Swydd Ddisgrifiad

Prifysgol Wrecsam
Wrexham University

- EIN DYFODOL -
HYGYRCH
CLICIWCH YMA

- EIN DYFODOL -
CEFNOGOL
CLICIWCH YMA

- EIN DYFODOL -
ARLOESOL
CLICIWCH YMA

- EIN DYFODOL -
UCHELGEISIOL
CLICIWCH YMA

Cyfadran/Adran	Cyfadran Gwyddorau Cymdeithasol a Bywyd
Adran	Seicoleg
Teitl y Swydd	Technegydd Seicoleg
Yn atebol i	Prif Ddarlithydd Seicoleg
Gradd	O&A3

Prif Atebolrwydd

Bydd deiliad y swydd yn:

Gweithio gyda'r technegydd seicoleg a chynorthwyydd/wyr addysgu graddedig presennol i ddarparu cymorth o lefel 3 i 7 i fyfyrwyr.

Cefnogi darlithwyr ar draws cyfres o raglenni ym maes Seicoleg gyda darpariaeth a gynlluniwyd ar gyfer myfyrwyr. Sicrhau bod offer wedi'u gosod ar gyfer gwaith ymarferol ac arbrofol.
Galluogi myfyrwyr i ddysgu sut i ddylunio ac adeiladu eu harbrofion eu hunain.

Sicrhau bod adnoddau'n cael eu defnyddio'n gywir o fewn labordai perthnasol a darparu gwasanaeth effeithlon gan sicrhau bod yr holl offer ac adnoddau ar gael, bod y cais yn briodol, y gellir cynnig cymorth technegol a bod yr archeb yn ddibynadwy.

Ymateb i geisiadau benthyca offer, a sicrhau bod yr offer ar gael i'w gasglu, a gwirio fod pob darn o'r offer yn arddangos canllawiau sy'n hawdd i'w deall ac sy'n bodloni argymhellion y Brifysgol a'r cyflenwr.

Sicrhau bod myfyrwyr yn cydymffurfio â gofynion Iechyd a Diogelwch a GDPR cyn defnyddio offer, fel sy'n berthnasol.

Tasgau Allweddol

Cynnal a chadw offer

Cynnal cronfa ddata tracio ased offer o fewn yr Adran.

Sicrhau bod yr holl offer yn cael eu glanhau a'u storio'n briodol ar ôl cael eu defnyddio, adrodd ar ddifrod neu orddefnydd i offer, ei gofnodi a'i adfer yn ôl cyfarwyddyd, a bod nwyddau traul yn cael eu had-dalu i'r defnyddiwr cwrs perthnasol, os ystyrir hynny'n briodol gan Bennaeth y Gyfadran.

Sicrhau bod profion diogelwch/calibro ar offer yn digwydd yn rheolaidd ym mhob maes, ac yn cael eu cofnodi mewn modd boddhaol, a chynnal cofnodion cynnal a chadw fel sy'n ofynnol.

Cynnal gwiriad o stoc cyfan yr holl safleoedd, dwywaith y flwyddyn, i adolygu lefelau offer a dyddiadau dod i ben, gan sicrhau bod system cylchdroi stoc mewn lle i wirio bod hen offer/untro yn cael eu defnyddio cyn y rhai newydd.

Prynu offer newydd

Sicrhau bod yr holl bryniadau newydd yn cael eu gwneud yn ôl gweithdrefnau'r Brifysgol, ac yn gost effeithiol o ran cytundeb lefel gwasanaeth a phryniadau.

Cysylltu â gweithgynhyrchwyr a chwmnïau gwasanaeth i sefydlu cyfathrebiad effeithlon a datrys problemau wrth y ddesg gymorth.

I gynorthwyo â datblygu a chynhyrchu adnoddau hyfforddi electronig

Darparu cymorth technegol ar gyfer cynhyrchu adnoddau dysgu electronig, a darparu arddangosiadau ar sut i ddefnyddio offer i ddefnyddwyr newydd.

Cefnogi dysgwyr sy'n defnyddio'r adnoddau dysgu electronig a ddarperir, sicrhau defnydd cywir a darparu gwasanaeth datrys problemau cyntaf lle fo'n bosib, neu gyfeirio'r broblem i'r Adran TG.

I gynorthwyo â datblygu a chynhyrchu adnoddau dysgu ac ymchwilio

Darparu cymorth technegol ar gyfer cynhyrchu adnoddau dysgu ac ymchwilio, a darparu arddangosiadau ar sut i ddefnyddio offer i ddefnyddwyr newydd.

Cefnogi dysgwyr sy'n defnyddio'r adnoddau dysgu ac ymchwilio a ddarperir, sicrhau defnydd cywir a darparu gwasanaeth datrys problemau cyntaf lle fo'n bosib, neu gyfeirio'r broblem i'r Adran TG.

Datblygiad Proffesiynol

Gweithio gyda'r Deon Cyswllt er mwyn adnabod a bodloni amcanion datblygiad personol a gofynion hyfforddi.

Mynd i sesiynau hyfforddi hanfodol y Brifysgol, sy'n gysylltiedig ag Iechyd a Diogelwch yn y gwaith e.e. symud a defnyddio offer, diogelwch tân, etc.

Nodweddion Arbennig

Gan mai swydd yn cefnogi staff a myfyrwyr o fewn yr adran seicoleg yw hon, mae'n allweddol i ddeiliad y swydd allu cefnogi o fewn maes ymchwil; gan gynnwys y gallu i ddylunio, cynnal a dadansoddi data.

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 ymgymerir 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 ddeiliad 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 diweddaru 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.

Manyleb Person

Prifysgol Wrecsam Wrexham University

Teitl y Swydd:

| Technegydd Seicoleg |

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

	Priodoleddau	Eitem	Meini Prawf Perthnasol	Dull Adnabod	Pwysigrwydd
1	Sgiliau a Gallu	1.1	Y gallu i gyfathrebu'n effeithiol ar bob lefel.	Ff, C	H
		1.2	Sgiliau rhyngbersonol cryf.	Ff, C	H
		1.3	Sgiliau trefnu a blaenoriaethu rhagorol.	Ff, C	H
		1.4	Gallu gweithio i dargedau	Ff, C	H
		1.5	Rhoi sylw i fanylder a gallu cynnal dogfennaeth gywir;	Ff, C	H
		1.6	Sgiliau TG rhagorol	Ff, C	D
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Bod yn gyfarwydd â phecynnau cyfrifiadur arbenigol i gasglu (e.e. arolygon ar-lein), cyflwyno (e.e. Gorilla, E-prime, Presentation, Psychophysics Toolbox, OpenSeasame, PsychoPy), a dadansoddi data (e.e. SPSS, STATA, SAS, MATLAB, JavaScript, R)	Ff, C	H
		2.2	Yn gyfarwydd â Moodle a Canvas er mwyn cynnig cymorth i fyfyrwyr.	Ff, C	H
3	Addysg a Hyfforddiant	3.1	Yn dal cymhwyster technegol ar lefel HNC neu BSc neu gyfwerth mewn seicoleg, gwyddoniaeth wybyddol, niwrowyddoniaeth, cyfrifiadureg, mathemateg, peirianneg neu faes perthnasol.	Ff, T	H
		3.2	Meddu ar gymhwyster addysgu.	Ff, T	D

4	Profiad Perthnasol	4.1	Yn meddu ar brofiad ymchwilio blaenorol.	Ff, C	H
		4.2	Yn gyfarwydd â defnyddio gwefannau rhwydweithio cymdeithasol.	Ff, C	H
5	Gofynion Arbennig	5.1	Bod â lefel uchel o hunan-gymhelliant a hunangynhaliaeth.	Ff, C	H
		5.2	Arddangos diddordeb mewn addysgu a dysgu mewn seicoleg, sy'n bodolieisoes.	Ff, C	H
		5.3	Meddu ar y gallu i gyfathrebu drwy gyfrwng y Gymraeg	Ff, C	D
Dyddiad Adolygu			21.08.2024		

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

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Job Description

Prifysgol Wrecsam
Wrexham University

- CORE VALUES -
ACCESSIBLE
CLICK TO VIEW

- CORE VALUES -
SUPPORTIVE
CLICK TO VIEW

- CORE VALUES -
INNOVATIVE
CLICK TO VIEW

- CORE VALUES -
AMBITIOUS
CLICK TO VIEW

Faculty/Department	Faculty of Social and Life Sciences
Section	Psychology
Job Title	Psychology Technician
Reports to	Principal Lecturer Psychology
Grade	O & A3

Principal Accountabilities

The postholder will:

Work with the current psychology technician and graduate teaching assistant(s) to provide students support from levels 3 to 7.

Support the lecturers across the suite of programmes within Psychology with planned provision for students. Ensure equipment is set up for practical and experimental work.

Enable students to learn how to design and build their own experiments.

Ensure that resources are appropriately utilised within relevant laboratories and provide an efficient service, ensuring that all equipment and resources are available, and the request is appropriate, technical support can be offered and the booking is viable.

Respond to equipment loan requests and ensure equipment that is to be loaned is made available for collection, ensuring each piece of equipment displays user-friendly guidelines that meet University and supplier recommendations.

Ensure students comply with Health and Safety, and GDPR requirements before using equipment as appropriate.

Key Tasks

Maintenance of equipment

Maintain an asset tracking database of equipment within the Department.

Ensure that all equipment is appropriately cleaned and stored after use, any damaged or worn out equipment reported, recorded and repaired as per instruction, and that consumables are appropriately recharged to the relevant course user if deemed appropriate by the Head of Faculty.

Ensure regular safety testing/calibration of equipment in all areas is performed and recorded in a satisfactory manner and maintain maintenance records as required.

Undertake a bi-annual total stock check of all sites to review equipment levels and disposable expiry dates, ensuring that a stock rotational system is in place to ensure that old equipment/disposables are used before new ones.

Purchase of new equipment

Ensure all new purchases are made in line with University procedures and are deemed to be cost effective in terms of purchase and service level agreement.

Liaise with manufacturers and service companies to establish efficient communication and helpdesk trouble shooting.

Assist in the development and production of electronic training resources

Provide technical support for the production of electronic learning resources, and provide equipment usage demonstration for new users.

Support users of the electronic learning resources provided, ensuring appropriate usage and providing an initial trouble shooting service where possible or referring the problem to the IT Department.

Assist in the development and production of learning and research resources

Provide technical support for the production of the learning and research resources, and provide equipment usage demonstration for new users.

Support users of the learning and research resources provided, ensuring appropriate usage and providing an initial trouble shooting service where possible or referring the problem to the IT Department.

Professional Development

Work with the Associate Dean in order to identify and meet personal development objectives and training requirements.

Attend mandatory University training sessions associated with Health and Safety at work e.g., equipment moving and handling, fire safety, etc.

Special Features

As this is a post supporting staff and students within the psychology department, it is key that the post holder is able to support within the realm of research; including the ability to design, conduct and analyse data.

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

Prifysgol Wrecsam
Wrexham University

Job Title: | Psychology Technician

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	Able to effectively communicate at all levels.	A, I	E
		1.2	Have strong interpersonal skills.	A, I	E
		1.3	Have excellent organisational and prioritisation skills.	A, I	E
		1.4	Have the ability to work to targets	A, I	E
		1.5	Have a careful attention to detail be able to maintain accurate documentation;	A, I	E
		1.6	Have excellent IT skills	A, I	D
2	General & Specialist Knowledge	2.1	Have familiarity with specialised computer packages to collect (e.g., online surveys), present (e.g., Gorilla, E-prime, Presentation, Psychophysics Toolbox, OpenSeasame, PsychoPy), and analyse data (e.g. SPSS, STATA, SAS, MATLAB, JavaScript, R, NVIVO)	A,I	E
		2.2	Have familiarity with Moodle and Canvas for supplementing student support.	A,I	E
3	Education & Training	3.1	Hold a HNC level technical qualification or a BSc or equivalent in psychology, cognitive science, neuroscience, computer science, mathematics, engineering or related field.	A,C	E
		3.2	Hold a teaching qualification..	A,C	D
4	Relevant Experience	4.1	Have prior research experience.	A,I	E
		4.2	Have familiarity with the use of social networking sites.	A,I	E

5	Special Requirements	5.1	Have a high degree of motivation and self-sufficiency.	A,I	E
		5.2	Demonstrate pre-existing interest in teaching and learning in psychology.	A,I	E
		5.3	Have the ability to communicate through the medium of Welsh	A,I	D

Date of Revision	21/08/2024

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