



Job Description

Job Title: Director of Data and Funding
(MS 19 - £75,756)

Location: Crosskeys campus or Usk campus (or any other College campuses by agreement)

Responsible To: Vice Principal (Resources & Planning)

Job Purpose:

- Be the college expert on funding including FE, HE, and apprenticeships; working across college with senior managers to optimise funding whilst maximising success for our students.
- Lead and develop the Business Systems, MIS, and Exams teams to deliver an exceptional service.
- Ensure the timely submission of returns to funding agencies and other external bodies, ensuring compliance with regulations Responsible for developing innovative information systems, reporting solutions, data integration strategies and business processes to improve efficiency and effectiveness across the whole college.
- Be an active member of the college's Senior Leadership Team (SLT).

Principal Responsibilities

- Lead and develop the function to ensure, promote and provide an accurate, high quality, timely, efficient and effective service for all college users.
- Ensure the accurate and timely submission of data to all government funding bodies, awarding organisations and other external parties.
- Work closely with curriculum teams to ensure all Learning Programmes comply with Funding Body data and funding rules
- Lead the interrogation and analysis of data; ensure information is accessible to users and present analysis to senior management and committees.
- Work closely with curriculum and finance teams to provide information and projections to inform curriculum planning, budgets, management accounts and forecasts.
- Lead on the preparation of relevant information to support inspections, audits and monitoring.
- Be the college lead audit sponsor for internal and external data funding audits and ensure compliance with all funding/audit requirements.
- Be the College's lead expert on FE, HE & apprenticeship funding models, providing updates and proactive advice to the wider college management team to support curriculum design which optimises funding whilst maximising outcomes.
- Lead innovative reporting solutions to ensure the College has the data and information it needs to drive towards excellence and the achievement of strategic goals.
- Work closely with the Director of ICT to ensure data security and be a key contributor to excellent Information Governance.
- Coach managers and develop their understanding to support them to interpret and use data to drive improvement and to embed data ownership across all teams.
- Work with colleagues to complete the business planning cycle and produce a robust costed curriculum plan.
- Work closely with the Director of Marketing and Communications and relevant curriculum managers to ensure accurate, timely and effective promotion of the curriculum

- Work closely with the Director of ICT to review and make recommendations regarding the procurement and ongoing development of college business and information systems.
- Identify external national, regional and local influences impacting on the College's data set and position the college to understand and respond to new legislation and external developments.
- Research and report on performance trends within the education sector and benchmark the college's performance.
- Lead the examinations function by developing and maintaining systems to meet the internal and external requirements for exams and assessments, ensuring learners have the best exams experience and attainment data is captured in an accurate and timely way.
- Work with curriculum and functional managers to lead effective timetabling of resource which contributes to the delivery of an excellent learner experience.
- Oversee the customer relationships with awarding organisations.
- Recommend improvements to systems and structures, embedding a culture of continuous improvement across the team.
- Actively support strategic developments and collaborate with the SLT to deliver strategic priorities in all areas.

General Management Responsibilities

- Ensure all mandatory training is undertaken, both individually and in the wider team.
- Manage teams and co-ordinate their work in accordance with priorities; responsible for the recruitment, induction, development and performance management of team members ensuring that individuals are engaged, high performers.
- Responsible for the reporting and analysis of accurate and timely data using agreed College data reporting and tracking systems; and the maintenance of appropriate records and documents ensuring they are up to date, accurate and comply with data protection requirements.
- Responsible for managing the risks within your area of responsibility and ensuring that all persons within your area of control are provided with appropriate information, instruction, training, and supervision so as not to compromise their physical and mental health, safety or well-being or impact on the environment.
- Responsible for the planning and utilisation of the resources required for your area including the people, physical space, equipment and materials required.
- Responsible for monitoring and improving the quality of all aspects of the work within your area, identifying and building on good practice within your team.
- Responsible for your own continuous professional development ensuring that your skills, knowledge and practice are current and future focused and that you stay abreast of key policy and legal changes.

In carrying out your duties, ensuring that you:

- Abide by all College policies, procedures and processes.
- Are a role model for and actively promote the College's values, and model high professional standards in all aspects of this role including providing a professional customer service to internal and external customers.
- Are comfortable and confident in engaging with our broad learning community and to act as a good role model for our children, students and apprentices - in doing so we act as one team, actively supporting colleagues and engaging with our community.

Note:

- a) As a term of your employment you may be required to undertake such other duties as may reasonably be required of you commensurate with your grade/level in the college.
- b) This is a description of the job as it is at present constituted. It is the practice of the College periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions.
- c) This description is not intended to establish a total definition of the job, but an outline of the duties.
- d) All staff are required to make themselves aware of the Financial Regulations. Finance Business Partners can make them available.

Person Specification

Criteria	Essential	Desirable	Assessed by
1. Qualifications			
a) A first degree or equivalent, ideally technology related	✓		Application form
b) Management qualification at level 5 or above or substantial and relevant management experience	✓		Application form
2. Knowledge & Experience			
a) Experience of working as a senior MIS/funding or data manager within an FE environment.	✓		Application form/Interview
b) Experience of leading and developing high performing teams	✓		Application form/Interview
c) Demonstrable experience of improving efficiency and effectiveness of business processes		✓	Application form/Interview
d) Knowledge of the funding, regulatory and reporting requirements of Welsh Government FE funding streams		✓	Application form/Interview
e) Knowledge of the requirements of other funding streams		✓	Application form/Interview
f) Technical knowledge of student records systems and performance management systems	✓		Application form/Interview
g) Knowledge and practical experience of working with Tribal EBS management information systems and Power BI		✓	Application form/Interview
h) Knowledge and practical experience of working with Dynistics dashboard solutions		✓	Application form/Interview
i) Knowledge and practical experience of funding audits	✓		
3. Skills & Attributes			
a) Excellent leadership skills	✓		Interview
b) High level of IT literacy including experience of areas such as design and implementation of data strategies, Power BI dashboards, deployment of user-friendly reporting interfaces	✓		Interview
c) Ability to interpret and analyse data and present informed advice or recommendations	✓		Interview
d) Ability to communicate effectively with a wide range of stakeholders across multiple mediums	✓		Interview
e) Strong time management skills with the ability to organise workload and lead others in an efficient and effective manner.	✓		Interview
f) Adaptability and able to respond to, lead on and manage change	✓		Interview
g) Able to work with a wide range of students and customers, contributing to the wider college community during events such as exams and enrolment	✓		Interview
h) Ability to use the Welsh language in general communication at basic level (or willingness to undertake training)		✓	Application form/Interview
4. Additional Requirements			
a) Able to travel as required to fulfil the requirements of the role	✓		Interview
b) Able to work flexibly, including weekends and evenings	✓		Application form/Interview
c) Act as an ambassador for the College	✓		Interview



Disgrifiad Swydd

Teitl y Swydd: Cyfarwyddwr Data a Chyllid
(MS 19 - £75,756)

Lleoliad: Campws Crosskeys neu gampws Brynbuga (neu unrhyw gampysau Coleg eraill trwy gytundeb)

Yn atebol i: Is-Bennaeth (Adnoddau a Chynllunio)

Pwrpas y Swydd:

- Gweithredu fel arbenigwr y coleg ar gyllid, gan gynnwys AB, AU a phrentisiaethau; gweithio ag uwch reolwyr ledled y coleg i optimeiddio cyllid tra'n mwyhau llwyddiant ein myfyrwyr.
- Arwain a datblygu'r timau Systemau Busnes, System Gwybodaeth Reoli ac Arholiadau er mwyn darparu gwasanaeth eithriadol.
- Sicrhau y cyflwynir adroddiadau i asiantaethau ariannu a chyrrff allanol eraill mewn modd amserol, gan sicrhau cydymffurfiaeth â rheoliadau. Y
- Cymryd Cyfrifoldeb dros ddatblygu systemau gwybodaeth arloesol, datrysiadau adrodd, strategaethau integreiddio data a phrosesau busnes i wella effeithlonrwydd ac effeithiolrwydd ledled yr holl goleg.
- Gweithredu fel aelod gweithgar o Uwch Dîm Arwain (UDA) y coleg.

Prif Gyfrifoldebau

- Arwain a datblygu'r swyddogaeth er mwyn sicrhau, hyrwyddo a darparu gwasanaeth o ansawdd uchel sydd yn fanwl gywir, yn amserol, yn effeithlon ac yn effeithiol i holl ddefnyddwyr y coleg.
- Sicrhau y cyflwynir data yn fanwl gywir ac yn amserol i holl gyrff ariannu'r llywodraeth, sefydliadau dyfarnu a phartion allanol eraill.
- Gweithio'n agos â thimau cwricwlwm i sicrhau bod pob Rhaglen Ddysgu yn cydymffurfio â data'r Cyrff Ariannu a rheolau ariannu
- Arwain y gwaith o ymholi a dadansoddi data; sicrhau y gall defnyddwyr gyrchu gwybodaeth a chyflwyno dadansoddiadau i uwch reolwyr a phwyllgorau.
- Gweithio'n agos â thimau cwricwlwm a chyllid i ddarparu gwybodaeth a rhagamcanion i lywio cynllunio'r cwricwlwm, cyllidebau, cyfrifon rheoli a rhagolygon.
- Arwain ar baratoi gwybodaeth sy'n berthnasol i gefnogi arolygiadau, archwiliadau a monitro.
- Gweithredu fel prif noddwr archwilio'r coleg ar gyfer archwiliadau ariannu data mewnol ac allanol a sicrhau cydymffurfiaeth â'r holl ofynion ariannu/archwilio.
- Gweithredu fel arbenigwr arweiniol y Coleg ar fodlau cyllido AB, AU a phrentisiaethau, gan ddarparu diweddariadau a chynghor rhagweithiol i dîm rheoli ehangach y coleg er mwyn cefnogi â chynllunio cwricwlwm sy'n optimeiddio cyllid tra'n mwyhau'r canlyniadau gorau posib.
- Arwain mewn darparu atebion adrodd arloesol i sicrhau bod gan y Coleg y data a'r wybodaeth sy'n angenrheidiol ar gyfer llywio tuag at ragoriaeth a chyflawni nodau strategol.
- Gweithio'n agos â'r Cyfarwyddwr TGCh i sicrhau diogelwch data a gweithredu fel cyfrannwr allweddol tuag at Lywodraethu Gwybodaeth ardderchog.
- Hyfforddi rheolwyr a datblygu eu dealltwriaeth i'w cefnogi i ddehongli a defnyddio data i ysgogi gwelliant ac i ymgorffori perchnogaeth data ar draws pob tîm.
- Gweithio â chydweithwyr i gwblhau'r cylch cynllunio busnes a chynhyrchu cynllun cwricwlwm cadarn sydd wedi'i gostio.

- Gweithio'n agos â'r Cyfarwyddwr Marchnata a Chyfathrebu a rheolwyr cwricwlwm perthnasol i sicrhau fod y cwricwlwm yn cael ei hyrwyddo'n fanwl gywir, yn amserol ac yn effeithiol.
- Gweithio'n agos â'r Cyfarwyddwr TGCh i adolygu a gwneud argymhellion ynghylch caffael a datblygiad parhaus systemau busnes a gwybodaeth y coleg.
- Nodi dylanwadau cenedlaethol, rhanbarthol a lleol allanol sy'n effeithio ar set ddata'r Coleg a rhoi'r coleg mewn sefyllfa i ddeall ac ymateb i ddeddfwriaeth a datblygiadau allanol newydd.
- Ymchwilio ac adrodd ar dueddiadau perfformiad yn y sector addysg a meincnodi perfformiad y coleg.
- Arwain y swyddogaeth arholiadau trwy ddatblygu a chynnal systemau i fodloni gofynion mewnol ac allanol yr arholiadau ac asesiadau, gan sicrhau bod dysgwyr yn cael y profiad arholiadau gorau a bod data cyrhaeddiad yn cael ei gasglu yn fanwl gywir ac yn amserol.
- Gweithio gyda rheolwyr cwricwlwm a swyddogaethol i lywio amserlennu adnoddau yn effeithiol er mwyn cyfrannu at gyflwyno profiad rhagorol i ddysgwyr.
- Goruchwylio perthnasoedd rhwng cwsmeriaid a sefydliadau dyfarnu.
- Argymhell gwelliannau i systemau a strwythurau, gan ymgorffori diwylliant o welliant parhaus ar draws y tîm.
- Cefnogi datblygiadau strategol a chydweithio gyda'r UDA i ddarparu blaenoriaethau strategol ym mhob maes.

Cyfrifoldebau Rheoli Cyffredinol

- Sicrhau yr ymgemerir â'r holl hyfforddiant gorfodol, yn unigol a ledled y tîm ehangach.
- Rheoli timau a chydlynu eu gwaith yn unol â blaenoriaethau; bod yn gyfrifol dros recriwtio, y broses sefydlu, datblygu a rheoli perfformiad aelodau'r tîm gan sicrhau bod unigolion wedi'u hymgysylltu ac yn perfformio'n dda.
- Cymryd cyfrifoldeb dros adrodd a dadansoddi data sydd yn fanwl gywir ac yn amserol trwy ddefnyddio systemau adrodd ac olrhain data'r Coleg y cytunwyd arnynt; cynnal a chadw cofnodion a dogfennau priodol gan sicrhau eu bod yn gyfredol, yn fanwl gywir ac yn cydymffurfio â gofynion diogelu data.
- Cymryd cyfrifoldeb dros reoli'r risgiau o fewn eich maes cyfrifoldeb a sicrhau bod pawb yn eich maes rheolaeth yn cael y wybodaeth, y cyfarwyddyd, yr hyfforddiant a'r oruchwyliaeth addas fel nad ydynt yn peri risg i'w hiechyd corfforol a meddyliol, eu diogelwch/llesiant, neu eu heffaith ar yr amgylchedd.
- Cymryd cyfrifoldeb dros gynllunio a defnyddio'r adnoddau sydd eu hangen ar gyfer eich maes, gan gynnwys y bobl, y gofod ffisegol, yr offer a'r deunyddiau gofynnol.
- Cymryd cyfrifoldeb dros fonitro a gwella ansawdd pob agwedd ar waith eich maes, gan nodi ac adeiladu ar arferion da o fewn eich tîm.
- Cymryd cyfrifoldeb dros eich datblygiad proffesiynol parhaus eich hun, gan sicrhau bod eich sgiliau, eich gwybodaeth a'ch ymarfer yn canolbwyntio ar y presennol a'r dyfodol a'ch bod yn cael y wybodaeth ddiweddaraf am newidiadau allweddol i bolisiau â'r gyfraith.

Tra'n cyflawni eich dyletswyddau, sicrhewch eich bod yn:

- Cadw at holl bolisiau, gweithdrefnau a phrosesau'r Coleg.
- Yn gweithredu fel model rôl wrth hyrwyddo gwerthoedd y Coleg yn weithredol ac yn modelu safonau proffesiynol uchel ym mhob agwedd ar y rôl hon, gan gynnwys darparu gwasanaeth cwsmeriaid proffesiynol i gwsmeriaid mewnol ac allanol.
- Yn gyfforddus ac yn hyderus wrth ymgysylltu â'n cymuned ddysgu eang ac i weithredu fel model rôl da ar gyfer ein plant, myfyrwyr a phrentisiaid - trwy wneud hyn, rydym yn gweithredu fel un tîm sydd yn cefnogi cydweithwyr ac yn ymgysylltu â'n cymuned yn weithredol.

Noder:

- e) Fel amod o'ch cyflogaeth, efallai y bydd gofyn i chi gyflawni dyletswyddau rhesymol gofynnol eraill sy'n gymesur â'ch gradd/lefel yn y coleg.
- f) Dyma ddisgrifiad o'r swydd fel y mae ar hyn o bryd. Mae'n arfer gan y Coleg i archwilio swydd-ddisgrifiadau gweithwyr yn rheolaidd a'u diweddarau i sicrhau eu bod yn berthnasol i'r swydd a gyflawnir ar y pryd, neu i ymgorffori pa newidiadau bynnag a gynigir. Cynhelir y weithdrefn hon ar y cyd gan bob rheolwr mewn ymgynghoriad â'r rheini sy'n gweithio'n uniongyrchol iddo ef/iddi hi. Bydd disgwyl i chi, felly, gymryd rhan lawn mewn trafodaethau o'r fath.
- g) Ni fwriedir i'r disgrifiad hwn osod diffiniad cyflawn o'r swydd, ond yn hytrach amlinellu'r dyletswyddau.
- h) Mae'n ofynnol i bob aelod o staff fod yn ymwybodol o'r Rheoliadau Ariannol. Gall Partneriaid Busnes Cyllid eu gwneud ar gael.

Manyleb y Person

Meini Prawf	Hanfodol	Dymunol	Asesir yn ôl
1. Cymwysterau			
a) Gradd gyntaf neu gyfwerth, yn ddelfrydol yn gysylltiedig â'r maes technoleg.	✓		Ffurflen gais
b) Cymhwyster lefel 5 mewn Rheolaeth (neu'n uwch) neu brofiad o reolaeth sydd yn sylweddol ac yn berthnasol	✓		Ffurflen gais
2. Gwybodaeth a Phrofiad			
a) Profiad o weithio fel rheolwr system gwybodaeth reoli/cyllid neu ddata uwch mewn amgylchedd AU.	✓		Ffurflen gais/Cyfweliad
b) Profiad o arwain a datblygu timau sy'n perfformio i lefel uchel	✓		Ffurflen gais/Cyfweliad
c) Profiad amlwg o wella effeithlonrwydd ac effeithiolrwydd prosesau busnes		✓	Ffurflen gais/Cyfweliad
d) Gwybodaeth am ofynion cyllido, rheoleiddio ac adrodd ffrydiau ariannu AB Llywodraeth Cymru		✓	Ffurflen gais/Cyfweliad
e) Gwybodaeth am ofynion ffrydiau ariannu eraill		✓	Ffurflen gais/Cyfweliad
f) Gwybodaeth dechnegol am systemau cofnodion myfyrwyr a systemau rheoli perfformiad	✓		Ffurflen gais/Cyfweliad
g) Gwybodaeth a phrofiad ymarferol o weithio â systemau gwybodaeth reoli Tribal EBS a Power BI		✓	Ffurflen gais/Cyfweliad
h) Gwybodaeth a phrofiad ymarferol o weithio ag atebion dangosfwrdd Dynistics		✓	Ffurflen gais/Cyfweliad
i) Gwybodaeth a phrofiad ymarferol o archwiliadau cyllid	✓		
3. Sgiliau a Phrïodoledau			
a) Sgiliau arwain rhagorol	✓		Cyfweliad
b) Lefel uchel o lythrennedd TG gan gynnwys profiad mewn meysydd megis dylunio a gweithredu strategaethau data, dangosfyrddau Power BI, gweithredu rhyngwynebau adrodd hawdd eu defnyddio	✓		Cyfweliad
c) Y gallu i ddehongli a dadansoddi data a chyflwyno cyngor neu argymhellion gwybodus	✓		Cyfweliad
d) Y gallu i gyfathrebu'n effeithiol ag ystod eang o randdeiliaid ar draws sawl cyfrwng	✓		Cyfweliad
e) Sgiliau rheoli amser cryf gyda'r gallu i drefnu llwyth gwaith ac arwain eraill mewn modd effeithlon ac effeithiol.	✓		Cyfweliad
f) Hyblygrwydd a'r gallu i ymateb i, arwain a rheoli newid	✓		Cyfweliad
g) Yn gallu gweithio ag ystod eang o fyfyrwyr a chwsmeriaid a chyfrannu at gymuned ehangach y coleg ar adegau megis adeg arholiadau ac ymrestru	✓		Cyfweliad
h) Y gallu i ddefnyddio'r Gymraeg i gyfathrebu'n gyffredinol ar lefel sylfaenol (neu barodrwydd i ymgymryd â hyfforddiant).		✓	Ffurflen gais/Cyfweliad
4. Anghenion Ychwanegol			
a) Yn gallu teithio yn ôl yr angen i gyflawni gofynion y rôl.	✓		Cyfweliad
b) Yn gallu gweithio'n hyblyg, gan gynnwys ar benwythnosau a gyda'r nos	✓		Ffurflen gais/Cyfweliad
c) Gweithredu fel llysgennad i'r Coleg	✓		Cyfweliad