

Ysgol/Cyfarwyddiaeth	Swyddog Menter
Adran	Menter
Teitl y Swydd	Rheolwr Prosiect Ar-lein PGW
Gradd	S&AP 1
Yn atebol i	Dirprwy Is-Ganghellor - Partneriaethau

Prif Atebolrwydd

Mae'r Brifysgol yn awyddus i sefydlu gweithrediad addysg ar-lein dan y faner "PGW Ar-lein" gan ddarparu graddau hyblyg rhan amser a llawn amser ar draws ystod o feysydd disgyblaeth, sydd wedi ehangu'n sydyn ar ôl ei charfan gychwynnol ym mis Mehefin 2019.

Bydd Rheolwr Prosiect Ar-lein PGW yn darparu arweinyddiaeth effeithiol gyda'r profiad, rheolaeth a'r sgiliau masnachol i gynghori, datblygu a chyflwyno'r cynlluniau ar gyfer yr ehangiad sylweddol hwn, yn cynnwys:

- Goruchwyliaeth barhaus o agweddau masnachol y gweithrediad o bersbectif y Brifysgol;
- Goruchwyllo a darparu rheolaeth prosiect i ddatblygiad rhaglenni a modiwlau;
- Rheoli a goruchwyllo llifoedd gwaith gweithredol parhaus i brosesau sy'n cefnogi PGW Ar-lein ar draws y Brifysgol;
- Darparu rheolaeth, mewn cydweithrediad â Chyfadranau, i recriwtio staff addysgu a'r broses amserlennu trwy'r gylchred carwsél chwe-mynediad.

Tasgau Allweddol

- Arwain ar ddatblygiad a rheolaeth lwyddiannus prosiect Ar-lein PGW.
- Arwain goruchwyliaeth fasnachol prosiect Ar-lein PGW a sicrhau bod y targedau incwm cynlluniedig yn cael eu bodloni.
- Adnabod risgiau i'r prosiect PGW a gweithredu prosesau i sicrhau bod lliniariadau addas yn eu lle.
- Arwain ar berthynas weithredol y Brifysgol gyda Phartneriaid Addysg Uwch a sicrhau cydweithrediad agos rhwng staff Partneriaid Addysg Uwch a staff perthnasol y Brifysgol.
- Arwain gwaith hyrwyddo PGW Ar-lein yn y Brifysgol ac yn allanol.
- Rheoli'r prosesau i hyfforddi staff i gyflwyno rhaglenni ar-lein.
- Dylunio a rheoli prosesau i oruchwyllo ansawdd y ddarpariaeth ar-lein.

- Cynhyrchu adroddiadau allbwn meintiol ac ansoddol i fonitro cynnydd datblygiad a pherfformiad prosiect Ar-lein PGW.
- Ymgymryd â dyletswyddau eraill fel sy'n rhesymol ofynnol, dan gyfarwyddyd Partneriaethau'r Dirprwy Is-ganghellor

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 mholsi 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 gyfchred 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 gydweithredu â'r broses Arfarnu, gan gymryd rhan wrth osod amcanion er mwyn cynorthwyo gyda monitro perfformiad a datblygiad yr unigolyn.

Byddwch yn asesu anghenion hyfforddiant a datblygiad pob aelod o staff dan eich rheolaeth i sicrhau eu bod wedi'u cefnogi'n ddigonol yng nghyswllt eu cyfrifoldebau yn y gwaith.

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.

Gellir gofyn i chi weithio ar unrhyw safle Prifysgol Glyndŵr, gyda rhybudd rhesymol.

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 angen, mewn ymgynghoriad â deiliad y swydd.

Manyleb Person

Rheolwr Prosiect Ar-lein PGW

Er mwyn cael eich rhoi ar y rhestr fer rhaid i chi ddangos 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	Ffocws cryf ar gwsmeriaid a chyflawni darpariaeth gwasanaeth.	Ff/C	H
		1.2	Trafodwr medrus ar bob lefel	Ff/C	H
		1.3	Lefel uchel o broffesiynoldeb ac ymrwymiad	Ff/C	H
		1.4	Hyddysg mewn TG	Ff/C	H
2	Addysg a Hyfforddiant	2.1	Gradd Baglor	Ff/T	H
		2.2	Gradd Ôl-radd	Ff/T	H
		2.3	Wedi derbyn hyfforddiant PRINCE2	Ff/T	H
3	Profiad Perthnasol	3.1	Profiad o reoli prosiectau mewn prosiect neu leoliad masnachol	Ff/C	H
		3.2	Profiad o ddatblygu busnes	Ff/C	D
		3.3	Profiad o addysg ar-lein	Ff/C	D
		3.4	Profiad o addysgu neu ddarparu hyfforddiant	Ff/C	D
		3.5	Profiad â safonau ansawdd ac asesu	Ff/C	D
4	Gofynion Arbennig	4.1	Gallu cyfathrebu'n Gymraeg	Ff	D
		4.2	Gallu cyfathrebu mewn iaith fodern arall	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

WGU Online Project Manager

School/Directorate	Enterprise Office
Section	Enterprise
Job Title	WGU Online Project Manager
Grade	S&AP1
Reports To	Pro Vice-Chancellor – Partnerships

Principal Accountabilities

The University seeks to establish a significant online education operation under the “WGU Online” banner delivering flexible part-time and full-time degrees across a range of discipline areas, and rapidly scaling-up from the initial cohort in June 2019.

The WGU Online Project Manager will provide effective leadership, with the experience, management and commercial skills to advise, develop and deliver the plans for this significant expansion, including:

- Ongoing oversight of the commercial aspects of the operation from a University perspective;
 - Oversight and project management of programme and module development;
- Management and oversight of ongoing operational workflows for processes supporting WGU Online across the university;
- Management, in collaboration with Faculties, of the teaching staff recruitment and scheduling process through the six-entry carousel cycle.

Key Tasks

- Lead on the successful development and management of the WGU Online project.
- Lead on the commercial oversight of WGU Online project and ensure that the planned income targets are met.
- Identify risks to the WGU project and implement processes to ensure suitable mitigations are in place.
- Lead on the University’s operational relationship with Higher Education Partners and ensure close liaison between HEP staff and relevant University staff.
- Lead on the promotion of WGU Online within the University and externally.
- Manage the processes for the training of staff to deliver online programmes.

- Design and manage processes to oversee the quality of online delivery.
- Produce quantitative and qualitative output reports to monitor development progress and performance of the WGU Online project.
- Undertake other duties as may reasonably be required, under the direction of the PVC Partnerships

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.

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

WGU Online Project 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	Strong customer focus and service delivery achievement.	A/I	E
		1.2	Skilled negotiator at all levels	A/I	E
		1.3	High level of professionalism and commitment	A/I	E
		1.4	Highly IT literate	A/I	E
2	Education & Training	2.1	Bachelor's degree	A/C	E
		2.2	Post-graduate degree	A/C	E
		2.3	PRINCE2 trained	A/C	E
3	Relevant Experience	3.1	Project management experience in a commercial project or setting	A/I	E
		3.2	Business development experience	A/I	D
		3.3	Experience of online education	A/I	D
		3.4	Experience of teaching or training delivery	A/I	D
		3.5	Experience with quality standards and assessment	A/I	D
4	Special Requirements	4.1	Ability to communicate in Welsh	A	D
		4.2	Ability to communicate in other modern language	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