

Mae gan Goleg Sir Benfro gyfle cyffrous ar gyfer Rheolwr Contract a Chydymffurfiaeth Dysgu Seiliedig ar Waith i reoli'r Tîm Gwybodaeth Rheoli Dysgu Seiliedig ar Waith. Bydd yr unigolyn yn gyfrifol am gydymffurfio â'r contract a rheoli data a bydd yn gweithio gyda'r Penaethiaid Cwricwlwm a rheolwr DSW perthnasol i sicrhau y cedwir at y contract.

## Rheolwr Contract a Chydymffurfiaeth Dysgu Seiliedig ar Waith

- Manylion Cyflog:** Graddfa: MS 1-4  
£41,919— £46,030 y flwyddyn ar hyn o bryd
- Oriau Gwaith:** Llawn amser, 37 awr yn gweithio dros 5 diwrnod
- Math o Contract:** Cyflogedig (Rheolaeth) - Parhaol
- Hawl Gwyliau:** 37 diwrnod ynghyd â gwyliau banc statudol a diwrnodau cau'r coleg ar gyfer effeithlonrwydd (y flwyddyn)
- Cymwysterau:** Bydd gennych gymhwyster lefel 4/5 o leiaf mewn disgyblaeth berthnasol. Mae'n ddymunol meddu ar gymhwyster rheoli proffesiynol perthnasol a/neu Ddyfarniadau Asesydd.

### Mae'n hanfodol y bydd gan yr ymgeisydd llwyddiannus:

- Gwybodaeth ragorol o Ddysgu Seiliedig ar Waith yng Nghymru, gan gynnwys cyllid, rhwydweithiau a blaenoriaethau strategol Llywodraeth Cymru
- Profiad o reoli cyllideb a gweithio i derfynau amser a thargedau cyllidebol ac ariannol.
- Profiad o reoli a chyflawni prosiectau yn unol â'r targed

### Mae'n ddymunol y bydd gan yr ymgeisydd llwyddiannus:

- Profiad o reoli ac arwain contractau a/neu Dimau Dysgu Seiliedig ar Waith.
- Bod yn hyfedr wrth ddefnyddio cyfres Microsoft o gymwysidiadau gan gynnwys Excel a bod â sgiliau rheoli pobl rhagorol.

Byddwch yn hunan-ysgogol, yn frwdfrydig ac yn gyffyrddus yn gweithio'n annibynnol ac fel rhan o dîm. Bydd gennych hefyd sgiliau rhyngpersonol a chyfathrebu rhagorol.

Mae Coleg Sir Benfro yn croesawu ceisiadau yn enwedig gan: ymgeiswyr sydd â sgiliau cyfathrebu llafar Cymraeg da / ymgeiswyr ag anableddau / Milwyr Wrth Gefn y Lluoedd Arfog / ymgeiswyr rhannu swyddi.

**Dyddiad Cau: Hanner Nos, Nos Sul 1af Awst 2021**

Pembrokeshire College has an exciting opportunity for a Work based Learning Contract and Compliance Manager to manage the Work Based Learning Management Information Team. The person will have the responsibility for the contract compliance and data management and will work with the relevant Curriculum Heads and WBL managers to ensure the contract is adhered to.

## Work Based Learning Contract and Compliance Manager

- Salary Details:** Scale: MS 1-4  
Currently £41,919—£46,030 per annum
- Hours of Work:** Full-time, 37 hours worked over 5 days
- Contract Type:** Salaried (Management)— Permanent
- Holiday Entitlement:** 37 days plus statutory bank holidays & College efficiency closures (per annum)
- Qualifications:** You will hold a minimum level 4/5 qualification in a relevant discipline. It is desirable to hold a relevant professional management qualification and/or Assessor Awards.

### It is essential that the successful candidate will have:

- Excellent knowledge of Work Based Learning in Wales, including Funding, networks and Welsh Government strategic priorities
- Experience of budget management and working to budgetary and financial deadlines and targets.
- Experience of project management and delivery to target

### It is desirable that the successful candidate will have:

- Experience of managing and leading contracts and/or Work Based learning Teams.
- Be proficient in the use of the Microsoft suite of applications including Excel and have excellent people management skills.

You will be self motivated, enthusiastic and comfortable working both independently and as part of a team. You will also possess excellent interpersonal and communication skills.

Pembrokeshire College particularly welcomes applications from: applicants with good Welsh language verbal communication skills /Applicants with disabilities / Armed Forces Reservists / Job share applicants.

**Closing Date: Midnight, Sunday 1st August 2021**