Swydd Ddisgrifiad

Prifysgol Wrecsam
Wrexham University

Cyfadran/Adran	Y Gyfadran Gwyddorau Cymdeithasol a Bywyd
Adran	Ysgol Fusnes Gogledd Cymru
Teitl y Swydd	Darlithydd mewn Cyfrifeg a Chyllid
Yn atebol i	Prif Darlithydd
Gradd	Graddfa Darlithydd

Trosolwg o'r Swydd

Bydd deiliad y swydd yn addysgu rhaglenni Prifysgol Wrecsam, yn cynnal ymchwil a gweithgaredd ysgolheigaidd ac yn cyfrannu at reoli'r rhaglenni hyn yn ôl yr angen.

Bydd yr unigolyn yn cyfrannu at weithgareddau masnachol a gweithgareddau cynhyrchu incwm eraill, lle bo'n briodol.

Cyfrannu at y gwaith o sicrhau bod ansawdd a safonau academaidd y brifysgol yn cael eu cynnal a bod profiad myfyrwyr yn cael ei wella'n barhaus.

Diben y Swydd

Bydd disgwyl i ddeiliad y swydd ddarparu ystod eang o raglenni yn Ysgol Fusnes Gogledd Cymru a'r Gyfadran Gwyddorau Cymdeithasol a Bywyd fel sy'n briodol. Gan dynnu ar ddamcaniaeth ac ymchwil yn ogystal â dealltwriaethau yn seiliedig ar ymarfer yn y byd masnachol, bydd deiliad y swydd yn galluogi myfyrwyr i ddeall a beirniadu'r meysydd allweddol sy'n ymwneud â busnes cyfoes.

Bydd deiliad y swydd yn gyfrifol am gyfrannu at ddatblygiad rhaglenni a modiwlau busnes cyfoes yn PGW, gan weithio ar y cyd, yn hyblyg a cholegol o fewn tîm a bydd yn arddangos sgiliau arloesol

drwy ddylunio cwricwlwm a gaiff ei lywio gan ymchwil a chysylltiadau gyda phartneriaid allanol o amrywiaeth o sectorau perthnasol. Addysgu ar amrywiaeth o fodiwlau busnes craidd ar raglenni Astudiaethau Busnes a Rheoli israddedig ac ôl-raddedig gan ganolbwyntio ar gyfrifeg a chyllid.

Bydd deiliad y swydd yn meddu ar aelodaeth/achrediad proffesiynol perthnasol ac wedi ymrwymo i ddatblygiad proffesiynol ac academaidd pellach er mwyn gwella'r cynnig cwricwlwm yn barhaus. Bydd deiliad y swydd yn meddu ar gymhwyster addysgu perthnasol i Addysg Uwch, neu mae'r ymrwymiad i gyflawni un yn ofynnol.

Mae'r ymrwymiad i ddatblygu arferion addysgu arloesol gan gynnwys dulliau dysgu ar-lein a chyfunol ac ymgysylltu â chyfleoedd addysg drawswladol yn ofynnol

Prif Atebolrwydd

Cymorth Addysgu a Dysgu

- Datblygu a darparu adnoddau a deunyddiau addysgu i fodloni manyleb y rhaglen.
- Datblygu asesiadau i fesur perfformiad a dealltwriaeth myfyrwyr yn fanwl gywir.
- Goruchwylio gwaith myfyrwyr ôl-raddedig a addysgir a/neu fyfyrwyr ymchwil, yn ôl yr angen, i gefnogi datblygiad sgiliau ymchwil myfyrwyr.
- Gosod, marcio, yn ffurfiol ac yn gyfansymiol, ac asesu gwaith myfyrwyr, gan sicrhau bod y deilliannau dysgu wedi'u bodloni a bod yr adborth yn fanwl ac adeiladol.
- Cyfrannu'n weithredol at wella'r profiad myfyrwyr.

Gweithgareddau Ymchwil

- Ymgymryd ag ymchwil a/neu weithgaredd ysgolheigaidd cytunedig arall er mwyn cyfrannu at ddatblygiad y maes (fel disgyblaeth academaidd).
- Paratoi cynigion a cheisiadau i gyrff allanol, yn ôl yr angen, i sicrhau cyllid ymchwil ac i gynhyrchu incwm ychwanegol i'r Brifysgol. Ysgrifennu a chyhoeddi canlyniadau ymchwil arloesol yn y maes i hyrwyddo enw'r Brifysgol yn y sector Addysg Uwch a'r gymuned ehangach.
- Dadansoddi data a gwerthuso gwybodaeth y gellir ei defnyddio i fod yn sail i addysgu a dysgu.
- Datblygu amcanion ymchwil a chynigion ar gyfer eich ymchwil eich hun a/neu ymchwil ar y cyd sy'n bodloni'r meini prawf cyllid.
- Defnyddio menter, creadigrwydd a beirniadaeth i ddatblygu methodolegau ymchwil priodol sy'n hyrwyddo gweithgaredd ysgolheigaidd yn y maes.

Menter Academaidd

- Cymryd rhan yn natblygiad partneriaethau mewnol ac allanol er mwyn lledaenu gwybodaeth, rhannu arferion gorau, sefydlu cyfleoedd am waith ar y cyd a gwella enw da'r Brifysgol.
- Cymryd rhan mewn rhwydweithiau ffurfiol i fagu cysylltiadau newydd a fydd o fudd i'r adran a'r Gyfadran yn gyffredinol.

Darparu Gwasanaeth

- Dylunio, adolygu ac addasu cynnwys modiwlau ac unedau i ymateb i adborth ac anghenion myfyrwyr, gyda'r bwriad o wella cyfraddau cadw myfyrwyr.
- Dilyn gweithdrefnau sicrhau ansawdd i sicrhau y bodlonir safonau'r Brifysgol.
- Cydweithio â chydweithwyr academaidd ar ddatblygu a chyflwyno pynciau/rhaglenni yn yr adran, y Gyfadran ac ar draws y Brifysgol (pryd bynnag sy'n briodol) i sicrhau bod portffolio'r cwricwlwm yn

- parhau'n gyfredol a bod y gweithdrefnau asesu yn berthnasol.
- Cydlynu digwyddiadau myfyrwyr, yn ôl yr angen, gan sicrhau y defnyddir amser ac adnoddau'n effeithiol.
- Cynorthwyo gyda gweithgareddau 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.
- Bod yn bwynt cyswllt cyntaf ar gyfer materion yn ymwneud â llesiant myfyrwyr, gan atgyfeirio problemau pan fyddant yn gymhleth neu'n ddifrifol.

Gwaith Tîm
- Mynd i gyfarfodydd/byrddau’r Gyfadran, yr Adran a’r Rhaglen, yn ôl yr angen, er mwyn cyfrannu at y broses o wneud penderfyniadau a datblygu cysylltiadau gweithio cynhyrchiol o fewn timau ac ar eu traws.
- Cyflwyno aelodau newydd i'r adran drwy ddarparu 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 cyfoed i gefnogi eich datblygiad eich hun a datblygiad eraill ac i sicrhau gwelliant parhaus ym mherfformiad yr adran.

Cysylltu a Rhwydweithio
- Ymgysylltu'n weithredol â chyrff proffesiynol a dysgedig e.e. cymryd rhan mewn pwyllgorau, gweithgorau, trefnu cynadleddau/gweithdai.

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 eu bod yn parhau i ddiweddaru eu gwybodaeth a'u sgiliau i fod yn effeithiol yn eu swydd.
- Cymryd rhan yn y broses Adolygu Datblygiad Perfformiad, ymgymryd â'r broses o osod amcanion er mwyn cynorthwyo gyda monitro perfformiad a datblygiad yr unigolyn.
- Ymgysylltu â phroses y Model Dyrannu Llwyth Gwaith a chymryd rhan ynddi er mwyn cefnogi dyraniad dyletswyddau'r unigolyn.
- Cymryd cyfrifoldeb am weithredu Polisi Cyfle Cyfartal y Brifysgol o fewn maes cyfrifoldeb personol ac o ran ymddygiad cyffredinol.
- Ymgymryd â rôl Iechyd a Diogelwch benodol, sy'n gymesur â'ch gradd, i gefnogi'r Brifysgol i fodloni ei rhwymedigaethau Iechyd a Diogelwch statudol. Gallai hyn gynnwys ymddwyn fel Asesydd Offer Sgrin Arddangos, Swyddog Cymorth Cyntaf, Marsial Tân neu Gydlynydd 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 ymgysylltu ag ymrwymiad y Brifysgol i Gynaliadwyedd Amgylcheddol er mwyn lleihau ei gwastraff, ei defnydd o ynni a'i hôl 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 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 fo angen, mewn ymgynghoriad â deiliad y swydd.

Manyleb Person

Prifysgol Wrecsam Wrexham University

Teitl y Swydd: Darlithydd mewn Cyfrifeg a Chyllid

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 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 Galluoedd	1.1	Lefel uchel o sgiliau ysgrifenedig, llafar a rhyngbersonol.	Ff, C	H
		1.2	Yn gallu addysgu ar draws y maes pwnc a chyfrannu at addysgu ar draws y Gyfadran.	Ff, Rh, C	H
		1.3	Tystiolaeth o wneud cyfraniad mewn tîm ymchwil ac o'ch gallu i gydweithio ar wahanol lefelau ar draws sefydliad.	Ff, C	H
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Dealltwriaeth am 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 (efallai gyda chymorth mentor).	Ff, Rh, C	H
		2.2	Tystiolaeth o waith ymchwil ar gyfer cyhoeddiadau a fydd yn cyfrannu at y maes pwnc neu'n arddangos y potensial i gyflawni'r safon hon o ymchwil.	Ff, Rh, C	H
3	Addysg a Hyfforddiant	3.1	Yn meddu ar PhD neu'n gweithio tuag at gymhwyster o'r fath.	Ff, C, T	H
		3.2	Tystysgrif ôl-radd Addysgu mewn AU, neu barodrwydd i weithio tuag at ddod yn Gymrawd y Sefydliad Addysg Uwch.	Ff, C, T	H
		3.3	Gradd Meistr mewn disgyblaeth briodol neu ymrwymiad i weithio tuag at hynny.	Ff, C	H
		3.4	Aelod o gorff proffesiynol neu gorff dysgedig perthnasol.	Ff, C	H

4	Profiad Perthnasol	4.1 4.2	Profiad blaenorol o addysgu neu gefnogi myfyrwyr. Profiad ôl-ddoethurol perthnasol.	Ff, C Ff, C	H D
5	Gofynion Arbennig	5.1 5.2 5.3	Y gallu i gyfathrebu drwy gyfrwng y Gymraeg. Tystiolaeth o ymrwymiad i ddatblygiad proffesiynol parhaus. Cofnod cyhoeddi sy'n gymesur â lefel dda o berfformiad ymchwil a cham eich gyrfa	Ff, C Ff, C Ff, C	D H H
6	Ychwanegol	6.1 6.2 6.3	Datblygu partneriaethau / rhwydweithiau cydweithredol gyda phartneriaid allanol er mwyn gwella'r cwricwlwm neu gyfrannu at gynhyrchu incwm / cyllid ymchwil y drydedd ffrwd. Yn gallu siarad a chynnal asesiadau yn yr iaith Fandarin. Yn gallu arddangos gwybodaeth am ddysgu cyfunol, llwyfannau ar-lein a /neu ddysgu o bell a'u defnydd mewn busnes.	Ff, C Ff, C Ff, C	H D D
Dyddiad Adolygu					

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

Prifysgol Wrecsam
Wrexham University

Faculty/Department	Faculty of Social and Life Sciences
Section	North Wales Business School
Job Title	Lecturer in Accountancy and Finance
Reports to	Principal Lecturer
Grade	Lecturer Scale

Job Overview

The post holder will teach on Wrexham University programmes, carry out research and scholarly activity and contribute to the management of these programmes as required.

Where appropriate, contribute to commercial and other income generation activity.

Contribute towards ensuring that academic quality and standards of the university are maintained and the student experience is continually enhanced.

Job Purpose

•The postholder will be expected to deliver a wide range of programmes within NWBS and the Faculty of Social and Life Sciences as appropriate. Drawing on theory and research as well as practice based insights into the commercial world, the role holder will enable students to understand and critique the key areas involved in contemporary business.

The postholder will be responsible for contributing to the development of contemporary business programs and modules at WGU, working collaboratively, flexibly and collegially within a team and will demonstrate innovation through the design of the curriculum informed by research and relationships with external partners from a variety of relevant sectors. To provide teaching on a

variety of core business modules on undergraduate and postgraduate Business Studies and Management programmes with a focus on accountancy and finance.

The post holder will hold relevant professional membership / accreditation and be committed to further professional and academic development in order to continually improve the curriculum offer. A teaching qualification relevant to Higher Education will be held, or commitment to achieving one will be required.

The commitment to developing innovative teaching practice including online and blended approaches and engaging with transnational education opportunities is required

Principal Accountabilities

Teaching & Learning Support

- Develop and deliver resources and teaching materials to meet programme specification.
- Develop assessments to measure accurately students' performance and understanding.
- Supervise the work of taught postgraduate and/or research students, as required, to support the development of students' research skills.
- Set, mark, formatively and summatively and assess students' work, ensuring that learning outcomes have been met and that feedback is both detailed and constructive.
- Actively contribute to enhancing the student experience.

Research Activities

- Undertake research and/or other agreed scholarly activity in order to contribute to the development of the field (as an academic discipline).
- 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 in the field to further the University's standing in the HE sector and the wider community.
- Analyse data and evaluate information that can then be used to inform teaching and learning.
- Develop research objectives and proposals for own and/or joint research which meet funding criteria.
- Use initiative, creativity and judgement in the development of appropriate research methodologies that further scholarly activity in the area.

Academic Enterprise

- Participate in the development of internal and external partnerships in order to disseminate information, share best practice, establish opportunities for collaborative work and enhance the reputation of the University.
- Participate in formal networks to build new relationships that benefit both the department and the Faculty as a whole.

Service Provision

- Design, review and adapt module and unit content in response to student feedback and need, with a view to improving student retention.
- Engage with quality assurance procedures to ensure that University standards are met.
- Collaborate with academic colleagues on subject/programme development and delivery within the department, the Faculty and across the University (where appropriate) to ensure that the curriculum portfolio remains current and the assessment procedures are relevant.
- Co-ordinate student events, as required, ensuring the effective use of time and resources.

- Assist in appropriate pre-entry, recruitment, selection and admissions activities (including Open Days and Visit Days) in order to promote the department and gain a better understanding of student needs/expectations.
- Provide a first point of contact for student welfare issues, referring problems on where they are complex or serious.

Team Working

- Attend Faculty, Department and Programme meetings/boards, as required, in order to contribute to the decision-making process and to develop productive working relationships within and across teams.
- Introduce 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 to support the development of self and others and to ensure the continuous improvement of departmental performance.

Liaising and Networking

- Active engagement with professional and learned bodies e.g. participation in committees, working parties, conference/workshop organisation.

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 PDR process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.
- Engage and participate in the Workload Allocation Model process to support the allocation of duties 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 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: Lecturer in Accountancy and Finance

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 across the Faculty.	A, P, I	E
		1.3	Evidence of making a contribution in a research team and the ability to collaborate at different levels across an organisation.	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	Possessing or working towards a PhD.	A, I, C	E
		3.2	PG certificate in Teaching in HE, or commitment to undertake and achieve fellowship of HEA.	A, I, C	E
		3.3	Master's Degree in an appropriate discipline or commitment to working to achieve this.	A, I	E
		3.4	Member of relevant professional or learned body.	A, I	E
4	Relevant Experience	4.1	Previous experience of teaching or supporting students.	A, I	E
		4.2	Relevant postdoctoral experience.	A, I	D

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	A publication record commensurate with a good level of research performance and stage of career.	A, I	E
6	Additional	6.1	Develop collaborative partnerships /networks with external partners to enhance the curriculum or to contribute to third stream income generation / research funding.	A, I	E
		6.2	The ability to speak and conduct assessments in Mandarin.	A, I	D
		6.3	Ability to demonstrate knowledge of blended learning, online platforms and /or distance learning and its application in business.	A, I	D
Date of Revision					

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

- CORE VALUES - ACCESSIBLE CLICK TO VIEW

- CORE VALUES - SUPPORTIVE CLICK TO VIEW

- CORE VALUES - INNOVATIVE CLICK TO VIEW

- CORE VALUES - AMBITIOUS CLICK TO VIEW