

Swydd Ddisgrifiad

Prifysgol Wreccsam
Wrexham University



Cyfadran/Adran	Rhyngwladol a Phartneriaethau
Adran	Swyddfa Partneriaethau Academaidd
Teitl y Swydd	Pennaeth Partneriaethau Academaidd
Yn atebol i	Dirprwy Is-ganghellor
Yn gyfrifol am	Tîm Partneriaethau Academaidd
Gradd	MAN2

Prif Atebolrwydd

Mae'r swydd hon yn uwch swydd sy'n gyfrifol am ddarparu elfen allweddol o Weledigaeth a Strategaeth y Brifysgol a bydd yn arwain ar weithrediad, adolygiad a gwelliant ein Strategaeth Partneriaethau Academaidd, er mwyn

- (i) sicrhau bod ein gweithrediadau partneriaeth academaidd yn cael eu rheoli'n llwyddiannus a bod profiad myfyrwyr rhagorol yn cael ei gefnogi mewn sefydliadau partner a
- (ii) galluogi darpariaeth uchelgeisiau a Dangosyddion Perfformiad Allweddol mewn perthynas â datblygiad partneriaethau academaidd cynaliadwy o ansawdd uchel, yn genedlaethol ac yn rhyngwladol, fel rhan o ddarpariaeth amrywiol y brifysgol.

Tasgau Allweddol

- Arwain ar yr holl weithgareddau sy'n gysylltiedig â phartneriaid academaidd, darpariaeth gydweithredol a darpariaeth nad yw'n gydweithredol gan gynnwys trefniadau ar-lein y Brifysgol, yn y DU ac yn rhyngwladol.

- Gweithio gyda'r Dirprwy Is-ganghellor a'i gefnogi i ddarparu, adolygu a gwella ein Strategaeth Partneriaeth Academaidd.
- Cydweithredu gyda chydweithwyr yn y Cyfadrannau a'r Timau Ansawdd a Marchnata i gefnogi pob gweithgaredd cyfredol mewn perthynas â phartneriaethau academaidd, gan gynnwys rheoli cymalau a chytundebau cynnydd gydag ysgolion, colegau a darparwyr addysg uwch.
- Adolygu ac asesu'r marchnadoedd partneriaeth targed presennol a ffocysau newydd posibl i lywio cynllunio a chyflawni datblygiad partneriaethau.
- Arwain tîm y Swyddfa Bartneriaethau gan sicrhau rhagoriaeth mewn cyfathrebu o fewn y tîm a gweithio mewn tîm, dirprwyo effeithiol, darparu gwasanaethau o ansawdd uchel a chymorth rhagorol i ymgeiswyr, myfyrwyr, asiantau, staff cyfadrannau ac eraill.
- Gosod safonau darparu gwasanaethau gan y Swyddfa Bartneriaethau a sicrhau eu bod yn cael eu darparu yn erbyn y rhain.
- Arwain ar weithgareddau caffael a datblygu partneriaethau academaidd.
- Dylunio a darparu hyfforddiant i aelodau tîm y Swyddfa Bartneriaethau, y sefydliad ehangach a chyfranogwyr allanol, gan gynnwys partneriaid, ar faterion sy'n ymwneud â phartneriaethau.
- Goruchwyllo rheolaeth asiantau ac ymgynghorwyr allanol gan gefnogi datblygiad partneriaeth a gweithgareddau cysylltiedig, cefnogi'r gweithgaredd hwn ac olrhain eu hallbynnau.
- Gweithio'n adeiladol a chymryd rhan mewn deialog gyda chydweithwyr ar draws gwasanaethau proffesiynol y brifysgol a'r cyfadrannau i sicrhau bod materion partneriaeth wedi'u gwreiddio mewn prosesau, gweithdrefnau a pholisïau perthnasol.
- Gan ystyried argymhellion o adolygiadau ac archwiliadau mewnol ac allanol, gweithio'n agos gyda chydweithwyr yn y Swyddfa Ansawdd i sicrhau arolygiaeth gadarn ac wedi'i ddogfennu'n dda o gynigion a gweithgarwch partneriaid cydweithredol.
- Gweithredu a pharhau i ddatblygu a gwella'r gweithdrefnau Diwydrwydd Dyladwy [DD] ar gyfer asesu darpar bartneriaid academaidd newydd.
- Mewn cydweithrediad â'r Swyddfa Ansawdd, adolygu pennod Llyfr Ansawdd Academaidd y Brifysgol sy'n ymwneud â phartneriaid yn barhaus i sicrhau bod prosesau'n briodol, yn addas i'r diben ac yn gadarn.
- Gweithio'n agos gyda chydweithwyr yn y Swyddfa Ryngwladol i sicrhau gweithio cysylltiedig yn y gofod rhyngwladol gyda recriwtio uniongyrchol, symudedd allanol a gweithgaredd addysg drawswladol.
- Arwain wrth oruchwyllo gwella boddhad myfyrwyr mewn sefydliadau partner, gan gynnwys adolygu'r metrigau a gawn ar hyn, a chefnogi gweithgareddau gwella ac ymgysylltu â staff sefydliadau partner.
- Cyfrannu at brosesau datblygu'r cwricwlwm a sicrhau ansawdd er mwyn sicrhau bod gan y Brifysgol gwricwlwm a dulliau cyflwyno sy'n berthnasol yn rhyngwladol ac sy'n addas ar gyfer galw'r farchnad.

- Bod yn wybodus am ddata ac yn cael ei arwain gan ddata wrth gynllunio a gwneud penderfyniadau.
- Ymgysylltu'n allanol ar draws y sector yn effeithiol a chymryd rôl arweiniol wrth wneud hynny, gan weithio gydag asiantaethau cysylltiedig a phartneriaid posibl yn y DU ac yn rhyngwladol, a gallu adrodd yn fanwl ar heriau strategol a gweithredol parhaus ledled y sector a chynnig datrysiadau i'r rhain.
- Bod yn wybodus ynglŷn â rheoliadau, mentrau a strategaethau ledled y DU a Chymru sy'n ymwneud â materion partneriaeth, gan gynnwys TNE, a gweithio ar y cyd i fynd i'r afael â heriau newydd a ddaw yn sgil y rhain.
- Cynllunio a rheoli cyllideb y Swyddfa Bartneriaeth Academaidd yn effeithiol.
- Arwain ar adolygiad rheolaidd o'r farchnad allanol a safle cystadleuwyr mewn perthynas â ffioedd a mathau o weithredwyr.
- Cefnogi Cadeirydd y Pwyllgor Partneriaeth Academaidd traws-sefydliadol [APC] i sicrhau eu bod yn cael eu briffio'n llawn ar weithgareddau'r pwyllgor.
- Adrodd i'r APC fel y bo'n briodol ar yr holl faterion yn ymwneud â phartneriaethau academaidd, cydweithredol a rhai nad ydynt yn cydweithredu.
- Adrodd yn ôl y gofyn i'r Uwch Dîm Rheoli ar brofiad a chanlyniadau myfyrwyr partneriaeth, rhagolygon a materion eraill.
- Cynghori'r Dirprwy Is-ganghellor Partneriaethau ac aelodau eraill o dîm Gweithredol y Brifysgol fel sy'n ofynnol mewn perthynas â materion partneriaeth parhaus.
- Ymgymryd â dyletswyddau eraill fel sy'n rhesymol ofynnol o fewn y swydd, dan gyfarwyddyd y Dirprwy Is-Ganghellor.

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 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 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:

Pennaeth Partneriaethau Academaidd

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	Gallu rhagorol i feithrin rhwydweithiau a chysylltiadau cynhyrchiol, yn fewnol ac yn allanol.	Ff/C	H
		1.2	Trafodwr hynod fedrus ar bob lefel	Ff/C	H
		1.3	Lefel uchel o broffesiynoldeb ac ymrwymiad	Ff/C	H
		1.4	Sgiliau cyfathrebu rhagorol, yn ysgrifenedig ac ar lafar	Ff/C	H
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Gwybodaeth a dealltwriaeth gynhwysfawr o'r prif gyfleoedd a heriau ar gyfer partneriaethau addysg uwch y DU, gan gynnwys darpariaeth y DU ac Addysg Drawswladol (TNE).	Ff/C	H
		2.2	Gwybodaeth fanwl am y gofynion rheoleiddiol a sicrhau ansawdd er mwyn sicrhau partneriaethau academaidd effeithiol o ansawdd uchel sy'n cydymffurfio'n llawn â gofynion ariannol, cyfreithiol ac ansawdd perthnasol.	Ff/C	H

3	Addysg a Hyfforddiant	3.1	Gradd Baglor	Ff/T	H
		3.2	Gradd Meistr	Ff/T	H
4	Profiad Perthnasol	4.1	Profiad uwch reoli perthnasol mewn amgylchedd addysg uwch	Ff/C	H
		4.2	Profiad helaeth o faterion sicrhau ansawdd yng nghyd-destun addysg uwch y DU.	Ff/C	H
		4.3	Gwybodaeth a phrofiad helaeth o bartneriaethau darpariaeth gydweithredol AU.	Ff/C	H
		4.4	Profiad o gefnogi darpariaeth ar-lein ar raddfa briodol	Ff/C	D
5	Gofynion Arbennig	5.1	Parodrwydd i ymgymryd â theithio ac ymweliadau â'r DU ac â Phartneriaid Rhyngwladol Academaidd yn ôl yr angen.		
Dyddiad Adolygu			30.09.2024		

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	International & Partnerships
Section	Academic Partnerships Office
Job Title	Head of Academic Partnerships
Reports to	Deputy Vice-Chancellor
Responsible for	Academic Partnerships Team
Grade	MAN2

Principal Accountabilities

This post is a senior role responsible for delivering a key element of the University's Vision and Strategy and will lead on the implementation, review and enhancement of our Academic Partnerships Strategy, to

(i) ensure our academic partnership operations are successfully managed and excellent student experience at partners is supported

and

(ii) enable the delivery of ambitions and KPIs in respect of high quality, sustainable academic partnership development both nationally and internationally, as part of the university's diversified provision.

Key Tasks

- Lead on all activity associated with academic partners, both collaborative provision and non-collaborative provision including the University's online arrangements, both in the UK and internationally.
- Work with and support the Deputy Vice-Chancellor to deliver, review and enhance our Academic Partnership Strategy.

- Work closely with colleagues in the Faculties, Quality and Marketing Teams in supporting all current activities regarding academic partnerships, including oversight of articulation and progression agreements with schools, colleges and higher education providers.
- Review and assess the current target partnership markets and potential new foci to inform future academic partnership development planning and delivery.
- Lead the Academic Partnerships Office team ensuring excellence in intra-team communication and team-working, effective delegation, high quality service delivery and excellent support to applicants, students, faculty staff and others.
- Set standards of service delivery by the Academic Partnerships Office and ensure delivery against these.
- Lead on academic partnership development enhancement activities.
- Design and deliver training for Academic Partnerships Office team members, the wider institution and external participants, including partners, on matters related to academic partnerships.
- Oversee the management of agents and external consultants supporting academic partnership development and related activities, support this activity and track their outputs.
- Work constructively and engage in dialogue with colleagues across the university professional services and the faculties to ensure academic partnership matters are embedded in relevant processes, procedures and policies.
- Taking account of recommendations from internal and external reviews and audits, work closely with colleagues in the Quality Office in ensuring robust and well-documented oversight of collaborative partner proposals and activity.
- Implement and continue to develop and enhance the Due Diligence [DD] procedures for assessing potential new academic partners.
- In liaison with the Quality Office, continuously review the University's Academic Quality Handbook chapter pertaining to partners to ensure processes are appropriate, fit-for-purpose and robust.
- Work closely with colleagues in the International Office to ensure joined-up working in the international space with direct recruitment, outbound mobility and transnational education activity.
- Take a lead in oversight of enhancing student satisfaction at academic partners, including reviewing the metrics we receive on this, and support enhancement and partner staff engagement activities.
- Input into curriculum development and quality assurance processes to support the University's development of an internationally relevant curriculum and modes of delivery suited to market demand.
- Be data informed and data-led in planning and decision making.
- Effectively engage externally across the sector and take a leadership role in doing so, working with related agencies and potential partners in the UK and internationally, and be able to report in detail on ongoing sector-wide strategic and operational challenges and provide solutions to these.

- Be informed about both UK-wide and Welsh regulations, initiatives and strategies related to academic partnership matters, including TNE, and work collaboratively to meet new challenges these raise.
- Effectively plan and manage the Academic Partnership Office budget.
- Lead on a regular review of the external market and competitor position with respect to fees and types of actives.
- Support the Chair of the cross-institutional Academic Partnership Committee [APC] to ensure they are fully briefed on the activities of the committee.
- Report to APC as appropriate on all matters relating to academic partnerships, collaborative and non-collaborative.
- Report as requested to the Senior Management Team regarding academic partnership student experience and outcomes, forecasts and other matters.
- Advise the Deputy Vice-Chancellor and other members of the University Executive team as required in respect of ongoing partnership matters.
- Undertake other duties as may reasonably be required within the remit of the post, under the direction of the Deputy Vice-Chancellor.

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: **Head of Academic Partnerships**

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	Evidenced excellent ability to build productive relationships and networks internally and externally.	A/I	E
		1.2	Highly skilled negotiator at all levels	A/I	E
		1.3	High level of professionalism and commitment	A/I	E
		1.4	Excellent communication skills, both written and oral	A/I	E
2	General & Specialist Knowledge	2.1	A comprehensive knowledge and understanding of the key opportunities and challenges for UK higher education partnerships, encompassing both UK and TNE provision	A/I	E
		2.2	A detailed knowledge of the quality assurance and regulatory requirements for ensuring effective, high quality academic partnerships that are fully compliant with relevant quality, legal and financial requirements.	A/I	E
3	Education & Training	3.1	Bachelor's degree	A/C	E
		3.2	Master's degree	A/C	E
4	Relevant Experience	4.1	Relevant senior management experience in a higher education setting	A/I	E
		4.2	Extensive experience of quality assurance matters in the UK higher education context	A/I	E

		4.3	Extensive knowledge and experience of HE collaborative provision partnerships.	A/I	E
		4.4	Experience of supporting the delivery of at-scale online provision	A/I	D
5	Special Requirements	5.1	A willingness to undertake travel and visits as required to UK and International Academic Partners.		
Date of Revision		30.09.2024			

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

