

Swydd Ddisgrifiad



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| Cyfadrn/Adran | Y Gyfadrn Gwyddorau Cymdeithasol a Bywyd |
| Adran | Nyrsio a Phroffesiynau Perthynol i Iechyd Ôl-gofrestru |
| Teitl y Swydd | Prif Ddarlithydd |
| Yn atebol i | Deon Cyswllt: Nyrsio, Proffesiynau Perthynol i Iechyd, ac Adsefydlu Anafiadau Chwaraeon |
| Gradd | Prif Ddarlithydd |

Diben y Swydd

Bydd deiliad y swydd yn darparu arweinyddiaeth academaidd a rheolaeth weithredol strategol i'r portffolio Nyrsio Cyn-gofrestru, gan weithio'n agos gyda'r Deon Cyswllt ar weithgareddau ar draws yr adran.

Bydd deiliad y swydd yn gyfrifol am reoli'r cwricwlwm o ddydd i ddydd ac am ddyrannu adnoddau, gan gynnwys staffio, yn effeithlon ac yn effeithiol. Bod yn gyfrifol am ddylunio, cyflwyno a gwerthusiad parhaus rhaglenni er mwyn nodi meysydd i'w gwella, gan sicrhau y bodlonir amcanion adrannol ac amcanion dysgu, a bod y cynnwys yn berthnasol ac yn adlewyrchu ymarfer cyfredol.

Bydd yr unigolyn yn cyfrannu at sicrhau bod ansawdd a safonau academiadd y brifysgol yn cael eu cynnal a bod gwelliannau parhaus yn cael eu gwneud i brofiad y myfyrwyr, yn ogystal â sicrhau bod safonau PSRB yn cael eu bodloni a bod adroddiadau ansawdd uchel i'r PSRB yn cael eu cynhyrchu yn brydlon mewn partneriaeth â'r Byrddau Iechyd a phartneriaid gwasanaeth eraill.

Prif Atebolrwydd

Cymorth Addysgu a Dysgu

- Cynorthwyo Arweinwyr Rhaglen i arwain rhaglenni mawr a chymhleth, a chymryd cyfrifoldeb am reoli'r cwricwlwm o ddydd i ddydd, ac am ddyrannu adnoddau, gan gynnwys staffio, yn effeithlon ac yn effeithiol.

- Cynorthwyo Arweinwyr Rhaglen i ddylunio, cyflwyno a gwerthuso rhaglenni'n barhaus er mwyn nodi meysydd i'w gwella, gan sicrhau y bodlonir amcanion adrannol a dealltwriaeth myfyrwyr a sicrhau bod deilliannau dysgu wedi cael eu cyflawni.
- Cynorthwyo Arweinwyr Rhaglen i ddatblygu asesiadau priodol sy'n mesur perfformiad a dealltwriaeth myfyrwyr a sicrhau bod deilliannau dysgu wedi cael eu cyflawni.
- Herio syniadau, meithrin dadleuon ac annog myfyrwyr a staff i ddatblygu sgiliau sgwrsio beirniadol a meddwl rhesymegol.
- Goruchwylio gwaith myfyrwyr ôl-raddedig a addysgir a/neu fyfyrwyr ymchwil, yn ôl yr angen, i gefnogi datblygiad sgiliau ymchwil myfyrwyr.
- Gosod, marcio ac asesu gwaith myfyrwyr, gan sicrhau bod yr amcanion dysgu wedi'u bodloni a bod yr adborth yn fanwl ac adeiladol.
- Defnyddio amrywiaeth o ddulliau/deunyddiau dysgu ac addysgu (e.e. dysgu cyfunol ac ar y we) er mwyn cyfoethogi profiad y myfyriwr.
- Cymryd cyfrifoldeb am ofal bugeiliol myfyrwyr, cefnogi Arweinwyr Rhaglen a chynghori staff a myfyrwyr neu gyfeirio problemau ymlaen pan fyddant yn gymhleth neu'n ddifrifol.
- Cyfrannu'n weithredol at wella'r profiad myfyriwr.

Gweithgareddau Ymchwil

- Ymgymryd ag ymchwil neu weithgaredd ysgolheigaidd cytunedig arall er mwyn cyfrannu at ddatblygiad y pwnc.
- Defnyddio gwybodaeth o ymchwil/gweithgaredd ysgolheigaidd wrth addysgu, gwneud gwaith ymchwil a gweithgareddau allanol priodol.
- Paratoi cynigion a cheisiadau i gyrff allanol, yn ôl yr angen, i sicrhau cyllid ymchwil ac i gynhyrchu incwm ychwanegol ar gyfer y Brifysgol.
- Ysgrifennu a chyhoeddi canlyniadau ymchwil arloesol i hyrwyddo sefyllfa'r Brifysgol yn y sector Addysg Uwch a'r gymuned ehangach.
- Defnyddio menter, creadigrwydd a beirniadaeth wrth ddatblygu methodolegau ymchwil priodol sy'n hyrwyddo gweithgareddau ysgolheigaidd yn y maes.
- Gweithredu fel canolwr a chyfrannu at asesiadau cyfoedion ar gyfer cofnodion priodol, yn ôl y gofyn.
- Goruchwylio gwaith myfyrwyr ôl-raddedig a addysgir a/neu fyfyrwyr ymchwil, yn ôl y gofyn, i gefnogi gyda datblygu sgiliau ymchwil myfyrwyr.

Menter Academaidd

- Cynrychioli'r Deon, y Deon Cyswllt neu'r Arweinydd Academaidd yn ôl yr angen.
- Cynrychioli'r adran ar lefel sefydliad/cyfadran ar bwyllgorau a/neu weithgorau priodol.
- Datblygu partneriaethau mewnol ac allanol er mwyn lledaenu gwybodaeth, rhannu arfer orau, sefydlu cyfleoedd ar gyfer gwaith ar y cyd a gwella enw da'r Brifysgol.
- Meithrin cysylltiadau gydag asiantaethau a chysylltiadau allanol er mwyn adnabod ffynonellau cyllid ac ymgysylltu gyda phrosiectau neu waith ar y cyd a fydd yn cynhyrchu incwm ac yn gwella enw da'r Brifysgol.
- Ehangu a gwella gwaith yr adran drwy ymgymryd â rôl arweinydd wrth hyrwyddo'r

rhaglenni ac annog staff i ddatblygu strategaethau/syniadau arloesol er mwyn cefnogi gyda recriwtio a chadw myfyrwyr.

- Bod yn gadeirydd mewn grwpiau academiaidd fel sy'n briodol er mwyn adolygu arfer a gweithdrefnau ac i gynllunio cyfeiriad strategol yr adran.
- Dylanwadu ar gydweithwyr a'u perswadio i ddod i gyntundeb ar faterion yn ymwneud â chynllunio, datblygu a threfnu rhaglenni.
- Arwain a datblygu rhwydweithiau ffurfiol sydd o fudd i'r adran a'r Gyfadran drwy fagu cysylltiadau gyda sefydliadau allanol ac ymgymryd â gwaith/prosiectau ar y cyd.

Darparu Gwasanaeth

- Arwain y gwaith o ddylunio, adolygu ac addasu cynnwys modiwlau/unedau, gan ymateb i adborth ac anghenion myfyrwyr, gyda golwg ar wella cyfraddau recriwtio a chadw myfyrwyr.
- Adnabod bylchau yng nghynnwys y cwrs a strwythur y rhaglen a dyfeisio datrysiadau creadigol sy'n bodloni anghenion fframweithiau addysgu a deilliannau dysgu.
- Datblygu gweithdrefnau sicrhau ansawdd priodol ac effeithiol a chyfrannu at adolygiadau o raglenni a phapurau, fel sy'n briodol, er mwyn sicrhau bod safonau'r Brifysgol yn cael eu bodloni.
- Cydweithio â chydweithwyr academiaidd i ddatblygu pynciau/unedau/rhaglenni a darpariaeth o fewn yr adran, y Sefydliad ac ar draws y Brifysgol (fel sy'n briodol) er mwyn sicrhau bod portffolio'r cwricwlwm yn parhau'n gyfredol a bod y gweithdrefnau asesu yn berthnasol.
- Ymgymryd â phrif rôl wrth wneud penderfyniadau strategol yn yr adran mewn perthynas â materion, fel recriwtio a chadw myfyrwyr a newidiadau i weithgareddau'r adran, gan gynnwys cyflwyno rhaglenni/gweithdrefnau asesu newydd.
- Cydlynu digwyddiadau myfyrwyr gan sicrhau defnydd effeithiol o amser ac adnoddau.
- Cynorthwyo gyda weithgareddau priodol cyn-mynediad, recriwtio, dethol a derbyn (gan gynnwys Dyddiau Agored a Dyddiau Ymweld) er mwyn hyrwyddo'r adran a chael gwell dealltwriaeth am anghenion/disgwyliadau myfyrwyr.
- Datblygu deunyddiau marchnata/cyhoeddusrwydd priodol a chyfathrebu gyda'r tîm marchnata i hyrwyddo'r maes gwaith yn lleol, yn rhanbarthol, yn genedlaethol ac yn rhyngwladol, yn unol â strategaeth yr adran.
- Cefnogi prosesau, gweithdrefnau a mentrau'r Brifysgol, er enghraifft, cymryd rhan ym mhwyllgorau'r Brifysgol, paneli dilysu/achredu a grwpiau gorchwyl a gorffen, neu eu cadeirio

Gwaith Tîm

- Cynnig arweiniad academiaidd i gydweithwyr o fewn meysydd y rhaglen, cydlynu gwaith aelodau eraill o staff a chytuno ar gynlluniau gwaith staff addysgu fel bod amcanion yr adran yn cael eu cyflawni.
- Mynd i gyfarfodydd/byrddau y Gyfadran, yr Adran a'r Rhaglen er mwyn cyfrannu at y broses gwneud penderfyniadau a datblygu cysylltiadau gweithio cynhyrchiol o fewn timau ac ar eu traws.

- Cyflwyno aelodau newydd i'r adran drwy roi cymorth a hyfforddiant mewn perthynas â'r sgiliau, y prosesau, y systemau a'r gweithgareddau sy'n benodol i'r adran.
- Darparu adborth i gydweithwyr, drwy gynlluniau mentora cymheiriaid, i gefnogi eich datblygiad eich hun a datblygiad eraill ac i sicrhau gwelliant parhaus ym mherfformiad yr adran.
- Gweithredu i ddatrys gwrthdaro o fewn timau ac ar eu traws, a gweithio i ddatblygu cysylltiadau gweithio effeithiol, yn allanol a mewnol.
- Gweithredu fel mentor i staff newydd, gan gynnwys cyngor ac arweiniad academaidd fel y bo'n briodol.
- Cynorthwyo'r Arweinydd Academaidd gyda datblygiad proffesiynol ac adolygu staff o fewn yr adran.
- Ymgymryd â phrosesu recriwtio a dethol staff newydd, yn ôl yr angen.

Cysylltu a Rhwydweithio

- Ymgysylltu'n weithredol â chyrrff proffesiynol a dysgedig e.e. cymryd rhan mewn pwyllgorau, gweithgorau, trefnu cynadleddau/gweithdai.
- Datblygu, cefnogi a chynnal partneriaethau llwyddiannus gyda lleoliadau profiad gwaith myfyrwyr, asiantaethau allanol a chyrrff proffesiynol er mwyn hybu'r Gyfadran a'r Brifysgol ehangach.

Atebolrwydd Personol

- Cymryd cyfrifoldeb am hyrwyddo gwasanaeth cwsmer o ansawdd yn eich maes gwaith eich hun.
- Cymryd cyfrifoldeb am gyfrannu at ymrwymiad y Brifysgol i gyflawni gwasanaethau sy'n rhoi gwerth am arian ac sy'n gwneud y defnydd gorau o adnoddau, gan ystyried hyn wrth ymgymryd â holl ddyletswyddau ac agweddau ar y swydd.
- Cymryd cyfrifoldeb am sicrhau eich bod yn parhau i ddiweddarau eich gwybodaeth a'ch sgiliau i fod yn effeithiol yn eich swydd.
- Cymryd rhan yn y broses Arfarnu, gan gyfrannu at osod amcanion er mwyn cynorthwyo i fonitro perfformiad a datblygiad yr unigolyn.
- Cymryd cyfrifoldeb am weithredu Polisi Cyfle Cyfartal y Brifysgol yn eich maes cyfrifoldeb eich hun ac yn eich ymddygiad cyffredinol.
- Ymgymryd â rôl lechyd a Diogelwch benodol, sy'n gymesur â'ch gradd, i gefnogi'r Brifysgol i fodloni ei rhwymedigaethau lechyd a Diogelwch statudol. Gallai hyn gynnwys ymddwyn fel Asesydd Offer Sgrin Arddangos, Swyddog Cymorth Cyntaf, Marsial Tân neu Gydlynnydd Diogelwch yr Adran. Bydd neilltuo rolau o'r fath yn amodol ar ddarparu hyfforddiant priodol ac asesiad cymhwysedd.
- Gall fod yn ofynnol gweithio ar unrhyw un o safleoedd y Brifysgol, gyda rhybudd rhesymol.
- Cymryd cyfrifoldeb am gyfrannu at ymrwymiad y Brifysgol i Gynaliadwyedd Amgylcheddol er mwyn lleihau ei gwastraff, ei defnydd o ynni a'i hól troed carbon.
- Ymgymryd â dyletswyddau perthnasol eraill sy'n gymesur â gradd y swydd fel y neilltuir gan y Rheolwr neu reolwyr y Brifysgol i gefnogi datblygiad y Brifysgol. Ni ddylid gwrthod cytundeb o'r fath yn afresymol.

Amrywiol

Mae'r Brifysgol yn un o lofnodwyr y Concordat Datblygu Ymchwilwyr a'r Concordat Uniondeb Ymchwil. Mae disgwyl i ddeiliad y swydd lynu wrth ofynion y ddarpariaeth hon.

Adolygu

Mae hwn yn ddisgrifiad o'r swydd fel y mae ar hyn o bryd. Bwriad y swydd ddisgrifiad hwn yw galluogi dull gweithredu hyblyg i'w gynnig ar draws y Brifysgol yn ôl yr angen. Mae'n agored i adolygiad a newid yng ngoleuni anghenion newidiol y Brifysgol ac i ddarparu cyfleoedd datblygu priodol. Cynhelir y weithdrefn ar y cyd gan bob rheolwr mewn ymgynghoriad â'r unigolyn y mae ei swydd dan adolygiad. Disgwylir i bob aelod o staff gymryd rhan yn llawn mewn trafodaethau o'r fath. Nod y Brifysgol yw cytuno ar newid rhesymol, ond os nad yw cytundeb yn bosibl, mae ganddi'r hawl i fynnu'r newid i'r swydd ddisgrifiad ar ôl ymgynghori â'r unigolyn dan sylw.

Manyleb Person

Teitl y

Prif Ddarlithydd Dros Dro Nyrsio Ôl-gofrestru

Swydd:

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 bosib. Pan fydd gennym nifer fawr o geisiadau sy'n bodloni'r holl feini prawf hanfodol, byddwn wedyn yn llunio'r rhestr fer gan ddefnyddio'r meini prawf dymunol.

Meini Prawf Dethol

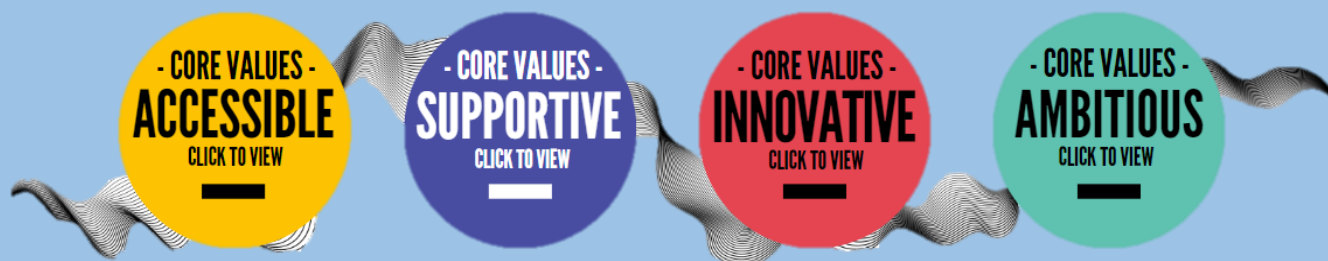
| Priodoleddau | | Eitem | Meini Prawf Perthnasol | Dull Adnabod | Pwysigrwydd |
|--------------|-------------------------------------|-------|---|--------------|-------------|
| 1 | Sgiliau a Gallu | 1.1 | Lefel uchel o sgiliau ysgrifenedig, llafar a rhyngbersonol. | Ff, C | H |
| | | 1.2 | Y gallu i addysgu ar draws y maes pwnc ac i gyfrannu at addysgu yn y Gyfadran a'r Adran. | Ff, Rh, C | H |
| | | 1.3 | Tystiolaeth o wneud cyfraniad i ymchwil a'r gallu i gydweithio ar wahanol lefelau ar draws y sefydliad. | Ff, C | H |
| | | 1.4 | Y gallu i adolygu a datblygu'r cwricwlwm yn unol â phroses gwella ansawdd y brifysgol. | Ff, C | H |
| | | 1.5 | Tystiolaeth o arweinyddiaeth a rheolaeth strategol. | Ff, C | H |
| 2 | Gwybodaeth Gyffredinol ac Arbenigol | 2.1 | Dealltwriaeth o fecanweithiau a phrosesau ariannu ymchwil ac arddangos tystiolaeth o ddatblygu amcanion a chynigion ymchwil ar gyfer eich ymchwil eich hun neu ymchwil ar y cyd (gyda chymorth mentor o bosibl) | Ff, Rh, C | H |
| | | 2.2 | Tystiolaeth o waith ymchwil i'w gyhoeddi a fydd yn cyfrannu at y maes pwnc neu'n arddangos y potensial i gyflawni'r safon hon o ymchwil | Ff, Rh, C | H |

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| 3 | Addysg a Hyfforddiant | 3.1 | Doethuriaeth y gweithiwyd tuag ati mewn maes pwnc perthnasol (neu'n gweithio tuag at un). | Ff, C | H |
| | | 3.2 | Meddu ar radd meistr mewn pwnc perthnasol. | Ff, C | H |
| | | 3.3 | Cymhwyster Addysgu AU (PgCert) neu Gymrodoriaeth o'r AAU neu'n gweithio tuag at hyn. | Ff, C | H |
| 4 | Profiad Perthnasol | 4.1 | Profiad o addysgu neu gefnogi myfyrwyr | Ff, C | H |
| | | 4.2 | Profiad ôl-ddoethurol perthnasol | Ff, C | D |
| | | 4.3 | Profiad o arwain timau. | Ff, C | H |
| 5 | Gofynion Arbennig | 5.1 | Y gallu i gyfathrebu drwy gyfrwng y Gymraeg | Ff, C | D |
| | | 5.2 | Tystiolaeth o ymrwymiad i ddatblygiad proffesiynol parhaus | Ff, C | H |
| | | 5.3 | Dealltwriaeth ragorol o ofynion/rheoliadau PSRB | Ff, C | H |
| | | 5.4 | Gwybodaeth dda am dueddiadau presennol ym meysydd Nyrsio a Gofal Cymdeithasol/Iechyd a sut mae polisi ac anghenion gwasanaeth yn dylanwadu ar hyn | Ff, C | H |
| | | 5.5 | Gwybodaeth dda am fecanweithiau Sicrhau Ansawdd ym maes Addysg Uwch sy'n berthnasol i ddarpariaeth Addysg Nyrsio | Ff, C | H |
| | | 5.6 | Dealltwriaeth o fethodoleg ymchwil a phrofiad o'i roi ar waith | Ff, C | H |
| | | 5.7 | Deall Materion strategol sy'n dylanwadu ar Addysg Nyrsio a Phroffesiynau Perthynol i Iechyd | Ff, C, T | H |
| | | 5.8 | Nyrs Gymwys sydd wedi cofrestru gyda'r NMC (ym maes Oedolion, Iechyd Meddwl neu Blant) | Ff, C | H |
| | | 5.9 | Tystiolaeth o gyfranogiad gweithredol gyda'r rhanddeiliaid partner | Ff, C | D |

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| | | 5.10 | Profiad o ddatblygu cwricwlwm a dilysu rhaglen(ni) proffesiynol | Ff, C | H |
| | | 5.11 | Profiad o arwain a rheoli staff a thimau. | Ff, C | H |
| | | 5.12 | Profiad blaenorol o addysgu yn y sector Addysg Uwch sy'n gymesur â graddfa'r swydd | Ff, C | H |

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|----------------|---------------------|-------------|---------------------|
| Allwedd | Dull Adnabod | Ff | Ffurflen Gais |
| | | C | Cyfweliad |
| | | P | Prawf |
| | | T | Copi o Dystysgrifau |
| | | Gw/D | Gweithdy/Darlith |
| | | Rh | Rhoi Cyflwyniad |
| | | G | Asesiad Grŵp |
| | Pwysigrwydd | H | Hanfodol |
| | | D | Dymunol |

Job Description



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|---------------------------|---|
| Faculty/Department | Faculty of Social and Life Sciences |
| Section | Pre-Registration Nursing |
| Job Title | Principal Lecturer |
| Reports to | Associate Dean: Nursing Allied health and Sports Injury Rehab |
| Grade | Principal Lecturer |

Job Purpose

The post holder will provide strategic academic leadership and operational management to the Pre-registration Nursing portfolio, working closely with the Associate Dean on departmental-wide activities.

The post holder will take responsibility for the day-to-day management of the curriculum and for the efficient and effective allocation of resources, including staffing. They will be responsible for the design, delivery and ongoing evaluation of programmes in order to identify areas for improvement, ensuring that departmental objectives and learning outcomes are met, and content is relevant and reflects current practice.

They will contribute towards ensuring that academic quality and standards of the university are maintained and the student experience is continually enhanced and will ensure PSRB standards are met and high quality reports to the PSRB are produced in a timely way in partnership with the Health Boards and other service partners.

Principal Accountabilities

Teaching & Learning Support

- Support Programme Leaders to lead large complex programmes and take responsibility for the day-to-day management of the curriculum and for the

efficient and effective allocation of resources, including staffing.

- Support Programme Leaders in the design, delivery and ongoing evaluation of programmes in order to identify areas for improvement, ensuring that departmental objectives and learning outcomes are met, and content is relevant and reflects current practice.
- Support Programme Leaders to develop appropriate assessments which measure student performance and understanding and ensure that learning outcomes have been met.
- Challenge ideas, foster debate and encourage students and staff to develop skills in critical discourse and rational thinking.
- Supervise the work of taught postgraduate and/or research students, as required, to support the development of students' research skills.
- Set, mark and assess students' work in a timely fashion, ensuring that learning outcomes have been met and that feedback is both detailed and constructive.
- Use a variety of learning and teaching methods/materials (e.g. web-based and blended learning) in order to enhance the student experience.
- Take responsibility for the pastoral care of students, support Programme Leaders and advising staff and students or referring problems on where they are complex or serious.
- Actively contribute to enhancing the student experience.

Research Activities

- Actively pursue research or other agreed scholarly activity in order to contribute to the development of your subject.
- Apply knowledge from scholarly research/activity to teaching, research and appropriate external activities.
- Prepare proposals and applications to external bodies, as required, to secure research funding and to generate additional income for the University.
- Write and publish results of innovative research to further the University's standing in the HE sector and in the wider community.
- Use initiative, creativity and judgement in the development of appropriate research methodologies that further scholarly activities in the area.
- Act as a referee and contribute to peer assessment for appropriate journals, as required.
- Supervise the work of taught postgraduate and/or research students, as required, to support the development of student research skills.

Academic Enterprise

- Represent the Academic Leader, Associate Dean or Dean as and when required.
- Represent the department at Institute/faculty level on appropriate committees and/or working groups.
- Develop internal and external partnerships in order to disseminate information, share best practice, establish opportunities for collaborative work and enhance the reputation of the University.
- Build relationships with external agencies and contacts in order to identify sources of funding and engage in collaborative work or projects that will generate income and enhance the reputation of the University.

- Extend and enhance the work of the department by taking a lead role in promoting the programmes and in encouraging staff to develop innovative ideas/strategies to support student recruitment and retention.
- Chair academic groups as appropriate to review practice and procedures and to plan the strategic direction of the department.
- Influence and persuade colleagues to reach agreement on matters relating to programme planning, development and organisation.
- Lead and develop formal networks that benefit both the department and the Faculty through building relationships with external organisations and engaging in collaborative work/projects.

Service Provision

- Lead the design, review and adaptation of module/unit content, in response to student feedback and student need with a view to improving recruitment and retention.
- Identify gaps in course content and programme structure and devise creative solutions that meet the requirements of teaching frameworks and learning outcomes.
- Develop appropriate and effective quality assurance procedures and contribute to papers and programme reviews, as appropriate, to ensure that University standards are met.
- Collaborate with academic colleagues on subject/unit/programme development and delivery within the department, the Institute and across the University (where appropriate) to ensure that the curriculum portfolio is current and that assessment procedures are relevant.
- Take a lead role in departmental strategic decision-making on issues such as student recruitment and retention and on changes to departmental activities, including the introduction of new programmes/assessment procedures.
- Co-ordinate student events ensuring the effective use of time and resources.
- Develop appropriate pre-entry, recruitment, selection and admissions activities (including Open Days and Visit Days) in order to promote the department and to gain a better understanding of student needs/expectations.
- Develop appropriate publicity/marketing materials and liaise with the marketing team to raise the profile of the area of work locally, regionally, nationally and internationally, in line with departmental strategy.
- Support University processes, procedures and initiatives, for example participating in or chairing University committees, validation/accreditation panels and task and finish groups

Team Working

- Provide academic leadership to colleagues within the programme areas, co-ordinating the work of others and agreeing the work plans of teaching staff so that departmental objectives are achieved.
- Attend Faculty, Department and Programme meetings/boards to contribute to the decision-making process and to develop productive working relationships within and across teams.
- Induct new starters to the department by providing support and training on the

skills, processes, systems and activities that are specific to the department.

- Provide feedback to colleagues, via peer mentoring schemes, in order to support the development of self and others and to ensure the continuous improvement of departmental performance.
- Act to resolve conflicts within and across teams and work to develop effective internal and external working relationships.
- Act as a mentor for new staff, offering advice and academic guidance as appropriate.
- Assist the Academic Leader in the professional development and review of staff within the department.
- Participate in the recruitment and selection of new staff, as required.

Liaising and Networking

- Active engagement with professional and learned bodies e.g. participation in committees, working parties, conference/workshop organisation.
- Develop, support and maintain successful partnerships with student placement settings, external agencies, and professional bodies to promote the Faculty and wider university.

Personal Accountabilities

- Take responsibility to promote high levels of customer care within their own areas of work.
- 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.
- Participate in the Appraisal process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.
- Take responsibility for applying the University's Equal Opportunities Policy in their own area of responsibility and in their general conduct.
- Be required to undertake a specific Health & Safety role, commensurate with their grade, to support the University in meeting its statutory Health & Safety obligations. This could include acting as a DSE Assessor, First Aider, Fire Marshall or Departmental Safety Co-ordinator. The allocation of such roles will be subject to the provision of appropriate training and assessment of competence.
- With reasonable notice, be required to work at any of the University sites.
- Take responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.
- Undertake other relevant duties commensurate with the grade of the post as may be assigned by the Manager or University managers to support the development of the University. Such agreement should not be unreasonably withheld.

Miscellaneous

The University is a signatory to the Researcher Development Concordat and Research Integrity Concordat. The post holder is expected to adhere to the requirements of this provision.

Review

This is a description of the job as it is presently constituted. This job description is intended to enable a flexible approach to be offered working across the University as required. It is subject to review and amendment in the light of changing needs of the University and to provide appropriate development opportunities. The procedure is conducted jointly by each manager in consultation with the individual whose job is being reviewed. All staff are expected to participate fully in such discussions. It is the University's aim to reach agreement to reasonable change, but if agreement is not possible, it reserves the right to insist on changes to the job description after consultation with the individual concerned.

Person Specification

Job Title: Principal Lecturer Pre-Registration Nursing

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 | High level of written, oral and interpersonal skills. | A, I | E |
| | | 1.2 | The ability to teach across the subject area and to contribute to teaching in the Faculty and Department. | A, P, I | E |
| | | 1.3 | Evidence of making a contribution to research and the ability to collaborate at different levels across an organisation. | A, I | E |
| | | 1.4 | The ability to review and develop the curriculum in line with the university's quality enhancement process. | A, I | E |
| | | 1.5 | Evidence of leadership and strategic management. | A, I | E |
| 2 | General & Specialist Knowledge | 2.1 | An understanding of research funding mechanisms and processes and demonstrate evidence of developing research objectives and proposals for own or joint research (maybe with the assistance of a mentor) | A,P, I | E |
| | | 2.2 | Evidence of research work for publications which will contribute to the subject area or demonstrate the potential to achieve this standard of research | A, P, I | E |
| 3 | Education & Training | 3.1 | An earned doctorate in a relevant subject discipline or working towards. | A, I | E |
| | | 3.2 | Hold a masters in a relevant subject | A, I | E |
| | | 3.3 | HE Teaching Qualification (PgCert) or HEA Fellowship or working towards. | A, I | E |

| | | | | | |
|---|----------------------|------|--|---------|---|
| 4 | Relevant Experience | 4.1 | Experience of teaching or supporting students | A, I | E |
| | | 4.2 | Relevant postdoctoral experience | A, I | D |
| | | 4.3 | Experience of leading teams. | A, I | E |
| 5 | Special Requirements | 5.1 | The ability to communicate through the medium of Welsh | A, I | D |
| | | 5.2 | Evidence of a commitment to continuous professional development | A, I | E |
| | | 5.3 | An excellent understanding of PSRB requirements/regulations | A, I | E |
| | | 5.4 | Working Knowledge of current trends in Nursing and Health/Social Care and how this is influenced by policy and service needs | A, I | E |
| | | 5.5 | Working Knowledge of quality Assurance mechanisms in Higher Education related to Nurse Education provision | A, I | E |
| | | 5.6 | Understanding and application of research methodology in practice | A, I | E |
| | | 5.7 | Understanding of strategic Issues influencing Nurse and Allied Health Professional Education | A, I | E |
| | | 5.8 | Qualified Nurse (Adult, Mental Health or Child field) registered with the NMC | A, I, C | E |
| | | 5.9 | Evidence of active participation with the partner stakeholders | A, I | D |
| | | 5.10 | Experience of curriculum development and validation of professional programme/s | A, I | E |
| | | 5.11 | Experience of leading and managing staff and teams. | A, I | E |
| | | 5.12 | Teaching experience of teaching in Higher Education commensurate with the grade of the post | A, I | E |

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