

SWYDD DDISGRIFIAD

SWYDDOG DADANSODDI DATA (CYNLLUNIO CWRICWLWM)

MAES RHAGLEN / ADRAN:	Gwasanaethau Academaidd - Cwricwlwm ac Ansawdd
SAFLE / CAMPWS:	Hyblyg gyda pheth gwaith cartref
CYFLOG BLYNYDDOL:	Cefnogi Busnes, GRADDFA 5-7 £24,352 - £32,327
Y MATH O GONTRACT:	Parhaol
TELERAU'R CONTRACT:	Llawn Amser
YN ATEBOL I:	Cyfarwyddwr Cwricwlwm ac Ansawdd

PWRPAS Y SWYDD

Gwneud defnydd effeithiol o ddeallusrwydd y farchnad a thueddiadau data i gefnogi cynllunio cwricwlwm byr dymor, tymor canolig a hir dymor o fewn y Grŵp.

Bydd deiliad y swydd yn defnyddio ystod o becynnau meddalwedd i ddadansoddi tueddiadau cyflogaeth a gofynion y farchnad yn yr ardal. Byddant yn defnyddio'r wybodaeth hon i gefnogi meysydd cwricwlwm yn y broses gynllunio i sicrhau cwricwlwm sydd yn cefnogi gofynion gogledd Cymru a'r ardaloedd cyfagos i'r dyfodol.

Disgwylir i ddeilydd y swydd weithio ar draws pob sector ar gyfer AB, dysgu seiliedig ar Waith, Addysg Uwch ac Addysg Oedolion yn y Gymuned.

Bydd yr ymgeisydd llwyddiannus yn sefydlu a gweinyddu rhaglen Alumni ar gyfer y Grwp yn Cefnogi

PRIF DDYLETSWYDDAU A CHYFRIFOLDEBAU

1. Adolygu data gwybodaeth marchnad leol i benderfynu ar dueddiadau tymor canolig a hir dymor ar draws meysydd sector ar gyfer AB, AU, DSW, Masnachol ac Addysg Oedolion a Chymuned.
2. Adolygu tueddiadau recriwtio hanesyddol ar draws meysydd a rhaglenni sector.
3. Paratoi adroddiadau rheolaeth o lefel uchel fesul sector i'w hadolygu mewn pwyllgorau cynllunio strategol.
4. Cyngori grwpiau Cwricwlwm ac Ansawdd, mewn cydweithrediad gydag Ymgynghorwyr Datblygu Busnes ynglŷn â thueddiadau allweddol a gofynion cyflogwyr yn y rhanbarth
5. Cefnogi'r Rheolwr Cynllunio a'r Rheolwr Sicrhau Ansawdd i adolygu'r cwricwlwm newydd a ddatblygwyd gan gyrff yn dyfarnu
6. Cysylltu gydag adrannau traws Grwp megis marchnata, gwasanaethau dysgwyr, y gofrestrfa, gwasanaethau masnachol, ymgysylltu gydag chyflogwyr, i weithredu newidiadau cwricwlwm
7. Mynychu cyfarfodydd sgiliau rhanbarthol.
8. Mynychu cyfarfodydd adolygu a sesiynau hyfforddi allanol i wella'r defnydd o feddalwedd LMI
9. Cefnogi'r Cyfarwyddwr Cwricwlwm ac Ansawdd, Penaethiaid Cynorthwyol a Rheolwyr Rhaglen gydag adolygiadau sector

10. Cefnogi'r rheolwr Cynllunio a Chwricwlwm i gysylltu gydag asiantaethau allanol megis Cymwysterau Cymru a chyrrff yn dyfarnu i ddatrys ymholiadau cyllido
11. Cynorthwyo'r Rheolwr Cynllunio a Chwricwlwm i adolygu darpariaeth y cwricwlwm ac oriau wedi eu hamserlennu yn erbyn dogfennau cynllunio
12. Cefnogi rheolwyr maes rhaglen gydag ymholiadau cynllunio a chwricwlwm
13. Sefydlu a gweinyddu Alumni ar gyfer y Grwp i fonitro storïau llwyddiant am ddilyniant ac effaith y cwricwlwm.

GWYBODAETH YCHWANEGOL

Bydd gofyn i chi gymryd rhan yn y sesiynau hyfforddi gorfodol a ganlyn a diweddarau'ch hyfforddiant yn y meysydd hyn:

- a. Hyfforddiant GDPR ar-lein
- b. Hyfforddiant ar-lein ar Gydraddoldeb a Hawliau Dynol
- c. PREVENT
- d. Hyfforddiant ar-lein ar ddiogelu
- e. Hyfforddiant ar Ymwybyddiaeth o Iechyd a Diogelwch
- f. Hyfforddiant Cymorth Cyntaf (os yw'n berthnasol)
- g. Hyfforddiant DSE

Bydd gofyn teithio i bob un o safleoedd GLIM a chynrychioli'r Grŵp mewn digwyddiadau cenedlaethol. Felly mae'n hanfodol eich bod yn gallu gwneud trefniadau teithio hyblyg.

Dylid nodi mai prif ddyletswyddau a chyfrifoldebau'r swydd yn unig a geir yn y Swydd Ddisgrifiad hwn ac ar y cyd â'ch Rheolwr Llinell a'r adran Adnoddau Dynol bydd yn cael ei adolygu'n rheolaidd. Gall hyn arwain at newidiadau yn sgil gofynion gweithredol y Grŵp.

MANYLEB DEILIAD Y SWYDD

	HANFODOL	DYMUNOL	DULL ASESU
CYMWYSTERAU			
HNC/D/Gradd/Cymhwyster proffesiynol perthnasol	✓		Ffurflen gais
Cymhwyster ôl-radd mewn maes academaidd cysylltiedig		✓	Ffurflen gais
GWYBODAETH A PHROFIAD			
Hanes wedi ei brofi o ddadansoddi tueddiadau yn y farchnad a gwybodaeth o'r farchnad leol i gynllunio datblygiadau at y dyfodol	✓		
Profiad o'r Sector Addysg Bellach / Addysg Uwch	✓		Ffurflen gais / Cyfweliad
Defnydd medrus o TG a systemau MIS	✓		Ffurflen gais / Cyfweliad

Profiad o gynhyrchu adroddiadau dadansoddol o lefel uchel a chyflwyno canlyniadau i uwch reolwyr.	✓		Ffurflen gais / Cyfweliad
Profiad o fynychu a chyfrannu at gyfarfodydd deiliaid diddordeb mewnol ac allanol	✓		Ffurflen gais / Cyfweliad
Tystiolaeth o brofiad o reoli prosiectau a chyflawni canlyniadau prosiect.	✓		Ffurflen gais / Cyfweliad
Gwybodaeth o brosesau cynllunio cwricwlwm a chyllido yng Nghymru		✓	Ffurflen gais / Cyfweliad
Profiad o weithio gyda chyflogwyr i ddatblygu cwricwlwm / hyfforddiant		✓	
SGILIAU A PHRIDOLEDDAU			
Sgiliau rhyngpersonol a sgiliau cyfathrebu rhagorol	✓		Ffurflen gais / Cyfweliad
Sgiliau TG rhagorol a gallu o lefel uchel wrth ddefnyddio Microsoft Excel a phecynnau Google	✓		Ffurflen gais / Cyfweliad
Sgiliau rhifedd a sgiliau dadansoddol rhagorol a gallu da i roi sylw i fanylion	✓		Ffurflen gais / Cyfweliad
Sgiliau trefniadol a gweinyddol rhagorol a gallu i gwblhau gwaith o ffynonellau gwahanol mewn pryd	✓		Ffurflen gais / Cyfweliad
Y gallu i ddangos awydd personol i wella'n barhaus	✓		Ffurflen gais / Cyfweliad
Y gallu i gyfathrebu'n effeithiol drwy gyfrwng y Gymraeg		✓	Ffurflen gais / Cyfweliad
GOFYNION YCHWANEGOL			
Y gallu i deithio'n unol â gofynion y swydd	✓		Ffurflen gais / Cyfweliad
Ymrwymiad i werthoedd y Grŵp	✓		Cyfweliad
GOFYNION GORFODOL			
<ul style="list-style-type: none"> - 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 Troseddwyr 1974, bydd gofyn i unigolion gael gwiriad gan y Gwasanaeth Datgelu a Gwahardd i gadarnhau eu bod yn addas i weithio mewn amgylchedd addysgol. Bydd tystysgrifau DBS trwy wasanaeth diweddarau'r DBS yn cael eu derbyn yn unol â'r canllawiau a geir ar https://www.gov.uk/dbs-update-service. - 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. 			



CRYNODEB O'R TELERAU A'R AMODAU	
ORIAU GWAITH	37 awr yr wythnos
NIFER YR WYTHNOSAU	52 wythnos y flwyddyn
GWYLIAU	<ul style="list-style-type: none">- 28 diwrnod y flwyddyn (01 Medi i 31 Awst) yn codi i 32.- 8 Gŵyl Banc / Gwyliau Cyhoeddus traddodiadol Cymru bob blwyddyn.- Hyd at 5 diwrnod effeithlonrwydd / dyddiau y trefnwyd cau'r safleoedd bob blwyddyn (i'w pennu gan y Gorfforaeth).
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 i ddibenion busnes, mae'n rhaid i bob gweithiwr sy'n hawlio treuliau am ddefnyddio eu ceir personol gyflwyno copïau o'u tystysgrifau yswiriant i adran Gyllid y Grŵp bob blwyddyn.</p>
SGRINIO IECHYD	Rhaid i ymgeiswyr llwyddiannus gael gwiriad iechyd boddhaol. Bydd gofyn i chi gwblhau holiadur iechyd ac efallai y bydd gofyn i chi gael archwiliad meddygol.

JOB DESCRIPTION

DATA ANALYST (CURRICULUM PLANNING)

PROGRAMME AREA / DEPARTMENT:	Academic Services - Curriculum and Quality
SITE / CAMPUS:	Flexible with some homeworking
ANNUAL SALARY:	Business Support, SCALE 5-7 £24,352 - £32,327
CONTRACT TYPE:	Permanent
CONTRACT TERMS:	Full Time
REPORTING TO:	Director Curriculum and Quality

JOB PURPOSE

To make effective use of market intelligence and data trends to support effective short, medium and long term curriculum planning within the Grwp.

The post holder will use a range of software packages to analyse employment trends and market demands in the region. They will use this intelligence to support curriculum areas in the planning process to ensure a curriculum that meets the future demands of north Wales and surrounding areas.

The post holder will be expected to work across all sectors for FE, Work based learning, Higher Education and Adult and Community Learning.

The successful candidate will also set up and administer an Alumni programme for the Grwp

MAIN DUTIES AND ACCOUNTABILITIES

1. Review local market intelligence and external data sources to determine medium and long term trends across sector areas for FE, HE, WBL, Commercial and ACL
2. Review historic recruitment trends across sector areas and programmes
3. Prepare high level management reports per sector to be reviewed at strategic planning committees
4. Advise Curriculum and Quality groups, in conjunction with Business Development Advisors as to key trends and employer demands in the region
5. Support the Planning Manager and the Quality Assurance Manager in reviewing new curriculum being developed by awarding bodies
6. Liaise with cross Grwp departments such as marketing, learner services, registry, commercial services, employer engagement, to implement curriculum changes
7. Attend regional skills meetings
8. Attend review meetings and external training sessions to enhance use of LMI software
9. Support the Director of Curriculum and Quality, Assistant Principals and Programme Managers with sector reviews
10. Support the Planning and Curriculum manager in liaising with external agencies such as Qualifications Wales and awarding bodies to resolve funding queries
11. Support the Planning and Curriculum manager in reviewing curriculum delivery and timetabled hours against planning documents
12. Support Programme area managers with planning and curriculum queries

13. Set up and administer a Grwp Alumni to monitor progression success stories and impact of curriculum

ADDITIONAL INFORMATION

You will be required to undertake the following mandatory training sessions and keep training in these areas updated:

- a. GDPR online training
- b. Equality and Human Rights online training
- c. PREVENT
- d. Safeguarding on-line training
- e. Health and Safety awareness training
- f. 1st Aid training (if applicable)
- g. DSE training

There will be a requirement to travel across all GLLM sites and to represent GLLM at national events where appropriate. Access to suitable, flexible travel solutions is therefore a necessity.

It should be noted that this Job description merely provides a resume of the main duties and responsibilities of the post and will be subject to periodic review in conjunction with your Line Manager and Human Resources which may lead to revisions in light of the operational requirements of the Grŵp.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
QUALIFICATIONS			
HNC/D/Degree in a relevant professional qualification	✓		Application form
Post graduate qualification in a related field		✓	Application form
KNOWLEDGE AND EXPERIENCE			
Experience of using market trends and local market intelligence to plan future developments	✓		
Experience of the Further/ Higher Education Sector	✓		Application form / Interview
Proficient use of IT and MIS systems	✓		Application form / Interview
Experience of producing high level analytical reports and presenting outcomes to senior managers	✓		Application form / Interview
Experience of attending and contributing to internal and external stakeholder meetings	✓		Application form / Interview

Proven experience of project management and effective delivery of project outcomes	✓		Application form / Interview
Experience of curriculum planning and funding of provision in Wales		✓	Application form / Interview
Experience of working with employers to develop curriculum/ training		✓	
SKILLS AND ATTRIBUTES			
Excellent interpersonal and communication skills	✓		Application form / Interview
Excellent IT skills and high level of competence with Microsoft and Google packages	✓		Application form / Interview
Excellent numeracy and analytical skills with a strong attention to detail	✓		Application form / Interview
Excellent organisational and planning skills with the ability to deliver multiple streams of work to appropriate deadlines	✓		Application form / Interview
Ability to demonstrate a personal ethos for continuous improvement	✓		Application form / Interview
Ability to communicate through the medium of Welsh		✓	Application form / Interview
ADDITIONAL REQUIREMENTS			
Able to travel as required to fulfil the requirements of the role	✓		Application form / Interview
Commitment to Grŵp Values	✓		Interview
MANDATORY REQUIREMENTS			
<ul style="list-style-type: none"> - 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. - 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. 			
SUMMARY OF THE TERMS AND CONDITIONS OF SERVICE			
WORKING HOURS	37 hours per week		
NUMBER OF WEEKS	52 weeks per year		
HOLIDAYS	- 28 days leave per annum (01 September to 31 August) rising to 32.		

	<ul style="list-style-type: none"> - 8 Bank / Public Holidays normally observed in Wales per annum. - Up to 5 days efficiency / scheduled closure days per annum (determined by the Corporation).
PENSION	Local Government Pension Scheme (https://www.lgpsmember.org/)
TRAVEL	<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 requested to complete a Drivers Assessment Form for Health screening upon appointment (if applicable). Copies of insurance certificates should also 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>
HEALTH SCREENING	Applicants are subject to satisfactory health clearance. You will be required to complete a health questionnaire and maybe asked to attend a medical.