

# Swydd Ddisgrifiad

Prifysgol Wreccsam  
Wrexham University



<b>Cyfadran/Adran</b>	Gwasanaethau Gwybodaeth
<b>Adran</b>	Darparu Gwasanaeth
<b>Teitl y Swydd</b>	Hwylusydd Dysgu Digidol (Interniaeth)
<b>Yn atebol i</b>	Rheolwr Dysgu Digidol
<b>Gradd</b>	Interniaeth

## Prif Atebolrwydd

I gyfrannu at lwyddiant Strategaeth Ddigidol y Brifysgol, gan gefnogi a chynorthwyo mewn amrywiol feysydd allweddol gan gynnwys cynnal a datblygu Rhith-amgylchedd Dysgu (RhAD) y Brifysgol.

Dysgu ac ennill mestrolaeth ar ystod o sgiliau digidol sy'n cefnogi dysgu a chyrhaeddiad myfyrwyr. Cynorthwyo i ddarparu cefnogaeth, hyfforddiant sylfaenol ac awgrymiadau i staff a myfyrwyr ar ddefnyddio technolegau digidol, fel y RhAD, offer recordio darlithoedd, ac Apiau Symudol neu ar y We.

Datblygu cynnwys ar-lein gan ddefnyddio ystod o offer cyfryngau, er enghraifft, tiwtorialau fideo neu ddeunyddiau ar gyfer Moodle.

Darparu lefelau rhagorol o wasanaeth i gwsmeriaid wrth ddelio â cheisiadau gan staff neu fyfyrwyr, gan ddangos creadigrwydd wrth ddod o hyd i atebion.

## Tasgau Allweddol

Cynorthwyo'r Rheolwr Dysgu Digidol i gynghori a rhoi arweiniad i fyfyrwyr ar ddefnyddio ystod o adnoddau digidol gan gynnwys Moodle, apiau addysgol ar-lein a symudol, i integreiddio technoleg a gwella sgiliau llythrennedd digidol.

Cefnogi'r tîm i ddatblygu sesiynau llythrennedd digidol wyneb yn wyneb ac ar-lein. Cynorthwyo i greu ystod o 'adnoddau' a 'gweithgareddau' digidol er mwyn i'r RhAD ddarparu cyrsiau hyfforddi a chynefino 'rhyngweithiol' ar-lein a rennir.

Ymgysylltu'n weithredol â myfyrwyr, gan sefydlu perthynas gadarnhaol i hwyluso eu hastudiaeth annibynnol, ymchwil ac e-ddysgu.

Dod o hyd i a phrofi cymwysiadau symudol neu ar-lein newydd ac adnoddau ar-lein, a darparu gwerthusiad cryno/argymhellion.

Helpu i fonitro perfformiad y RhAD ar gyfer defnyddwyr, cofnodi unrhyw broblemau ar system ganolog ac uwchgyfeirio materion fel y bo'n briodol.

Cynorthwyo'r tîm gyda phrosiectau dysgu digidol sy'n cyfrannu at wella profiad myfyrwyr a/neu staff.

Cynnal hyfedredd TGCh a llythrennedd digidol hyd at lefel sy'n ddigonol i gefnogi myfyrwyr gyda'r defnydd o'r RhAD, offer dysgu arbenigol, ac ati.

Gweithio'n effeithiol gyda chydweithwyr Dysgu Digidol eraill i rannu syniadau, tynnu sylw at ddatrysiadau neu uwchgyfeirio materion.

Darparu lefel ragorol o wasanaeth cwsmer wrth ddelio â staff a myfyrwyr, ym mhob cyd-destun e.e. presenoldeb ar gyfryngau cymdeithasol ac annog y defnydd o amgylcheddau di-bapur.

## Nodweddion Arbennig

Gall fod angen cefnogaeth gyda'r nos, ar benwythnosau neu y tu allan i oriau swyddfa o bryd i'w gilydd. Felly mae gofyn am ddull gweithredu hyblyg i oriau gwaith. Bydd disgwyl i ddeiliad y swydd deithio rhwng campysau.

## Dyletswyddau Cyffredinol

Byddwch yn sicrhau bod systemau a gweithdrefnau rheoli priodol ar waith er mwyn bodloni'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 cynnal mewn perthynas â pheryglon sylweddol ac yr ymgwymerir ag arolygon diogelwch o leiaf unwaith y flwyddyn ym mhob gweithle dan eich rheolaeth chi.

Cyfrifoldeb y gweithwyr yw ymgorffori Polisi Cyfle Cyfartal y Brifysgol o fewn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae gan yr holl staff gyfrifoldeb i hyrwyddo gofal cwsmer o ansawdd yn eu maes cyfrifoldeb eu hunain.

Mae hi'n ofynnol bod staff yn ymwybodol o ymrwymiad y Brifysgol i Gynaliadwyedd.

Dylai holl staff y Brifysgol hyrwyddo ymddygiad iach, iechyd meddwl cadarnhaol a llesiant.

Disgwylir i ddeiliaid swydd gydymffurfio â'r broses Adolygu Datblygiad Proffesiynol, gan gymryd rhan wrth osod amcanion er mwyn cynorthwyo gyda'r gwaith o fonitro perfformiad a datblygiad yr unigolyn.

Byddwch yn asesu anghenion hyfforddiant a datblygiad pob aelod o staff dan eich rheolaeth i sicrhau ei fod yn cael ei gefnogi'n ddigonol mewn perthynas â'i gyfrifoldebau yn y gwaith.

Dyletswyddau perthnasol eraill sy'n gymesur â gradd y swydd, a all gael eu neilltuo gan y Rheolwr, 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 addasu dyletswyddau a chyfrifoldebau mewn trafodaeth â deiliad y swydd.

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

## 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 pan mae angen, mewn ymgynghoriad â deiliad y swydd.

## Teitl y Swydd:

Hwylusydd Dysgu Digidol (Interniaeth)

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 llunio'r rhestr fer gan ddefnyddio'r meini prawf dymunol.

## Meini Prawf Dethol

Prifodoleddau	Eitem	Meini Prawf Perthnasol	Dull Adnabod	Pwysigrwydd	
1	Sgiliau a Gallu	1.1	Gallu gweithio'n effeithiol ac yn effeithlon, a hynny o dan bwysau ar adegau.	Ff/C	H
		1.2	Sylw rhagorol i fanylion.	Ff/C	H
		1.3	Gallu meithrin perthynas dda gyda myfyrwyr a staff.	Ff/C	H
		1.4	Agwedd sy'n canolbwyntio ar gwsmeriaid.	Ff/C	H
		1.5	Sgiliau cyfathrebu a chyflwyno gwybodaeth effeithiol.	Ff/C/Rh	H
		1.6	Agwedd broffesiynol at eich gwaith a'ch ymddygiad.	Ff/C	H
		1.7	Agwedd ragweithiol, gydag ymrwymiad i helpu i wella'r gwasanaeth.	Ff/C	H
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Gwybodaeth am gymwysiadau Microsoft Office.	Ff/C	H
		2.2	Gwybodaeth am greu a golygu fideos.	Ff/C	H
		2.3	Gwybodaeth am apiau symudol a thabled.	Ff/C	D
		2.4	Gallu cyfathrebu trwy gyfrwng y Cymraeg.	Ff/C	D

3	Addysg a Hyfforddiant	3.1	TGAU neu gymwysterau cyfwerth gan gynnwys gradd A-C mewn Mathemateg a Saesneg.	A	H
		3.2	Cymhwyster lefel gradd	Ff	D
4	Profiad Perthnasol	4.1	Profiad o weithio gydag eraill i gyflwyno prosiectau/targedau allweddol.	Ff/C	D
		4.2	Profiad o ddefnyddio ystod o systemau TG, pecynnau meddalwedd ac offer dysgu eraill.	Ff/C	H
		4.3	Profiad o gyfathrebu syniadau, cyfarwyddiadau a/neu gyngor i eraill.	Ff/C	H
		4.4	Profiad o weithio mewn tîm a'r gallu i weithio ar eich menter eich hun.	Ff/C	H
5	Gofynion Arbennig	5.1	Ymddygiad proffesiynol a chwrtais bob amser.	C	H
		5.2	Dull gweithredu hyderus, brwdfrydig a chadarnhaol at waith.	C	H
		5.3	Ymrwymiad i'ch datblygiad proffesiynol parhaus eich hun ac i adnabod eich anghenion hyfforddi.	C	H
<b>Dyddiad Adolygu</b>		25/06/2024			

<b>Allwedd</b>	<b>Dull Adnabod</b>	<b>Ff</b>	Ffurflen Gais
		<b>C</b>	Cyfweliad
		<b>P</b>	Prawf
		<b>T</b>	Copi o Dystysgrifau
		<b>Rh</b>	Rhoi Cyflwyniad
		<b>G</b>	Asesiad Grŵp
	<b>Pwysigrwydd</b>	<b>H</b>	Hanfodol
		<b>D</b>	Dymunol



# Job Description

Prifysgol Wreccsam  
Wrexham University



<b>Faculty/Department</b>	Information Services
<b>Section</b>	Service Delivery
<b>Job Title</b>	Digital Learning Facilitator (Internship)
<b>Reports to</b>	Digital Learning Manager
<b>Grade</b>	Internship

## Principal Accountabilities

To contribute to the success of the University's Digital Strategy, supporting and assisting in various key areas including the maintenance and development of the University VLE.

Learn and become competent in a range of digital skills that support student learning and achievement.

Assist in providing support, basic training and tips to staff and students in the use of digital technologies, such as the VLE, lecture capture tools, and Mobile or Web Apps.

Develop online content using a range of media tools, for example, video tutorials or materials for Moodle.

To provide excellent levels of customer service when dealing with requests from staff or students, demonstrating creativity in finding solutions.

## Key Tasks

To assist the Digital Learning Manager in advising and guiding students in the use of a range of digital resources including Moodle, educational online and mobile apps, to integrate technology and improve digital literacy skills.

To support the team in developing digital literacy sessions both face to face and online. To assist in the creation of a range of digital 'resources' and 'activities' for the VLE to provide shared online 'interactive' training and induction courses.

To actively engage with students, establishing a positive rapport to facilitate their independent study, research and e-learning.

To source and test new mobile or web applications, online resources, and to provide summary evaluation/recommendations.

To help monitor the performance of the VLE for users, log issues on a central system and escalate issues accordingly.

To assist the team with digital learning projects which contribute to improving the student and/or staff experience.

To maintain ICT proficiency and digital literacy to a level sufficient enough to support students with the use of the VLE, specialist learning tools, etc.

To work effectively with other Digital Learning colleagues to share ideas and highlight solutions or escalate issues.

Provide an excellent level of customer service in all dealings with staff and students, in all formats e.g. participation in social media and encouraging the use of paperless environments.

## Special Features

Evenings, weekend or out of hours support may be required from time to time. Flexible approach to working hours is therefore required. There will be a requirement to travel between campuses.

## 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.

Staff must be aware of the University's commitment to Sustainability.

All staff must promote healthy behaviour and positive mental health and wellbeing.

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.

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.

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:**

Digital Learning Facilitator (Internship)

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	Ability to work effectively and efficiently, while at times under pressure.	A/I	E
		1.2	Excellent attention to detail.	A/I	E
		1.3	Ability to build good relationships with students, staff.	A/I	E
		1.4	Customer focused attitude.	A/I	E
		1.5	Effective communication skills and presentation abilities.	A/I/P	E
		1.6	Professional approach to work and appearance.	A/I	E
		1.7	Proactive attitude, with a commitment to helping improve the service.	A/I	E
2	General & Specialist Knowledge	2.1	Knowledge of Microsoft Office products.	A/I	E
		2.2	Knowledge of video creation and video editing.	A/I	E
		2.3	Knowledge of mobile and tablet apps.	A/I	D
		2.4	The ability to communicate in the medium of Welsh.	A/I	D
3	Education & Training	3.1	GCSEs or equivalent grades A - C in Maths & English.	A	E
		3.2	Degree Level qualification.	A	D
4	Relevant Experience	4.1	Experience of working alongside others to deliver key projects/targets.	A/I	D

		4.2	Experience of using a range of IT systems, software packages and other learning tools.	A/I	E
		4.3	Experience of communicating ideas, instructions and /or advice to others.	A/I	E
		4.4	Experience of working in a team and the ability to work using own initiative.	A/I	E
5	Special Requirements	5.1	Professional and polite manner at all times.	I	E
		5.2	Confident, enthusiastic and positive approach.	I	E
		5.3	Commitment to your own CPD and identification of training needs.	I	E
<b>Date of Revision</b>			25/06/2024		

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

