

Swydd Ddisgrifiad



Canolfan Darganfod Gwyddoniaeth
Science Discovery Centre

Cyfadran/Adran	North Wales Science Limited
Adran	Xplore! Canolfan Darganfod Gwyddoniaeth
Teitl y Swydd	Swyddog Prosiectau
Yn Gyfrifol Am	Cyfathrebwr Gwyddoniaeth Cyflwynwyr Allgymorth, Cydlynnydd Codi Arian ac Allgymorth Cymunedol
Yn atebol i	Rheolwr y Ganolfan

Prif Atebolrwydd

Mae'r Swyddog Prosiectau yn gyfrifol am holl brosiectau Xplore!/North Wales Science Limited a ariennir yn allanol. Mae hyn yn cynnwys arwain ar geisiadau, cynllunio, darparu, a phrosesu adrodd. Bydd deiliad y swydd yn gyfrifol am reolaeth gyllidol gadarn o brosiectau a ariennir gan grantiau, sy'n cynnwys gosod a gweithio o fewn cyllidebau.

Bydd deiliad y swydd yn gyfrifol am fod yn rheolwr llinell effeithiol i'r holl staff sy'n gweithio yn yr adran hon o'r busnes.

Bydd y Swyddog Prosiectau yn ymroddi i fodloni nodau prosiectau a bydd yn datblygu partneriaethau llwyddiannus gyda chyrrff ariannu, defnyddwyr terfynol, a rhanddeiliaid allweddol eraill.

Tasgau Allweddol

CYLLID GRANT A RHEOLI PROSIECTAU

Datblygu Cynlluniau Strategol a Busnes ar gyfer cyllid gan grantiau a gwaith y prosiectau, gyda chefnogaeth gan staff eraill o'r uwch dîm rheoli yn Xplore! i sicrhau bod gweledigaeth glir ar gyfer y maes busnes.

Gweithio gyda Rheolwr y Ganolfan a Swyddog Datblygu Busnes i ddatblygu achosion busnes ar gyfer camau nesaf datblygiad Xplore!, gan gynnwys sicrhau cyllid ar gyfer cyfarpar a chyfleusterau newydd i sicrhau bod gweledigaeth tymor canolig i hirdymor ar gyfer y datblygiad.

Gweithredu fel y prif gyswllt i gyrff ariannu a'u monitorau prosiect, tîm mewnol y prosiect, a rhanddeiliaid ehangach i sicrhau bod sianeli cyfathrebu clir yn cael eu cynnal bob amser.

Gweithio â'r Swyddog Datblygu Busnes i sicrhau prosesau cadarn ar gyfer datblygiad strategaeth codi arian, cynllunio ariannol, ac adrodd. Rhoi mentrau newydd ar waith i sicrhau cymorth ariannol hirdymor a pharhaus ar gyfer Xplore!.

Darganfod a cheisio am gyllid anghyfyngedig ychwanegol, i wella cynaliadwyedd hirdymor y sefydliad.

Goruchwylio'r gwaith o ganfod ffynonellau rheolaidd o gyllid grant newydd a chyflwyno ceisiadau i sicrhau bod prosiectau arfaethedig yn berthnasol i amcanion y sefydliad.

Gweithio'n agos gydag Adran Gyllid Prifysgol Wrecsam i fonitro incwm grant ac incwm sy'n berthnasol i brosiectau, a gwariant i sicrhau bod yr adran fusnes yn gweithredu mewn ffordd sy'n cydymffurfio'n gyllidol ac mewn modd cynaliadwy, gan gadw at reoliadau ariannol Prifysgol Wrecsam.

Cynnal cofnod manwl gywir o gynnydd y prosiectau, holl wariant, a hawliadau i gyllidwyr, i lynu at ac yn unol â thelerau ac amodau ac amcanion grantiau allanol.

Gweithio gyda'r Swyddog Addysg i gasglu, dadansoddi ac adrodd ar ddata gwerthuso yn erbyn dangosyddion perfformiad allweddol cytunedig a thargedau perfformio.

Darparu gwybodaeth i'r tîm marchnata i gefnogi'r gwaith o gynhyrchu deunyddiau hyrwyddo ac adnoddau addysgiadol ar gyfer holl agweddau'r prosiect.

Creu a chynnal cysylltiadau mewnol ac allanol, cydweithio ar draws y sefydliad, grŵp y brifysgol, a'r sector i gefnogi'r gwaith o gyflawni amcanion y busnes.

Darparu rheolaeth llinell, hyfforddiant, datblygiad, ac ymgysylltiad effeithiol i'r holl staff a ariennir gan y prosiect er mwyn creu tîm ac amgylchedd gwaith cymhellol a brwdfrydig.

Sicrhau bod cofnod manwl gywir o oriau staff a ariennir gan y prosiect yn cael eu cadw a bod taflenni amser misol yn cael eu cyflwyno ar gyfer cymeradwyaeth cyn y terfyn amser a gytunwyd i'r Cyfrifon Rheoli/Cyflogres.

Monitro lefelau staffio a gweithio gyda Rheolwr y Ganolfan i recriwtio aelodau tîm newydd yn y maes busnes hwn, gan lynu at bolisiau a chanllawiau Recriwtio a Dethol Prifysgol Wrecsam bob amser, er mwyn cynnal lefelau staff priodol i fodloni anghenion y busnes a'r prosiect.

ALLGYMORTH CYMUNEDOL AC YMGYSYLLTIAD

Goruchwylio rôl y Cydlynnydd Codi Arian ac Allgymorth Cymunedol o drefnu a chydlynu rhaglen o weithgareddau ymgysylltu STEM a ariennir gan y prosiect ar gyfer:

- Cynyddu nifer yr ymwelwyr i'r ganolfan darganfod gwyddoniaeth;
- Cynnwys grwpiau heb gynrychiolaeth ddigonol a grwpiau nad ydynt yn cael eu gwasanaethu'n ddigonol;
- Bodloni anghenion y gymuned leol a rhanbarthol yn well.

Rheoli partneriaethau strategol gyda grwpiau cymunedol a rhanddeiliaid allanol i gynnal rheolaeth effeithiol o'r ddarpariaeth allgymorth gymunedol.

Adeiladu a rheoli perthnasau sy'n fuddiol i'r ddwy ochr gyda grwpiau cymunedol a sefydliadau trydydd sector eraill.

Nodweddion Arbennig

Bydd y swydd hon yn gofyn i chi weithio ar benwythnosau a gyda'r nosau yn achlysurol, i ddarparu cefnogaeth i'r tîm sy'n cynnal y prosiect.

Bydd y swydd hon yn gofyn i ddeiliad y swydd roi sylw manwl i fanylion er mwyn sicrhau bod cofnodion yn fanwl gywir.

Bydd angen i'r Swyddog Prosiectau gael dealltwriaeth dda o brosesau a rheoliadau cyllidol.

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 gynhwysir ym mholisi iechyd a diogelwch y Brifysgol. Yn benodol, byddwch yn sicrhau bod asesiadau risg priodol yn cael eu gwneud yng nghyswllt peryglon sylweddol ac yr ymgymerir ag arolygon diogelwch ar gylchred blynyddol o leiaf ym mhob gweithle o dan eich rheolaeth chi.

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

Disgwylir i ddeiliaid swydd gydweithredu â'r broses Adolygu Datblygiad Proffesiynol, gan gymryd rhan wrth osod amcanion er mwyn cynorthwyo gyda monitro perfformiad a datblygiad yr unigolyn.

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 bob deiliad swydd o fewn Xplore! allu darparu cefnogaeth ar draws pob maes, y tu hwnt i'w tîm agos, yn ôl cais Rheolwr y Ganolfan ac yn gymesur â'u sgiliau, eu gwybodaeth a'u profiad.

Adolygiad

Mae hwn yn ddisgrifiad o'r swydd ar adeg ei chyhoeddi. Mae'n arfer gan North Wales Science Limited o bryd i'w gilydd i adolygu a diweddarau swydd ddisgrifiadau er mwyn sicrhau eu bod yn adlewyrchu'n gywir natur bresennol swydd a gofynion y busnes ac i ymgorffori newidiadau rhesymol lle bo angen, mewn ymgynghoriad â deiliad y swydd.

Manyleb Person



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Teitl y Swydd: Swyddog Prosiectau

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

Prifodoleddau	Eitem	Meini Prawf Perthnasol	Dull Adnabod	Pwysigrwydd	
1	Sgiliau a Galluoedd	1.1	Sgiliau cyfathrebu a chyflwyno gwych.	Ff/C	H
		1.2	Sgiliau trefnu rhagorol.	Ff/C	H
		1.3	Y gallu i flaenoriaethu a rheoli eich llwyth gwaith eich hun, a llwyth gwaith eraill.	Ff/C	H
		1.4	Y gallu i arwain a chymell eraill.	C	H
		1.5	Yn gallu siarad Cymraeg, neu barodrwydd i ddysgu.	Ff/C	H
		1.6	Yn gymwys o ran defnyddio cyfrifiadur.	Ff/C	H
		1.7	Sgiliau rheoli cyllid rhagorol.	Ff/C	H
		1.8	Yn gallu cynrychioli Xplore! yn annibynnol mewn cyfarfodydd allanol.	C	H
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Gwybodaeth am Gwricwlwm Cenedlaethol Cymru a/neu Lloegr.	C	D

		2.2	Gwybodaeth weithredol o brosesau ariannol a rheoli cyllidebau.	Ff/C	H
		2.3	Dealltwriaeth o amcanion a nodau'r canolfannau gwyddoniaeth, amgueddfeydd, neu elusennau addysgol.	C	D
		2.4	Ymwybyddiaeth o broblemau gwyddonol cyfoes a mentrau addysgol.	C	H
3	Addysg a Hyfforddiant	3.1	Addysg hyd at lefel gradd mewn pwnc perthnasol	Ff/T	H
		3.2	Hyfforddiant perthnasol mewn arweinyddiaeth a rheoli prosiectau.	Ff/T/C	H
4	Profiad Perthnasol	4.1	Profiad helaeth o baratoi ceisiadau am gyllid, cydlynu prosiectau, ac adrodd.	Ff/C	H
		4.2	Profiad o weithio o fewn cyllidebau adrannol.	Ff/C	H
		4.3	Profiad helaeth o amgylcheddau dysgu cynradd, uwchradd neu drydyddol.	Ff/C	D
		4.4	Profiad llwyddiannus o reolaeth llinell tîm amrywiol.	Ff/C	H
		4.5	Gwybodaeth a phrofiad helaeth o weithio yn y trydydd sector.	C	D
5	Gofynion Arbennig	5.1	Profiad o weithio mewn canolfannau gwyddoniaeth, canolfannau ymwelwyr neu amgueddfeydd.	Ff/C	D
		5.2	Angerdd neu ddiddordeb brwd yn un o feysydd pwnc STEM (Gwyddoniaeth, Technoleg neu Beirianeg, a Mathemateg).	C	D
Dyddiad Adolygu					

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



Canolfan Darganfod Gwyddoniaeth
Science Discovery Centre

Faculty/Department	North Wales Science Limited
Section	Xplore! Science Discovery Centre
Job Title	Projects Officer
Responsible For	Outreach Presenter Science Communicators, Community Fundraising and Outreach Co-ordinator
Reports To	Centre Manager

Principal Accountabilities

The Projects Officer is accountable for all externally funded projects within Xplore!/North Wales Science Limited. This includes leading the application, planning, delivery, and reporting processes. The postholder will also be responsible for the sound financial management of grant funded projects including setting and working within budgets.

The postholder will be responsible for the effective line management of all staff within this area of the business.

The Projects Officer will be committed to meeting the objectives of projects and will develop successful partnerships with funding bodies, end users, and other key stakeholders.

Key Tasks

GRANT FUNDING AND PROJECT MANAGEMENT

Develop Strategic and Business Plans for grant funding and project work with the support of other senior management staff at Xplore! to ensure that there is a clear direction for the business area.

Work with the Centre Manager and Business Development Officer to develop the business case for the next phases of development of Xplore!, including securing funding for new equipment and facilities to ensure there is a medium to long-term vision for development.

Act as a principal liaison with funding bodies and their project monitors, the internal project team, and wider stakeholders to ensure clear communication channels are maintained at all times.

Work with the Business Development Officer to ensure robust processes for fundraising strategy development, financial planning, and reporting. Implementing new initiatives to ensure continued long-term financial support for Xplore!.

Source and apply for additional unrestricted funding, in order to enhance the long-term sustainability of the organisation.

Oversee the continued identification of new grant funding sources and submission of applications to ensure a pipeline of projects aligned to the aims of the organisation.

Work closely with WU Finance Department to monitor grant and project-related income and expenditure to make sure that the business area operates in a financially compliant and sustainable manner, adhering to WU financial regulations.

Maintain an accurate record of project progress, all expenditure, and claims to funders, to adhere to and in accordance with, external grants' terms and conditions and objectives.

Work with the Education Officer in the collation, analysis and reporting of evaluation data against agreed KPIs and performance targets.

Provide the marketing team with information to support the production of promotional and educational materials for all aspects of projects.

Build and maintain relationships internally and externally, working collaboratively across the organisation, the university group, and the sector to support delivery of the business objectives.

Provide effective line management, training, development, and engagement of all project-funded staff to create an engaged and motivated team and working environment.

Ensure accurate records of project-funded staff hours are kept and that monthly timesheets are submitted for approval prior to the agreed deadline to Payroll/Management Accounts.

Monitor staffing levels and work with the Centre Manager to recruit new team members in this business area, adhering to the WU Recruitment and Selection policies and guidance throughout, in order to maintain appropriate staffing levels to meet business and project needs.

COMMUNITY OUTREACH AND ENGAGEMENT

Oversee the role of the Community Outreach and Fundraising Coordinator of organising and coordinating a programme of project-funded STEM engagement activities to:

- Increase the numbers of visitors to the science discovery centre;
- Engage underrepresented and underserved groups;
- Better serve the needs of the local and regional community.

Manage strategic relationships with external community groups and stakeholders to maintain the effective management of community outreach delivery.

Build and manage mutually supportive relationships with community groups and other third sector organisations.

Special Features

The post will require occasional weekend and evening work to provide support to the project delivery team.

This role will require the postholder to have a high attention to detail in order to ensure records are accurate and error free.

The Projects Officer will require a good understanding of financial processes and regulations.

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.

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.

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 Xplore! are expected to be able to provide support across all areas, beyond their immediate team, as requested by the Centre Manager and commensurate with their skills, knowledge and experience.

Review

This is a description of the job at the time of issue. It is North Wales Science Limited'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 business and to incorporate reasonable changes where required, in consultation with the job holder.

Person Specification

Job Title: Projects Officer



Canolfan Darganfod Gwyddoniaeth
Science Discovery Centre

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 communication and presentational skills.	A/I	E
		1.2	Excellent organisational skills.	A/I	E
		1.3	Ability to prioritise and manage own workload and that of others.	A/I	E
		1.4	Ability to lead and motivate others.	I	E
		1.5	Ability to speak, or willingness to learn Welsh.	A/I	E
		1.6	Computer literacy.	A/I	E
		1.7	Excellent financial management skills.	A/I	E
		1.8	Capability of independently representing Xplore! at external meetings.	I	E
2	General & Specialist Knowledge	2.1	Knowledge of the England and/or Wales National Curriculum.	I	D
		2.2	A working knowledge of financial processes and budget management.	A/I	E
		2.3	Understanding of the aims and objectives of science centres, museums, or educational charities.	I	D

		2.4	Awareness of contemporary scientific issues and educational initiatives.	I	E
3	Education & Training	3.1	Educated to degree level in a relevant discipline.	A/C	E
		3.2	Relevant training in leadership and project management.	A/C/I	E
4	Relevant Experience	4.1	Extensive experience of funding applications, project coordination, and reporting.	A/I	E
		4.2	Experience of working within departmental budgets.	A/I	E
		4.3	Experience of primary, secondary, or tertiary level learning environments.	A/I	D
		4.4	Experience of successfully line managing a diverse team.	A/I	E
		4.5	Extensive knowledge and experience of operating in the third sector.	I	D
5	Special Requirements	5.1	Experience of working in science centres, visitor centres or museums.	A/I	D
		5.2	A passion or keen interest in a subject area within STEM (Science, Technology or Engineering, and Maths).	I	D
Date of Revision					

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