydlynw 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'u 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 gyhoeddi. Arfer y Brifysgol o bryd i'w gilydd yw adolygu a diweddarw swydd ddisgrifiadau er mwyn sicrhau eu bod yn adlewyrchu natur gyffredol 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:

Uwch Swyddog Ansawdd a Rheoleiddio

Er mwyn cael eich rhoi ar y rhestr fer rhaid i chi arddangos eich bod yn bodloni'r holl feini prawf hanfodol a hynny 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 cyfathrebu ar lafar ysgrifenedig gwyh gan gynnwys ysgrifennu a drafftio dogfennau polisi a gweithdrefnol	Ff, C	H
		1.2	Sgiliau TG rhagorol gan gynnwys gwybodaeth am MS Office	Ff, C	D
		1.3	Sgiliau profedig o ddefnyddio Powerpoint ac Excel yn MS Office	Ff, C	D
		1.4	Gallu blaenoriaethu a rheoli llwyth gwaith mawr ac amrywiol	Ff, C	D
		1.5	Unigolyn sy'n gallu meddwl yn glir a threfnus, gydag agwedd diplomatig at ddatrys problemau.	Ff, C	H
		1.6	Sgiliau rhyngpersonol cryfion a gallu gweithio'n effeithiol mewn tîm	Ff, C	H
		1.7	Gallu dysgu gwybodaeth newydd yn sydyn	Ff, C	H
		1.8	Gallu sefydlu cysylltiadau ar bob lefel o fewn y Brifysgol a thu allan	Ff, C	H
		1.9	Gallu gweithio dan bwysau a chwrdd â therfynau amser	Ff, C	H
		1.10	Systematig, gyda sylw rhagorol i fanylion a dealltwriaeth o bwysigrwydd sicrhau cydymffurfiaeth â phrosesau cymeradwy	Ff, C	H

2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Gwybodaeth o SITS (system gwybodaeth rheoli cofnodion myfyrwyr a ddefnyddir gan y Brifysgol)	Ff, C	D
		2.2	Gwybodaeth dda am weinyddiaeth AU a dealltwriaeth o elfennau allweddol o brofiad myfyrwyr AU	Ff, C	H
3	Addysg a Hyfforddiant	3.1	Addysg hyd at lefel gradd neu brofiad gwaith perthnasol cyfwerth	Ff, C, T	H
		3.2	Cymhwyster ECDL neu gyfwerth	Ff, C, T	D
4	Profiad Perthnasol	4.1	Profiad o weithio mewn amgylchedd gweinyddol lle'r oedd sylw i fanylion, cywirdeb a chwrdd â therfynau amser yn ffactorau llwyddiant hanfodol	Ff, C	H
		4.2	Profiad ymarferol a diweddar o reoli llwyth gwaith prysur a chefnogi eraill yn eu gwaith	Ff, C	D
		4.3	Gwybodaeth a phrofiad o Reoliadau Academaidd a/neu weithdrefnau asesu mewn addysg uwch	Ff, C	D
		4.4	Hyderus wrth chwarae rôl arweiniol mewn tîm	Ff, C	D
		4.5	Profiad o reoli newid a'i weithredu	Ff, C	D
		4.6	Profiad o gymryd cofnodion a nodiadau	Ff, C	D
5	Gofynion Arbennig	5.1	Barod i weithio'n hyblyg a chreadigol, gan awgrymu datrysiadau i broblemau	Ff, C	H
		5.2	Cymhelliad ac ymrwymiad personol	Ff, C	D
		5.3	Y gallu i gyfathrebu yn Gymraeg	Ff, C	D
		5.4	Gallu teithio i safleoedd partner pe byddai angen, yn y DU a thramor	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	Senior Quality and Regulation Officer
Grade	O&A5
Reports To	Quality and Regulation Manager

Principal Accountabilities

To work as part of the Quality and Regulation team, supporting all areas of operation but with a particular focus on developing, reviewing and operating the University's student procedures including the Student Complaints Procedure, the Fitness to Study procedure, the Student Disciplinary Procedure, the Suitability for Practice Procedure and the Anti-Harassment and Anti-Bullying Policy and Procedure: Students, in the context of developments within the University and the sector.

Key Tasks

1. To advise senior management, academic and operational colleagues, and colleagues in partner organisations, regarding student procedures approved by the University Academic Board, assisting with training events as required.
2. To advise students as appropriate regarding policies and procedures, in co-operation with colleagues across the Directorate and the Students' Union, and Student and Campus Life and other areas as required.
3. To investigate allegations brought under student procedures, and to support and advise other members of academic or operational staff in investigating allegations, facilitating an early resolution wherever possible.
4. To manage the organisation and operation of panel hearings, including the notification of outcomes, ensuring compliance with University procedures, and taking necessary actions to ensure outcomes are appropriately addressed. This may include escalating to senior staff if necessary.
5. To act as secretary and/or officer at Panel hearings providing procedural advice to panels and producing appropriate reports of hearings.
6. To work with colleagues and the Students' Union to ensure that advice and guidance for students regarding student policies and procedures is available on-line as appropriate and that students are signposted to appropriate guidance.

7. To assist the Quality and Regulation Manager in the preparation of annual reports on student procedures, including through the collation of appropriate data.
8. To collate information and draft responses to OIA requests and liaise with the OIA in respect of student complaints, when necessary.
9. To support other aspects of the work of the Quality and Regulation team and wider Directorate as requested.

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 Performance 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:

Senior Quality and Regulation 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	Excellent oral communication and written skills including report writing and drafting of policy and procedural documents	A, I	E
		1.2	Excellent IT skills including knowledge of MS Office.	A, I	E
		1.3	Proven skills in the use of Access and Excel in MS Office	A, I	D
		1.4	Able to prioritise and manage a large and diverse work load	A, I	E
		1.5	A clear thinker, and well organised individual, with a diplomatic approach to problem solving	A, I	E
		1.6	Strong interpersonal skills and a team player	A, I	E
		1.7	Ability to assimilate new information quickly	A, I	E
		1.8	Ability to establish relationships at all levels within and external to the University	A, I	E
		1.9	Ability to work under pressure and meet deadlines	A, I	E
		1.10	Systematic, excellent attention to detail and an understanding of the importance of ensuring adherence to approved processes	A, I	E
2	General & Specialist Knowledge	2.1	Knowledge of SITS (the student records management information system used by the University)	A, I	D

		2.2	Good knowledge of HE administration and an understanding of key elements of the HE student experience	A, I	E
3	Education & Training	3.1	Educated to degree level or equivalent relevant work experience	A, I, C	E
		3.2	ECDL qualification or equivalent	A, I, C	D
4	Relevant Experience	4.1	Experience of working in an administrative environment where attention to detail, accuracy and meeting deadlines was a critical success factor	A, I	E
		4.2	Practical and recent experience of managing a busy workload. and supporting others in their work	A, I	E
		4.3	Knowledge and experience of Academic Regulations and/or assessment procedures in higher education	A, I	D
		4.4	Confidence in playing a leading role in a team	A, I	E
		4.5	Experience of change management and its implementation	A, I	E
		4.6	Minute taking and note taking experience	A, I	D
5	Special Requirements	5.1	Prepared to work flexibly and creatively, suggesting solutions to problems	A, I	E
		5.2	Personal drive and commitment.	A, I	E
		5.3	The ability to communicate in the Welsh language	A, I	D
		5.4	Able to travel to partner sites if required, in the UK and overseas	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