

Swydd Ddisgrifiad

Prifysgol Wreccsam Wrexham University



Cyfadran/Adran	Swyddfa'r Is-ganghellor
Teitl y Swydd	Swyddog Gweithredol Strategol
Yn atebol i	Is-ganghellor
Gradd	MAN2

Prif Atebolrwydd

Bydd y Swyddog Gweithredol Strategol yn gyfrifol am ddarparu cymorth gweinyddol a gweithredol rhagorol i'r Is-ganghellor a'r Tîm Gweithredol i sicrhau bod nodau gweithredol a strategol y Brifysgol yn cael eu cyflawni'n ddidrafferth. Bydd y swydd yn hwyluso a chyfrannu at gynllunio prosiectau a mentrau strategol allweddol ar draws y portffolio i gefnogi cyflwyniad Gweledigaeth 2030 a strategaeth Prifysgol Wreccsam.

Bydd y rôl yn darparu cymorth rhagweithiol, effeithiol, esmwyth ac o ansawdd i'r Is-ganghellor. Bydd deiliad y swydd yn benodol gyfrifol am sganio'r gorwel a bod yn eithriadol o ran rhag-gynllunio amserlen broffesiynol yr Is-ganghellor er mwyn cefnogi a galluogi cyflwyniad ei nodau strategol, drwy fonitro blaenoriaethau mewnol ac allanol newydd yn barhaus.

Tasgau Allweddol

1. Sicrhau bod yr Is-ganghellor yn derbyn briffiadau, cyflwyniadau ac ymchwil priodol i'w alluogi i gyflawni ei weithgareddau dydd i ddydd yn effeithiol a byddwch hefyd yn galluogi cyfathrebu effeithiol fel y gellir gwneud penderfyniadau cadarn cyn gynted â phosibl.
2. Bod yn rhagweithiol wrth ddelio â materion ar ran yr Is-ganghellor yn ei absenoldeb, drwy ddefnyddio menter, gwybodaeth, a barn gadarn i ddatrys drosoch ei hun lle bo'n briodol. Adnabod pryd mae angen i'r Is-ganghellor neu staff uwch eraill ddelio â materion eu hunain.
3. Gweithio'n annibynnol ac ar eich menter eich hun; deall a rhagweld anghenion yr Is-ganghellor a staff uwch eraill, gan nodi a mynd i'r afael â bylchau a chyfleoedd yn rhagweithiol mewn perthynas â gwybodaeth, cyfathrebu a gwasanaethau cymorth eraill.

4. Drafftio cyfathrebiadau a gohebiaeth lefel uchel i'r Is-ganghellor, gan gynnwys adroddiadau, papurau pwyllgor, areithiau a chyflwyniadau ar gyfer ystod o gynulleidfaoedd mewnol ac allanol.
5. Cynhyrchu adroddiadau seiliedig ar dystiolaeth, cryno ar amrywiaeth eang o faterion yn ôl cyfarwyddyd yr Is-ganghellor, gan gynnwys cynnal gwaith ymchwil a darparu opsiynau ac argymhellion.
6. Rheoli a hwyluso cymhwysiad cymorth gweithredol proffesiynol ac amrywiol, yn cynnwys: Sicrhau bod yr Is-ganghellor yn cael ei friffio'n effeithiol ar unrhyw faterion/heriau fydd yn codi, yn fewnol ac yn allanol, sydd angen ei sylw a'i ymwybyddiaeth.
7. Creu dogfennau cyfathrebu effeithiol, yn ôl y gofyn, i'w trafod yn fewnol a fydd o gymorth yn ystod y prosesau gwneud penderfyniadau.
8. Bod yn gyfrifol am gasglu gwybodaeth a deallusrwydd i lywio proses effeithiol o ran gwneud penderfyniadau a chyfrannu'n sylweddol at ddrafftio ac adolygu deunyddiau strategol.
9. Rheoli digwyddiadau a chyfarfodydd, gan arwain ar y rhai sydd o bwys mawr i'r Brifysgol ac sy'n cynnwys gwsteion uwch, drwy sicrhau bod y digwyddiadau hyn yn cael eu cynnal i'r safon broffesiynol uchaf bosibl.
10. Rhagweld a mynd i'r afael â materion cymhleth a/neu ddadleuol, a rhoi cyngor arnynt, er mwyn sicrhau datrysiad effeithiol.
11. Ymchwilio a monitro amgylchedd y sector allanol er mwyn ystyried gweithgarwch ar hyn o bryd ac yn y dyfodol.
12. Cefnogi'r uwch dîm wrth ystyried opsiynau a senarios cynllunio strategol. Sganio'r gorwel ac archwilio syniadau a mentrau sy'n cael eu datblygu gan brifysgolion a sectorau yn genedlaethol ac yn rhyngwladol.
13. Drafftio a chydlynu ymatebion ar ymgynghoriadau polisi neu faterion rhanbarthol, ar gais yr Is-ganghellor a'r uwch dîm arwain.
14. Cynhyrchu adroddiadau a deunyddiau ymchwil eraill yn ôl y galw, ar gais yr Is-ganghellor a'r uwch dîm arwain.
15. Goruchwyllo a chydlynu strategaeth 2030 y Brifysgol, ac mae eu cynllunio a'u cyflawni'n hanfodol ar gyfer dod â chyfadranau academiaidd a gwasanaethau proffesiynol ynghyd, yn ogystal â hwyluso cydweithrediad traws-gyfadran er mwyn sicrhau dull effeithlon a chydlynol o weithio a chynllunio.
16. Gweithio'n agos ag aelodau eraill o staff, a thrwyddyn nhw y cyfadranau a'r ysgolion academiaidd a'r gwasanaethau proffesiynol, er mwyn sicrhau bod y strategaeth yn cael ei gweithredu a'i chyflwyno'n effeithiol ac yn effeithlon.
17. Cydweithio gydag amrywiaeth eang o bobl, yn fewnol ac yn allanol.
18. Meithrin cysylltiadau llwyddiannus gyda chyrrff allanol er mwyn sicrhau ymgysylltiad llwyddiannus, gan gynnwys sefydlu a chynnal cysylltiadau â mentrau perthnasol y llywodraeth a pharatoi cyflwyniadau i geisiadau'r llywodraeth am wybodaeth, neu gynigion am gyllid.

19. Cwmpasu gofynion prosiectau penodol, sy'n aml yn sensitif eu natur, a'u rheoli yn ôl yr angen.
20. Gweithio mewn partneriaeth gyda'r Tîm Gweinyddol Gweithredol ar gyfer yr Is-ganghellor, y Dirprwy Is-ganghellor a'r Tîm Gweithredol gan sicrhau bod y Swyddfeydd Gweithredol yn rhedeg yn ddidrafferth, a fydd yn cynnwys cynnig cymorth personol, trosolwg o gynllunio dyddiaduron, sicrhau bod amserlenni'n gyraeddadwy a bod cyfarfodydd a digwyddiadau'n cael eu blaenoriaethu'n gywir. Bydd angen hefyd ymateb i amgylchiadau newidiol pan fydd angen ail drefnu ac ail amserlennu o bosib, cynllunio a chynghori ar amser y Dirprwy Is-ganghellor a gweithgareddau er mwyn bod o gymorth gyda gwaith penderfynu'r Brifysgol.
21. Mynd gyda'r Is-gangellorion ar fusnes y Brifysgol, yn ôl yr angen.
22. Trefnu cyfarfodydd Swyddfa'r Is-ganghellor, Uwch Dimau Rheoli a grwpiau/pwyllgorau eraill, paratoi agendâu a dehongli trafodaethau cymhleth a chyfrinachol wrth greu cofnodion, delio â gwaith dilynol a bodloni terfynau amser.
23. Datblygu a gweithredu arferion, systemau a gweithdrefnau gweinyddol i sicrhau bod swyddfa'r Is-ganghellor yn rhedeg mor effeithlon â phosibl.
24. Cydlynu trefniadau teithio mewnol a rhyngwladol yr Is-ganghellor, gan gwblhau asesiadau risg yn ôl y galw.
25. Bod yn gyfrifol am y weinyddiaeth ariannol ynghlwm â chyllidebau'r Is-ganghellor, gan gynnwys rheoli treuliau a gwariant ar Gardiau Corfforaethol, cwblhau archebion prynu a chytundebau ymgynghorol a chydweithio gyda'r Partner Busnes Cyllid yn ôl y galw.
26. Bod yn gyfrifol am werthusiad blynyddol yr holl Gynorthwywyr Gweithredol a'r Cynorthwydd Gweinyddol, gan sicrhau bod anghenion datblygiad staff yn cael eu hadnabod a bod hyfforddiant a goruchwyliaeth digonol yn cael ei ddarparu i sicrhau cywirdeb a gonestrwydd y data.
27. Cynnal Cofrestr Rhoddion a Lletygarwch yr Is-ganghellor yn unol â'r gweithdrefnau ariannol.
28. Cydlynu ac ymateb i geisiadau Deddf Rhyddid Gwybodaeth mewn perthynas â'r Is-ganghellor.
29. Unrhyw ddyletswyddau eraill sy'n ofynnol gan yr Is-ganghellor.

Dyletswyddau Cyffredinol

Byddwch yn sicrhau bod systemau a gweithdrefnau rheoli priodol ar waith er mwyn bodloni eich 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 rhoi ar waith 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'r holl staff yn gyfrifol 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 swyddi gydweithredu â'r broses Adolygu Datblygiad Proffesiynol, gan gymryd rhan wrth osod amcanion er mwyn cynorthwyo gyda monitro 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 gwaith.

Gall dyletswyddau perthnasol eraill sy'n gymesur â gradd y swydd 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 ac nid ydynt yn gynhwysfawr. Gellir addasu dyletswyddau a chyfrifoldebau mewn trafodaeth â deiliad y swydd.

Disgwylir i bob deiliad swydd o fewn 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. Mae'n arfer gan y Brifysgol o bryd i'w gilydd i adolygu a diweddarau disgrifiadau swydd 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.

Teitl y Swydd: **Swyddog Gweithredol Strategol**

Er mwyn cael eich rhoi ar y rhestr fer rhaid i chi arddangos eich bod yn bodloni'r holl feini prawf hanfodol a chymaint â phosib o'r meini prawf dymunol. 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	Profiad o ysgrifennu gwybodaeth glir a chryno gan gynnwys drafftio dogfennau briffio a chyflwyniadau, a'r gallu i ddiwygio sawl fersiwn ddrafft ac i ddatrys gwahaniaeth barn y diwygwyr. Sgiliau cyfathrebu gwyb, ar lafar ac yn ysgrifenedig.	Ff, C	H
		1.2	Hyblygrwydd personol, gwytnwch a'r gallu i weithio dan bwysau.	Ff, C	H
		1.3	Enw da yn bersonol a gonestrwydd.	Ff, C	H
		1.4	Sgiliau trefnu rhagorol a'r gallu i weithio i derfynau amser.	Ff, C	H
		1.5	Tystiolaeth o ddelio â materion sensitif a chyfrinachol gyda disgrisiwn a diplomyddiaeth.	Ff, C	H
		1.6	Y gallu i feithrin cysylltiadau cydweithredol cryf a chredadwy gyda rhanddeiliaid mewnol ac allanol.	Ff, C	H
		1.7	Dealltwriaeth o ddatblygiadau oddi mewn i'r sector addysg uwch.	Ff, C	H
		1.8	Y gallu i adolygu ac addasu prosesau gweinyddol.	Ff, C	H
		1.9	Dealltwriaeth o Werthoedd y Brifysgol ac ymrwymiad amlwg tuag atynt.	Ff, C	H

		1.10	Hyblygrwydd wrth orfod gweithio rhai nosweithiau a phenwythnosau achlysurol, wrth gefnogi gweithgareddau ar y campws a thu hwnt.	Ff, C	H
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Sgiliau trefnu rhagorol gyda phrofiad sylweddol o reoli llwyth gwaith amrywiol a chymhleth yn effeithiol, tra hefyd yn cynnal safonau uchel iawn o broffesiynoldeb, cywirdeb, cysondeb a sylw i fanylder.	Ff, C	H
		2.2	Tystiolaeth brofedig i fodelu arddull cydweithredol a dylanwadol o weithio.	Ff, C	H
		2.3	Tystiolaeth brofedig o feithrin ac adeiladu perthnasoedd a chynnal rhwydweithiau yn fewnol ac yn allanol.	Ff, C	H
3	Addysg a Hyfforddiant	3.1	Gradd neu brofiad cyfwerth.	Ff, C, T	H
		3.2	Cymhwyster ôl-raddedig.	Ff, C, T	D
		3.3	Tystiolaeth o DPP.	Ff, C	D
4	Profiad Perthnasol	4.1	Profiad o weithio gyda mentrau addysg uwch/academaidd gyda gwybodaeth dda o'r amgylcheddau mewnol ac allanol y mae Prifysgolion yn gweithio ynddynt.	Ff, C	H
		4.2	Tystiolaeth brofedig o ddarparu cymorth strategol lefel-uchel i uwch reolwyr.	Ff, C	H
		4.3	Bod yn rheolwr llinell ar staff.	Ff, C	H
		4.4	Sgiliau cyllidol, ymchwil a dadansoddol cryf, gan gynnwys y gallu i brocio a chwestiynu dadleuon, adnabod a defnyddio amrywio o adnoddau i ymchwilio, deall a chrynhoi ystod eang o feysydd a throsi gwybodaeth gymhleth a data ansoddol a meintiol yn argymhellion clir.	Ff, C	H
		4.5	Profiad o waith cydweithredol, cydlynu adnoddau a therfynau amser cyraeddadwy.	Ff, C	H

5	Gofynion Arbennig	5.1	Sgiliau Iaith Gymraeg.	Ff, C	D
Dyddiad Adolygu			Hydref 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	Vice-Chancellor's Office
Job Title	Strategic Executive Officer
Reports to	Vice-Chancellor
Grade	MAN2

Principal Accountabilities

The Strategic Executive Officer will be responsible for providing outstanding executive and administrative support to the Vice Chancellor and the Executive Team to ensure the smooth delivery of the University's operational and strategic goals. The post will facilitate and contribute to the planning of key projects and strategic initiatives across the portfolio in support of the delivery of the Wrexham University Vision 2030 and strategy.

The role will provide proactive, high quality, effective and seamless support to the VC. They will have particular responsibility for horizon-scanning and exceptional forward planning of the VC's professional schedule to support and enable the delivery of his strategic objectives, with on-going monitoring of emerging external and internal priorities.

Key Tasks

1. Ensure that the VC is provided with appropriate briefings, presentations and research to enable them to undertake their day to day activities effectively and you will also facilitate effective communication so that robust decisions can be taken as quickly as possible.
2. Proactively deal with issues for the Vice-Chancellor in his/her absence using initiative, knowledge, and sound judgement to resolve personally where appropriate. Recognise where issues require that the Vice-Chancellor or other senior staff deal with them personally.
3. Work independently and under own initiative; understand and anticipate the needs of the Vice-Chancellor and other senior staff, and proactively identify and address gaps and opportunities in relation to information, communication and other support services.

4. Draft high-level communications and correspondence for the VC including reports, committee papers, speeches and presentations for a range of internal and external audiences.
5. Producing succinct, evidence-based reports on a wide variety of issues as directed by the VC, including undertaking research and providing options and recommendations.
6. Managing and facilitating a professional and diverse executive support function, including; Ensuring the VC is effectively briefed on any upcoming challenges/issues, internally and externally, that require their attention and awareness.
7. Create effective communication documents, when requested, for internal discussion which will assist in the decision-making processes.
8. Be responsible for gathering information and intelligence to help inform effective decision-making and making a significant contribution towards the drafting and revision of strategic materials.
9. Managing events and meetings, leading on those which are of high importance to the University and involve senior guests, ensuring that these events are run to the highest professional standard.
10. Anticipate, address and provide advice on contentious and/or complex issues to ensure effective resolution.
11. Research and monitor the external sector environment to consider current and future activity.
12. Support the senior team in considering strategic planning options and scenarios. Horizon scanning and exploring ideas and initiatives that are being developed by other universities and sectors nationally and internationally.
13. To draft and coordinate responses on policy consultations or regional matters, as requested by the Vice-Chancellor and senior management team.
14. To produce other reports and research material on an ad hoc basis, when requested by the Vice Chancellor and the senior management team.
15. To have oversight and coordination of University 2030 strategy and the planning and delivery of them is essential for bringing academic faculties and professional services together and facilitating cross-faculty collaboration to ensure that our working and planning is efficient and joined up.
16. Working closely with other members of staff and through them the academic faculties and schools and professional services, to ensure that the strategy is implemented and delivered effectively and efficiently.
17. Working collaboratively with a wide variety of people, both internally and externally.
18. Developing successful relationships with external bodies to achieve successful engagement including establishing and maintaining links into relevant government initiatives and preparing submissions to government requests for information, or bids for funding.
19. Scoping the requirements of specific projects, which are often sensitive in nature, and managing them as required.

20. Working in partnership with the Executive Admin Team for the VC, DVC and Exec Team ensuring the overall smooth running of the Executive Offices which will include providing personal support, oversight of diary planning, ensuring that schedules are feasible and that meetings and events are prioritised correctly; responding to changing circumstances where rescheduling and reorganisation may be necessary; planning and advising on the DVC's time and activities to assist University decision-making.
21. Accompanying the Vice-Chancellors on University business, as and when required
22. Organisation VCO meetings, Senior Management Teams and other groups/committees, prepare agendas and interpret complex and confidential discussions into minutes, handling follow-up actions and achievement of deadlines.
23. Develop and implement administrative practices, systems and procedures to optimise the efficiency of the VC's office.
24. Co-ordinate the VC's domestic and international travel arrangements, completing risk assessments as appropriate.
25. Have responsibility for the financial administration associated with the VC's budgets, including management of expenses and Corporate Card expenditure, completion of purchase orders and consultancy agreements and liaison with the Finance Business Partner as appropriate.
26. Be responsible for the annual appraisal of all Executive Assistants and Administrative Assistant, ensuring that staff development needs are identified and that adequate training and supervision is provided to ensure the accuracy and integrity of data.
27. Maintain the VC's Register of Gifts and Hospitality received in accordance with financial procedures.
28. Collate and respond to Freedom of Information Act requests with regards to VCO.
29. Any other duties as required by the 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: **Strategic Executive 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	Experience of writing clear and concise material including drafting briefing documents and presentations and the ability to revise multiple drafts and to resolve differing opinions of reviewers Outstanding communication skills, both verbal and written.	A, I	E
		1.2	Personal agility, resilience and ability to work under pressure.	A, I	E
		1.3	Personal credibility and integrity.	A, I	E
		1.4	Excellent organisational skills and ability to work to deadlines.	A, I	E
		1.5	Track record in managing sensitive and confidential matters with discretion and diplomacy.	A, I	E
		1.6	Ability to build strong, credible relationships with a variety of internal and external stakeholders.	A, I	E
		1.7	Understanding of developments within the higher education sector.	A, I	E
		1.8	Ability to review and refine administrative processes.	A, I	E
		1.9	An understanding of and demonstrable commitment to the University's Values.	A, I	E
		1.10	Flexibility in working occasional evenings and weekends, supporting on and off campus activities.	A, I	E

2	General & Specialist Knowledge	2.1	Exceptional organisational skills with significant experience of proactively managing a varied and complex workload whilst ensuring the highest standards of professionalism, accuracy, consistency and attention to detail.	A, I	E
		2.2	A proven ability to model a collaborative and influencing style of work.	A, I	E
		2.3	A proven ability to build and nurture relationships and maintain networks, both internally and externally.	A, I	E
3	Education & Training	3.1	Degree or equivalent experience.	A, I, C	E
		3.2	Postgraduate qualification.	A, I, C	D
		3.3	Evidence of CPD.	A, I	D
4	Relevant Experience	4.1	Experience of working within higher education/academic enterprises with a good knowledge of the internal and external environments in which Universities operate.	A, I	E
		4.2	Proven track record of providing high-level, strategic support to senior managers.	A, I	E
		4.3	Line management of staff.	A, I	E
		4.4	Strong finance, research and analytical skills including the ability to probe and interrogate arguments, identify and use a range of resources to research, understand and summarise a broad range of topics and translate complex information and qualitative and quantitative data into clear recommendations.	A, I	E
		4.5	Experience of collaborative working, co-ordinating resources and logistical deadlines.	A, I	E
5	Special Requirements	5.1	Welsh Language Skills.	A, I	D
Date of Revision			October 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

