

# Swydd Ddisgrifiad

# Prifysgol Wreccsam Wrexham University



<b>Cyfadran/Adran</b>	Cynllunio Strategol a Gweinyddiaeth Myfyrwyr
<b>Adran</b>	Cynllunio ac Adrodd
<b>Teitl y Swydd</b>	Swyddog Cynllunio
<b>Yn atebol i</b>	Rheolwr Cynllunio
<b>Gradd</b>	O&A4

## Prif Atebolrwydd

Mae rôl y Swyddog Cynllunio yn cefnogi gweithgareddau ar draws y Gyfarwyddiaeth gan weithio fel rhan o'r tîm Cynllunio ac Adrodd. Mae dau faes gwaith allweddol, yn ogystal â disgwyliad bod deiliad y swydd yn cyfrannu'n gyffredinol at waith y tîm ehangach. Y ddau brif faes yw: gweinyddu a goruchwyllo'r data o fewn model dyrannu llwyth gwaith y Brifysgol; a dadansoddi ac adrodd ar adborth myfyrwyr (yn cynnwys ond ddim yn gyfyngedig i adborth myfyrwyr ar fodiwl, yr NSS a'r Arolwg Hynt Graddedigion). Bydd y gwaith hwn yn cyfrannu at waith monitro sefydliadol ehangach o brofiad myfyrwyr.

## Tasgau Allweddol

1. Darparu dadansoddiadau ac adroddiadau ar setiau data mawr i fod yn sail i trategaethau'r Gyfadran a'r Brifysgol. Mae hyn yn cynnwys pwyslais penodol ar wella dadansoddiad, hygyrchedd, cyflwyno ac adrodd y data hwn i Gyfadrannau ac uwch reolwyr fel y gellir ei ddefnyddio'n fwy effeithiol i gefnogi cyfoethogiad academiaidd.
2. Sicrhau cywirdeb data, (gan gynnwys cofnodi, codio a mewnbynnu data) a phrydlondeb yn unrhyw gyfranogiad arolwg neu gyflawniad data.
3. Arolygu arolygon myfyrwyr, adborth ar fodiwlau a ffurfiau eraill o adborth myfyrwyr (e.e. cyfuno gyda gweithredoedd/problemau'r Undeb Myfyrwyr a godwyd yn Fforymau Llais Myfyrwyr), i fod yn sail i gyfoethogiad academiaidd, a datblygu ffyrdd o gasglu data, manwl gywirdeb ac adrodd yn well. Lle bo hyn yn angenrheidiol, gall hyn gynnwys arolygu'r gwaith o gasglu a mewnbynnu data.

4. Cyfrifoldeb "o ddydd i ddydd" am gynnal y data o fewn Model Dyrannu Llif Gwaith y Brifysgol a sicrhau bod y data a ddefnyddir i gefnogi'r Model yn fanwl gywir ac yn gyfredol, a delio ag ymholiadau staff.
5. Cefnogi'r gwaith o gasglu ac adrodd dangosyddion perfformiad a thargedau o fewn Gweledigaeth a Strategaeth y Brifysgol yn ogystal â'r Strategaethau Atodol.
6. Darparu gwaith cynnal a chadw dyddiol a diweddarau presenoldeb mewnwyd y Gyfarwyddiaeth a ffurfiau eraill o gyfathrebu fel sy'n berthnasol, a chyfrannu at eu datblygiad.

## 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:** Swyddog Cynllunio

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	Sgiliau dadansoddol, rhifiadol a llythrennedd rhagorol i gwestiynu a dilysu data.	Ff, C	H
		1.2	Sgiliau trefnu a chynllunio prosiect gyda sylw i fanylion, manwl gywirdeb a dull o weithio trefnus a chynllunio i fodloni terfynau amser mewnol y Brifysgol a HESA statudol allanol.	Ff, C	H
		1.3	Gallu adnabod datrysiadau posibl i broblemau a datblygu cynlluniau'n llwyddiannus.	Ff, C	H
		1.4	Sylw manwl i fanylion a manwl gywirdeb.	Ff, C	H
		1.5	Sgiliau adrodd o lefel uchel, gan gyflwyno data cymhleth mewn ffyrdd clir.	Ff, C	H
		1.6	Gallu datblygu a chynnal a chadw tudalennau'r fewnrwyd.	Ff, C	H
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Gwybodaeth fanwl a chymhwysol o Excel, e.e. gwybod sut i ddefnyddio tablau pifod.	Ff, C	H
		2.2	Gwybodaeth o bwysigrwydd strategol dadansoddi ffynonellau data gwahanol i'r Brifysgol.	Ff, C	D

		2.3	Gwybodaeth o ddefnyddio offer arolwg i wella perfformiad.	Ff, C	H
		2.4	Profiad o weithio gyda setiau mawr a chymhleth o ddata yn fantais.	Ff, C	D
3	Addysg a Hyfforddiant	3.1	Gradd sylfaen neu gyfwerth, neu brofiad gwaith sylweddol a pherthnasol.	Ff, C, T	H
4	Profiad Perthnasol	4.1	Profiad o ddefnyddio TGCh, yn arbennig Excel i lefelau uchel i reoli setiau data, cyflwyno a dadansoddi gwybodaeth gymhleth.	Ff, C	H
		4.2	Byddai profiad o amgylchedd AU yn fantais, er nid yw'n hanfodol.	Ff, C	D
		4.3	Profiad o ddefnyddio data i wella perfformiad.	Ff, C	H
5	Gofynion Arbennig	5.1	Barod i weithio'n hyblyg a chreadigol, gan awgrymu datrysiadau i broblemau.	Ff, C	H
		5.2	Gallu gweithio i derfynau amser.	Ff, C	H
		5.3	Cymhelliad ac ymrwymiad personol.	Ff, C	H
		5.4	Gallu cyfathrebu yn yr iaith Gymraeg.	Ff, C	D
<b>Dyddiad Adolygu</b>					

<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>	Strategic Planning and Student Administration
<b>Section</b>	Planning and Reporting
<b>Job Title</b>	Planning Officer
<b>Reports to</b>	Planning Manager
<b>Grade</b>	O&A4

## Principal Accountabilities

The Planning Officer role supports activities across the Directorate working as part of the Planning and Reporting team. There are two key areas of work, as well as an expectation that the post-holder contributes generally to the work of the wider team. The two key areas are: administering and overseeing the data within the University's workload allocation model; and analysis and reporting of student feedback (including but not limited to student module feedback, the NSS, and the Graduate Outcomes Survey). This work will contribute to wider institutional monitoring of the student experience.

## Key Tasks

1. Provide analysis and reports on large data sets to inform Faculty and University strategies. This includes a particular emphasis on improving analysis, accessibility, presentation and reporting of data to Faculties and senior management so that it can be used more effectively in supporting academic enhancement.
2. Ensure both the accuracy of data, (including recording, coding and data entry) and timeliness in any data submissions or survey participation.
3. Have oversight of student surveys, module feedback and other forms of student feedback (e.g. engaging with Student Union actions/issues raised at Student Voice Forums), to inform academic enhancement, and develop improved data capture, accuracy and reporting. Where necessary this may involve oversight of data collection and input.

4. Have “day-to-day” responsibility for maintaining the data within the University’s Workload Allocation Model and ensuring that the data used to support the Model is accurate and up-to-date, and dealing with any staff queries.
5. Support the collection and reporting of the performance indicators and targets within the University Vision and Strategy as well as the Supporting Strategies.
6. Provide the daily maintenance and updating of the Directorate’s intranet presence and other forms of communication as relevant, and contributing to their development.

## **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: **Planning Officer**

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	Excellent analytical, numerical and literacy skills to question and validate data.	A, I	E
		1.2	Organisation and project planning skills with attention to detail, accuracy and a methodical working style and plan to meet internal University and external statutory HESA deadlines.	A, I	E
		1.3	Able to identify possible solutions to problems and to develop plans successfully.	A, I	E
		1.4	High level of attention to detail and accuracy.	A, I	E
		1.5	High level of reporting skills, presenting complex data in clear ways.	A, I	E
		1.6	Ability to develop and maintain intranet pages.	A, I	E
2	General & Specialist Knowledge	2.1	Detailed and applied knowledge of Excel, e.g. know how to use pivot tables.	A, I	E
		2.2	Knowledge of the strategic importance of analysis of different sources of data to the University.	A, I,	D
		2.3	Knowledge of use of survey tools for improving performance.	A, I	E
		2.4	Experience of working with large and complex databases would be an advantage.	A, I	D

3	Education & Training	3.1	Foundation degree or equivalent or have significant and relevant work experience.	A, I, C	E
4	Relevant Experience	4.1	Experience of using ICT, and in particular Excel to high levels to manage data sets, present and analyse complex information.	A, I	E
		4.2	Experience within an HE environment would be an advantage, although is not essential.	A, I	D
		4.3	Experience in using data to improve performance.	A, I	E
5	Special Requirements	5.1	Prepared to work flexibly and creatively, suggesting solutions to problems.	A, I	E
		5.2	Ability to work to deadlines.	A, I	E
		5.3	Personal drive and commitment.	A, I	E
		5.4	The ability to communicate in the Welsh language.	A, I	D
<b>Date of Revision</b>					

<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

