

Swydd Ddisgrifiad

Cyfadran/Adran	Swyddfa Rhyngwladol a Phartneriaethau
Adran	Swyddfa Partneriaethau
Teitl y Swydd	Swyddog Partneriaethau
Rhif y Swydd	1920092
Yn Atebol i	Rheolwr Partneriaethau

Prif Atebolrwydd

Cynnig gwasanaethau gweinyddol proffesiynol i gefnogi gweithgareddau partneriaethau'r Brifysgol.

Tasgau Allweddol

1. Cefnogi'r gwaith o gynnal Cofrestr Darpariaeth Gydweithredol y Brifysgol, o dan arweiniad y Rheolwr Partneriaethau.
2. Cynorthwyo cydweithwyr yn y Swyddfa Partneriaethau i drefnu cymeradwyo partneriaid a chymeradwyo cyflwyno rhaglenni, ysgrifennu adroddiadau, cyfleu canlyniadau, a sicrhau bod amodau'n cael eu bodloni a bod ymatebion priodol yn cael eu gwneud i argymhellion.
3. Cefnogi'r Rheolwr Partneriaethau a'r Uwch Swyddog Partneriaethau i fonitro gweithgaredd sefydliadau partner, gan gynnwys cofrestru myfyrwyr a gweithio gyda'r Uwch Swyddog Partneriaethau i sicrhau y cyhoeddir anfonebau cywir.
4. Cefnogi'r Uwch Swyddog Partneriaethau fel pwynt cyswllt ar gyfer staff, myfyrwyr a phartneriaid.
5. Ymweld â phartneriaid fel sy'n briodol i gynnal cysylltiadau gweithio ac i gynnig cyngor ar weithdrefnau gweinyddol a sicrwydd ansawdd, yn ôl gofyn y Rheolwr Partneriaethau.
6. Cynorthwyo'r Uwch Swyddog Partneriaethau i sicrhau bod llawlyfrau myfyrwyr yn cael eu cynhyrchu a'u cyhoeddi i fyfyrwyr a phartneriaid.
7. Cynorthwyo'r Uwch Swyddog Partneriaethau wrth drefnu a darparu sesiynau gwybodaeth ar gyfer staff, myfyrwyr a phartneriaid, wyneb yn wyneb a thrwy Moodle.
8. Cynnig cefnogaeth i'r Uwch Swyddog Partneriaethau er mwyn sicrhau bod y broses cofrestru myfyrwyr a chywirdeb data yn gweithredu'n effeithiol. Datblygu

dealltwriaeth o'r Gronfa Ddata Cofnodion Myfyrwyr (SITS), cysylltu â staff gwasanaethau proffesiynol y Brifysgol ynghylch y gweithgaredd hwn. Cynnig cyngor ac arweiniad ar RP(E)L a chymwysiadau Statws Uwch yn ôl cyngor yr Uwch Swyddog Partneriaethau.

9. Rhoi cyngor i bartneriaid ynghylch gweithdrefnau gweinyddol a sicrwydd ansawdd, a chefnogi'r Rheolwr Partneriaethau i sicrhau bod staff, myfyrwyr a phartneriaid yn ymwybodol o Reoliadau, Polisiâu a Gweithdrefnau Prifysgol Glyndŵr ac yn cael cyngor yn eu cylch.
10. Cefnogi'r Uwch Swyddog Partneriaethau i sicrhau bod amserlenni darparu yn unol, ac fel y cytunwyd gan Brifysgol Glyndŵr.
11. Cefnogi'r Uwch Swyddog Partneriaethau i gysylltu â chydweithwyr perthnasol y Brifysgol a chynnig cyngor i bartneriaid ynghylch trefniadau asesiadau ac arholiadau.
12. Cefnogi'r Uwch Swyddog Partneriaethau wrth:
 - a) sicrhau bod cyhoeddusrwydd partneriaid ynghylch y bartneriaeth yn gywir ac yn dderbyniol, drwy gysylltu ag adran Farchnata Prifysgol Glyndŵr; monitro gwefannau partneriaid yn rheolaidd;
 - b) cysylltu â'r tîm rhaglen partner i sicrhau bod CVs unrhyw aelod o staff y mae'r partner yn dymuno ei gynnig i addysgu yn rheolaidd yn cael eu cyflwyno am gymeradwyaeth gan Brifysgol Glyndŵr
13. Gweithio gydag Undeb Myfyrwyr Prifysgol Glyndŵr i sicrhau bod cynrychiolwyr myfyrwyr yn cael eu penodi yn y sefydliadau partner a bod hyfforddiant ar gael.
14. Sicrhau bod Fforwm Llais Myfyrwyr Prifysgol Glyndŵr yn cael ei gynnal yn briodol a bod gweithdrefnau Cynrychiolwyr Myfyrwyr yn cael eu dilyn, er mwyn sicrhau bod unrhyw adborth o gyfarfodydd y Fforwm Llais Myfyrwyr yn cael eu gweithredu a bod myfyrwyr a phartneriaid yn cael adborth ar unrhyw gamau gweithredu a wnaed mewn ymateb i sylwadau myfyrwyr; a bod staff a phartneriaid yn rhoi adborth ar unrhyw gamau gweithredu a wnaed mewn ymateb i gyfarfod y Fforwm Llais Myfyrwyr.
15. Cyfrannu at weithgareddau'r Swyddfa Ryngwladol a Phartneriaethau priodol yn ôl y gofyn.
16. Cynorthwyo â swyddogaethau gweinyddol cyffredinol, gan gynnwys delio ag ymholiadau a chynnig gwasanaeth llanw yn y swyddfa.

Nodweddion Arbennig

1. Gallu gweithio i amserlenni heriol ac ymateb iddynt, gan fagu dull gweithredu hyblyg a chadarnhaol i sicrhau y cyflawnir canlyniadau yn effeithiol.
2. Mae'r gallu i gyfathrebu yn Gymraeg yn ddymunol.
3. Gallu teithio i safleoedd partner pe byddai angen, yn y DU a thramor.

Dyletswyddau Cyffredinol

Byddwch yn sicrhau bod systemau a gweithdrefnau rheoli yn eu lle i fodloni'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 dan eich rheolaeth chi.

Cyfrifoldeb cyflogaion yw gweithredu Polisi Cyfle Cyfartal y Brifysgol yn eu maes cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae gan yr holl staff gyfrifoldeb i hyrwyddo lefelau uchel o ofal cwsmer yn eu maes cyfrifoldeb eu hunain.

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

Byddwch yn asesu anghenion hyfforddiant a datblygiad bob aelod o staff dan eich rheolaeth i sicrhau eu bod wedi'u cefnogi'n ddigonol yng nghyswllt eu cyfrifoldebau yn y gwaith.

Gellir neilltuo dyletswyddau perthnasol cyffelyb eraill sy'n gymesur â gradd y swydd gan y Rheolwr ac 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 newid dyletswyddau a chyfrifoldebau mewn trafodaeth â deiliad y swydd.

Disgwylir i'r holl ddeiliaid swydd yn y Gyfarwyddiaeth allu darparu cymorth ar draws bob maes, y tu hwnt i'w tîm uniongyrchol, ar gais y Cyfarwyddwr ac yn gymesur â'u sgiliau, gwybodaeth a phrofiad.

Adolygu

Mae hwn yn ddisgrifiad o'r swydd ar adeg ei gyhoeddi. Arfer y Brifysgol o bryd i'w gilydd yw adolygu a diweddarw 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 lle bo'r angen, mewn ymgynghoriad gyda deiliad y swydd.

Manyleb Person

Teitl y Swyddog Partneriaethau
Swydd:

Er mwyn cael eich rhoi ar y rhestr fer rhaid i chi arddangos eich bod yn cwrdd â'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 defnyddio'r meini prawf dymunol i lunio rhestr fer.

Meini Prawf Dethol

Priodoleddau		Eitem	Meini Prawf Perthnasol	Dull Adnabod	Pwysigrwydd
1	Sgiliau a Gallu	1.1	Sgiliau ysgrifenedig da yn cynnwys y gallu i gynhyrchu adroddiadau a chofnodion i safon broffesiynol	Ff, C	H
		1.2	Sgiliau cyfathrebu a rhyngpersonol rhagorol ar bob lefel	Ff, C	H
		1.3	Sgiliau datrys problemau effeithiol, ac agwedd greadigol at ddatrys problemau	Ff, C	H
		1.4	Sgiliau TG rhagorol gan gynnwys gwybodaeth a phrofiad o ddefnyddio MS Office, yn cynnwys SITS a Moodle	Ff, C	D
		1.5	Trefnus ac effeithiol wrth ymgymryd â thasgau, gyda sylw craff at fanylion a chywirdeb	Ff, C	H
		1.6	Gallu bod yn hyblyg ac yn fodlon ymgymryd â heriau newydd gydag agwedd gadarnhaol at waith	Ff, C	H
		1.7	Agwedd ragweithiol at flaenoriaethu eich llwyth gwaith personol	Ff, C	H
		1.8	Gallu cyfathrebu rheoliadau, polisïau a gweithdrefnau'r Brifysgol yn glir i ystod o gynulleidfaoedd	Ff, C	H

2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Dealltwriaeth o bwysigrwydd sicrhau y cedwir at reoliadau, polisïau a gweithdrefnau'r Brifysgol	Ff, C	H
		2.2	Ymrwymiad i arsylwi polisïau'r Brifysgol drwy'r amser	Ff, C	H
		2.3	Ymwybyddiaeth a dealltwriaeth o faterion ehangach mewn perthynas â pholisi a gweithdrefnau o fewn y sector Addysg Uwch	Ff, C	D
3	Addysg a Hyfforddiant	3.1	Cymhwyster Gradd Baglor	Ff, T	D
4	Profiad Perthnasol	4.1	Profiad o weithio mewn gweinyddiaeth Addysg Uwch	Ff, C	D
5	Gofynion Arbennig	5.1	Gallu gweithio i amserlenni heriol ac ymateb iddynt, gan fagu dull gweithredu hyblyg a chadarnhaol i sicrhau y cyflawnir canlyniadau yn effeithiol.	Ff, C	H
		5.2	Y gallu i gyfathrebu yn Gymraeg	Ff, C	D
		5.3	Gallu teithio i safleoedd partner pe byddai angen, yn y DU a thramor	Ff, C	H
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

Faculty/Department	International and Partnerships Office
Section	Partnerships Office
Job Title	Partnerships Officer
Vacancy No	1920092
Reports To	Partnerships Manager

Principal Accountabilities

Providing professional administrative services to support the University's partnerships activities.

Key Tasks

17. To support maintenance of the University Collaborative Provision Register, under the guidance of the Partnerships Manager.
18. To assist colleagues in the Partnerships Office with the organisation of partner approval and programme delivery approval, writing of reports, communication of outcomes, and ensuring that conditions are met and appropriate responses are made to recommendations.
19. To support the Partnerships Manager and the Senior Partnerships Officer in monitoring activity at partner institutions, including student enrolment and to work with the Senior Partnerships Officer to ensure that accurate invoices are issued.
20. To support the Senior Partnerships Officer as a point of contact and liaison for staff and students at partners.
21. To visit partners as appropriate to maintain working relationships and to provide advice on administrative and quality assurance procedures, as requested by the Partnerships Manager.
22. To assist the Senior Partnerships Officer to ensure student handbooks are produced and issued to students at partners.
23. To assist the Senior Partnerships Officer regarding the organisation and delivery of information sessions for partner students and staff, both face to face and via Moodle.

24. To provide support to the Senior Partnerships Officer to ensure that student enrolment process and data accuracy is operating effectively. Developing an understanding of the Student Records Database (SITS), liaising with professional services staff in the University regarding this activity. Providing advice and guidance on RP(E)L and Advanced Standing applications as advised by the Senior Partnerships Officer.
25. To provide partners with advice on quality assurance and administrative procedures, and to support the Partnerships Manager in ensuring that staff and students at partners are aware of, and advised regarding Glyndŵr University Regulations, Policies and Procedures.
26. To support the Senior Partnerships Officer to ensure that delivery schedules are in line, and are as agreed by Glyndŵr University.
27. To support the Senior Partnerships Officer to liaise with relevant University colleagues and provide advice to partners regarding the organisation of assessments and examinations.
28. To support the Senior Partnerships Officer in:
 - c) ensuring that partners' publicity for the partnership is accurate and acceptable, liaising with Glyndŵr University Marketing department; monitoring partners' websites on a regular basis;
 - d) liaising with the partner programme team to ensure that the CVs of any staff that the partner wishes to contribute to teaching on a regular basis are submitted for approval by Glyndŵr University
29. To work with Glyndŵr University's Students' Union to ensure that student representatives are appointed at partners and that training is made available.
30. To ensure due process of Glyndŵr University's Student Voice Forum and Student Representative procedures are followed, to ensure feedback from Student Voice Forum meetings held are actioned and students at partners receive feedback on any actions taken in response to student comment; and that staff at partners provide feedback on any actions taken in response to Student Voice Forum meeting held.
31. To contribute to appropriate International & Partnership Office activities as required.
32. To assist with general administrative functions, including dealing with enquiries and providing office cover.

Special Features

1. Ability to work and respond within challenging timeframes, adopting a flexible and positive approach to ensure outcomes are effectively delivered.
2. The ability to communicate in the Welsh language is desirable.

3. Able to travel to partner sites if required, in the UK and overseas.

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.

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: Partnerships Officer

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	Good written skills including the ability to produce reports and minutes to a professional standard	A,I	E
	1.2	Excellent verbal communication and interpersonal skills at all levels	A,I	E
	1.3	Effective problem solving skills, and a creative approach to problem solving	A,I	E
	1.4	Excellent IT skills including knowledge and experience using MS Office, including SITS and Moodle	A,I	D
	1.5	Well organised and effective in executing tasks with particular attention to detail and accuracy	A,I	E
	1.6	Able to be flexible and willing to take on new challenges with a positive attitude to work	A,I	E
	1.7	Proactive approach to prioritising personal workload	A,I	E
	1.8	Ability to clearly explain University regulations, policies and procedures to a variety of audiences	A,I	E
2 General & Specialist Knowledge	2.1	An understanding of the importance of ensuring adherence to University regulations, policies and procedures	A,I	E
	2.2	A commitment to observe the University's policies at all times	A,I	E
	2.3	An awareness and understanding of wider issues in relation to policy and procedures within the HE sector	A,I	D
3 Education & Training	3.1	Bachelor's Degree qualification	A, C	D

4	Relevant Experience	4.1	Experience of working in Higher Education administration	A, I	D
5	Special Requirements	5.1	Ability to work and respond within challenging timeframes, adopting a flexible and positive approach to ensure outcomes are effectively delivered.	A,I	E
		5.2	The ability to communicate in the Welsh language	A,I	D
		5.3	Able to travel to partner sites if required, in the UK and overseas	A,I	E
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