

## SWYDD DDISGRIFIAD

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| <b>SWYDD:</b>    | <b>CYDLYNYDD SICRHAU ANSAWDD</b>                       |
| <b>STATWS:</b>   | <b>LLAWN AMSER (37 AWR YR WYTHNOS)</b>                 |
| <b>GRADDFA:</b>  | <b>GRADDFA 5 -6 –<br/>£24,352 - £29,114 Y FLWYDDYN</b> |
| <b>LLEOLIAD:</b> | <b>HYBLYG</b>  |

### YN ATEBOL I:

**Rheolwr Ansawdd: AU, Datblygu Staff a Llais y Dysgwyr (RhA)**

### PRIF DDYLETSWYDDAU A CHYFRIFOLDEBAU

1. Gweithio gyda phartneriaid AU, cyrff dyfarnu a'r Rheolwr Ansawdd i sicrhau bod yr holl bolisiau a gweithdrefnau yn cael eu diweddarau bob dwy flynedd ac ar gael i fyfyrwyr a staff.
2. Diweddarau dogfennau canllaw a'r calendr AU sy'n egluro sut mae GLIM yn sicrhau cydymffurfiaeth â pholisiau a gweithdrefnau wrth Sicrhau Ansawdd.
3. Gweithio gyda'r adran datblygu staff a'r Rheolwr Ansawdd i sicrhau bod y gweithgareddau datblygu staff yn briodol ar gyfer darlithwyr a staff gweinyddol (yn unol â rheoliadau corff dyfarnu SA)
4. Bod â dealltwriaeth o God Ansawdd yr Asiantaeth Sicrhau Ansawdd (QAA), y Fframwaith Arolygu Cyffredin ar gyfer AU a'i berthnasedd i ddarpariaeth AU GLIM.
5. Cynorthwyo darlithwyr a dysgwyr i wneud ceisiadau priodol mewn perthynas â AU:
  - Trosglwyddo credid
  - Achredu dysgu blaenorol
  - Amgylchiadau lliniarol
  - Arfer annheg
  - Apeliadau academaidd
6. Galw a chlacio paneli canlynol a hysbysu dysgwyr a staff o'r penderfyniadau a wneir yn y paneli AU canlynol:
  - Trosglwyddo credid
  - Achredu dysgu blaenorol
  - Amgylchiadau lliniarol
  - Arfer annheg
  - Apeliadau academaidd
  - GRŴP ANSAWDD A SAFONAU ADDYSG UWCH (HEQASG)

7. Sicrhau bod cadeiryddion byrddau arholi AU, arholwyr allanol, safonwyr allanol a Sefydliadau Dyfarnu Addysg Uwch yn cael eu cefnogi i gynnal byrddau arholi'n unol â gweithdrefnau GLIM a Chyrff Dyfarnu AU.
8. Sicrhau cydymffurfiaeth EBS â gofynion byrddau arholi AU drwy gysylltu â'r gofrestrfa i ddiweddarau allbynnau byrddau Amgylchiadau Lliniarol ac Arfer Annheg.
9. Sicrhau bod adroddiadau Arholwyr Allanol, Safonwyr Allanol ac Adolygiadau Rhaglen Blynnyddol yn cael ystyriaeth yn y paneli adolygu priodol, sicrhau bod cynlluniau gweithredu yn cael eu monitro a sicrhau cydymffurfiaeth a gweithdrefnau GLIM a chyrff dyfarnu AU.
10. Cynorthwyo'r Rheolwr Sicrhau Ansawdd i gynnal cofnod canolog o weithgaredd dilysu allanol, adroddiadau, cryfderau ac ardaloedd ar gyfer datblygu a chwblhau cynlluniau gweithredu i sicrhau cydymffurfio â rheoliadau cyrff dyfarnu
11. Cydlynu calendr AU y Grŵp a sicrhau bod eitemau agenda HEQASG yn cael eu hadolygu fel ar y calendr.
12. Cynnal archwiliadau cydymffurfio ar ystod o brosesau AU gan gynnwys:
  - Amserlenni asesu
  - Cymeradwyo asesiadau gan y darparwr AU cyn eu rhoi i'r dysgwyr
  - Y marcio cyntaf a'r ail farcio
  - Gwybodaeth ar Moodle (gwybodaeth i fyfyrwyr yn y llawlyfr cwrs)
  - Rhaglen adolygu flynyddol
13. Sicrhau bod Atodiadau Diploma'n cael eu cynhyrchu yn dilyn y byrddau arholi a'u hanfon at gyrff dyfarnu AU a dysgwyr mewn da bryd.
14. Cynorthwyo timau rhaglen i ddatblygu Moodle safonol.
15. Sicrhau bod canlyniadau dysgwyr AU yn dilyn Byrddau Arholi Allanol ar gael yn electroneg.
16. Cynorthwyo'r Rheolwr Ansawdd a Chyfarwyddwr Ansawdd a Pherfformiad i ddiweddarau'r SED AU bob blwyddyn.
17. Mynychu cyfarfodydd Byrddau Arholwyr i gefnogi'r Rheolwr Ansawdd ac adrodd ar allbynnau byrddau Amgylchiadau Lliniarol ac Arfer Annheg.
18. Cynorthwyo'r Rheolwr Ansawdd i weinyddu arolygon myfyrwyr.
19. Gweinyddu'r System Werthuso Modiwlau AU a chefnogi'r Rheolwr Ansawdd i wneud casgliadau allweddol ac adnabod meysydd i'r datblygu.

20. Ymgymryd â gwaith gweinyddol ar gyfer AU, Llais y Dysgwr a rhai Gweithgareddau Datblygu Staff
21. Rhoi cefnogaeth weinyddol gyfrinachol i reolwyr ac i Bennaeth Cwricwlwm ac Ansawdd.
22. Derbyn ac ymdrin â phost mewnol ac allanol a'i ailgyfeirio fel y bo angen.
23. Gweithredu fel cyswllt rheng flaen, i mewn ac allan yn ogystal â chysylltu, a chyfathrebu gydag unigolion allanol a mewnol (ar y ffôn, wyneb yn wyneb ac yn electronig) gan sicrhau gwasanaeth amserol, effeithiol a chydlynol.
24. Derbyn neu lunio dogfennau yn rheolaidd a'u paratoi i'w dosbarthu drwy ddefnyddio rhaglenni cyfrifiadur - prosesu geiriau a thaenlenni.
25. Datblygu a chynnal systemau gwybodaeth gan ddefnyddio systemau TG y coleg a llunio adroddiadau yn ôl y galw.
26. Cadw systemau ffeilio papur ac electronig yn effeithiol
27. Gweithio gyda'r Rheolwyr Sicrhau Ansawdd i gynnal cofnod canolog o allbynnau sicrhau ansawdd allanol
28. Cysylltu â staff mewn sefydliadau eraill yn ôl y galw
29. Cydymffurfio â deddfwriaeth berthnasol ym mhob agwedd ar ddyletswyddau deiliad y swydd - Diogelu Data, Iechyd a Diogelwch
30. Ymgymryd â thasgau ychwanegol ar gais y Rheolwr Ansawdd (AU, Datblygu Staff a Llais y Dysgwr) neu Gyfarwyddwr Cwricwlwm ac Ansawdd.

## MANYLEB DEILIAD Y SWYDD

|                    | <i>Hanfodol</i>  | <i>Dymunol</i>   |
|--------------------|--|--|
| <b>Cymwysterau</b> | <ul style="list-style-type: none"> <li>● Cymwysterau academiaidd perthnasol - o leiaf gradd anrhydedd dda neu gymhwyster cyfwerth</li> </ul> | <ul style="list-style-type: none"> <li>● ECDL neu gymhwyster TGCh cyfatebol</li> </ul> |

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| <p><b>Profiad</b></p>             | <ul style="list-style-type: none"> <li>● Profiad blaenorol mewn swydd weinyddol</li> <li>● Profiad o weinyddu systemau gwybodaeth rheoli</li> <li>● Profiad o ddefnyddio Moodle</li> <li>● Profiad o weinyddu systemau arolygon myfyrwyr</li> </ul>  | <ul style="list-style-type: none"> <li>● Profiad o weinyddu Polisiau a Gweithdrefnau AU</li> <li>● Profiad Blaenorol o AU a/neu weinyddu ansawdd</li> </ul> |
| <p><b>Nodweddion personol</b></p> | <ul style="list-style-type: none"> <li>● Y gallu i weithio dan bwysau ac yn unol ag amserlen.</li> <li>● Y gallu i weithio'n annibynnol ac i gymryd cyfrifoldeb am flaenoriaethu llwyth gwaith personol.</li> <li>● Y gallu i weithio'n effeithiol mewn tîm</li> <li>● Y gallu i barchu cyfrinachedd ac ymddwyn yn broffesiynol ym mhob agwedd o'r gwaith.</li> </ul>  |   |
| <p><b>Sgiliau</b></p>             | <ul style="list-style-type: none"> <li>● Gallu cefnogi dysgwyr a'u cyfeirio at y staff priodol</li> <li>● Y gallu i gynllunio gwaith a rheoli amser yn effeithiol</li> <li>● Sgiliau TG da mewn</li> <li>● Microsoft Office, Google Suit a Systemau Gwybodaeth Reoli</li> <li>● Sgiliau rhyngpersonol a sgiliau cyfathrebu rhagorol.</li> <li>● Y gallu i ymdrin yn effeithiol â staff ar bob lefel, yn ogystal â dysgwyr a chleientiaid allanol.</li> <li>● Sgiliau trefnu a gweinyddu rhagorol y gellir eu profi, yn ddelfrydol mewn amgylchedd AU.</li> </ul> | <ul style="list-style-type: none"> <li>● Gallu cyfathrebu ar lafar yn y Gymraeg a'r Saesneg</li> </ul>  |

## **JOB DESCRIPTION**

**POST: QUALITY ASSURANCE CO-ORDINATOR**

**STATUS: FULL TIME (37 HOURS PER WEEK)**

**GRADE: SCALE 5-6  
£24,352 - £29,114 PER ANNUM**

**LOCATION: FLEXIBLE**

### **LINE MANAGEMENT ACCOUNTABILITY TO:**

**Quality Manager: HE, Staff Development and Learner Voice (QM)**

### **MAIN DUTIES & RESPONSIBILITIES**

2. Work with HEI partners, awarding bodies and the Quality Manager to ensure that all current policies and procedures are updated biannually and made available to students and staff.
3. Maintain guidance documents and the HE calendar, which explain how GLLM ensures compliance with its policies and procedures in respect of Quality Assurance.
4. Work with staff development and Quality Manager to ensure that appropriate staff development is in place for lecturers and administrative staff (in respect of awarding body QA regulations).
5. Have an understanding of the QAA Quality Code, Common Inspection framework and how it relates and applies to GLLM provision.
6. Support lecturers and learners to make appropriate applications in relation to HE:
  - Credit transfer
  - Accreditation of prior learning
  - Extenuating circumstances
  - Unfair practice
  - Academic appeals
7. Convene, clerk and communicate to learners and staff, decisions made in the following HE panels:
  - Credit transfer
  - Accreditation of prior learning
  - Extenuating circumstances
  - Unfair practice
  - Academic appeals
  - HEQASG
8. Ensure that HE Exam Board Chairs, EE's, EM's and HEI Awarding Organisations are supported to undertake exam boards as per GLLM and HEI Awarding Body

procedures.

9. Ensure that EBS fully supports the requirements of HE-Boards by liaising with registry to update Extenuating Circumstances and Unfair Practice outcomes.
10. Ensure that HE EE, EM and Annual Programme Review reports are considered in the appropriate review meetings for relevant action, and monitor action plans to ensure compliance with GLLM and Awarding Body procedures.
11. Support the Quality Assurance Manager to maintain a central record of external verification activity, reports, strengths and areas for development and completion of action plans to ensure compliance with awarding body regulations
12. Coordinate the HE calendar and ensure that HEQASG agenda items are reviewed as per the calendar.
13. Undertake compliance audits on a range of HE processes including;
  - Assessment schedules
  - Approval of assessment by HEI provider before they are issued to students
  - First and second marking
  - Programme information on course Moodle (student course handbook information)
  - Annual programme review
14. Ensure Diploma Supplements are produced following exam boards and forwarded to HEI awarding bodies and learners in a timely manner.
15. Provide support to programme teams to develop standardised Moodle home pages.
16. Ensure electronic availability of HE learner results following External Examination Boards.
17. Support the QM and Director Quality & Performance in updating the annual HE SED.
18. Attend Board of Examiner meetings to support the QM and report on Extenuating Circumstances and Unfair Practice outcomes.
19. Assist the QM in the administration of student surveys
20. Administer the HE Module Evaluation System and support the Quality Manager in drawing key conclusions and identifying areas for development
21. Assist in, and carries out the administration for HE, learner voice and some staff development activities.
22. Provides confidential administrative support to managers and Director for Curriculum and Quality.
23. Receives and deals with internal and external mail and redirects as necessary

24. Provides frontline contact, both inbound and outbound, liaise and communicate with external and internal individuals (by telephone, face-to-face and electronically) ensuring a timely, efficient and co-ordinated service.
25. Receives for preparation, or composes routine documents and prepares for issue using software packages – word processing and spreadsheets.
26. Develops and maintains information systems using college IT systems and produces reports as requested.
27. Maintains effective manual and electronic filing systems
28. Works with the Quality Managers to maintain a central record of external quality assurance outcomes
29. Liaises with other institutional staff as and when required
30. Ensures compliance with relevant legislation – Data Protection, Health & Safety in all aspects of the post holder's duties
31. Undertake additional tasks when requested by the Quality Manager (HE, Staff Dev and Learner Voice) or Director Curriculum and Quality

## PERSON SPECIFICATION

|                            | <i>Essential</i>   | <i>Desirable</i>   |
|----------------------------|--|--|
| <b>Qualifications</b>      | <ul style="list-style-type: none"> <li>● Relevant Academic qualifications to a minimum of a good honours degree or equivalent</li> </ul>   | <ul style="list-style-type: none"> <li>● ECDL or other ICT qualification</li> </ul>  |
| <b>Experience</b>          | <ul style="list-style-type: none"> <li>● Previous experience in an administrative role</li> <li>● Experience administering management information systems</li> <li>● Experience of using Moodle</li> <li>● Experience administering student survey systems</li> </ul>  | <ul style="list-style-type: none"> <li>● Experience of administering HE Policies and Procedures.</li> <li>● Previous experience of HE and/or quality administration</li> </ul> |
| <b>Personal attributes</b> | <ul style="list-style-type: none"> <li>● Ability to work under pressure and to meet deadlines.</li> <li>● To work on own initiative and to take responsibility for prioritising own workload.</li> <li>● Able to work effectively as part of a team</li> <li>● Ability to provide a confidential and professional attitude in all aspects of work.</li> </ul>  |  |
| <b>Skills</b>              | <ul style="list-style-type: none"> <li>● Ability to support learners and refer to appropriate staff</li> <li>● Able to plan work and manage time effectively</li> <li>● Well-developed I.T. skills in Microsoft Office, Google suite and Management information systems</li> <li>● Excellent interpersonal and communication skills.</li> <li>● The ability to deal effectively with staff at all levels, learners and external clients.</li> <li>● Proven organisational and administrative skills, preferably within an HE environment.</li> </ul> | <ul style="list-style-type: none"> <li>● Able to communicate orally in both Welsh and English</li> </ul>   |