

Swydd Ddisgrifiad



Cyfadran/Adran	Swyddfa Ansawdd
Adran	Cyfarwyddwr Cynllunio Strategol a Gweinyddiaeth Myfyrwyr (CSGM)
Teitl y Swydd	Pennaeth Ansawdd
Yn atebol i	Cyfarwyddwr CSGM
Gradd	MAN2

Prif Atebolrwydd

Arwain a rheoli staff dynodedig a gweithgareddau sy'n ymwneud yn benodol â safonau ac ansawdd academaidd yn ogystal â darparu arweiniad a chyfarwyddiad i uwch reolwyr ar draws y Brifysgol ac i'r gymuned academaidd, er mwyn amddiffyn enw da'r Brifysgol a sicrhau bod y Brifysgol yn cydymffurfio gyda fframweithiau rheoleiddio a sicrhau ansawdd. Ymgymryd âg rôl arweiniol o ran datblygu ymhellach y broses ble gall sicrhau ansawdd arwain at welliannau, yn ogystal ag ynghylch ymateb i archwiliadau a cheisiadau sicrwydd allanol (er enghraifft Adolygiad Gwella Ansawdd) a datblygu strategaethau yn ôl yr angen ar gyfer y sefydliad.

Mae gweithredoedd y Pennaeth Ansawdd yn dylanwadu ar y ffordd caiff y Brifysgol ei hystyried yn lleol, yn genedlaethol ac yn rhyngwladol yn nhermau enw da'r Brifysgol, safonau academaidd y Brifysgol a safon profiadau ein myfyrwyr. Mae'r Pennaeth Ansawdd hefyd yn gyfrifol dros wneud penderfyniadau allweddol ar faterion sy'n berthnasol i'r sefydliad cyfan, a dros gynghori, arwain a dylanwadau ar y lefelau uchaf o fewn y Brifysgol.

Bydd deiliad y swydd yn adrodd i'r Cyfarwyddwr CSGM, ac yn gweithio'n agos gyda Dirprwy Is-ganghellor ac uwch gydweithwyr eraill.

Tasgau Allweddol

- Goruchwyllo ac arwain darpariaeth sicrhau ansawdd y Brifysgol, ac ymgynghori'r Dirprwy Is-ganghellor a'r Bwrdd Llywodraethwyr ynglŷn â materion sicrhau ansawdd.
- Gweithio'n agos gydag Uwch Reolwyr y Brifysgol er mwyn sicrhau bod polisïau a strwythurau academaidd yn eu lle er mwyn galluogi'r Brifysgol i weithredu ei strategaeth academaidd, ei goblygiadau i'w myfyrwyr ac i sicrhau bod enw da'r Brifysgol yn cael ei amddiffyn, a bod y sefydliad yn cydymffurfio gyda fframweithiau allanol cyfreithiol, rheoliadol a sicrhau ansawdd academaidd.
- Datblygu dull strategol o wella ansawdd o fewn y sefydliad, gan sicrhau cadernid a chysondeb. Arwain ar ddefnydd gwybodaeth a data ynglŷn ag ansawdd er mwyn sicrhau gwelliannau, gan gynnal sail dystiolaeth ar gyfer hynny, ac arwain hefyd ar fentrau strategol a strategaethau sy'n ymwneud ag ansawdd o fewn y sefydliad.
- Arwain, cyfarwyddo a rheoli'r tîm Safonau a Rheoleiddio o fewn CSGM er mwyn sicrhau bod strategaethau gwella ansawdd yn cael eu gweithredu'n effeithiol, bod elfennau craidd y system sicrhau ansawdd yn cael eu darparu'n effeithiol a bod gan y tîm yr adnoddau a'r profiad i ddarparu arweiniad a chynngor proffesiynol.
- Hybu diwylliant sy'n annog agwedd ragweithiol, arloesol, tryloyw, chydweithiol, a hyblyg o fewn y maes rheoli safonau ac ansawdd, gan sicrhau bod adnoddau yn cael eu dosbarthu'n effeithiol ar draws rannau gwahanol o'r Brifysgol.
- Datblygu datrysiadau arloesol, a hyblyg wedi eu cefnogi gan dechnoleg yn rhagweithiol gan ymdrin â'r gwaith sicrhau ansawdd drwy ddefnyddio gwybodaeth ac ymwybyddiaeth o arfer orau'r maes a gan ddefnyddio gwybodaeth a phrofiad arbenigol er mwyn datrys problemau cymhleth o fewn maes rheoleiddio sicrhau ansawdd, polisi ac ymarfer.
- Arwain ar lunio'r fframwaith rheoli ansawdd a'r fframwaith rheoleiddiol academaidd er mwyn hybu safonau academaidd dyfarniadau'r Brifysgol ac ansawdd profiad ein myfyrwyr ar draws holl ddarpariaeth y Brifysgol, boed hynny yn Wrecsam, yn rhanbarthol neu'n rhyngwladol, a'u bod oll yn cydymffurfio gyda rheoliadau allanol a gofynion statudol.
- Darparu cynngor ac arweiniad arbenigol i lywodraethwyr ac uwch reolwyr y Brifysgol ynghylch dehongli a gweithredu deddfwriaeth, rheoliadau a pholisi sy'n ymwneud â sicrhau ansawdd, a all fod yn gymhleth a thechnegol iawn.
- Sicrhau bod ein polisïau a gweithdrefnau yn effeithiol ac yn hybu gwelliannau, rhagoriaeth, a dulliau sicrhau ansawdd.
- Sicrhau bod y Bwrdd Academaidd a'i is-bwyllgorau yn gweithio'n effeithiol, ac yn cael cefnogaeth effeithiol, gan alluogi'r Bwrdd i gyflawni ei rôl allweddol ynghylch sicrhau ansawdd academaidd. I Gadeirio neu i fod yn Is-gadeirydd ar is-bwyllgorau a gweithgorau yn ôl yr angen.

- Sicrhau bod prosesau a gweithdrefnau effeithiol ac integredig ar waith ar gyfer rheoli ansawdd ar draws y Brifysgol, a'u bod yn cael eu dilyn gan Gyfadrannau Wrecsam ac o fewn ein partneriaethau addysgu.
- Sicrhau bod y prosesau a gweithdrefnau ar gyfer rheoli ansawdd o fewn ein partneriaethau addysgu rhyngwladol yn cydymffurfio gyda'r Brifysgol, yn cael eu gweithredu'n effeithiol, ac yn gyfannol o fewn gwaith y Cyfadrannau.
- Arwain wrth gychwyn, datblygu a gweithredu prosiectau ac adolygiadau sefydliadol sylweddol, gan gynnwys y rheiny gan reolyddion allanol neu archwiliad lle bydd disgwyl i ddeiliad y swydd ymddwyn fel ein prif gydlynnydd ymatebion sefydliadol ar gyfer, er enghraifft, adolygiad sefydliadol yr Asiantaeth Sicrhau Ansawdd ar gyfer Addysg Uwch (Adolygiad Gwella Ansawdd).
- Ymgymryd â rôl arweiniol o ran cynrychioli'r Brifysgol yn allanol, gan gynnal a datblygu perthnasau a rhwydweithiau allanol allweddol gyda grŵpiau proffesiynol eraill yn ogystal â chyrff rheoleiddio ac ansawdd cenedlaethol (megis yr Asiantaeth Sicrhau Ansawdd ar gyfer Addysg Uwch a CCAUC) a gweithredu yn unol â'r rhain (ac arferion y sector ehangach) wrth ei waith.
- Cyfrannu at brosesau datblygu'r cwricwlwm a sicrhau ansawdd er mwyn sicrhau bod gan y Brifysgol gwricwlwm a dulliau cyflwyno sy'n berthnasol yn rhyngwladol ac sy'n addas ar gyfer galw'r farchnad.
- Cynllunio a rheoli cyllideb y Swyddfa Ansawdd yn effeithiol.

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 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 i hyrwyddo lefelau uchel o ofal cwsmer yn eu maes cyfrifoldeb eu hunain.

Disgwylir i ddeiliaid swydd gydweithredu â'r broses Arfarnu, 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 er mwyn sicrhau eu bod yn cael eu cefnogi'n ddigonol mewn perthynas â'u cyfrifoldebau 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.

Gall fod gofyn i chi weithio ar unrhyw un o safleoedd Prifysgol Glyndŵr Wrecsam, gyda rhybudd rhesymol.

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
Swydd:**

Pennaeth Ansawdd

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

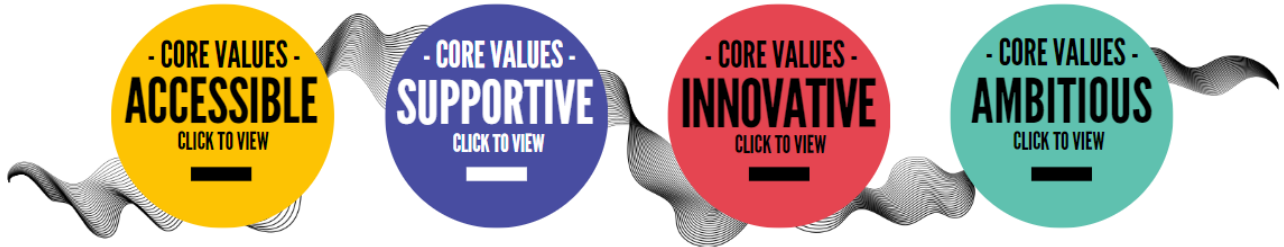
Priodoleddau	Eitem	Meini Prawf Perthnasol	Dull Adnabod	Pwysigrwydd	
1	Sgiliau a Gallu	1.1	Gallu rhagorol i feithrin rhwydweithiau a chysylltiadau cynhyrchiol, yn fewnol ac yn allanol.	Ff/C	H
		1.2	Trafodwr hynod fedrus ar bob lefel	Ff/C	H
		1.3	Lefel uchel o broffesiynoldeb ac ymrwymiad	Ff/C	H
		1.4	Sgiliau cyfathrebu rhagorol, yn ysgrifenedig ac ar lafar	Ff/C	H
		1.5	Sgiliau arwain a rheoli cryf	Ff/C	H
2	Gwybodaeth Gyffredinol ac Arbenigol	2.1	Gwybodaeth drylwyr a helaeth ynghylch materion sicrhau ansawdd yng nghydestun addysg uwch y DU	Ff/C	H
		2.2	Gwybodaeth helaeth ynghylch goruchwylio, adolygu a phrosesau archwilio rheoliadol y DU	Ff/C	H
3	Addysg a Hyfforddiant	3.1	Gradd Baglor	Ff/T	H
		3.2	Gradd Meistr	Ff/T	H
4	Profiad Perthnasol	4.1	Profiad rheoli perthnasol mewn amgylchedd addysg uwch	Ff/C	H
		4.2	Gwybodaeth a profiad estynedig o faterion sicrhau ansawdd yng nghydestun Addysg Uwch yn y DU	Ff/C	H

		4.3	Gwybodaeth a phrofiad estynedig o brosesau goruchwyliaeth reoliadol, archwiliadau ac adolygiadau'r DU.	Ff/C	H
		4.4	Profiad o weithredu fel adolygydd allanol Sicrhau Ansawdd	Ff/C	D
		4.5	Profiad arwain a rheoli cryf	Ff/C	H
5	Gofynion Arbennig	5.1	Y gallu i gyfathrebu yn Gymraeg	A	D
		5.2	Parodrwydd i weithio'n hyblyg a theithio, gan gynnwys dramor	Ff	H
		5.3	Y gallu i ddatrys problemau mewn ffordd greadigol ac arloesol ac ennyn dull arloesol o weithio o fewn y tîm	Ff	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	Quality Office
Section	SPSA
Job Title	Head of Quality
Reports to	Director of SPSA
Grade	MAN2

Principal Accountabilities

To lead and manage designated staff and activities specifically relating to academic standards and quality and to provide guidance and direction to senior managers across the University and to the academic community, to ensure that the University's reputation is protected and that the University is compliant with quality assurance and regulatory frameworks. They will take a leading role in developing further the way in which quality assurance can lead to quality enhancement, as well as in responding to external assurance requests and audits (QER for example) and developing a strategies as required for the institution.

The activities of the Head Quality influence the way in which the University is perceived locally, nationally and internationally in terms of reputation, academic standards and the quality of the student experience. They also are responsible for making key decisions on institutional wide matters and to regularly advise, guide, and influence at the highest levels within the University.

The post-holder will report to the Director of SPSA, also working closely with the Deputy Vice-Chancellor and other senior colleagues.

Key Tasks

- To lead on quality assurance delivery and oversight for the University and be the primary source of advice for the Deputy Vice-Chancellor and the Board of Governors on quality assurance matters.
- To work closely with Senior University managers to ensure that there are appropriate academic structures and policies in place that enable the University to implement its academic strategy, its obligations to its students and which ensure that the University's good name and reputation is protected and is compliant with external academic quality assurance, regulatory and legal frameworks.
- To develop the institutional strategic approach to quality enhancement, ensuring robustness and consistency. Leading on the use of assurance information and data for improvements and maintaining the evidence base of such and leading on institutional quality related strategies and strategic initiatives.
- To lead, direct and manage the Quality and Regulation team within SPSA, to ensure effective quality enhancement strategy implementation and that core elements of quality assurance are delivered effectively and that the team is suitably equipped and experienced to give professional advice and guidance.
- To promote a culture of proactivity, innovation, transparency, collaboration, flexibility in the areas of quality and standards management and to encourage the effective deployment of resources which are distributed across different parts of the University.
- To proactively develop innovative, agile and digitally enabled solutions and approaches to the work of quality assurance, using knowledge and awareness of external, sector best practice, using their expert knowledge and experience to solve often complex problems in the area of quality assurance regulation, policy and practice.
- To lead the shaping of the quality management framework and the academic regulatory framework in order to promote academic standards of University awards and the quality of the student experience across all the University's provision, whether at Wrexham, regionally, or internationally and that all are in compliant with external regulatory and statutory requirements.
- To provide high level, expert advice and guidance to University senior managers and governors on the interpretation and implementation of legislation, regulations and policy relating to quality assurance, which can be highly complex and technical in nature.
- To ensure that policies and procedures are effective and promote quality assurance, excellence and enhancement.
- To ensure the effective working of and support for Academic Board and its sub-committees, enabling the Board to fulfil its key role in academic quality assurance. To act as Chair or Vice-Chair to subcommittees and working groups as required.

- To ensure that there are effective and integrated quality management processes and procedures in place across the University and that these are followed by Faculties in Wrexham and in collaborative teaching partnerships.
- To ensure that the quality management processes and procedures in place in the international teaching partnerships comply with University, are being applied effectively, and are integrated into the work of the Faculties.
- To lead the initiation, development and implementation of major institutional projects and reviews, including those by external regulators or audit where they will be expected to be the lead coordinator of institutional responses to, for example, the QAA institutional review (QER).
- To play a lead role in representing the University externally, maintaining and developing key external networks and relationships with other professional groupings as well as national assurance and regulatory bodies (such as the QAA or HEFCW) and to be informed by these (and wider sector practice) in their work.
- Input into curriculum development and quality assurance processes to support the University's development of an internationally relevant curriculum and modes of delivery suited to market demand.
- Effectively plan and manage the Quality Office budget.

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: Head of Quality

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	Evidenced excellent ability to build productive relationships and networks internally and externally.	A/I	E
		1.2	Highly skilled negotiator at all levels	A/I	E
		1.3	High level of professionalism and commitment	A/I	E
		1.4	Excellent communication skills, both written and verbal	A/I	E
		1.5	Strong leadership and management skills	A/I	E
2	General & Specialist Knowledge	2.1	Extensive in-depth knowledge of quality assurance matters in the UK higher education context	A/I	E
		2.2	Extensive knowledge of UK regulatory oversight, review and audit processes	A/I	E
3	Education & Training	3.1	Bachelor's degree	A/C	E
		3.2	Master's degree	A/C	E
4	Relevant Experience	4.1	Relevant management experience in a higher education setting	A/I	E
		4.2	Extensive in-depth experience of quality assurance matters in the UK higher education context	A/I	E
		4.3	Extensive experience of UK regulatory oversight, review and audit processes.	A/I	E
		4.4	Experience of acting as an external QA reviewer	A/I	D

		4.5	Strong leadership and management experience	A/I	E
5	Special Requirements	5.1	Ability to communicate in Welsh	A	D
		5.2	A willingness to work flexibly and engage in travel, including overseas	A	E
		5.3	Ability to solve problems creatively and innovatively, and engender innovative working within the team	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

