

# Swydd Ddisgrifiad

# Prifysgol Wreccsam Wrexham University



<b>Cyfadrn/Adran</b>	Y Gyfadrn Gwyddorau Cymdeithasol a Bywyd
<b>Adran</b>	Nyrsio Cyn-gofrestru
<b>Teitl y Swydd</b>	Prif Ddarlithydd Nyrsio Cyn-gofrestru
<b>Yn atebol i</b>	Deon Cyswllt: Nyrsio, Iechyd Perthynol ac Adsefydlu Anafiadau Chwaraeon
<b>Yn gyfrifol am</b>	Nyrsio Cyn-gofrestru
<b>Gradd</b>	Graddfa Prif Ddarlithydd

## Trosolwg o'r Swydd

Darparu arweinyddiaeth o fewn maes y pwnc. Ehangu a datblygu'r ddarpariaeth addysgu ac ymchwil i wella effaith, hyfywedd ac incwm i faes y pwnc. Gweithio ar y cyd i gyflawni strategaeth y Brifysgol wrth sicrhau cyflawni gweithredol o fewn y maes pwnc. Gweithredu fel rheolwr llinell i staff, sicrhau bod yr adnoddau a'r sylfaen staff yn cefnogi'r rhaglen o gyrsiau a addysgir, ymchwil a gweithgareddau menter sy'n datblygu.

## Diben y Swydd

Bydd deiliad y swydd yn darparu arweinyddiaeth academaidd a rheolaeth weithredol strategol i'r portffolio Nyrsio Cyn-gofrestru, gan weithio'n agos gyda'r Deon Cyswllt ar weithgareddau ar draws yr adran.

Bydd deiliad y swydd yn gyfrifol am reoli'r cwricwlwm o ddydd i ddydd ac am ddyrannu adnoddau, gan gynnwys staffio, yn effeithlon ac yn effeithiol. Byddant yn gyfrifol am ddylunio, cyflwyno a gwerthusiad parhaus rhaglenni er mwyn nodi meysydd i'w gwella, gan sicrhau y bodlonir amcanion adrannol ac amcanion dysgu, a bod cynnwys yn berthnasol ac yn adlewyrchu ymarfer cyfredol.

Byddant yn cyfrannu at sicrhau bod ansawdd a safonau academaidd y brifysgol yn cael eu cynnal a bod gwelliannau parhaus yn cael eu gwneud i brofiad y myfyrwyr, yn ogystal â sicrhau bod safonau PSRB yn cael eu bodloni a bod adroddiadau ansawdd uchel i'r PSRB yn cael eu cynhyrchu yn brydlon mewn partneriaeth â'r Byrddau Iechyd a phartneriaid gwasanaeth eraill.

## Prif Atebolrwydd

### Arwain a Rheoli

- Ymgymryd â gwaith arwain academaidd a rheoli llinell y Maes Pwnc.
- Mynd ati'n weithredol i hyrwyddo addysgu o'r radd flaenaf a phrofiadau gwyb i fyfyrwyr ar bob rhaglen, a rhannu enghreifftiau o arfer dda yn ehangach.
- Gweithio'n gydweithredol i gyflawni adolygiad portffolio parhaus i ddarparu cwricwlwm hyfyw a chynaliadwy, gyda chanlyniadau da i fyfyrwyr.
- Cynnal gweithgareddau recriwtio a chadw myfyrwyr ac annog gweithio cydweithredol gyda Swyddog Cyswllt ac Ymgysylltu'r Gyfadran a'r Tîm Recriwtio a Marchnata.
- Tynnu sylw at anghenion cynllunio adnoddau sy'n ymwneud â'r cwricwlwm, o ran y bobl a'r cit fel ei gilydd, yn ôl yr angen.
- Annog arloesedd a rhannu arfer da ymysg timau staff.
- Meithrin gweithio cydweithredol, prosiectau myfyrwyr trawsddisgyblaethol, cyfranogiad myfyrwyr mewn ymchwil a rhannu arfer rhagorol.
- Arddangos arweinyddiaeth a rheoli llinell effeithiol i gyflawni nodau busnes y gyfadran, amserlennu, adolygiad cymheiriaid, modelu dyrannu gwaith, adolygiadau datblygu personol ac annog ymchwil ayyb.
- Goruchwylio fforymau llais myfyrwyr.
- Cefnogi'r gwaith o wneud penderfyniadau strategol o fewn y Gyfadran.
- Nodi cyfleoedd ar gyfer datblygiad strategol cyrsiau newydd dichonadwy neu feysydd gweithgareddau priodol a rheoli'r broses ddatblygu.

### Cymorth Addysgu a Dysgu

- Darparu Arweinyddiaeth y Rhaglen, arwain rhaglenni perthynol a chymryd cyfrifoldeb am reoli'r cwricwlwm o ddydd i ddydd, ac am ddyrannu adnoddau, gan gynnwys staffio, yn effeithlon ac yn effeithiol.
- Bod yn gyfrifol am ddylunio, cyflwyno a gwerthusiad parhaus y rhaglenni er mwyn nodi meysydd i'w gwella, gan sicrhau y bodlonir amcanion adrannol a deilliannau dysgu, a bod y cynnwys yn berthnasol ac yn adlewyrchu ymarfer cyfredol.
- Datblygu asesiadau priodol sy'n mesur perfformiad a dealltwriaeth myfyrwyr, a sicrhau bod y deilliannau dysgu wedi'u cyflawni.
- Herio syniadau, sbarduno trafodaeth ac annog myfyrwyr i ddatblygu sgiliau sgwrsio beirniadol a meddwl rhesymegol.
- Goruchwylio gwaith myfyrwyr ôl-raddedig a addysgir a/neu fyfyrwyr ymchwil, yn ôl y gofyn, i helpu i ddatblygu sgiliau ymchwil myfyrwyr.
- Gosod, marcio ac asesu gwaith myfyrwyr yn brydlon, gan sicrhau bod y deilliannau dysgu wedi'u bodloni a bod yr adborth yn fanwl ac adeiladol.
- Defnyddio amrywiaeth o ddulliau/deunyddiau dysgu ac addysgu (e.e. dysgu cyfunol ac ar y we) er mwyn cyfoethogi profiad y myfyrwyr.
- Cymryd cyfrifoldeb am ofal bugeiliol myfyrwyr mewn maes penodol, gan gyfeirio problemau pan fyddant yn gymhleth neu'n ddifrifol.
- Cyfrannu'n weithredol at wella profiad y myfyriwr.

### Gweithgareddau Ymchwil

- Ymgymryd ag ymchwil neu weithgarwch ysgolheigaidd cytunedig arall er mwyn cyfrannu at ddatblygu eich pwnc.
- Defnyddio gwybodaeth o ymchwil neu weithgarwch ysgolheigaidd i addysgu ac yn ystod gweithgareddau allanol priodol.
- Paratoi cynigion a cheisiadau i gyrff allanol, yn ôl yr angen, i sicrhau cyllid ymchwil ac i gynhyrchu incwm ychwanegol i'r gyfadran.
- Ysgrifennu a chyhoeddi canlyniadau ymchwil arloesol er mwyn hybu'n bellach safle'r Brifysgol yn y sector Addysg Uwch a'r gymuned ehangach.
- Defnyddio blaengaredd, creadigrwydd a barn wrth ddatblygu methodolegau ymchwil priodol sy'n hybu gweithgareddau ysgolheigaidd yn y maes.
- Gweithredu fel canolwr a chyfrannu at waith asesu cyfoedion ar gyfer cyfnodion priodol, yn ôl y gofyn.
- Goruchwylio gwaith myfyrwyr ôl-raddedig a addysgir a/neu fyfyrwyr ymchwil, yn ôl y gofyn, i helpu i ddatblygu sgiliau ymchwil myfyrwyr.

### Menter Academaidd

- Cynrychioli'r maes pwnc neu Gyfadran ar bwyllgorau a/neu weithgorau priodol.
- Datblygu partneriaethau mewnol ac allanol er mwyn rhannu gwybodaeth, rhannu arfer orau, sefydlu cyfleoedd ar gyfer gwaith ar y cyd a gwella enw da'r Brifysgol.
- Meithrin cysylltiadau gydag asiantaethau a chysylltiadau allanol er mwyn adnabod ffynonellau cyllid a chymryd rhan mewn prosiectau neu waith ar y cyd a fydd yn cynhyrchu incwm ac yn gwella enw da y Brifysgol.
- Ehangu a gwella gwaith yr adran drwy gymryd rôl flaenllaw o ran hyrwyddo'r rhaglenni ac annog staff i ddatblygu strategaethau/syniadau arloesol i helpu i recriwtio a chadw myfyrwyr.
- Cadeirio grwpiau academaidd fel sy'n briodol er mwyn adolygu arfer a gweithdrefnau ac i gynllunio cyfeiriad strategol yr adran.
- Dylanwadu a dwyn perswâd ar gydweithwyr i gytuno ar faterion yn ymwneud â chynllunio, datblygu a threfnu rhaglenni.
- Arwain a datblygu rhwydweithiau ffurfiol sydd o fudd i'r adran a'r Gyfadran drwy fagu cysylltiadau gyda sefydliadau allanol ac ymgymryd â gwaith/prosiectau ar y cyd.

### Darparu Gwasanaeth

- Arwain y gwaith o ddylunio, adolygu ac addasu cynnwys modiwlau/unedau mewn ymateb i adborth myfyrwyr ac anghenion myfyrwyr, gyda golwg ar wella recriwtio a dargadw.
- Adnabod bylchau yng nghynnwys y cwrs a strwythur y rhaglen a dyfeisio datrysiadau creadigol sy'n bodloni anghenion fframweithiau addysgu a deilliannau dysgu.
- Datblygu gweithdrefnau sicrhau ansawdd priodol ac effeithiol a chyfrannu at adolygiadau o raglenni a phapurau, fel sy'n briodol, er mwyn sicrhau bod safonau'r Brifysgol yn cael eu bodloni.
- Cydweithio â chydweithwyr academaidd i ddatblygu a chyflwyno pynciau/unedau/rhaglenni o fewn y gyfadran ac ar draws y Brifysgol (fel sy'n briodol) er mwyn sicrhau bod portffolio'r cwricwlwm yn gyfredol a bod gweithdrefnau asesu yn berthnasol.
- Ymgymryd â phrif rôl wrth wneud penderfyniadau strategol o fewn y maes pwnc, ar faterion fel recriwtio a chadw myfyrwyr a newidiadau i weithgareddau'r adran, gan gynnwys cyflwyno rhaglenni/gweithdrefnau asesu newydd.
- Cydlynu digwyddiadau myfyrwyr gan sicrhau defnydd effeithiol o amser ac adnoddau.

- Datblygu gweithgareddau priodol ar gyfer cyn-mynediad, recriwtio, dethol a derbyn (gan gynnwys Dyddiau Agored a Dyddiau Ymweld) er mwyn hyrwyddo'r adran a chael gwell dealltwriaeth o anghenion/disgwyliadau myfyrwyr.
- Datblygu deunyddiau marchnata/cyhoeddusrwydd priodol a chyfathrebu gyda'r tîm marchnata i hyrwyddo proffil y maes gwaith yn lleol, yn rhanbarthol, yn genedlaethol ac yn rhyngwladol, yn unol â strategaeth yr adran.
- Cefnogi prosesau, gweithdrefnau a mentrau'r Brifysgol, er enghraifft, cymryd rhan yn rhai o bwyllgorau'r Brifysgol, paneli dilysu/achredu a grwpiau gorchwyl a gorffen, neu gadeirio'r rhain.

### Gwaith Tîm

- Cynnig arweiniad academiaidd i gydweithwyr o fewn meysydd y rhaglen, cydlynu gwaith eraill a chytuno ar gynlluniau gwaith staff addysgu fel bod amcanion yr adran yn cael eu cyflawni.
- Mynd i gyfarfodydd/byrddau y Gyfadran a'r Rhaglen er mwyn cyfrannu at y broses gwneud penderfyniadau ac i ddatblygu cysylltiadau gweithio cynhyrchiol o fewn timau ac ar eu traws.
- Cyflwyno aelodau newydd i'r adran drwy roi cymorth a hyfforddiant mewn perthynas â'r sgiliau, y prosesau, y systemau a'r gweithgareddau sy'n benodol i'r adran.
- Darparu adborth i gydweithwyr drwy gynlluniau mentora cymheiriaid, i gefnogi eich datblygiad eich hun a datblygiad eraill ac i sicrhau gwelliant parhaus ym mherfformiad yr adran.
- Gweithredu i ddatrys gwrthdaro o fewn timau ac ar eu traws, a gweithio i ddatblygu cysylltiadau gweithio effeithiol, yn allanol ac yn fewnol.
- Gweithredu fel mentor i staff newydd, gan gynnig cyngor ac arweiniad academiaidd fel sy'n briodol.
- Cyflawni/Cefnogi datblygiad proffesiynol ac adolygiadau staff o fewn yr adran.
- Ymgymryd â phrosesau recriwtio a dethol staff newydd, yn ôl yr angen.

### Cysylltu a Rhwydweithio

- Ymgysylltu'n weithredol â chyrrff proffesiynol a dysgedig, neu gyrff cyllido, e.e. cymryd rhan mewn pwyllgorau, gweithgorau, trefnu cynadleddau/gweithdai.
- Ymgysylltiad gweithredol gyda sectorau diwydiant perthnasol.

## **Atebolrwydd Personol**

- Cymryd cyfrifoldeb am hyrwyddo gofal cwsmer o safon yn eich meysydd gwaith eich hun.
- Cymryd cyfrifoldeb am gyfrannu at ymrwymiad y Brifysgol i ddarparu gwasanaethau sy'n rhoi gwerth am arian ac sy'n gwneud y defnydd gorau o adnoddau, gan ystyried hyn wrth gyflawni pob dyletswydd ac agwedd ar y swydd.
- Cymryd cyfrifoldeb am sicrhau eu bod yn parhau i ddiweddarau eu gwybodaeth a'u sgiliau i fod yn effeithiol yn eu swydd.
- Cymryd rhan yn y broses Adolygu Datblygiad Personol, gan gyfrannu at osod amcanion er mwyn cynorthwyo i fonitro perfformiad a datblygiad yr unigolyn.
- Dilyn proses y Model Dyrannu Llwyth Gwaith a chymryd rhan ynddi er mwyn cynorthwyo i ddyrannu dyletswyddau unigolion.
- Cymryd cyfrifoldeb am weithredu Polisi Cyfle Cyfartal y Brifysgol o fewn eich maes cyfrifoldeb eich hun ac o ran eich ymddygiad cyffredinol.

- 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 gweithredu fel Asesydd Offer Sgrin Arddangos, Swyddog Cymorth Cyntaf, Marsial Tân neu Gydlynnydd Diogelwch yr Adran. Bydd neilltuo rolau o'r fath yn amodol ar ddarparu hyfforddiant priodol ac asesiad cymhwysra.
- Gall fod yn ofynnol gweithio ar unrhyw un o safleoedd y Brifysgol, gyda rhybudd rhesymol.
- Cymryd cyfrifoldeb am gyfrannu at ymrwymiad y Brifysgol i Gynaliadwyedd Amgylcheddol er mwyn lleihau ei gwastraff, ei defnydd o ynni a'i hól troed carbon.
- Ymgymryd â dyletswyddau perthnasol eraill sy'n gymesur â gradd y swydd y gallai'r Rheolwr neu reolwyr y Brifysgol eu neilltuo er mwyn cefnogi datblygiad y Brifysgol. Ni ddylid gwrthod cytundeb o'r fath yn afresymol.
- 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.

## Amrywiol

Mae'r Brifysgol yn un o lofnodwyr y Concordat Datblygu Ymchwilwyr a'r Concordat Uniondeb Ymchwil. Mae disgwyl i ddeiliad y swydd lynu wrth ofynion y ddarpariaeth hon.

## Adolygu

Mae hwn yn ddisgrifiad o'r swydd fel y mae'n sefyll ar hyn o bryd. Bwriad y swydd ddisgrifiad hwn yw ei gwneud hi'n bosib cynnig dull gweithredu hyblyg, yn gweithio ar draws y Brifysgol yn ôl yr angen. Gellir ei adolygu a'i newid yn unol ag 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 yn cael ei hadolygu. 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 newidiadau i'r swydd ddisgrifiad ar ôl ymgynghori â'r unigolyn dan sylw.

**Teitl y Swydd:** Prif Ddarlithydd Nyrsio Cyn-gofrestru

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

Priodoleddau		Eitem	Meini Prawf Perthnasol	Dull Adnabod	Pwysigrwydd
1	Sgiliau a Galluoedd	1.1	Y gallu i ddatblygu, arwain a rheoli rhaglenni yn y maes pwnc.	Ff, C	H
		1.2	Y gallu i ddatblygu a rheoli tîm academiaidd o staff.	Ff, C	H
		1.3	Y gallu i weithio'n strategol.	Ff, C	H
		1.4	Sgiliau mewn ysgrifennu academiaidd, cyhoeddiadau a chyflwyniadau cynhadledd neu ddeilliannau cyfwerth.	Ff, C	D
		1.5	Y gallu i ddatblygu a chynnal y rhwydweithiau allanol angenrheidiol.	Ff, C	H
		1.6	Sgiliau cyfathrebu sefydledig (yn ysgrifenedig ac ar lafar).	Ff, C	H
		1.7	Rheoli adnoddau a chyllideb.	Ff, C	D
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Gwybodaeth drylwyr neu wybodaeth ymarferol am y sector AU.	Ff, C	H
		2.2	Gwybodaeth ynghylch dylunio a datblygu Cwricwlwm.	C	D
		2.3	Gwybodaeth am fframwaith REF.	Ff	H

		2.4	Dealltwriaeth am fecanweithiau a phrosesau ariannu ymchwil ac arddangos tystiolaeth o ddatblygu amcanion a chynigion ymchwil ar gyfer eich ymchwil eich hun neu ymchwil ar y cyd (efallai gyda chymorth mentor)	Ff, C	D
3	Addysg a Hyfforddiant	3.1	Gradd Meistr neu gyfwerth.	Ff	H
		3.2	PhD, yn gweithio tuag at ddoethuriaeth mewn maes pwnc perthnasol.	Ff	H
		3.3	Cymhwyster addysgu AU (Tystysgrif Ôl-radd) neu gyfwerth.	Ff, C	H
4	Profiad Perthnasol	4.1	Profiad o swydd Academaidd yn y sector AU, gyda chefnidir cadarn o arfer proffesiynol, addysgu a dysgu.	Ff	H
		4.2	Profiad o arwain rhaglen a rheolaeth weinyddol yn y maes AU.	Ff	H
		4.3	Profiad o sicrhau a rheoli incwm allanol.	Ff, C	D
		4.4	Profiad o gynllunio llwyth gwaith.	C	H
		4.5	Profiad o ddatblygu staff.	C	H
		4.6	Profiad o waith ymchwil a gweithgarwch ysgolheigaidd.	Ff	H
5	Gofynion Arbennig	5.1	Y gallu i gyfathrebu drwy gyfrwng y Gymraeg.	Ff	D
		5.2	Tystiolaeth o ymrwymiad i ddatblygiad proffesiynol parhaus.	Ff, C	D
		5.3	Cofnod cyhoeddi sy'n gymesur â lefel dda o berfformiad ymchwil a'r cam rydych wedi'i gyrraedd yn eich gyrfa.	C	D
<b>Dyddiad Adolygu</b>			17.03.2025		

<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>Gw/D</b>	Gweithdy/Darlith
		<b>Rh</b>	Rhoi Cyflwyniad
		<b>G</b>	Asesiad Grŵp
	<b>Pwysigrwydd</b>	<b>H</b>	Hanfodol
		<b>D</b>	Dymunol

Ein Dyfodol.

**Rhagoriaeth.**

Cliciwch yma.

Ein Dyfodol.

**Cynhwysiad.**

Cliciwch yma.

Ein Dyfodol.

**Cydweithio.**

Cliciwch yma.

Ein Dyfodol.

**Trawsnewidiad.**

Cliciwch yma.

Ein Dyfodol.

**Cynaliadwyedd.**

Cliciwch yma.



## Job Description



<b>Faculty/Department</b>	Faculty of Social and Life Sciences
<b>Section</b>	Pre-Registration Nursing
<b>Job Title</b>	Principal Lecturer in Pre-Registration Nursing
<b>Reports to</b>	Associate Dean: Nursing, Allied health and Sports Injury Rehab
<b>Responsible for</b>	Pre-Registration Nursing
<b>Grade</b>	Principal Lecturer Scale

### Job Overview

To provide leadership within the subject area. Grow and develop the taught and research provision to improve the impact, viability, and income for the subject area. Work collaboratively to deliver on the University's strategy, whilst ensure operational delivery within the subject area. Line manage staff, ensure that the resources and staff base support the developing programme of taught courses, research, and enterprise activity.

### Job Purpose

The post holder will provide strategic academic leadership and operational management to the Pre-registration Nursing portfolio, working closely with the Associate Dean on departmental-wide activities.

The post holder will take responsibility for the day-to-day management of the curriculum and for the efficient and effective allocation of resources, including staffing. They will be responsible for the design, delivery and ongoing evaluation of programmes in order to identify areas for

improvement, ensuring that departmental objectives and learning outcomes are met, and content is relevant and reflects current practice.

They will contribute towards ensuring that academic quality and standards of the university are maintained and the student experience is continually enhanced and will ensure PSRB standards are met and high quality reports to the PSRB are produced in a timely way in partnership with the Health Boards and other service partners.

## Principal Accountabilities

### Leadership & management

- Academic leadership and line management of the Subject Area.
- Actively promote top class teaching and great student experiences on all programmes, and to share examples of great practice more widely.
- Work collaboratively to achieve continuous portfolio review to deliver a viable and sustainable curriculum with good student outcomes.
- Deliver student recruitment and retention activities, encourage collaborative working with the Faculty Engagement Liason Officer and Recruitment and Marketing Team.
- Escalate curriculum-related resource planning needs, both people and kit, when necessary.
- Encourage innovation and sharing good practice amongst staff teams.
- Foster collaborative working, cross-disciplinary student projects, student involvement with research and sharing great practice.
- Demonstrate effective leadership and line management to deliver faculty business objectives, timetabling, peer review, work allocation modelling, personal development reviews and encouraging research etc.
- Oversee student voice forums.
- Contribute to the strategic decision-making within the Faculty.
- Identify opportunities for strategic development of viable new courses or appropriate areas of activity and manage the development process.

### Teaching & Learning Support

- Deliver Programme Leadership, lead cognate programmes and take responsibility for the day-to-day management of the curriculum and for the efficient and effective allocation of resources, including staffing.
- Be responsible for the design, delivery and ongoing evaluation of programmes in order to identify areas for improvement, ensuring that departmental objectives and learning outcomes are met, and content is relevant and reflects current practice.
- Develop appropriate assessments which measure student performance and understanding, and ensure that learning outcomes have been met.
- Challenge ideas, foster debate and encourage students to develop skills in critical discourse and rational thinking.
- Supervise the work of tuaght postgraduate and/or research students, as required, to support the development of students' research skills.
- Set, mark and assess students' work in a timely fashion, ensuring that learning outcomes have been met and that feedback is both detailed and constructive.
- Use a variety of learning and teaching methods/materials (e.g. web-based and blended learning) in order to enhance the student experience.
- Take responsibility for the pastoral care of students within a specified area, referring problems on where they are complex or serious.

- Actively contribute to enhancing the student experience.

#### Research Activities

- Actively pursue research or other agreed scholarly activity in order to contribute to the development of your subject.
- Apply knowledge from research or scholarly activity to teaching and appropriate external activities.
- Prepare proposals and applications to external bodies, as required, to secure research funding and to generate additional income for the faculty.
- Write and publish results of innovative research to further the University's standing in the Higher Education Sector and in the wider community.
- Use initiative, creativity, and judgement in the development of appropriate research methodologies that further scholarly activities in the area.
- Act as a referee and contribute to peer assessment for appropriate journals, as required.
- Supervise the work of taught postgraduate and/or research students, as required, to support the development of student research skills.

#### Academic Enterprise

- Represent the subject area or Faculty on appropriate committees and/or working groups.
- Develop internal and external partnerships in order to disseminate information, share best practice, establish opportunities for collaborative work and enhance the reputation of the University.
- Build relationships with external agencies and contacts in order to identify sources of funding and engage in collaborative work or projects that will generate income and enhance the reputation of the University.
- Extend and enhance the work of the department by taking a lead role in promoting the programmes and in encouraging staff to develop innovative ideas/strategies to support student recruitment and retention.
- Chair academic groups as appropriate to review practice and procedures and to plan the strategic direction of the department.
- Influence and persuade colleagues to reach agreement on matters relating to programme planning, development and organisation.
- Lead and develop formal networks that benefit both the department and the Faculty through building relationships with external organisations and engaging in collaborative work/projects.

#### Service Provision

- Lead the design, review and adaptation of module/unit content, in response to student feedback and student need with a view to improving recruitment and retention.
- Identify gaps in course content and programme structure and devise creative solutions that meet the requirements of teaching frameworks and learning outcomes.
- Develop appropriate and effective quality assurance procedures and contribute to papers and programme reviews, as appropriate, to ensure that University standards are met.
- Collaborate with academic colleagues on subject/unit/programme development and delivery within the faculty and across the University (where appropriate) to ensure that the curriculum portfolio is current and that assessment procedures are relevant.
- Take a lead role in subject area strategic decision-making on issues such as student recruitment and retention and on changes to departmental activities, including the introduction of new programmes/assessment procedures.

- Co-ordinate student events ensuring the effective use of time and resources.
- Develop appropriate pre-entry, recruitment, selection, and admissions activities (including Open Days and Visit Days) in order to promote the department and to gain a better understanding of student needs/expectations.
- Develop appropriate publicity/marketing materials and liaise with the marketing team to raise the profile of the area of work locally, regionally, nationally, and internationally, in line with departmental strategy.
- Support University processes, procedures and initiatives, for example participating in or chairing University committees, validation/accreditation panels and task and finish groups.

#### Team Working

- Provide academic leadership to colleagues within the programme areas, coordinating the work of others and agreeing the work plans of teaching staff so that departmental objectives are achieved.
- Attend Faculty and Programme meetings/boards to contribute to the decision-making process and to develop productive working relationships within and across teams.
- Induct new starters to the department by providing support and training on the skills, processes, systems and activities that are specific to the department.
- Provide feedback to colleagues, via peer mentoring schemes, in order to support the development of self and others and to ensure the continuous improvement of departmental performance.
- Act to resolve conflicts within and across teams and work to develop effective internal and external working relationships.
- Act as a mentor for new staff, offering advice and academic guidance as appropriate.
- Deliver/ Support the professional development and review of staff within the department.
- Participate in the recruitment and selection of new staff, as required.

#### Liaising and Networking

- Active engagement with professional and learned bodies, or funding bodies e.g. participation in committees, working parties, conference/workshop organisation.
- Active engagement with relevant industry sectors.

### **Personal Accountabilities**

- Take responsibility to promote high levels of customer care within their own areas of work.
- Take responsibility to engage with the University's commitment to delivering value for money services that optimise the use of resources and consider this when undertaking all duties and aspects of their role.
- Take responsibility for ensuring they have and continue to update their knowledge and skills to be effective in their roles.
- Participate in the Personal Development Review process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.
- Engage and participate in the Workload Allocation Model process to support the allocation of duties of the individual.
- Take responsibility for applying the University's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

- Be required to undertake a specific Health & Safety role, commensurate with their grade, to support the University in meeting its statutory Health & Safety obligations. This could include acting as a Digital Screen Equipment 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.
- With reasonable notice, be required to work at any of the University sites.
- Take responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.
- Undertake other relevant duties commensurate with the grade of the post as may be assigned by the Manager or University managers to support the development of the University. Such agreement should not be unreasonably withheld.
- Staff must be aware of the University's commitment to Sustainability.
- All staff must promote healthy behaviour and positive mental health and wellbeing.

## Miscellaneous

The University is a signatory to the Researcher Development Concordat and Research Integrity Concordat. The post holder is expected to adhere to the requirements of this provision.

## 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.

# Person Specification

**Job Title:** Principal Lecturer in Pre-Registration Nursing

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, lead and manage programmes in the subject area.	A, I	E
		1.2	Ability to develop and manage of an academic team of staff.	A, I	E
		1.3	Ability to work strategically.	A, I	E
		1.4	Skills in academic writing, publications and conference presentations or equivalent outputs.	A, I	D
		1.5	Ability to develop and maintain the necessary external networks.	A, I	E
		1.6	Well-developed communication skills (written and oral).	A, I	E
		1.7	Budget and resource management.	A, I	D
2	General & Specialist Knowledge	2.1	In-depth knowledge of or working knowledge of HE Sector.	A, I	E
		2.2	Knowledge of Curriculum design and development.	I	D
		2.3	Knowledge of REF framework.	A	E
		2.4	Knowledge of research funding mechanisms and processes and demonstrate evidence of developing research objectives and proposals for own or joint research (perhaps with the assistance of a mentor).	A, I	D

3	Education & Training	3.1	Master's degree or equivalent.	A	E
		3.2	PhD, working towards a doctorate in relevant subject area.	A	E
		3.3	HE teaching qualification (PgCert) or equivalent.	A, I	E
4	Relevant Experience	4.1	Experience of Academic post in HE, with strong background in professional practice, teaching, and learning.	A	E
		4.2	Experience of programme leadership and administrative management in HE.	A	E
		4.3	Experience of securing and managing external income.	A, I	D
		4.4	Experience of workload planning.	I	E
		4.5	Experience of staff development.	I	E
		4.6	Experience of research and scholarly activity.	A	E
5	Special Requirements	5.1	The ability to communicate through the medium of Welsh.	A,	D
		5.2	Evidence of a commitment to continuous professional development.	A, I	D
		5.3	A publication record commensurate with a good level of research performance and stage of career.	I	D
<b>Date of Revision</b>			[17.03.2025]		

<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>W/L</b>	Workshop/Lecture
		<b>P</b>	Presentation
		<b>G</b>	Group Assessment
	<b>Rank</b>	<b>E</b>	Essential
		<b>D</b>	Desirable

Our Values. **Excellence.** Click to view.

Our Values. **Inclusion.** Click to view.

Our Values. **Collaboration.** Click to view.

Our Values. **Transformation.** Click to view.

Our Values. **Sustainability.** Click to view.