

Swydd Ddisgrifiad

Prifysgol Wreccsam
Wrexham University



Cyfadrn/Adran	Swyddfa'r Cyfadrn
Adran	Tîm Gweinyddu'r Gyfadrn
Teitl y Swydd	Gweinyddwr y Gyfadrn
Yn atebol i	Arweinydd Tîm Swyddfa Weinyddol y Gyfadrn
Gradd	O&A3

Prif Atebolrwydd

Bydd disgwyl i ddeiliad y swydd reoli ei amser ei hun mewn swyddfa brysur a gwneud ystod eang o dasgau swyddfa cyffredinol, fel ymateb i alwadau ffôn a negeseuon e-bost, ymdrin ag ymwelwyr, paratoi gohebiaeth a dogfennau, rheoli dyddiaduron, trefnu cyfarfodydd, trefnu trafndiaeth, rheoli prosesau ariannol a chynnal dogfennau diogel. Bydd gofyn hefyd i ddeiliad y swydd ddarparu ystod o ddyletswyddau Cynorthwydd Personol ar ran y Deon, gan fynd i'r afael â dyletswyddau ysgrifenyddol, cymryd cofnodion a monitro trafodaethau a chamau gweithredu sy'n ofynnol.

Tasgau Allweddol

Darparu gwasanaeth gweinyddu proffesiynol o ansawdd uchel, gan sicrhau y trefnir a rheolir dyddiadur y Deon yn briodol er mwyn bodloni ymrwymadau allanol a mewnol yn y tymor hir, canolig a byr.

Darparu gwasanaeth Cynorthwydd Personol i'r Deon gan ymgymryd â nodweddion ysgrifenyddol yn ôl yr angen.

Cynnig gwasanaeth clericio o safon uchel i bwyllgorau/grwpiau gweithio/tasgau a grwpiau cyflawni sy'n dod o dan faes cyfrifoldeb y Deon, cyfathrebu gyda'r Deon/Rheolwr Busnes Cyfadrn ynghylch agenda, paratoi papurau, cymryd cofnodion a dilyn y camau gweithredu perthnasol.

Cadw'r Deon, Deoniaid Cyswllt a'r Rheolwr Busnes Cyfadran yn ymwybodol o fusnes perthnasol, gan sicrhau yr ymdrinnir â phob mater yn broffesiynol a chyfrinachol a bod cysylltiadau cyfathrebu da mewn lle, yn fewnol ac allanol, bob amser.

Ystyried pob cyfathrebiad ac ymholiad a gwneud dyfarniadau i gymryd y camau gweithredu hanfodol i ddatrys ymholiadau a cheisiadau o'r fath lle bynnag bo'n briodol, neu fel arall llwybrau priodol i ddatrys problemau, monitro'r ymholiad a sicrhau ei fod yn cael ei derfynu'n briodol.

Ymgymryd â holl drefniadau trafndiaeth myfyrwyr, staff, Deoniaid Cyswllt a'r Deon.

Bod yn gyfrifol am brosesu, cofnodi a monitro pob cais, archeb a ffi gan lynu at Reoliadau Ariannol y Brifysgol gan gynghori'r Deon/Rheolwr Busnes Cyfadran ynghylch gwariant cronol yn brydlon.

Datblygu a chynnal systemau effeithlon i gasglu a dehongli data er mwyn darparu gwybodaeth o ansawdd dda.

Mynd i'r afael â phob agwedd ar waith swyddfa, fel gweinyddiaeth gyffredinol, ffeilio, post ayyb., er gall y dyletswyddau a'r gwaith amrywio o bryd i'w gilydd, ac ymdrin ag ymholiadau gan staff, myfyrwyr, cwsmeriaid, cleientiaid a chyflenwyr yn effeithlon a phrydlon.

Cynnal cofnodion, taflenni amser, salwch, absenoldeb, gwyliau ayyb. holl staff y Gyfadran, gan sicrhau bod y rhain yn fanwl gywir ac wedi'u diweddarau a chymryd rhan yn natblygiad y system gofnodi gyfrifiadurol i ddarparu gwybodaeth sydd wedi'i diweddarau ac sy'n fanwl gywir.

Sicrhau bod systemau effeithiol i'r swyddfa yn cael eu dylunio a'u cynnal, yn cynnwys ymgorffori system gofnodion gynhwysfawr ac archifau yn unol â phrotocolau/arferion cyfundrefnol.

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 cynnal mewn perthynas â pheryglon sylweddol ac yr ymgymeryd 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 i hyrwyddo gofal cwsmer o ansawdd yn eu maes cyfrifoldeb eu hunain.

Mae hi'n ofynnol bod staff yn ymwybodol o ymrwymiad y Brifysgol i Gynaliadwyedd.

Dylai holl staff y Brifysgol hyrwyddo ymddygiad iach, iechyd meddwl cadarnhaol a llesiant.

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 ei fod yn cael ei gefnogi'n ddigonol mewn perthynas â'i gyfrifoldebau 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 fynegol, 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.

Amrywiol

Ymddwyn mewn modd proffesiynol bob amser a chynnal cyfrinachedd gwybodaeth.

Cynnal ymwybyddiaeth briodol o bolisiau a gweithdrefnau'r Brifysgol a gweithio'n effeithiol oddi fewn iddynt, gan gymryd rhan mewn prosesau priodol h.y. Adolygiad Datblygu Perfformiad, datblygiad proffesiynol parhaus.

Ymddwyn mewn modd sy'n cefnogi Polisi Iechyd, Diogelwch a'r Amgylchedd y Brifysgol drwy weithio'n ddiogel a dilyn y gweithdrefnau a'r codau ymarfer sydd wedi'u creu i'ch diogelu chi ac eraill.

Glynu at bolisi Cydraddoldeb ac Amrywiaeth y Brifysgol i staff a myfyrwyr a gweithredu yn unol â Deddf Gydraddoldeb 2010.

Parodrwydd i gymryd cyfrifoldeb lle bo angen.

Cyflawni dyletswyddau eraill yn achlysurol, nad ydynt yn cael eu cynnwys uchod ond a

Adolygu

Mae hwn yn ddisgrifiad o'r swydd ar 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 unrhyw newidiadau rhesymol pan mae angen, mewn ymgynghoriad â deiliad y swydd.

Manyleb Person

Teitl y **Gweinyddwr Cyfadran**
Swydd:

Er mwyn cael eich rhoi ar y rhestr fer rhaid i chi arddangos eich bod yn bodloni'r holl feini prawf hanfodol a chymaint o'r meini prawf dymunol ag sy'n bosibl. 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 Gallu	1.1	Meddu ar Saesneg ysgrifenedig o safon uchel	Ff, C	H
		1.2	Y gallu i ysgrifennu cofnodion trefnus a chynhwysfawr.	Ff, C	H
		1.3	Sgiliau prosesu geiriau a TG da	Ff, C	H
		1.4	Gallu rheoli ystod o dasgau amrywiol Gallu	Ff, C	H
		1.5	Gweithio i derfynau amser tynn Sgiliau	Ff, C	H
		1.6	Cyfathrebu a rhyngpersonol da	Ff, C	H
		1.7	Gallu gweithio'n gyfrinachol bob amser.	Ff, C	H
		1.8	Gallu gweithredu'n effeithiol gan ddefnyddio eich menter eich hun yn ogystal â bod yn rhan o dîm	Ff, C	H
2	Addysg a Hyfforddiant	2.1	Byddwch wedi derbyn addysg at lefel HND yn ddelfrydol gyda chymhwyster gweinyddu, TG, busnes.	Ff, T	D

3	Profiad Perthnasol	3.1	Profiad da a pherthnasol mewn amgylchedd swyddfa weithredol	C	H
4	Gofynion Arbennig	4.1	Mae'r gallu i gyfathrebu'n Gymraeg yn ddymunol ond nid yw'n hanfodol. Fodd bynnag, mae cefnogaeth o dreftadaeth ddiwylliannol Cymru a dealltwriaeth o ddatblygiadau cyfredol yng Nghymru yn hanfodol.	Ff	D

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



Faculty/Department	Faculty Office
Section	Faculty Administration Team
Job Title	Faculty Administrator
Reports to	Faculty Administration Team Lead
Grade	O&A3

Principal Accountabilities

The post-holder will be expected to manage their own time within a busy office and carry out a wide range of general office tasks such as responding to phone calls and emails, handling visitors, preparing correspondence and documents, managing diaries, organising meetings, arranging travel, managing financial processes and maintaining secure files. The post holder will also be required to provide a range of administrative and PA duties on behalf of the Dean, undertaking secretarial duties, taking minutes and monitoring decisions and actions required.

Key Tasks

Provide a high quality, professional administration service ensuring appropriate scheduling and diary management for the Dean with respect to short, medium and long term internal and external commitments.

Provide a PA service to the Dean undertaking secretarial functions as required. Provide a high quality clerking service to committees/working groups/task and finish groups which fall under the remit of the Dean's areas of responsibility, liaising with the Dean/Faculty Business Manager on agenda, preparation of papers, minute taking and following up of relevant actions.

Keep the Dean, Associate Deans and Faculty Business Manager aware of relevant business, ensuring that all matters are dealt with in a professional and confidential manner and that good communication links are in place, both internally and externally at all times.

Consider all correspondence and enquiries and make judgements taking the necessary actions to resolve such enquiries and requests where necessary or alternatively determine the appropriate routes to resolve issues, monitoring the enquiry and ensuring that it is closed down appropriately.

Undertake all travel arrangements as required for students, staff, Associate Deans and the Dean. Take responsibility for processing, recording and monitoring all requisitions, purchases and expenses adhering to the University's Financial Regulations advising the Dean/Faculty Business Manager of cumulative spend in a timely manner.

Develop and maintain efficient systems for collating and interpreting data in order to provide good quality information.

Cover all aspects of office work such as general administration, filing, mail etc., although duties and work may vary from time to time and efficiently and promptly deal with enquiries from staff, students, customers, clients and suppliers.

Maintain all Faculty staff records, sickness, absence, leave etc. ensuring that these are accurate and up-to-date and to participate in the development of the computerised record system to provide up-to-date and accurate information.

Ensure that effective office systems are designed and maintained, including the incorporation of a comprehensive records system and archives in accordance with organisational protocols/practices.

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.

Miscellaneous

To act in a professional manner at all times and maintain confidentiality of information.

Maintain appropriate awareness of and work effectively within the University's policies and procedures, participating in appropriate processes, i.e. Performance Development Review, continuing professional development.

Act in support of the University's Health, Safety and Environment policy by working safely and following the procedures and codes of practice derived to protect you and others.

Adhere to the University's Equality and Diversity policy for staff and students and operate in accordance with the Equality Act 2010.

Willingness to take responsibility where necessary.

Perform other duties occasionally which are not included above but will be consistent with the role and grade.

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: Faculty Administrator

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	Have a good standard of written English	A, I	E
		1.2	Ability to write comprehensive and succinct minutes	A, I	E
		1.3	Good word processing and IT skills	A, I	E
		1.4	Be able to manage a range of diverse tasks	A, I	E
		1.5	Be able to produce work to tight deadlines	A, I	E
		1.6	Good communication and interpersonal skills	A, I	E
		1.7	Be able to work in a confidential manner at all times.	A, I	E
		1.8	Be able to operate effectively using own initiative as well as part of a team	A, I	E
2	Education & Training	2.1	Educated to at least HND level preferably within an administrative, IT, business qualification	A, C	D
3	Relevant Experience	3.1	Good and relevant experience in an executive office environment	I	E

4	Special Requirements	4.1	The ability to communicate in Welsh is desirable, but not essential. However, a sympathy with Welsh cultural heritage and an understanding of current developments in Wales is essential.	A	D
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Key	Identification Method	A	Application Form
		I	Interview
		T	Test
		C	Copy of Certificates
		P	Presentation
		G	Group Assessment
	Rank	E	Essential
		D	Desirable

