

SWYDD DDISGRIFIAD

SWYDD: ARCHWILIO A CHYDYMFFURFIO DYSGU SEILIEDIG AR WAITH

STATWS: LLAWN AMSER

GRADDFA: GRADDFA 4 - £21,806 - £ 23, 733 Y FLWYDDYN / PER ANNUM

LLEOLIAD: LLWYN BRAIN, BANGOR

YN ATEBOL I'R: Rheolwr Contractau a Chydymffurfio (Dysgu Seiliedig ar Waith)

PRIF BWRPAS:

Bydd deiliad y swydd yn gyfrifol am archwilio'r broses o gofrestru dysgwyr a data'n ymwneud â dysgwyr a chyn-ddysgwyr er mwyn sicrhau bod y Grŵp yn cydymffurfio â Manyleb y Rhaglen Dysgu Seiliedig ar Waith a Chanllawiau WEFO. Bydd hyn yn sicrhau bod data a drosglwyddir i asiantaethau allanol ac a gyflwynir mewn adroddiadau mewnol yn gywir, a bod gofynion archwiliadau allanol yn cael eu bodloni. Bydd hefyd yn cynorthwyo'r broses o wneud penderfyniadau rheoli.

Bydd deiliad y swydd yn cefnogi'r tîm i sicrhau cydymffurfiaeth yr uned o ddydd i ddydd i fodloni anghenion archwilio mewnol ac allanol.

PRIF DDYLETSWYDDAU A CHYFRIFOLDEBAU:

A: Archwiliad

- Archwilio'r gwaith papur ffisegol a digidol a dderbynnir er mwyn sicrhau ei fod yn bodloni gofynion y contractau, a chysylltu ag aelodau staff perthnasol ynghylch unrhyw faterion sy'n codi.
- Cynorthwyo i baratoi at bob ymweliad archwilio, bod yn rhan o'r ymweliadau hynny, a chyfrannu at y gwaith o gynhyrchu a chwblhau adroddiadau gweithredu.
- Cynorthwyo'r Rheolwr Contractau a Chydymffurfio DSaW gydag Archwiliadau Consortiwm.

- Cefnogi'r gwaith o ddatblygu systemau a gweithdrefnau i sicrhau bod y Tîm yn cydymffurfio â Manyleb y Rhaglen Dysgu Seiliedig ar Waith a chanllawiau eraill a gyhoeddir.
- Bod yn ymwybodol o ofynion cyfredol contractau Dysgu Seiliedig ar Waith a chynorthwyo i wella systemau a gweithdrefnau'n barhaus
- Codi unrhyw faterion sy'n codi'n gyson â'r Rheolwr Contractau a Chydymffurfio er mwyn gallu mynd i'r afael â hwy.

B: Cydymffurfio

- Datblygu dealltwriaeth o Fanyleb y Rhaglen Dysgu Seiliedig ar Waith a chanllawiau cysylltiedig
- Cefnogi'r Swyddog Contractau Masnachol a Chydymffurfio i wneud tasgau sy'n ymwneud â chontractau i genfogi'r tîm
- Cefnogi'r Swyddog Contractau Masnachol a Chydymffurfio i wneud tasgau sy'n gysylltiedig â chydymffurfiaeth is-gontractio
- Cefnogi'r Rheolwr Contractau a Chydymffurfio gyda'r gwaith o weithredu systemau a gweithdrefnau sy'n adlewyrchu anghenion y Contract Dysgu Seiliedig ar Waith
- Cefnogi'r gwaith o weithredu ar adroddiadau cydymffurfio a chysylltu ag eraill yn ôl y gofyn, i ddatrys unrhyw broblemau
- Cynorthwyo i baratoi at bob archwiliad, a chyfrannu at y gwaith o weithredu adroddiadau gweithredu.
- Cefnogi'r gwaith o lenwi a chyflwyno ffurflenni digidol i adlewyrchu newidiadau yng ngofynion LIC o ran contractau i sicrhau cydymffurfiaeth.

C: Dyletswyddau Eraill

- Cynorthwyo â'r gwaith parhaus o ddatblygu systemau cyfrifiadurol a gwybodaeth, trosglwyddo data electronig, archifo dogfennau a chynnal a chadw gweithdrefnau ysgrifenedig;
- Mynychu cyfarfodydd mewnol ac allanol fel sy'n ofynnol i gael y wybodaeth ddiweddaraf ynghylch gofynion y swydd.

- Bod yn gyfarwydd â threfn gofrestru'r Grŵp o dan y Rheoliad Cyffredinol ar Ddiogelu Data (GDPR) a'r holl weithdrefnau ynghylch trin data a bennwyd gan Lywodraeth Cymru ac asiantaethau mewnol ac allanol eraill.
- Cyflawni pob dyletswydd yn unol â pholisïau a gweithdrefnau'r Grŵp
- Ymgymryd ag unrhyw ddyletswyddau eraill a gytunir â'r Rheolwr Contractau a Chydymffurfio

MANYLEB DEILIAD Y SWYDD

	<i>Hanfodol</i>	<i>Dymunol</i>
<i>Cymwysterau</i>	<ul style="list-style-type: none"> ● Profiad o weithio yn y maes Dysgu Seiliedig ar Waith 	<ul style="list-style-type: none"> ● Cymhwyster Lefel 3 perthnasol
<i>Profiad</i>	<ul style="list-style-type: none"> ● O leiaf 3 blynedd o brofiad o weithio mewn amgylchedd swyddfa prysur 	<ul style="list-style-type: none"> ● Dealltwriaeth o Fanyleb y Rhaglen Dysgu Seiliedig ar Waith ● Profiad blaenorol mewn swydd archwilio
<i>Nodweddion personol</i>	<ul style="list-style-type: none"> ● Hyderus ac yn gallu ymdopi ag amrywiaeth o sefyllfaoedd ● Gallu ymdrin yn effeithiol ag amrywiaeth o randdeiliaid mewnol ac allanol. ● Yn cadw at safonau proffesiynol a moesegol uchel ● Yn drefnus iawn ac yn gallu rheoli amser yn effeithiol ● Y gallu i weithio'n effeithiol mewn tîm ● Y gallu i weithio o'ch pen a'ch pastwn eich hun 	
<i>Sgiliau</i>	<ul style="list-style-type: none"> ● Sgiliau rhyngpersonol da a'r gallu i gyfathrebu'n effeithiol ar bob lefel o fewn y Grŵp ac yn allanol ● Y gallu i gynllunio gwaith a rheoli amser yn effeithiol ● Sgiliau TG da 	

<p>Y Gymraeg</p>	<ul style="list-style-type: none"> ● Yn gallu deall y rhan fwyaf o sgysiau pob dydd, rhagweladwy ● Yn gallu cymryd rhan mewn sgysiau syml ● Yn gallu ymateb yn briodol i gyfarwyddiadau a cheisiadau syml, wyneb yn wyneb ac ar y ffôn ● Yn gallu darllen testunau safonol a rhagweladwy, fel llythyrau a negeseuon e-bost ● Yn gallu ysgrifennu negeseuon e-bost anffurfiol syml, e.e. <ul style="list-style-type: none"> ● Amrediad o sylwadau safonol ar waith y dysgwyr ● Negeseuon e-bost anffurfiol ● Ffurflenni safonol ● Ymrwymiad i wella gallu o ran y Gymraeg, gan dderbyn cymorth i ddod yn rhugl mewn cyfnod y cytunwyd arno 	<ul style="list-style-type: none"> ● Yn gallu deall trafodaethau proffesiynol a themau technegol perthnasol. ● Yn gallu dechrau a chymryd rhan mewn trafodaethau proffesiynol gan ddefnyddio termau technegol perthnasol yn ôl y galw. ● Yn gallu darllen testunau estynedig (h.y. llythyrau, adroddiadau, negeseuon e-bost cymhleth). ● Yn gallu defnyddio meddalwedd Cymraeg (h.y. gwiriwr sillafu ac ati) i gynhyrchu amrediad o destunau e.e.: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Llythyrau safonol <input checked="" type="checkbox"/> Negeseuon e-bost <input checked="" type="checkbox"/> Cofnodion cyfarfodydd
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JOB DESCRIPTION

POST: WORK BASED LEARNING - AUDIT & COMPLIANCE

STATUS: FULL TIME

GRADE: SCALE 4 - £21,806 - £ 23, 733 PER ANNUM

LOCATION: LLWYN BRAIN BANGOR

LINE MANAGEMENT ACCOUNTABILITY TO: WBL Contracts & Compliance Manager

KEY PURPOSE:

The post holder is responsible for the audit of Work Based Learning (WBL) learner enrolment, on scheme and leaver data in order for the Grŵp to ensure compliance with the WBL Programme Specification and WEFO Guidance. This will ensure correct transmission of data returns to external agencies, internal reporting, clean external audits, and will facilitate management decision making.

The post holder will support the team in the day to day compliance of the unit to meet internal and external audit needs.

MAIN DUTIES AND RESPONSIBILITIES:

A: Audit

- Audit physical and digital paperwork received to ensure it meets contractual requirements, liaising with relevant staff to clear any issues identified
- Assist in the preparation of, and have involvement in, all audit visits and contribute to the production of action reports and their completion
- Support the WBL Contracts & Compliance Manager with Consortium Audits
- Support the development of systems and procedures to ensure that the Team is compliant with the WBL Programme Specification and other guidance issued
- Keep up to date with WBL Contract requirements and assist with continuous improvements to systems and procedures

- Raise any recurring issues with the WBL Contracts & Compliance Manager in order that they can be addressed

B: Compliance

- Develop an understanding of the WBL Programme Specification and associated guidance
- Support the Commercial Contracts & Compliance Officer with contractual related tasks to support the team
- Support the Commercial Contracts & Compliance Officer with tasks relating to subcontracting compliance
- Support the Contract and Compliance Manager with the implementation of systems and procedures to reflect the needs of the WBL Contract
- Support with the follow up of compliance reports, liaising with others as required to resolve issues
- Assist in the preparation of all audits and contribute to the implementation of action reports
- Support the production and implementation of digital forms to reflect the changes in WG contractual requirements to ensure compliance

C: Other Duties

- Provide assistance in the ongoing development of computer and information systems, electronic data transfer, document archiving and maintenance of written procedures
- Attend both internal and external meetings as required to keep up to date with the requirements of the role
- Be familiar with the Grŵp's registration under the General Data Protection Regulation and all procedures regarding the data handling as laid down by the Welsh Government and other internal and external agencies
- Carry out all duties in line with Grŵp policies and procedures
- Undertake any other duties agreed with the WBL Contracts & Compliance Manager

PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
Qualifications	<ul style="list-style-type: none"> ● Experience of working in Work Based Learning 	<ul style="list-style-type: none"> ● Relevant qualification at Level 3
Experience	<ul style="list-style-type: none"> ● Minimum of 3 years experience of working in a busy office environment 	<ul style="list-style-type: none"> ● An understanding of the WBL Programme Specification requirements ● Previous experience in an audit role
Personal attributes	<ul style="list-style-type: none"> ● Is confident and able to cope in a range of situations ● The ability to deal effectively with a range of internal and external stakeholders ● Adheres to high professional and ethical standards ● Is well-organised and manages own time effectively ● Able to work effectively as part of a team ● Ability to work on own initiative 	
Skills	<ul style="list-style-type: none"> ● Good interpersonal skills and able to communicate effectively at all levels within the Grŵp and externally ● Able to plan work and manage time effectively ● Well-developed IT skills 	

<p>Welsh Language</p>	<ul style="list-style-type: none"> ● Able to understand the greater part of predictable, everyday conversations ● Able to participate in simple conversations ● Able to respond appropriately to simple directions and requests, both face-to-face and over the phone ● Able to read standard and predictable texts, such as letters and emails ● Able to write simple informal text, e.g. <ul style="list-style-type: none"> ● A range of standard comments on learners' work ● Informal emails ● Standard forms ● Commitment to improve own Welsh Language abilities to achieve fluency within an agreed timescale with support 	<ul style="list-style-type: none"> ● Able to understand professional discussions, and relevant technical terms. ● Able to initiate and take part in professional discussions using relevant technical terms as necessary. ● Able to read extended texts (ie letters, reports, complex emails). ● Able to use Welsh language software (ie spell checker etc) to produce a range of texts, eg: <ul style="list-style-type: none"> ○ Standard letters ○ Emails ○ Minutes of meetings
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