

Swydd Ddisgrifiad

Prifysgol Wrecsam Wrexham University



Cyfadran/Adran	Cynllunio Strategol a Gweinyddiaeth Myfyrwyr
Adran	Tîm Datblygiad a Chynnal a Chadw Systemau Cofnodion Myfyrwyr
Teitl y Swydd	Uwch Ddatblygwr Systemau Cofnodion Myfyrwyr
Yn atebol i	Rheolwr Systemau Cofnodion Myfyrwyr
Yn gyfrifol am	Datblygwr Systemau Cofnodion Myfyrwyr
Gradd	SA&P1

Prif Atebolrwydd

Yn gweithio dan reolaeth y Rheolwr Systemau Cofnodion Myfyrwyr, bydd y swydd hon yn allweddol fel yr uwch ddatblygwr arweiniol gyda datblygiad ymarferol, yn gyfrifol am arwain y tîm i sicrhau datblygiad a chefnogi system cofnodion myfyrwyr y Brifysgol. Cyfrannu at welliannau proses fusnes ac arwain ar ddatblygiadau i wella prosesau gweinyddol a gwella profiad y myfyriwr o'r cyfnod cyn ymrestru hyd at raddio. Bydd y swydd yn cynnwys arwain ar brosiectau Prifysgol sy'n dylanwadu ar ddata ac ymarferoldeb. Bydd cyfrifoldebau hefyd yn cynnwys datblygu a chynnal a chadw systemau meddalwedd newydd a rhai sydd eisoes yn bodoli, yn ogystal â chefnogi rhaglennu cronfeydd data.

Yn arwain tîm bach, bydd deiliad y swydd yn gyfrifol am ofynion casglu, dylunio, datblygu, cyflunio ac adeiladu o fewn y system a bydd yn chwarae rhan ymarferol wrth ddatblygu rhyngwynebau a dilysiadau i wella uniondeb a chywirdeb data. Bydd yn gyfrifol am gyflwyno a chynnal a chadw pyrth cwbl weithredol, hygyrch i ymgeiswyr, myfyrwyr ac academyddion i alluogi trafodion i ddigwydd, yn ogystal â galluogi mynediad at ddangosfyrddau amser real. Bydd deiliad y swydd yn gweithredu fel prif bwynt cyswllt ar gyfer timau gwasanaeth proffesiynol.

Tasgau Allweddol

Lle gwneir cyfeiriadau at y system cofnodion myfyrwyr, mae'r Brifysgol yn defnyddio SITS: Vision, sef dyfais cronfa ddata a ddefnyddir ar gyfer rheoli myfyrwyr a chyrtsiau mewn sefydliadau addysg bellach ac addysg uwch, sy'n cael ei ddatblygu a'i gynnal a'i gadw gan y Tribal Group. Yn fras,

mae'n cael ei ddefnyddio gan 70% o'r sector addysg uwch ar hyn o bryd.

1. Arwain tîm datblygu bach, gan sicrhau bod blaenoriaethau yn glir a bod amcanion yn cael eu cyflawni, a sicrhau darpariaeth gynhyrchiol. Mae hyn yn cynnwys cydlynu llwyth gwaith y gweithrediad datblygu i ddatblygu cynllun gweithredu ar gyfer y system cofnodion myfyrwyr, a chyfrannu'n ymarferol at waith datblygu.
2. Bod yn gyfrifol am adeiladu tasgau, rhyngwynebau a chyfluniad system o fewn y system cofnodion myfyrwyr yn ôl yr angen, gan ddarparu gwybodaeth dechnegol arbenigol SITS a gallu datrys gweithrediadau sydd eisoes yn bodoli. Mae hyn yn cynnwys sicrhau bod datrysiadau yn bodloni lefelau ansawdd, wedi'u strwythuro'n dda ac y gellir eu cynnal a'u cadw a'u datblygu.
3. Cefnogi creu manyleb gofynion technegol ar gyfer prosesau prosiectau/busnes ac ar ôl hynny, datblygu a diweddarau gweithdrefnau a dogfennaeth dechnegol gynhwysfawr; gan ymgynghori â defnyddwyr a rhanddeiliaid eraill i sicrhau cywirdeb a diffiniadau cynnyrch/proses cywir.
4. Ysgrifennu a chynnal a chadw dogfennaeth dechnegol gyfredol, gan adrodd i'r Rheolwr Systemau Cofnodion Myfyrwyr ac arweinwyr llif gwaith a rheolwyr prosiectau perthnasol.
5. Ymchwilio, dadansoddi, datblygu a llywio prosesau a swyddogaethau, gan ymgynghori â rhanddeiliaid perthnasol, i reoli agweddau perthnasol o drefniadau darpariaeth gydweithredol y Brifysgol, gan gynnwys gwelliannau i brosesau ymgeiswyr a chofnodion myfyrwyr.
6. Cymryd cyfrifoldeb i sicrhau bod gan y tîm datblygu ethos cryf o effeithiolrwydd a gweithio annibynnol ar gyfer gwella darpariaeth gwasanaeth. Bydd hyn yn cynnwys arwain datblygiad a gwelliant parhaus gwasanaethau SPSA a gweithio ar y cyd â chydweithwyr i rannu arferion gorau a sicrhau cysondeb gweithrediad a safonau perfformiad.
7. Darparu rheolaeth llinell, arweinyddiaeth a ffocws cyffredinol i'r tîm Systemau Cofnodion Myfyrwyr a sicrhau bod gan staff amgylchedd cefnogol a hwylus ble gallant weithio'n effeithiol, gan gyflawni gradd uchel o fodlondeb swydd ar yr un pryd.
8. Diffinio gofynion pontio/hyfforddiant a gweithio i ddatblygu rhaglenni datblygiad staff i gefnogi gweithrediad prosesau diwygiedig / newydd a chynllunio amserlenni gweithredu ar gyfer prosesau diwygiedig /newydd, gan weithio gyda'r timau/byrddau prosiect addas.
9. Cyfathrebu diweddariadau manwl rheolaidd yn ôl yr angen i dîm y prosiect ar ystod o wybodaeth dechnegol, gymhleth i alluogi arweinwyr ac uwch ddefnyddwyr y llif gwaith i wneud penderfyniadau gwybodus.
10. Datblygu a phrofi cymwysiadau system newydd sy'n cyflawni'r gofynion gweithredol a phroses o'r "prawf" i amgylcheddau "byw". Bydd y rhain yn cefnogi prosesau newydd fel a ddisgrifir uchod a fydd oll yn rhoi manylebau prosiect clir ar waith.
11. Adnabod meysydd datblygu newydd lle gellir defnyddio'r system cofnodion myfyrwyr i wella prosesau prifysgol, yn ogystal â mabwysiadu arferion gorau o'r tu hwnt i'r Brifysgol.
12. Sicrhau cydymffurfiaeth â gweithdrefnau, polisïau a phrosesau o'r fath ar draws y Brifysgol.
13. Cefnogi Rheolwr Systemau Cofnodion Myfyrwyr i adolygu a gwella darpariaeth ddata gyfredol yn rheolaidd.
14. Yn adnabyddus fel arbenigwr y sefydliad ar y system, byddwch yn gallu darparu dealltwriaeth a chynghor i'r Rheolwr Systemau Cofnodion Myfyrwyr ac uwch aelodau eraill y Brifysgol.
15. Cynnal presenoldeb cryf o fewn y gymuned SITS ehangach, drwy fforymau, cynadleddau a gweithgorau.
16. Gweithio'n agos gyda staff academiaidd a gwasanaethau proffesiynol, gan gynnig arweiniad ar brosesau, gweithdrefnau a rheoliadau'r brifysgol, a hyfforddi cydweithwyr i'w defnyddio yn ôl yr angen.
17. Gweithredu fel llysgennad SPSA i'r weinyddiaeth gyfan, sy'n broffesiynol ac yn canolbwyntio ar ddatrysiadau bob amser. Cyfrannu'n rhagweithiol at ddatblygiad parhaus prosesau, gweithdrefnau ac arferion gwaith busnesau o fewn y tîm i gefnogi gwelliant parhaus a'r effeithiolrwydd gorau posib.

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 geir 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 ymgymmerir 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 am hyrwyddo gofal cwsmer o ansawdd yn eu meysydd cyfrifoldeb eu hunain.

Rhaid i staff fod yn ymwybodol o ymrwymiad y Brifysgol i Gynaliadwyedd.

Rhaid i bob aelod o staff hyrwyddo ymddygiad iach ac iechyd meddwl a llesiant cadarnhaol.

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 eu bod yn cael eu cefnogi'n ddigonol mewn perthynas â'u cyfrifoldebau 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 rhai nodweddiadol; 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 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 newidiadau rhesymol pan fo angen, mewn ymgynghoriad â deiliad y swydd.

Teitl y Swydd: Uwch Ddatblygwr Systemau Cofnodion Myfyrwyr

Er mwyn cael eich rhoi ar y rhestr fer, mae'n rhaid i chi ddangos eich bod yn diwallu pob un o'r meini prawf hanfodol a hynny o'r meini prawf dymunol ag sy'n bosibl. Pan fydd gennym nifer fawr o geisiadau sy'n diwallu'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	Set sgiliau amlwg yng nghyd-destun cefnogi a datblygu SITS ac e:Vision, gan gynnwys; SRLs, SLPs, Tasks, Vistas, templedi Tribal. System Tools a model data, neu brofiad amlwg cyfwerth o strwythurau data cymhleth eraill.	Ff, C, P	H
		1.2	Y gallu i fod yn arweinydd ymarferol tîm datblygiad technegol	Ff, C, Rh	H
		1.3	Creu adroddiadau gan ddefnyddio technolegau fel Access, SSRS, PowerBI, SQL Reporting manager neu gyfwerth.	Ff, C, P	H
		1.4	HTML/CSS/XML	Ff, C	H
		1.5	JavaScript	Ff, C	D
		1.6	JQuery	Ff, C	D
		1.7	SQL	Ff, C	H
		1.8	Set sgiliau amlwg ar gyfer rhyngwynebau o SITS i ddarparwyr eraill sy'n defnyddio adnoddau fel StuTalk;	Ff, C	D
		1.9	Gallu gweithio i amserlenni heriol ac ymateb iddynt, gan fagu dull gweithredu hyblyg a chadarnhaol i sicrhau y cyflawnir canlyniadau yn effeithiol.	Ff, C	H

		1.10	Gallu gweithredu, cyd-drafod a dylanwadu'n llwyddiannus ar lefel uwch	Ff, C	H
		1.11	Unigolyn sy'n meddwl yn greadigol a hyderus, a fydd yn datblygu datrysiadau creadigol i oresgyn heriau.	Ff, C	H
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Dealltwriaeth dda o'r strwythurau data yn SITS, neu ddangos profiad amlwg cyfwerth o strwythurau data cymhleth eraill	Ff, C, P	H
		2.2	Gwybodaeth am offer technolegol allweddol y meysydd sgiliau a amlinellir uchod	Ff, C	H
		2.3	Gwybodaeth am weithio o fewn AU ac o gefnogi'r prosesau cysylltiedig â thaith y myfyriwr	Ff, C	H
		2.4	Profiad amlwg o reoli prosiectau a systemau busnes	Ff, C	H
		2.5	Gwybodaeth amlwg am egwyddorion datblygu i sicrhau bod datrysiadau meddalwedd yn bodloni lefelau ansawdd, wedi'u strwythuro'n dda ac y gellir eu cynnal a'u cadw a'u datblygu.	Ff, C	H
3	Addysg a Hyfforddiant	3.1	Addysg hyd at lefel gradd neu profiad perthnasol cyfwerth.	Ff, C, T	H
4	Profiad Perthnasol	4.1	Profiad o arwain a mentora tîm.	Ff, C, Rh	H
		4.2	Profiad o ddarparu arbenigedd datblygiad ymarferol, arweiniad ac arweinyddiaeth i dîm datblygu o fewn SITS neu gyfwerth.	Ff, C, Rh	H
		4.3	Profiad o brosesau gweinyddol myfyrywyr Prifysgol.	Ff, C	H
		4.4	Profiad ymarferol helaeth gyda Tribal SITS ac e-Vision neu system ddata fawr gyfwerth.	Ff, C	H
		4.5	Dealltwriaeth o ddarpariaethau meddalwedd modern sydd yn yr	Ff, C	H

			arfaeth, eu hoffer a'u technegau, a phrofiad o weithio gyda hwy.		
		4.6	Profiad o integreiddio systemau gan ddefnyddio SITS Stutalk neu systemau cyfwerth.	Ff, C	D
		4.7	Profiad amlwg o arwain a chymell tîm gyda hanes o ganlyniadau llwyddiannus.	Ff, C, Rh	H
		4.8	Bodloni yn gyson amcanion a meini prawf llwyddiant y cytunwyd arnynt. Cymryd cyfrifoldeb personol am gyflawni pethau.	Ff, C, Rh	H
5	Gofynion Arbennig	5.1	Y gallu i gyfathrebu drwy gyfrwng y Gymraeg	Ff	D
Dyddiad Adolygu			Awst 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



Job Description

Prifysgol Wreccsam Wrexham University



Faculty/Department	Strategic Planning and Student Administration
Section	Student Records Systems Maintenance and Development Team
Job Title	Student Records System Senior Developer
Reports to	Student Record Systems Manager
Responsible for	Student Record Systems Developer
Grade	SA&P1

Principal Accountabilities

Working under the management of the Student Record System Manager this role be key as the senior developer lead role with “hands on” development and responsible for leading the team for development and support of the University’s student record system. Contributing to business process improvements and leading on developments to improve administrative processes and enhance the student experience from pre-enrolment to graduation. The role will include taking a lead on University projects that leverage data and functionality. Responsibilities will also encompass development and maintenance of existing and new software systems, as well as database programming support.

Leading a small team, the postholder will be responsible for the requirements gathering, design, development, configuration and build within the system and will take a hands on role in developing interfaces and validation to improve data integrity and accuracy. They will be responsible for the introduction and maintenance of fully functioning and accessible portals for applicants, students and academics to allow transactions to take place as well as access to real-time dashboards. The post holder will act as a key point of contact with professional service teams.

Key Tasks

Where references are made to the student record system, the University uses SITS:Vision which is a database application used for course and student management in further and higher education institutions, developed and maintained by the Tribal Group. It is currently used by

roughly 70% of the UK higher education sector.

1. Leading a small development team, ensuring priorities are clear and objectives achieved and ensuring productive delivery. This includes co-ordinating workload of the development function to deliver the roadmaps of functionality for the student record system and being hands on in development work.
2. To be responsible for building tasks, interfaces, and system configuration within the student record system where required, providing expert SITS technical knowledge and be able to trouble shoot and resolve existing functionality. This includes ensuring solutions meet quality levels and are scalable, maintainable and well-architected.
3. To support creation of a technical requirements specification for projects/business processes and following on from this to develop and update comprehensive technical documentation and procedures; consulting with users and other stakeholders to ensure accuracy and correct product/process definitions in system.
4. To write and maintain up to date technical documentation, reporting to the Student Record Systems Manager and relevant work stream leads and project managers.
5. To research, analyse, develop and steer, in consultation with relevant stakeholders, processes and functionality to manage relevant aspects of the University's collaborative provision arrangements including enhancements to applicant and student records processes.
6. Take responsibility to ensure that the development team have a productive and strong ethos of efficiency and independent working for improved service delivery. This will include leading the continuous development and improvement of SPSA services and working collaboratively with colleagues to share best practice and ensure consistency of operation and standards of performance.
7. Provide line management, leadership and focus for the Student Record Systems developers ensuring staff have a supportive and enabling environment in which they can work effectively whilst achieving a high degree of job satisfaction.
8. To define transition/training requirements and to work to develop programmes of staff development to support implementation of revised / new processes and to plan implementation schedules for revised / new processes, working with the appropriate project teams / boards.
9. To communicate detailed regular updates as required to project team on a range of complex, technical information to enable the work stream leads and senior users to make informed decisions.
10. To develop and test new system applications that deliver the functional and process requirements from "test" to "live" environments. These will support new processes as described above which will each have clear project specifications in place.
11. To identify new areas of development where the student record system can be exploited to improve university processes as well as sourcing best practice from outside of the University.
12. To ensure compliance with such processes, policies and procedures across the University.
13. Support the Student Record Systems Manager to regularly review and enhance existing data provision.
14. Be recognised as the institutional expert on the system, able to provide understanding and advice for the Student Record Systems Manager and other senior members of the University.
15. Maintain a strong presence within the wider SITS community, via forums, conferences and working groups.
16. Work closely with professional services and academic staff, offering guidance on the university's processes, procedures and the regulations, and training colleagues in their use as needed.
17. Act as a constant professional and solution-focused ambassador for SPSA administration as a whole. Contributing proactively to the ongoing development of business processes,

procedures and working practices within the team to support continuous improvement and optimum efficiency.

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 Wreccsam Wrexham University

Job Title: **Student Records System Senior Developer**

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	Significant demonstrable skillset of SITS and e:Vision support and development including; SRLs, SLPs, Tasks, Vistas, Tribal templates. System Tools and Data Model, or demonstrable equivalent experience in other complex data structures.	A I T	E
		1.2	Ability to be hands on technical development team lead	A I P	E
		1.3	Creating reports using technologies such as Access, SSRS, PowerBI, SQL Reporting manager or equivalent.	A I T	E
		1.4	HTML/CSS/XML	A I	E
		1.5	JavaScript	A I	D
		1.6	JQuery	A I	D
		1.7	SQL	A I	E
		1.8	Demonstrable skillset for interfaces from SITS to other providers using tools such as StuTalk;	A I	D
		1.9	Ability to work and respond within challenging timeframes, adopting a flexible and positive approach to ensure outcomes are effectively delivered.	A I	E
		1.10	Ability to operate, negotiate and influence successfully at a senior level	A I	E
		1.11	A creative and confident thinker, who will develop creative solutions to overcome	A I	E

			challenge.		
2	General & Specialist Knowledge	2.1	Significant knowledge of the data structures in SITS, or demonstrable equivalent experience in other complex data structures	A I T P	E
		2.2	Knowledge of key technology tools of the areas of skill outlined above	A I	E
		2.3	Knowledge of working within HE and in supporting the processes associated with the student journey	A I	E
		2.4	Demonstrable knowledge of project management and business systems	A I	E
		2.5	Demonstrable knowledge of development principles to ensure software solutions meet quality levels and are scalable, maintainable, and well architected.	A I	E
3	Education & Training	3.1	Educated to degree level or equivalent relevant experience.	A I C	E
4	Relevant Experience	4.1	Experience of leading and mentoring a team.	A I P	E
		4.2	Experience of providing practical development expertise, guidance, and leadership, to a development team within SITS or equivalent.	A I P	E
		4.3	Experience of University student administrative processes.	A I	E
		4.4	Extensive hands on experience of development in Tribal SITS and e-Vision or an equivalent large data system.	A I	E
		4.5	Understanding of, and experience of working with, modern software delivery pipelines, their tools, and techniques.	A I	E
		4.6	Experience of systems integration using SITS Stutalk or equivalent systems.	A I	D
		4.7	Track record of leading and motivating a team with successful proven outcomes.	A I P	E
		4.8	Consistently meeting agreed objectives and success criteria. Taking personal responsibility for getting things done.	A I P	E

5	Special Requirements	5.1	Ability to communicate in the medium of Welsh	A	D
Date of Revision			August 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

