

Swydd Ddisgrifiad

Prifysgol Wreccsam Wrexham University



Cyfadran/Adran	Gwyddorau Cymdeithasol a Bywyd, Gwyddoniaeth Gymhwysol
Uned	Gwyddoniaeth Gymhwysol
Teitl y Swydd	Technegydd Arddangoswr Gwyddoniaeth Gymhwysol
Yn atebol i	Chelsea Batty
Gradd	O&A4

Trosolwg o'r Swydd

Bydd deiliad y swydd yn cyfrannu cymorth technolegol ac ymarferol ar gyfer cyflwyno rhaglenni academiaidd ar draws y Gyfadran a sicrhau bod y profiad myfyriwr yn cael ei wella'n barhaus. Disgwylir y bydd deiliad y swydd yn cynorthwyo ystod eang o weithgareddau o fewn y gyfadran. Lle bo'n briodol, bydd deiliad y swydd yn cyfrannu at weithgareddau masnachol a gweithgareddau cynhyrchu incwm eraill.

Prif Atebolrwydd

Cefnogi cyflawniad effeithiol addysgu, ymchwil, a gweithgareddau ymarferol o fewn yr amgylchedd labordy.

Rhoi cyfarwyddiadau i staff a myfyrwyr ar y defnydd cywir a diogel o gyfarpar gwyddonol arbenigol, gan gynnwys ond ddim yn gyfyngedig i systemau GC-MS, HPLC, a MALDI-TOF.

Cynnal a chalibro'r offer o'r radd flaenaf hyn i sicrhau dibynadwyedd a pherfformiad optimaidd.

Rheoli archebion labordy, cynnal amgylcheddau labordy diogel a gweithredol, a sicrhau cydymffurfiaeth lawn â safonau iechyd a diogelwch drwy baratoi asesiadau risg cynhwysfawr a dogfennaeth COSHH.

Rheoli asedau, caffael nwyddau, cynnal cofnodion archwilio manwl gywir, a chefnogi prosesau sicrhau ansawdd.

Tasgau Allweddol

Cymorth Addysgu a Dysgu

- Darparu cymorth technegol i staff academiaidd wrth osod a chlirio arbrofion sy'n ymwneud ag addysgu ac ymchwil, ar draws pob maes a mannau labordy/gweithdai yn y maes pwnc perthnasol yn y gyfadrn.
- Goruchwyllo myfyrwyr yn ystod tasgau ac arbrofion technolegol.
- Cynorthwyo myfyrwyr â phrosiectau unigol neu brosiectau grwpiau bach.
- Paratoi a chyflwyno gweithdai arbenigol i fyfyrwyr.
- Cyflwyno amrywiaeth o sgiliau technegol yn effeithiol, nid yn unig i fyfyrwyr sy'n arbenigo yn y technolegau hyn, ond hefyd i fyfyrwyr nad ydynt yn ymwneud â'r gweithdai pwnc
- Cynnig esboniadau ac arddangosiadau i fyfyrwyr ar y defnydd o offer perthnasol a'r allbwn sy'n deillio.
- Sicrhau y cedwir cofnodion manwl gywir o bresenoldeb ar gyfer pob gweithdy / arddangosiad.
- Cynorthwyo â phrosiectau ymchwil a phrosiectau cynhyrchu incwm a chefnogi prosiectau sy'n seiliedig ar y gymuned pan fo'n briodol.
- Cyfeirio myfyrwyr at gefnogaeth fugeiliol academiaidd a/neu wasanaethau myfyrwyr pan fo'n briodol

Cysylltu a Rhwydweithio

- Cysylltu gyda holl staff academiaidd a gweithredol o fewn y Gyfadrn a'r brifysgol ehangach
- Cysylltu â chyflenwyr allanol, gweithgynhyrchwyr contract a chwmnïau gwasanaeth i sefydlu cyfathrebu effeithlon a datrys problemau ar y ddesg gymorth.
- Mynychu cyfarfodydd perthnasol y Gyfadrn a chyfluoedd datblygu staff
- Mynychu Diwrnodau Agored y Brifysgol a mentrau recriwtio eraill yn ôl yr angen

Gwaith Tîm a Chymhelliant

- Gweithio fel rhan o dîm eang o staff cymorth technegol a gweithio gyda staff academiaidd ac Arweinwyr Rhaglenni, dan gyfarwyddyd y Deon Cyswllt ar gyfer y maes pwnc
- Gweithio dan gyfarwyddyd i gwblhau tasgau o flaenoriaeth.

Cynnal a chadw offer

- Cynnal rhestr gyfredol o offer, cyfarpar, deunyddiau a dodrefn o fewn y gweithleoedd.
- Sicrhau bod yr holl offer yn cael eu glanhau a'u storio, a bod adroddiad a chofnod o unrhyw offer sydd wedi'i ddifrodi neu ei ddifetha, ac yn cael ei atgyweirio, yn ôl y gofyn.
- Sicrhau bod gwiriadau diogelwch ar gyfarpar a deunyddiau yn cael eu cynnal yn rheolaidd, ac yn cael eu cofnodi mewn modd boddhaol, a chadw cofnodion cynnal 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 ar amser.
- 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 manylebau technolegol i offer/gwasanaethau cludadwy a'r rhai sydd wedi'u gosod yn eu lle.

- Rhoi gwybod am eitemau y mae angen eu newid neu unrhyw bryniannau newydd sydd eu hangen i Swyddfa'r Gyfadran gyda rhesymeg ategol gan sicrhau bod argymhellion yn cael eu gwneud yn unol â gweithdrefnau caffael y Brifysgol ac fe ystyrir eu bod yn gost effeithiol o ran prynu a chytundeb lefel gwasanaeth.

Iechyd a Diogelwch

- Cynnal cofrestrau risg a dogfennaeth iechyd a diogelwch cyfredol.
- Ysgrifennu, cynnal ac adolygu asesiadau risg ar gyfer yr holl weithgareddau yn y gweithleoedd
- Cwblhau dogfennaeth ofynnol a dilyn y weithdrefn gywir ar gyfer rhoi gwybod am unrhyw faterion / digwyddiadau iechyd a Diogelwch i Dîm Arwain y Gyfadran.
- Sicrhau bod gweithredoedd o'r archwiliad blynyddol yn cael sylw ac yn cael eu cwblhau o fewn yr amserlen ofynnol
- Sicrhau bod systemau a gweithdrefnau rheoli priodol ar waith i fodloni eich dyletswyddau a'ch cyfrifoldebau iechyd a diogelwch sydd wedi'u nodi ym mholisi iechyd a diogelwch y Brifysgol.
- Sicrhau bod asesiadau risg priodol yn cael eu cynnal mewn perthynas â pheryglon sylweddol ac yr ymgwymerir ag arolygon diogelwch o leiaf unwaith y flwyddyn ym mhob gweithle dan eich rheolaeth chi.

Datblygiad Proffesiynol

- Nodi a bodloni nodau datblygiad proffesiynol a gofynion hyfforddiant.
- Mynychu sesiynau hyfforddiant gorfodol y Brifysgol sy'n gysylltiedig ag Iechyd a Diogelwch yn y gwaith e.e. symud a defnyddio offer, diogelwch tân, ayyb.
- Cadw ar flaen y gad o ran datblygiadau technolegol yn y maes. Asesu ac adrodd am eu haddasrwydd i gael eu defnyddio yn yr amgylchedd Prifysgol.

Amgylchedd Gwaith

- Cymryd cyfrifoldeb uniongyrchol dros fannau arbenigol y Gyfadran i sicrhau amgylchedd gweithio dengar, glân a diogel. Mae'n hanfodol bod y sylfaen offer yn cael ei diweddaru ac yn adlewyrchu sefydliad sy'n ymfalchïo yn ansawdd ei gyfleusterau.
- Cydymffurfio â chyfarwyddiadau Iechyd a Diogelwch, gan gwblhau asesiadau risg, asesiadau tân, ac yn y blaen.
- Gweithio'n bennaf dan gyfarwyddyd eich hunan, yn ddiogel, gan wirio offer a deunyddiau.
- Bydd symud a chodi offer gan ddefnyddio'r corff yn elfen gyffredin o'r swydd.
- Gosod eitemau offer newydd, gan weithio â pheirianwyr gosod arbenigol pan fo angen i sicrhau bod offer yn cael eu gosod yn unol â manylebau.
- Ail-leoli eitemau offer presennol i sicrhau'r defnydd mwyaf o adnoddau a mannau sydd eisoes yn bodoli.
- Cynnal cofrestr asedau o offer a stoc yn y gweithle, ac adolygu a diweddaru'n flynyddol.

Nodweddion Arbennig

Y gallu i deithio i'r gwaith
Y gallu i weithio'n hyblyg

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 ymgwymerir 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 safon 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 gydweithredu â'r broses Adolygu Datblygiad Proffesiynol, gan gymryd rhan wrth osod amcanion er mwyn helpu i fonitro perfformiad a datblygu'r unigolyn.

Byddwch yn asesu anghenion hyfforddiant a datblygiad pob aelod o staff dan eich rheolaeth i sicrhau eu bod yn cael eu cynorthwyo'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:

**Technegydd Arddangoswr Gwyddoniaeth
Gymhwysol**

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 weithredu ac arddangos y defnydd o gyfarpar a rheolaeth berthnasol o adnoddau ar draws amrywiaeth o offer a pheiriannau safonol gweithdai/labordai yn ddiogel a pharatoi deunyddiau, gan ddilyn arferion neu dechnegau sefydledig yn y meysydd gwahanol o'r maes pwnc perthnasol.	Ff, C	H
		1.2	Y gallu i gyfathrebu'n effeithiol ar bob lefel.	Ff, C	H
		1.3	Sgiliau rhyngbersonol cryf.	Ff, C	H
		1.4	Sgiliau trefnu a blaenoriaethu rhagorol.	Ff, C	H
		1.5	Y gallu i weithio i dargedau.	Ff, C	H
		1.6	Rhoi sylw craff i fanylder a gallu cynnal dogfennaeth fanwl gywir.	Ff, C	H
		1.7	Medrusrwydd TG sy'n gymesur â'r swydd.	Ff, C	H
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Gwybodaeth a phrofiad arbenigol o weithio mewn gweithdy ymarferol / amgylchedd stiwdio.	Ff, C	H
		2.2	Cyfarwydd â rheoliadau lechyd a Diogelwch, ac yn eu deall.	Ff, C	H

		2.3	Gwybodaeth Ymarferol am Moodle ar gyfer ategu cymorth myfyrwyr.	Ff, C	D
3	Addysg a Hyfforddiant	3.1	Addysgwyd mewn cymhwyster technegol lefel HNC neu radd BSc neu gyfwerth neu brofiad gwaith perthnasol.	Ff, C	H
		3.2	Cymhwyster addysgu neu Gymrodoriaeth o'r Academi Addysg Uwch (Advance HE bellach).	Ff, C	D
4	Profiad Perthnasol	4.1	Profiad o weithio mewn lleoliad ymarferol / diwydiant.	Ff, C	H
		4.2	Profiad o gynnal, ysgrifennu ac adolygu asesiadau risg.	Ff, C	H
		4.3	Profiad o arddangos sut i ddefnyddio offer i ddefnyddwyr perthnasol.	Ff, C	D
5	Gofynion Arbennig	5.1	Gwybodaeth am ddefnyddio a chynnal systemau GCMS, HPLC a MALDI-TOF	Ff, C	H
Dyddiad Adolygu			30/06/2025		

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

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

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Faculty/Department	Social and Life Sciences, Applied Science
Section	Applied Science
Job Title	Technician Demonstrator in Applied Science
Reports to	Chelsea Batty
Grade	O&A4

Job Overview

The post holder will contribute technical and practical support for the delivery of academic programmes across the Faculty and ensure the student experience is continually enhanced. There is an expectation that the post holder will support a broad range of activities within the faculty. Where appropriate, the post holder will contribute to commercial and other income generation activity.

Principal Accountabilities

Supporting the effective delivery of teaching, research, and practical activities within the laboratory environment.

Instructing students and staff in the correct and safe use of specialist scientific equipment, including but not limited to GC-MS, HPLC, and MALDI-TOF systems.

Maintaining and calibrating this high-end instrumentation to ensure optimum performance and reliability.

Manage laboratory bookings, maintain safe and functional laboratory environments, and ensure full compliance with health and safety standards by preparing comprehensive risk assessments and COSHH documentation.

Asset management, procurement of consumables, maintaining accurate audit records, and supporting quality assurance processes.

Key Tasks

Teaching & Learning Support

- Provide technical support to academic staff in setting up and clearing away experiments related to teaching and research, across all areas and lab/workshop spaces in the relevant subject area in the faculty.
- Supervise students during technical experiments and tasks.
- Assist students with individual or small group projects.
- Prepare and deliver specialist workshops to students.
- Introduce a range of technical skills effectively, not only to students specialising in these technologies but also to students from outside the subject workshops
- Provide explanations and demonstrations to students on the use of relevant equipment and resulting outputs.
- Ensure accurate records of attendance are kept for all demonstrations / workshops
- Assist with research and income generating projects and support community based projects when appropriate.
- Direct students to academic pastoral support and/or student services when appropriate

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
- Attend University Open Days and other recruitment initiatives as required

Teamwork and Motivation

- 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 under direction to complete prioritised tasks.

Maintenance of equipment

- Maintain an up-to-date inventory of tools, equipment, materials and furniture within the workspaces.
- Ensure that all equipment is appropriately cleaned and stored, 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.
- 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.

Health and Safety

- Maintain up-to-date risk registers and health & safety documentation.
- Write, conduct and review risk assessments for all activities in the workspaces
- 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.
- 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

- Take direct responsibility for the Faculty's specialist spaces to ensure an attractive, clean and safe working environment. It is essential that the equipment base is kept up to date and reflects an institution that takes pride in the quality of its facilities.
- 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.
- Install new items of equipment, working with specialist installation engineers when required to ensure that equipment is installed in accordance with specification.
- Re-locate items of existing equipment to maximise the use of existing space and resources.
- Maintain an asset register of equipment and stocks in the workspaces, review and update on an annual basis.

Special Features

Ability to travel to work
Ability to work flexibility

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

Prifysgol Wreccsam
Wrexham University

Job Title: **Technician Demonstrator in Applied Science**

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 operate and demonstrate the use of equipment and related management of 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 the relevant subject area.	A I	E
		1.2	Able to effectively communicate at all levels.	A I	E
		1.3	Strong interpersonal skills.	A I	E
		1.4	Excellent organisational and prioritisation skills.	A I	E
		1.5	Ability to work to targets.	A I	E
		1.6	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	Specialist knowledge and experience in working in a practical workshop / studio environment.	A I	E
		2.2	Familiarity and understanding of Health and Safety regulations.	A I	E
		2.3	Working Knowledge of Moodle for supplementing student support.	A I	D
3	Education & Training	3.1	Educated to a HNC level technical qualification or a BSc or equivalent or relevant work experience.	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 a practical / industry setting.	A I	E
		4.2	Experience of conducting, writing and reviewing risk assessments.	A I	E
		4.3	Experience of demonstrating the use of equipment to relevant users.	A I	D
5	Special Requirements	5.1	Knowledge in using and maintaining GCMS, HPLC and MALDI-TOF systems	A,I	E
Date of Revision			30/06/2025		

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

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