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| Cyfadran/Adran | Cynllunio Strategol a Gweinyddiaeth Myfyrwyr |
| Adran | Ansawdd a Rheoleiddio |
| Teitl y Swydd | Cydlynnydd Ansawdd a Rheoleiddio |
| Gradd | O&A4 |
| Yn atebol i | Rheolwr Ansawdd a Rheoleiddio |

Prif Atebolrwydd

Mae'r Cydlynnydd Ansawdd a Rheoleiddio yn cefnogi pob agwedd ar waith y tîm drwy ddarparu gwasanaethau gweinyddol hynod effeithiol a manwl gywir i'r Rheolwyr Ansawdd a'r Uwch Swyddog Ansawdd a Rheoleiddio, fel y cyfarwyddir gan y Rheolwr Ansawdd a Rheoleiddio.

Tasgau Allweddol

1. Cefnogi gweithrediad effeithiol agwedd y Brifysgol at sicrhau ansawdd a safonau academaidd.
2. Cefnogi gweithrediad effeithiol 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 Gweithdrefn Gwrth-aflonyddwch a Gwrth-fwlio: Myfyrwyr.
3. Darparu gwasanaethau gweinyddol effeithiol ac o ansawdd uchel i hwyluso digwyddiadau perthnasol, gweithgareddau hyfforddiant, pwyllgorau a gweithgorau, yn cynnwys gweithredu fel Ysgrifennydd a/neu Swyddog fel sy'n briodol i'r holl feysydd hyn.
4. Cysylltu fel sy'n briodol gyda chydweithwyr mewnol ac allanol, gan sicrhau bod gwybodaeth berthnasol yn cael ei lledaenu'n brydlon ac yn fanwl gywir.
5. Monitro ac adrodd ar weithredu amodau ac argymhellion ar ôl digwyddiadau.
6. Helpu cynnal cofnodion terfynol ar draws bob maes gwaith.
7. Cefnogi'n weithredol datblygiad awtomateiddio mwy o brosesau ar draws bob maes gan ymgysylltu â thechnolegau a meddalwedd berthnasol yn ôl yr angen.

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 ymgymerir ag arolygon diogelwch ar gyfchred 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'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 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:

Cydlynnydd Ansawdd a Rheoleiddio

Er mwyn cael eich rhoi ar y rhestr fer rhaid i chi arddangos eich bod yn cwrdd â'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 ysgrifenedig da yn cynnwys gallu cynhyrchu adroddiadau a chofnodion i safon broffesiynol. | Ff, C | H |
| | | 1.2 | Sgiliau cyfathrebu llafar a rhyngpersonol rhagorol, gyda'r gallu i sefydlu perthnasoedd ar bob lefel o fewn y Brifysgol | Ff, C | H |
| | | 1.3 | Sgiliau datrys problemau da, ac agwedd greadigol at ddatrys problemau | Ff, C | H |
| | | 1.4 | Sgiliau TG rhagorol gan gynnwys gwybodaeth am MS Office, yn cynnwys Access ac Excel | Ff, C | D |
| | | 1.5 | Trefnus ac effeithiol wrth ymgymryd â thasgau, gyda sylw craff at fanylion. | Ff, C | H |
| | | 1.6 | Gallu bod yn hyblyg ac yn fodlon ymgymryd â heriau newydd gydag agwedd gadarnhaol at waith | Ff, C | H |
| | | 1.7 | Gallu gweithredu'n effeithiol gan ddefnyddio eich menter eich hun yn ogystal â bod yn rhan o dîm, a gweithio'n dda mewn tîm | Ff, C | H |
| | | 1.8 | Agwedd ragweithiol at flaenoriaethu eich llwyth gwaith personol | Ff, C | H |
| | | 1.9 | Unigolyn sy'n meddwl yn glir ac sydd â'r gallu i drosi gweithdrefnau yn arfer gweithredol | Ff, C | H |

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| 2 | Gwybodaeth Gyffredinol ac Arbenigol | 2.1 | Dealltwriaeth o bwysigrwydd sicrhau y cedwir at brosesau cymeradwy | Ff, C | H |
| | | 2.2 | Ymrwymiad i arsylwi polisïau'r Brifysgol drwy'r amser | Ff, C | H |
| | | 2.3 | Dealltwriaeth o bolisïau a gweithdrefnau yn y sector AU | Ff, C | D |
| 3 | Addysg a Hyfforddiant | 3.1 | Gradd neu gyfwerth, neu'n meddu ar brofiad sylweddol a pherthnasol o weithio mewn gweinyddiaeth addysg uwch, a chofnod amlwg o Ddatblygiad Proffesiynol Parhaus | Ff, C, T | H |
| | | 3.2 | Cymhwyster ECDL neu gyfwerth | Ff, C, T | D |
| 4 | Profiad Perthnasol | 4.1 | Profiad o weithio mewn gweinyddiaeth Addysg Uwch, yn arbennig mewn perthynas ag asesiadau neu ddyfarniadau | Ff, C | D |
| | | 4.2 | Profiad o gadw cofnodion ac ysgrifennu adroddiadau | 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 | 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 amcanion yn effeithiol. | Ff, C | H |
| | | 5.4 | Y gallu i gyfathrebu yn Gymraeg | Ff, C | D |
| | | 5.5 | Gallu teithio i safleoedd partner pe byddai angen, yn y DU a thramor | Ff, C | H |
| Dyddiad Adolygu | | | | | |

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|----------------|---------------------|-----------|---------------------|
| Allwedd | Dull Adnabod | Ff | Ffurflen Gais |
| | | C | Cyfweliad |
| | | P | Prawf |
| | | T | Copi o Dystysgrifau |
| | | Rh | Rhoi Cyflwyniad |

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| | | G | Asesiad Grŵp |
| | Pwysigrwydd | H | Hanfodol |
| | | D | Dymunol |

Job Description



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|---------------------------|---|
| Faculty/Department | Strategic Planning and Student Administration |
| Section | Quality and Regulation |
| Job Title | Quality and Regulation Co-ordinator |
| Grade | O&A4 |
| Reports To | Quality and Regulation Manager |

Principal Accountabilities

The Quality and Regulation Coordinator supports all areas of the team's work by providing highly effective and accurate administrative services for the Quality Managers and Senior Quality and Regulation Officer, as directed by the Quality and Regulation Manager.

Key Tasks

1. To support effective operation of the University's approach to assuring academic quality and standards.
2. To support effective operation of 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.
3. For each of these areas to provide high quality and effective administrative services to facilitate relevant events, training activities, committees and working groups, including acting as Secretary and/or Officer as appropriate.
4. To liaise as appropriate with internal and external colleagues, ensuring timely and accurate dissemination of relevant information.
5. To support the monitoring and reporting on implementation of conditions and recommendations post-events.
6. To help maintain definitive records across all areas of work.
7. To actively support the development of further automation of processes across all areas engaging with relevant technologies and software as required.

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 and Regulation Co-ordinator

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 | Good written skills including the ability to produce reports and minutes to a professional standard. | A, I | E |
| | | 1.2 | Excellent oral communication and interpersonal skills with the ability to establish relationships at all levels within the University | A, I | E |
| | | 1.3 | Good problem solving skills, and a creative approach to problem solving | A, I | E |
| | | 1.4 | Excellent IT skills including knowledge of MS Office, including Access and Excel | A, I | D |
| | | 1.5 | Well organised and effective in executing tasks with a keen attention to detail. | A, I | E |
| | | 1.6 | Able to be flexible and willing to take on new challenges with a positive attitude to work | A, I | E |
| | | 1.7 | Able to operate effectively using own initiative as well as part of a team, and to be a good team player | A, I | E |
| | | 1.8 | Proactive approach to prioritising personal workload | A, I | E |
| | | 1.9 | A clear thinker with the ability to translate procedures into operational practice | A, I | E |
| 2 | General & Specialist Knowledge | 2.1 | An understanding of the importance of ensuring adherence to approved processes | A, I | E |
| | | 2.2 | A commitment to observe the University's policies at all times | A, I | E |

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| | | 2.3 | An understanding of policy and procedures in the HE sector | A, I | D |
| 3 | Education & Training | 3.1 | Degree or equivalent or have significant and relevant experience of working in higher education administration, and a demonstrable record of Continuing Professional Development | A, I, C | E |
| | | 3.2 | ECDL qualification or equivalent | A, I, C | D |
| 4 | Relevant Experience | 4.1 | Experience of working in Higher Education administration, especially in relation to assessment or awards | A, I | D |
| | | 4.2 | Experience of minute taking and report writing | A, I | E |
| 5 | Special Requirements | 5.1 | A creative and confident thinker, who will develop creative solutions to overcome challenge. | A, I | 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 | The ability to communicate in the Welsh language | A, I | D |
| | | 5.5 | Able to travel to partner sites if required, in the UK and overseas | A, I | E |

Date of Revision

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|------------|------------------------------|----------|----------------------|
| Key | Identification Method | A | Application Form |
| | | I | Interview |
| | | T | Test |
| | | C | Copy of Certificates |
| | | P | Presentation |
| | | G | Group Assessment |
| | Rank | E | Essential |
| | | D | Desirable |