

# Swydd Ddisgrifiad

# Prifysgol Wreccsam Wrexham University



<b>Cyfadran/Cyfarwyddiaeth</b>	Gwyddorau Cymdeithasol a Bywyd
<b>Adran</b>	Gwyddor Chwaraeon ac Ymarfer Corff
<b>Teitl y Swydd</b>	Cymorth i Fyfyrrwyr a Thechnegydd Chwaraeon (Arbenigedd Ffisioleg a Dadansoddi Perfformiad)
<b>Gradd</b>	O&A3
<b>Yn atebol i</b>	Chelsea Batty

## Trosolwg o'r Swydd

Bydd deiliad y swydd yn darparu cymorth technegydd labordy ymarferol ar gyfer darpariaeth rhaglenni academaidd ac yn arbenigo yn y pynciau ffisioleg, biomecaneg a dadansoddi perfformiad, yn unol â safonau PSRB.

## Diben y Swydd

Bydd deiliad y swydd yn sicrhau bod labordai chwaraeon ffisioleg a biomecaneg yn ddiogel ac yn cael eu cadw'n lân ac yn daclus yn unol â gofynion lechyd a Diogelwch a bod adnoddau ac ardaloedd yn cael eu defnyddio'n briodol.

Mae'r rôl yn cynnwys cynnig cymorth technegol i staff academaidd wrth osod a chynnal offer sy'n ymwneud ag addysgu ac ymchwil, gan sicrhau bod yr offer wedi'i osod ar gyfer gwaith ymarferol ac arbrofol i'w ddefnyddio gan eraill ac yn cael eu cadw ar ôl gorffen.

## Prif Atebolrwydd

### Cynnal a chadw offer

- Cynnal rhestr gyfredol o offer, cyfarpar, deunyddiau a dodrefn o fewn labordai chwaraeon.
- Sicrhau bod yr holl offer yn cael eu glanhau a'u storio'n briodol ar ôl cael eu defnyddio, a bod unrhyw ddifrod neu orddefnydd o offer yn cael ei adrodd, ei gofnodi a'i adfer yn ôl gofyn.
- Sicrhau bod archwiliadau diogelwch rheolaidd o offer a deunyddiau ym mhob ardal yn cael eu cynnal a'u cofnodi mewn modd boddhaol a chynnal cofnodion cynnal a chadw yn ôl y gofyn.
- Defnyddio a pharatoi offer a samplau mewn ymateb i geisiadau am swyddi a gweithdrefnau gweithredu safonol i sicrhau y gall gwaith ddigwydd yn brydlon.

- Cynnal goruchwyliaeth o ddeunyddiau traul gan sicrhau bod deunyddiau traul yn cael eu defnyddio'n gost effeithiol, yn hygyrch i staff a myfyrwyr ac yn cael eu gwaredu'n gywir yn ôl yr angen.
- Cynnal gwiriad cyfanswm stoc misol o bob safle i adolygu lefelau a dyddiadau dod i ben, gan sicrhau bod system gylchdroi stoc ar waith i sicrhau bod hen offer/cemegion yn cael eu defnyddio cyn rhai newydd.
- Cynnal manylebau technegol ar gyfer gwasanaethau/offer sydd wedi eu gosod a rhai symudol.
- Rhoi gwybod am eitemau y mae angen eu newid neu unrhyw bryniannau newydd sydd eu hangen i Swyddfa'r Gyfadran gyda'r rhesymeg ategol gan sicrhau bod argymhellion yn cael eu gwneud yn unol â gweithdrefnau caffael y Brifysgol ac y bernir eu bod yn gost effeithiol o ran prynu a chytundeb lefel gwasanaeth.
- Cynnal profion dibynadwyedd blynyddol ar offer perthnasol mewn ardaloedd labordy yn unol â gofynion PSRB.

### **Cymorth Addysgu a Dysgu**

- Gosod arbrofion a chlirio arbrofion sy'n berthnasol i addysgu ac ymchwil, ar draws holl ardaloedd chwaraeon y gyfadran.
- Darparu cymorth technegol ar gyfer cynhyrchu adnoddau dysgu ac ymchwilio yn yr adran gwyddorau chwaraeon ac ymarfer corff.
- Darparu cyfarwyddiadau lechyd a Diogelwch i fyfyrwyr o ran defnyddio offer a deunyddiau yn ddiogel yn y labordy.
- Darparu goruchwyliaeth dechnegol o'r ardal labordy a dangos i unigolion eraill sut i ddefnyddio offer, lle bo'n briodol.
- Cynorthwyo â phrosiectau sy'n creu incwm ac ymchwil
- Goruchwyllo myfyrwyr sy'n gweithio yn y labordy a chynnig cyngor ac arweiniad
- Cefnogi dysgwyr sy'n defnyddio'r adnoddau dysgu ac ymchwilio a ddarperir, sicrhau defnydd cywir a darparu gwasanaeth datrys problemau cyntaf lle fo'n bosib, neu gyfeirio'r broblem i'r Adran TG.

### **Cysylltu a Rhwydweithio**

- Cyfathrebu gyda holl staff academiaidd a gweithredol o fewn y Gyfadran, a'r brifysgol yn ehangach
- Cysylltu â chyflenwyr allanol, contractwyr a chwmnïau gwasanaeth i sefydlu dulliau cyfathrebu a desg gymorth effeithlon.
- Mynychu cyfarfodydd Cyfadran perthnasol a chyfleoedd datblygu staff
- Gweithio fel rhan o dîm eang o staff cymorth technegol a gweithio gyda staff academiaidd ac Arweinwyr Rhaglenni, dan gyfarwyddyd Deon Cyswllt y maes pwnc.
- Gweithio heb oruchwyliaeth yn aml i gwblhau tasgau sydd wedi eu blaenoriaethu.
- Goruchwyllo myfyrwyr yn ystod arbrofion a thasgau technegol.
- Cynorthwyo neu arwain ar wasanaethau ymgynghori, gan sicrhau bod archebion yn cael eu derbyn ac anfonebau'n cael eu talu.
- Cyfathrebu â'r tîm Menter i gynhyrchu incwm ymgynghori drwy ddefnydd o ardaloedd labordy ac offer.

### **Iechyd a Diogelwch**

- Cadw cofrestrau risg a dogfennau iechyd a diogelwch sy'n cael eu diweddarau.
- Ysgrifennu, cynnal ac adolygu asesiadau risg ar gyfer yr holl weithgareddau yn y labordy
- Sicrhau bod taflenni COSHH a MSDS cyfredol yn hygyrch
- Cwblhau'r dogfennau gofynnol a dilyn y weithdrefn gywir ar gyfer rhoi gwybod am unrhyw faterion / digwyddiadau Iechyd a Diogelwch i Dîm Arwain y Gyfadran
- Sicrhau bod unrhyw gamau gweithredu o'r archwiliad blynyddol yn cael sylw ac yn dod i ben o fewn yr amserlen ofynnol
- Sicrhau bod systemau a gweithdrefnau rheoli priodol ar waith i fodloni eich dyletswyddau a'ch cyfrifoldebau iechyd a diogelwch o fewn polisi iechyd a diogelwch y Brifysgol. Yn benodol, byddwch yn sicrhau bod asesiad risg priodol yn cael ei gynnal mewn perthynas â pheryglon sylweddol a bod archwiliadau diogelwch yn cael eu cynnal o leiaf unwaith y flwyddyn ym mhob gweithle o dan eich rheolaeth.

## Datblygiad Proffesiynol

- Nodi a bodloni amcanion datblygiad personol a gofynion hyfforddi.
- Mynychu sesiynau hyfforddi hanfodol y Brifysgol, sy'n gysylltiedig ag lechyd a Diogelwch yn y gwaith e.e. symud a defnyddio offer, diogelwch tân, ayyb.
- Bod ar flaen datblygiadau technegol yn y maes. Asesu ac adrodd ar eu haddasrwydd ar gyfer defnydd yn amgylchedd y Brifysgol.

## Amgylchedd gwaith

- Bod yn gyfrifol am gynnal amgylchedd gweithio proffesiynol a thaclus.
- Cydymffurfio â chyfarwyddiadau lechyd a Diogelwch a chwbllhau asesiadau risg, asesiadau tân, ac yn y blaen.
- Gweithio'n bennaf o dan eich cyfarwyddyd eich hun, yn gwirio offer a deunyddiau yn ddiogel.
- Bydd codi a symud offer â llaw yn elfen gyffredin o'r swydd.

## Dyletswyddau Cyffredinol

- Cyfrannu'n sylweddol at ymrwymiad y Brifysgol i ddarparu gwasanaethau effeithlon, effeithiol sy'n rhoi gwerth am arian gan wneud y defnydd gorau o adnoddau a rhoi ystyriaeth i hyn wrth ymgymryd â holl ddyletswyddau ac agweddau ar y swydd.
- Ymgymryd â rôl lechyd a Diogelwch benodol, sy'n gymesur â'ch gradd, i gefnogi'r Brifysgol i fodloni ei rhwymedigaethau lechyd a Diogelwch statudol. Gallai hyn gynnwys ymddwyn fel Asesydd DSE, Swyddog Cymorth Cyntaf, Marsial Tân neu Gydlynnydd Diogelwch Adrannol. Bydd neilltuo rolau o'r fath yn amodol ar ddarpariaeth hyfforddiant priodol ac asesiad cymhwysedd.
- Cydymffurfio â'ch dyletswydd gyfreithiol, cyn belled ag sy'n ymarferol rhesymol, i sicrhau nad ydych yn rhoi eich hun nac eraill mewn perygl yn sgil eich gweithredoedd neu esgeulustod. Yn ogystal, rhaid i chi gydweithio â'r Brifysgol ar faterion iechyd a diogelwch ac ni ddylech ymyrryd neu gamddefnyddio unrhyw beth a ddarperir at ddibenion iechyd, diogelwch a llesiant.
- Gellir gofyn i ddeiliad y swydd weithio ar unrhyw un o safleoedd y Brifysgol, gyda rhybudd rhesymol.
- Ymgysylltu ag ymrwymiad y Brifysgol i Gynaliadwyedd Amgylcheddol er mwyn lleihau ei gwastraff, defnydd o ynni ac ôl troed carbon.
- Cydymffurfio â gofynion y polisi Ansawdd, lechyd a Diogelwch, y Polisi Amgylcheddol, a pholisïau perthnasol eraill bob amser.
- Cyfrifoldeb gweithwyr yw gweithredu Polisi Cyfle Cyfartal y Brifysgol yn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.
- Mae gan yr holl staff gyfrifoldeb i hyrwyddo lefelau uchel o ofal cwsmer yn eu maes cyfrifoldeb eu hunain.
- Disgwylir i ddeiliaid swydd gydweithredu â'r broses Arfarnu a Datblygu Staff, gan gyfrannu at osod amcanion er mwyn cynorthwyo gyda monitro perfformiad a datblygiad yr unigolyn.
- Gellir neilltuo dyletswyddau perthnasol cyffelyb eraill sy'n gymesur â gradd y swydd gan y Rheolwr ac mewn cytundeb â deiliad y swydd. Ni ddylid gwrthod cytundeb o'r fath yn afresymol.

## Adolygiad

Mae hwn yn ddisgrifiad o'r swydd fel y mae ar hyn o bryd. Bwriad y swydd ddisgrifiad hwn yw galluogi dull gweithredu hyblyg i'w gynnig ar draws y Brifysgol yn ôl yr angen. Mae'n agored i adolygiad a newid yng ngoleuni anghenion newidiol y Brifysgol ac i ddarparu cyfleoedd datblygu priodol. Cynhelir y weithdrefn ar y cyd gan bob rheolwr mewn ymgynghoriad â'r unigolyn y mae ei swydd dan adolygiad. Disgwylir i bob aelod o staff gymryd rhan yn llawn mewn trafodaethau o'r fath. Nod y Brifysgol yw cytuno ar newid rhesymol, ond os nad yw cytundeb yn bosibl, mae ganddi'r hawl i fynnu'r newid i'r swydd ddisgrifiad ar ôl ymgynghori â'r unigolyn dan sylw.

## Meini Prawf Dethol

Priodoleddau		Eitem	Meini Prawf Perthnasol	Dull Adnabod	Pwysigrwydd
1	Sgiliau a Galluoedd	1.1	Gyda'r gallu i ddefnyddio offer a rheoli adnoddau ar draws ystod o beiriannau ac offer gweithdy/labordy safonol yn ddiogel a pharatoi deunyddiau, gan ddilyn arferion neu dechnegau sefydledig o fewn gwahanol feysydd o ffisioleg a biomecaneg.	Ff, C	H
		1.2	Y gallu i gyfathrebu'n effeithiol ar bob lefel.	Ff, C	H
		1.3	Sgiliau rhyngpersonol cadarn.	Ff, C	H
		1.4	Sgiliau trefnu a blaenoriaethu rhagorol.	Ff, C	H
		1.5	Gallu gweithio i dargedau.	Ff, C	H
		1.6	Rhoi sylw i fanylder a gallu cynnal dogfennaeth gywir;	Ff, C	H
		1.7	Sgiliau TG sy'n gymesur â'r rôl.	Ff, C	H
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Gwybodaeth a phrofiad o weithio mewn amgylchfyd labordy ffisioleg chwaraeon ac ymarfer corff a biomecaneg.	Ff, C	H
		2.2	Cyfarwydd â rheoliadau lechyd a Diogelwch, ac yn eu deall.	Ff, C	H
3	Addysg a Hyfforddiant	3.1	Cymhwyster technegol ar lefel HNC neu BSc neu gyfwerth mewn maes perthnasol.	Ff, C	H
		3.2	Cymhwyster addysgu neu Gymrodoriaeth yr Academi Addysg Uwch (AU Uwch bellach)	Ff, C	D
4	Profiad Perthnasol	4.1	Profiad o weithio mewn labordai ymarfer corff	Ff, C	H
		4.2	Profiad o gynnal, ysgrifennu ac adolygu asesiadau risg gan gynnwys COSH a MSDN	Ff, C	H

5	Gofynion Arbennig	5.1	Bod â lefel uchel o gymhelliant a hunangynhaliaeth.	Ff, C	H
		5.2	Y gallu i gyfathrebu drwy gyfrwng y Gymraeg.	Ff, C	D
		5.3	Aelod o BASES a gweithio tuag achrediad BASES.	Ff, C	D
		5.4	Gwybodaeth o BASES a'r broses achredu labordai.	A,I	H
<b>Dyddiad Adolygu</b>			Rhagfyr 2024		

<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/Directorate</b>	Social and Life Sciences
<b>Section</b>	Sport and Exercise Sciences
<b>Job Title</b>	Student Support and Sports Technician (Physiology and Performance Analysis Specialism)
<b>Grade</b>	O&A3
<b>Reports To</b>	Chelsea Batty

## Job Overview

The post holder will provide practical lab technician support for the delivery of academic programmes and specialisms in physiology, biomechanics and performance analysis subjects, in line with PSRB standards.

## Job Purpose

The post-holder will ensure that the physiology and biomechanics sports labs are safe and kept clean and tidy in accordance with Health and Safety requirements and that resources and areas are appropriately utilised.

The role involves providing technical support to academic staff in setting up and maintaining equipment related to teaching and research, ensuring that equipment is set up for practical and experimental work to be used by others and cleared away when completed.

## Principal Accountabilities

### Maintenance of equipment

- Maintain an up-to-date inventory of tools, equipment, materials and furniture within the sport labs.
- Ensure that all equipment is appropriately cleaned and stored after use, any damaged or worn out equipment reported, recorded and repaired as required.
- Ensure regular safety checks of equipment and materials in all areas is performed and recorded in a satisfactory manner and maintain maintenance records as required.
- Use and prepare equipments and samples in response to job requests and standard operating procedures to ensure that work can take place on time.
- Maintain oversight of consumable materials ensuring that consumable materials are used cost-effectively are accessible to staff and students and are correctly disposed of as and when



required.

- Undertake monthly total stock check of all sites to review levels and expiry dates, ensuring that a stock rotational system is in place to ensure that old equipment/chemicals are used before new ones.
- Maintain technical specifications for portable and installed equipment/services.
- Report items that need replacing or any new purchases required to the Faculty Office with accompanying rationale ensuring that recommendations are made in line with University procurement procedures and are deemed to be cost effective in terms of purchase and service level agreement.
- Complete annual reliability testing of relevant equipment in laboratory spaces in line with PSRB requirements.

### **Teaching & learning Support**

- Set up and clearing away experiments related to teaching and research, across all sport spaces in the faculty.
- Provide technical support for the production of learning and research resources in the sport and exercise sciences dept.
- Provide Health and Safety inductions to students on usage of equipment and materials in the lab
- Provide technical oversight of the lab space and show other individuals how to use equipment, where appropriate.
- Assist with research and income generating projects
- Supervise students working in the laboratory and provide advice and guidance
- Support users of the learning and research resources provided, ensuring appropriate usage and providing an initial trouble shooting service where possible or referring the problem to the IT Department.

### **Liaising and Networking**

- Liaise with academic and operational staff within the Faculty and wider university
- Liaise with external suppliers, contractors manufacturers and service companies to establish efficient communication and helpdesk trouble shooting.
- Attend relevant Faculty meetings and staff development opportunities
- Work as part of a broad team of technical support staff and with academic staff and Programme Leaders, directed by the Associate Dean for the subject area
- Work largely unsupervised to complete prioritised tasks.
- Supervise students during technical experiments and tasks.
- Assist or take lead on consultancy services, ensuring bookings are taken and invoices are paid.
- Liase with the Enterprise team to generate consultancy income via use of lab spaces and equipment.

### **Health and Safety**

- Maintain up-to-date risk registers and health & safety documentation.
- Write, conduct and review risk assessments for all activities in the lab
- Ensure that up-to-date COSHH and MSDS sheets are accessible
- Complete required documentation and follow the correct procedure for reporting any Health and Safety issues / incidents to the Faculty Leadership Team
- Ensure that any actions from the annual audit are addressed and closed down within the required timescale
- 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 assessment 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.

### **Professional Development**

- Identify and meet personal development objectives and training requirements.

- Attend mandatory University training sessions associated with Health and Safety at work e.g., equipment moving and handling, fire safety, etc.
- Keep abreast of new technological developments in the field. Assess and report upon their suitability for use in the University environment.

### **Work Environment**

- Be responsible for maintaining a tidy, professional working environment.
- Comply with Health & Safety directives completing risk assessments, fire assessments, and so on.
- Work predominantly under own direction, safely, in checking equipment and materials.
- Physical lifting and moving of equipment will be a common element of the job.

## **General Duties**

- Engage with the University's commitment to delivering efficient, effective and value for money services that optimise the use of resources and consider this when undertaking all duties and aspects of their role.
- Undertake a specific Health & Safety role, commensurate with the 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.
- Comply with your legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the University on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.
- With reasonable notice, be required to work at any of the University sites.
- Engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.
- To comply at all times with the requirements of the Quality, Health and Safety, Environmental and other relevant policies.
- 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.
- Post holders are expected to co-operate with the Staff Appraisal and Development process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.
- 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.

## **Review**

This is a description of the job as it is presently constituted. This job description is intended to enable a flexible approach to be offered working across the University as required. It is subject to review and amendment in the light of changing needs of the University and to provide appropriate development opportunities. The procedure is conducted jointly by each manager in consultation with the individual whose job is being reviewed. All staff are expected to participate fully in such discussions. It is the University's aim to reach agreement to reasonable change, but if agreement is not possible, it reserves the right to insist on changes to the job description after consultation with the individual concerned.



## Selection Criteria

Attributes		Item	Relevant Criteria	Identification Method	Rank
1	Skills & Abilities	1.1	Have the ability to operate equipment and manage resources across a range of standard lab/workshop machinery and equipment safely and prepare materials, following established practices or techniques within the different areas of physiology and biomechanics.	A, I	E
		1.2	Able to effectively communicate at all levels.	A, I	E
		1.3	Have strong interpersonal skills.	A, I	E
		1.4	Have excellent organisational and prioritisation skills.	A, I	E
		1.5	Have the ability to work to targets	A, I	E
		1.6	Have a careful attention to detail be able to maintain accurate documentation;	A, I	E
		1.7	IT competency commensurate with the role	A, I	E
2	General & Specialist Knowledge	2.1	Knowledge and experience in working in a sport and exercise physiology and biomechanics lab environment	A I	E
		2.2	Familiarity and understanding of Health and Safety regulations	A I	E
3	Education & Training	3.1	HNC level technical qualification or a BSc or equivalent relevant field.	A I	E
		3.2	A teaching qualification or Fellowship of the Higher Education Academy (now Advance HE)	A, I	D
4	Relevant Experience	4.1	Experience of working in exercise lab settings	A I	E
		4.2	Experience of conducting, writing and reviewing risk assessments including COSHH and MSDS	A, I	E

5	Special Requirements	5.1	Have a high degree of motivation and self-sufficiency.	A, I	E
		5.2	The ability to communicate through the medium of Welsh	A, I	D
		5.3	Member of BASES and working toward BASES accreditation	A, I	D
		5.4	Knowledge of BASES and the lab accreditation process	A, I	E
<b>Date of Revision</b>		December 2024			

<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

