

Swydd Ddisgrifiad: Swyddog Addysg Uwch	
Maes Rhaglen / Adran	Addysg Uwch
Prif Safle	Cyfrifoldeb ar draws Grŵp Llandrillo Menai ond wedi'i leoli yn Llandrillo-yn-Rhos
Cyflog	£35,766 - £38,138 y flwyddyn Cymorth Busnes Graddfa 7, Pwynt 32 - 34
Y Math o Gontract	Parhaol
Telerau'r Contract	Llawn amser
Yn atebol i'r	Cyfarwyddwr Addysg Uwch
Pwrpas y Swydd	
<p>Bydd y Swyddog Addysg Uwch yn darparu cefnogaeth weithredol i'r swyddogaeth Addysg Uwch ar draws Grŵp Llandrillo Menai. Mae'r swydd hon yn hanfodol i sicrhau bod prosesau Addysg Uwch yn cael eu rheoli'n effeithiol, cydymffurfio â gofynion rheoleiddio allanol, a chydlynu mentrau Addysg Uwch yn llyfn a didrafferth.</p> <p>Bydd deiliad y swydd yn gyfrifol am ystod o weithgareddau Addysg Uwch sy'n canolbwyntio ar arwain gweithrediadau Addysg Uwch.</p>	
Prif Ddyletswyddau a Chyfrifoldebau	
<p>1. Gweithrediadau addysg uwch a chydymffurfiaeth</p> <p>Arwain ar dracio, paratoi a chyflwyno datganiadau data Addysg Uwch gorfodol (e.e. Medr, HESA, Comisiynwyr a gofynion adrodd allanol eraill sy'n gysylltiedig â darpariaeth Addysg Uwch, gan gynnwys adroddiadau i'r Sefydliad Addysg Uwch, llywodraethu mewnol a monitro arweinyddiaeth).</p> <p>Sicrhau cael y wybodaeth ddiweddaraf am ofynion rheoleiddio Addysg Uwch a sicrhau y cedwir at ofynion y rheoleiddiwr, yr adolygydd, y comisiynydd, y partner Sefydliad Addysg Uwch a chyrrff allanol.</p> <p>Arwain ar weinyddu ac adolygu dilysu rhaglenni, ail-ddilysu ac adolygiadau cyfnodol, gan gynnwys datblygu a gweithredu, yn ogystal ag arwain, darparu a threfnu hyfforddiant ac arweiniad i staff academiaidd.</p> <p>Cefnogi gweithrediad effeithiol polisïau a gweithdrefnau'n ymwneud â gweithrediadau Addysg Uwch a chydymffurfio.</p> <p>Arwain ar fonitro, tracio ac adrodd ar weithgareddau Addysg Uwch, gan gynnwys cylchlythyrau Medr; Cymorth Cyflogadwyedd wedi'i Dargedu gan Medr; data am ddefnydd y Gymraeg; bwrsariau Cymraeg; gweithgareddau'r Bartneriaeth Ymestyn yn Ehangach; cynnig y modiwl Anelu'n Uwch; amserlennu'r Ganolfan Brifysgol yng Ngholeg Llandrillo (UCCL); gweithgareddau Cymrodoriaeth Addysg Uwch a gweithgareddau'r Cynllun Ffioedd a Mynediad.</p> <p>2. Profiad myfyrwyr ac ymgysylltu</p> <p>Cydgysylltu â gwasanaethau i fyfyrwyr GLIM a'r Sefydliad Addysg Uwch i gefnogi gweithgareddau ymgysylltu â myfyrwyr Addysg Uwch, gan gynnwys paneli myfyrwyr Addysg Uwch a mecanweithiau adborth fel sy'n ofynnol gan GLIM, partneriaid Sefydliad Addysg Uwch, comisiynwyr, adolygwyr a rheoleiddwyr.</p>	

Arwain y gwaith o gynllunio a chyflwyno'r broses gynefino i fyfyrwyr Addysg Uwch ochr yn ochr ag adrannau gwasanaethau i fyfyrwyr ar draws y Grŵp.

Cyfrannu at ddatblygu adnoddau i fyfyrwyr Addysg Uwch, gan gynnwys arwain ar y Siarter Addysg Uwch a'r Canllaw Gwybodaeth i Fyfyrwyr.

Cefnogi strwythurau cynrychiolaeth myfyrwyr, gan gynnwys digwyddiadau i fyfyrwyr Addysg Uwch.

3. Monitro ansawdd a pherfformiad

Cynorthwyo'r Cyfarwyddwr Addysg Uwch gyda phrosesau sicrhau ansawdd Addysg Uwch, yn cynnwys dadansoddi data ac adroddiadau, gan ganolbwyntio ar y Cynllun Ffioedd a Mynediad, gofynion y rheoleiddiwr a'r Sefydliad Addysg Uwch.

Cefnogi'r Cyfarwyddwr Addysg Uwch trwy gynhyrchu adroddiadau ar gyfer rhanddeiliaid mewnol ac allanol, gan sicrhau cywirdeb y data.

Monitro cydymffurfio â fframweithiau ansawdd Addysg Uwch, gan gynnwys gofynion yr Asiantaeth Sicrhau Ansawdd, Medr, GLIM a'r Sefydliad Addysg Uwch, gan esgyn pryderon yn briodol at y Cyfarwyddwr Addysg Uwch.

Gweithio'n agos gyda Rheolwyr Maes Rhaglen i adolygu cynllunio, dylunio a pherfformiad Addysg Uwch.

4. Cyfathrebu ac ymgysylltu â rhanddeiliaid

Gweithredu fel cyswllt allweddol i sefydliadau partner Addysg Uwch a chyrrff rheoleiddio allanol lle bo'n briodol.

Lledaenu gwybodaeth sy'n ymwneud ag Addysg Uwch i staff, gan sicrhau eglurder ynghylch diweddariadau gweithdrefnol a rheoleiddiol.

Cefnogi gweithgareddau marchnata a recriwtio Addysg Uwch mewn cydweithrediad â thimau mewnol.

Cydlynu gweithgoreu mewnol Addysg Uwch a chynorthwyo gydag archwiliadau mewnol ac allanol.

5. Dyletswyddau cyffredinol

Sicrhau bod yr holl gofnodion a systemau Addysg Uwch yn cael eu cynnal i safon uchel.

Cyfrannu at fentrau gwella parhaus yn y swyddogaeth Addysg Uwch.

Cefnogi amserlennu Addysg Uwch GLIM a'r Sefydliad Addysg Uwch.

Ymgymryd ag unrhyw ddyletswyddau eraill fel sy'n ofynnol gan y Cyfarwyddwr Addysg Uwch.

Manyleb Deiliad y Swydd	Hanfodol	Dymunol	Dull Asesu
Cymwysterau			
Cymhwyster academiaidd perthnasol hyd at o leiaf Lefel 4 neu gyfwerth	X		Ffurflen Gais / Cyfweliad
Gradd neu gymhwyster ôl-radd mewn pwnc perthnasol		X	Ffurflen Gais / Cyfweliad
Gwybodaeth a Phrofiad			

Profiad o weithio mewn lleoliad Addysg Uwch neu leoliad gweinyddiaeth addysg	X		Ffurflen Gais / Cyfweliad
Profiad o drin cofnodion myfyrwyr, cofrestrïadau a phrosesau sicrhau ansawdd	X		Ffurflen Gais / Cyfweliad
Profiad o gydymffurfio a monitro contractau mewn lleoliad addysg		X	Ffurflen Gais / Cyfweliad
Profiad o weithio gyda'r Sefydliad Addysg Uwch a chyrff dyfarnu Addysg Uwch		X	Ffurflen Gais / Cyfweliad
Profiad o arwain pobl neu brosiectau cymhleth		X	Ffurflen Gais / Cyfweliad
Sgiliau a Phriodweddau			
Sgiliau trefniadol a gweinyddol ardderchog.	X		Ffurflen Gais / Cyfweliad
Sgiliau cyfathrebu rhagorol ar lafar ac yn ysgrifenedig	X		Ffurflen Gais / Cyfweliad
Safon llythrennedd a rhifedd da gyda chymhwyster TGAU/Lefel 2 neu gyfwerth o leiaf	X		Ffurflen Gais / Cyfweliad
Talu sylw da i fanylion a sicrhau cywirdeb	X		Ffurflen Gais / Cyfweliad
Sgiliau TG datblygedig wrth ddefnyddio systemau Microsoft Office, Google Suite a Gwybodaeth Rheoli	X		Ffurflen Gais / Cyfweliad
Y gallu i ymdrin yn effeithiol â staff ar bob lefel, yn ogystal â chleientiaid allanol	X		Ffurflen Gais / Cyfweliad
Y gallu i gyrraedd targedau	X		Ffurflen Gais / Cyfweliad
Y gallu i weithio gyda setiau data cymhleth		X	Ffurflen Gais / Cyfweliad
Profiad o gefnogi ymgysylltu â myfyrwyr mewn lleoliad Addysg Bellach / Addysg Uwch		X	Ffurflen Gais / Cyfweliad
Trwydded Yrru Gyfrifiadurol Ewropeaidd (ECDL) neu gymhwyster TGCh cyfatebol		X	Ffurflen Gais / Cyfweliad

Y gallu i weithio'n annibynnol ac mewn tîm	X		Ffurflen Gais / Cyfweliad
Ymrwymiad i ddatblygiad proffesiynol parhaus	X		Ffurflen Gais / Cyfweliad
Dealltwriaeth o fframweithiau ansawdd Addysg Uwch yr Asiantaeth Sicrhau Ansawdd a Medr		X	Ffurflen Gais / Cyfweliad
Dealltwriaeth o reoliadau ariannu Medr ar gyfer Addysg Uwch		X	Ffurflen Gais / Cyfweliad
Gofynion Ychwanegol			
Y gallu i deithio'n unol â gofynion y swydd	X		Ffurflen Gais / Cyfweliad
Sgiliau Cymraeg			
Ceir manylion llawn am lefelau sgiliau Cymraeg yn: https://www.gllm.ac.uk/cy/jobs			
Dealltwriaeth o'r Gymraeg	Sylfaenol		Cyfweliad
Yn siarad Cymraeg	Sylfaenol		Cyfweliad
Llythrennedd Cymraeg	Sylfaenol		Cyfweliad
<p>Noder os gwelwch yn dda - fe roddir ystyriaeth i ymgeiswyr sy'n nodi eu bod o fewn 1 lefel i fodloni'r gofyniad sgiliau Cymraeg gofynnol ar gyfer y swydd ar yr amod y byddai unrhyw gynnis o gyflogaeth yn cynnwys cytundeb cytundebol i ddatblygu eu Sgiliau Cymraeg.</p>			
Gofynion Gorfodol			
<p>Mae'r Grŵp wedi ymrwymo i ddiogelu ac amddiffyn Iechyd a Lles plant, pobl ifanc ac oedolion agored i niwed. Yn unol â Deddf Adsefydlu Troseddwyd 1974, bydd gofyn i unigolion gael gwiriad manwl gan y Gwasanaeth Datgelu a Gwahardd i gadarnhau eu bod yn addas i weithio mewn amgylchedd addysgol. Bydd tystysgrifau GDG trwy wasanaeth diweddarau'r GDG yn cael eu derbyn yn unol â'r canllawiau a geir yn - https://www.gov.uk/dbs-update-service.</p> <p>O dan adran 8 Deddf Mewnfudo a Lloches 1986, mae'n ofyniad cyfreithiol ar unigolion i ddarparu tystiolaeth ddogfennol sy'n cadarnhau bod ganddynt hawl i weithio yn y Deyrnas Unedig.</p>			
Crynodeb o'r Telerau a'r Amodau			
Oriau Gwaith	37 awr yr wythnos		
Wythnos Waith	52 o wythnosau'r flwyddyn		
Gwyliau Blyneddol	28 diwrnod y flwyddyn, yn codi i 32 diwrnod ar ôl pum mlynedd lawn o wasanaeth didor (01 Medi i 31 Awst).		

	<p>Yr holl wyliau cyhoeddus arferol, i'w pennu'n flynyddol.</p> <p>Hyd at 5 diwrnod effeithlonrwydd / diwrnod y trefnwyd i'r safle fod ar gau bob blwyddyn, i'w pennu'n flynyddol.</p> <p>Bydd gan y rhai ar gontractau Rhan-amser hawl pro rata i'r hyn a nodir uchod.</p> <p>Bydd gan y rhai ar gontractau Amser Tymor hawl pro rata i'r hyn a nodir uchod a delir fel rhan o'r cyflog blynyddol.</p>
Pensiwn	Cynllun Pensiwn Llywodraeth Leol (https://www.lgpsmember.org/)
Teithio	<p>Caiff y trefniadau ar gyfer ad-dalu treuliau i aelodau staff sy'n mynd i gostau ychwanegol wrth wneud gwaith swyddogol i Grŵp Llandrillo Menai eu hegluro yn y Polisi Teithio, Cynhaliaeth ac Adleoli.</p> <p>Yn dilyn eu penodiad, bydd gofyn i ymgeiswyr llwyddiannus gwblhau Ffurflen Asesu Gyrwyr ar gyfer Sgrinio Iechyd (os yw'n berthnasol). I gadarnhau bod ganddynt yswiriant at "Ddibenion Busnes", mae'n rhaid i bob gweithiwr sy'n hawlio treuliau am ddefnyddio eu ceir personol gyflwyno copiâu o'u tystysgrifau yswiriant i Adran Gyllid y Grŵp bob blwyddyn.</p>
Sgrinio Iechyd	Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.

Job description: Higher Education Officer	
Programme area / Department	Higher Education
Main site	Responsibility across Grŵp Llandrillo-Menai but based at Rhos-on-Sea
Salary	£35,766 - £38,138 per annum Business Support Scale 7, Points 32 – 34
Contract type	Permanent
Contract terms	Full Time
Reporting to	Director of Higher Education
Job purpose	
<p>The Higher Education (HE) Officer will provide operational support to the HE function across Grŵp Llandrillo-Menai. This role is integral to ensuring the effective management of HE processes, compliance with external regulatory requirements, and the smooth coordination of HE initiatives.</p> <p>The post holder will be responsible for a range of HE activities focusing on leading HE operations.</p>	
Main duties and responsibilities	
<p>1. Higher education operations and compliance</p> <p>Lead on tracking, preparing and submitting mandatory HE data returns (e.g., Medr, HESA, Commissioners and other external reporting requirements linked to HE provision, including HEI reporting, internal Governance and leadership monitoring).</p> <p>Keep up-to-date with HE regulatory requirements and ensure adherence to regulator, reviewer, commissioner, HEI partner, and external body requirements.</p> <p>Lead on administering and reviewing programme validations, revalidations, and periodic reviews, including development and implementation, as well as leading, providing, and arranging training and guidance for academic staff.</p> <p>Support the effective implementation of policies and procedures relating to HE operations and compliance.</p> <p>Lead on monitoring, tracking and reporting for HE activities, including Medr Circulars; Medr Targeted Employability Support Scheme (TESS); Welsh Language data; Welsh Language Bursaries; Reaching Wider Partnership activity; Aiming Higher Module offer; UCCL timetabling; Higher Education Fellowship activity and Fee and Access Plan activities.</p> <p>2. Student experience & engagement</p> <p>Liaising with GLIM and HEI student services to support HE student engagement activities, including HE student panels and feedback mechanisms as required by GLIM, HEI partners, commissioners, reviewers and regulators.</p> <p>Lead the planning and delivery of the HE student induction process alongside student services departments across the Grwp.</p> <p>Contribute to developing HE student resources, including leading the HE Charter and Student Information Guide.</p>	

Support student representation structures, including HE student events.

3. Quality & performance monitoring

Assist the Director of HE in HE quality assurance processes, including data analysis and reporting, focusing on Fee and Access Plan, regulator and HEI requirements.

Support the Director of HE by producing reports for internal and external stakeholders, ensuring data accuracy.

Monitor compliance with HE quality frameworks, including QAA, Medr, GLIM and HEI requirements, appropriately escalating concerns to the Director of HE.

Work closely with Programme Area Managers (PAMs) to review HE planning, design and performance.

4. Communications & stakeholder engagement

Act as a key contact for HE partner institutions and external regulatory bodies where appropriate.

Disseminate HE-related information to staff, ensuring clarity on procedural and regulatory updates.

Support HE marketing and recruitment activities in collaboration with internal teams.

Coordinate HE internal working groups and assist with internal and external audits.

5. General duties

Ensure all HE records and systems are maintained to a high standard.

Contribute to continuous improvement initiatives within the HE function.

Support GLIM and partner HEI HE timetabling.

Undertake any other duties as required by the Director of Higher Education.

Person specification	Essential	Desirable	Assessment method
Qualifications			
Relevant academic qualification to a minimum of Level 4 or equivalent	X		Application form / Interview
Degree or postgraduate qualification in a related field		X	Application form / Interview
Knowledge and experience			
Experience working in a HE or education administration setting	X		Application form / Interview
Experience handling student records, enrolments, and quality assurance processes	X		Application form / Interview

Experience in compliance and contract monitoring in an education setting		X	Application form / Interview
Experience working with HEI and HE awarding bodies		X	Application form / Interview
Experience in leading people or complex projects.		X	Application form / Interview
Skills and attributes			
Strong organisational and administrative skills	X		Application form / Interview
Excellent written and verbal communication skills	X		Application form / Interview
A good standard of literacy and numeracy with qualification to a minimum of GCSE/ Level 2 or equivalent	X		Application form / Interview
Strong attention to detail and accuracy	X		Application form / Interview
Well-developed I.T. skills in Microsoft Office, Google suite and Management information systems	X		Application form / Interview
Proven ability to work effectively with staff at all levels and with external contacts	X		Application form / Interview
Proven ability to meet targets	X		Application form / Interview
Ability to work with complex datasets		X	Application form / Interview
Experience in supporting student engagement in a FE/HE setting		X	Application form / Interview
ECDL or other ICT qualification		X	Application form / Interview
Ability to work independently and as part of a team	X		Application form / Interview
Commitment to continuous professional development	X		Application form / Interview
Understanding of QAA and Medr HE quality frameworks		X	Application form / Interview
Understanding of Medr funding regulations for HE		X	Application form / Interview

Additional requirements		
Able to travel as required to fulfil the requirements of the role	X	Application form / Interview
Welsh language skills		
Full details of the Welsh skill levels can be found at: https://www.gllm.ac.uk/jobs		
Welsh Understanding	Foundation	Interview
Welsh Speaking	Foundation	Interview
Welsh Literacy	Foundation	Interview
Please note: consideration will be given to applicants who indicate that they are within 1 level of meeting the required Welsh skills requirement for the post on the proviso that any offer of employment would include a contractual agreement to develop their Welsh Skills.		
Mandatory requirements		
<p>The Grŵp is committed to Safeguarding and protecting the Health and Welfare of children, young people and vulnerable adults. Individuals will be required to complete an Enhanced Disclosure with the Disclosure and Barring Service in accordance with the Rehabilitation of Offenders Act 1974 to ascertain their suitability to work in an educational environment. DBS certificates via the DBS update subscription service will be accepted in accordance with guidance provided - https://www.gov.uk/dbs-update-service.</p> <p>Under section 8 of the Asylum and Immigration Act 1986 individuals are required by law to provide documentary evidence confirming their eligibility to work in the United Kingdom.</p>		
Summary of the terms and conditions		
Working hours	37 hours per week	
Working weeks	52 weeks per year	
Annual leave	<p>28 days leave per annum, rising to 32 days after 5 full holiday years' continuous service (01 September to 31 August).</p> <p>All normally observed public holidays, determined annually.</p> <p>Up to 5 days efficiency closure days per annum, determined annually.</p> <p>Part Time contracts will receive a pro rata entitlement to the above.</p> <p>Term Time contracts will receive a pro rata entitlement to the above paid as part of annual salary.</p>	
Pension	Local Government Pension Scheme (https://www.lgpsmember.org/)	

<p>Travel</p>	<p>Arrangements to reimburse employees who incur additional expense whilst carrying out their official duties on behalf of the Grŵp is outlined in the Travel, Subsistence and Relocation policy.</p> <p>Successful applicants will be required to complete a Drivers Assessment Form for Health screening upon appointment (if applicable). Copies of insurance certificates must be provided to the Grŵp Finance department on an annual basis by all employees claiming mileage expenses for using their own car to confirm that “Business Use” insurance is in place.</p>
<p>Health screening</p>	<p>Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.</p>