

# Swydd Ddisgrifiad

# Prifysgol Wreccsam Wrexham University



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

## Prif Atebolrwydd

Bydd deiliad y swydd yn gweithio mewn is-dîm o fewn Cynllunio ac Adrodd a fydd yn gyfrifol am ddatblygu a gweithredu amrywiaeth newydd o ddangosfyrddau Deallusrwydd Busnes a fydd yn rhoi mynediad at ddata a gwybodaeth allweddol ar draws y sefydliad. Bydd y swydd hon yn ategu ymgorfforiad Deallusrwydd Busnes fel rhan greiddiol o wneud penderfyniadau strategol a darpariaeth data dydd i ddydd y Brifysgol. Bydd hyn yn cynnwys helpu i ddatblygu dangosfyrddau PowerBI a fydd yn cynorthwyo amrywiaeth eang o feysydd, megis modelu rhifau myfyrwyr, dadansoddi cymhwysiad a thueddiadau cofrestru, a Dangosyddion Perfformiad Allweddol sefydliadol.

## Tasgau Allweddol

1. Cynorthwyo â datblygiad a gweithrediad cyffredinol amrywiaeth o ddangosfyrddau data i gefnogi gwneud penderfyniadau strategol yn y sefydliad.
2. Cynorthwyo â datblygu a darparu dangosfyrddau PowerBI ar gyfer uwch reolwyr a fydd yn darparu gwybodaeth fanwl sy'n ymwneud â modelu rhifau myfyrwyr, dadansoddiad tueddiad cymhwysiad a gwybodaeth am Ddangosyddion Perfformiad Allweddol
3. Cynorthwyo gydag ehangu dangosfyrddau PowerBI i ddarparu gwybodaeth allweddol i bob aelod o staff academiaidd a chydweithwyr gwasanaethau proffesiynol cysylltiedig ar draws y sefydliad. Gallai hyn gynnwys (ond ddim yn gyfyngedig i) gwybodaeth am rifau myfyrwyr, model dyrannu llwyth gwaith, adrodd ar recriwtio a chadw, dangosfyrddau cymorth myfyrwyr a

gwybodaeth am Ddangosyddion Perfformiad Allweddol gan gynnwys arolygon myfyrwyr a mesuryddion eraill.

4. Cynorthwyo gydag ehangu, datblygu, a gwella dangosfyrddau ymhellach wedi iddynt gael eu sefydlu i sicrhau bod y rhain yn parhau i ddiwallu gofynion data'r sefydliad.

5. Gweinyddu dangosfyrddau BI y sefydliad o ddydd i ddydd, yn ogystal â'u cynnal a chadw.

6. Darparu gwybodaeth ychwanegol i gyd-fynd â data a ddarperir drwy ddangosfyrddau, yn ôl yr angen.

7. Cynorthwyo'r Tîm Cynllunio ac Adrodd ehangach gyda cheisiadau data ad hoc, yn ôl yr angen.

## 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 nodir ym mholisi iechyd a diogelwch y Brifysgol. Yn benodol, byddwch yn sicrhau bod asesiadau risg priodol yn cael eu cynnal mewn cysylltiad 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. 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 newidiadau rhesymol pan fo angen, mewn ymgynghoriad â deiliad y swydd.

## Teitl y Swydd: Swyddog Cynllunio - Deallusrwydd Busnes

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	Y gallu i ddatblygu dangosfyrddau Deallusrwydd Busnes manwl ac effeithiol.	FfCP	H
		1.2	Sgiliau trin data rhagorol gan ddefnyddio Excel.	FfCP	H
		1.3	Yn gallu dadansoddi data a chanfod tueddiadau.	FfCP	H
		1.4	Sylw rhagorol i fanylion, y gallu i weithio'n drefnus a chynnal y safonau uchaf o gywirdeb, cysondeb a thrylwyrdd.	FfCP	H
		1.5	Y gallu i gyfathrebu gwybodaeth gymhleth yn glir ac yn broffesiynol, ar lafar ac yn ysgrifenedig.	FfCP	H
		1.6	Yn gallu rheoli llwyth gwaith a gofynion sy'n gwrthdaro i fodloni terfynau amser.	FfCP	H
		1.7	Parodrwydd i weithio'n hyblyg ac yn greadigol, gan argymhell datrysiadau i broblemau.	FfC	H
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Profiad amlwg o ddefnyddio PowerBI.	FfCP	H
		2.2	Uwch sgiliau Microsoft Excel, gan gynnwys fformiwlaâu a thablau colynnog.	FfC	H

		2.3	Dealltwriaeth o arfer orau delweddu data.	FfCP	H
3	Addysg a Hyfforddiant	3.1	Addysg hyd at lefel gradd sylfaenol neu â phrofiad sylweddol a pherthnasol.	FfT	H
4	Profiad Perthnasol	4.1	Profiad amlwg o ddatblygu dangosfyrddau PowerBI.	FfCP	H
		4.2	Profiad o weithio gyda setiau data mawr.	FfCP	H
		4.3	Profiad o weithio yn yr amgylchedd Addysg Uwch.	FfC	D
5	Gofynion Arbennig	5.1	Hunan-gymhelliant ac ymrwymiad.	FfC	H
		5.2	Yn gallu gweithio i amserlenni heriol ac ymateb iddynt, gan fagu dull hyblyg a chadarnhaol i sicrhau y cyflawnir canlyniadau yn effeithiol.	FfC	H
		5.3	Gallu cyfathrebu yn yr iaith Gymraeg.	FfC	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 – Business Intelligence
<b>Reports to</b>	Planning Manager – Business Intelligence
<b>Grade</b>	O&A4

## Principal Accountabilities

The post-holder will work within a sub-team within Planning and Reporting that will be responsible for the development and implementation of a new range of Business Intelligence dashboards that will provide access to key data and information across the institution. This role will support the embedding of Business Intelligence as a core part of both the University’s strategic decision making as well as day-to-day data provision. This will include helping to develop PowerBI dashboards that will support a wide range of areas, such as student number modelling, analysis of application and enrolment trends and institutional KPIs.

## Key Tasks

1. To assist with the overall development and implementation of a range of data dashboards to support strategic decision making within the institution.
2. To assist with the development and provision of PowerBI dashboards for senior management that will provide detailed information relating to student number modelling, application trend analysis and KPI information
3. To support the expansion of PowerBI dashboards to provide key information to all academic staff and associated professional services colleagues across the institution. This might include (but would not be limited to) student number information, workload allocation modelling, recruitment and retention reporting, student support dashboards and KPI information include student surveys and other metrics.

4. To assist with the further development, improvement and expansion of dashboards once they are established to ensure that these continue to meet the data requirements of the institution.
5. The day to day administration and maintenance of the institution's BI dashboards.
6. Provide additional information to accompany data provided through dashboards as required.
7. To assist the wider Planning and Reporting Team with ad hoc data requests as required.

## 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 – Business Intelligence**

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	Ability to develop detailed and effective Business Intelligence dashboards.	AIT	E
		1.2	Excellent data manipulation skills using Excel.	AIT	E
		1.3	Ability to analyse data and and identify trends.	AIT	E
		1.4	Excellent attention to detail, ability to work methodically and maintain highest standards of accuracy, consistency and thoroughness.	AIT	E
		1.5	Ability to communicate complex information clearly and professionally, both orally and in writing.	AIT	E
		1.6	Ability to manage workload and competing demands and to meet deadlines.	AIT	E
		1.7	Prepared to work flexibly and creatively, suggesting solutions to problems.	AI	E
2	General & Specialist Knowledge	2.1	A strong track record of using PowerBI.	AIT	E
		2.2	Advanced Microsoft Excel skills, including formulae and pivot tables.	AI	E
		2.3	An understanding of data visualisation best practice.	AIT	E
3	Education & Training	3.1	Educated to foundation degree level or have significant and relevant experience.	AC	E



4	Relevant Experience	4.1	A track record of developing PowerBI dashboards.	AIT	E
		4.2	Experince of working with large datasets.	AIT	E
		4.3	Experience of working within the Higher Education environment.	AI	D
5	Special Requirements	5.1	Personal drive and commitment.	AI	E
		5.2	Ability to work and respond within challenging timeframes, adopting a flexible and positive approach to ensure outcomes are effectively delivered.	AI	E
		5.3	The ability to communicate in the Welsh language.	AI	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

Our Values. Excellence. Inclusion. Collaboration. Transformation. Sustainability. Click to view.