

Job Title: Work Based Learning Contract and Compliance Manager

Salary: Management Scale 1 - 6

Reports to: Assistant Principal, Commercial and Client Services

JOB DESCRIPTION

Job Purpose

To co-ordinate and manage the Pembrokehire College Work Based Learning Contract ensuring compliance with the Welsh Government contract specification and any requirements as set out by the Consortium. To lead the administration team in their duties and to co-ordinate with the faculty work-based learning CAMs and their teams.

Key Responsibilities

- Responsibility for the management of the College's Work Based Learning contracts (and monitoring of third-party delivery): including Apprenticeships, Traineeships (JGW+).
- Line manage the Work Based Learning administration team including all aspects of performance management
- Work with line managers to ensure compliance with the programme specifications and maintain contractual obligation of the Work Based Learning contracts for Apprentices and Traineeship (JGW+), including responsibility for PAGS and internal audits.
- Oversee the input of data to the college MAYTAS system for upload by B-wbl to Welsh Government.
- Ensure that targets set within the Programme specification and by the B-wbl Consortium are met, for example Learner Voice, HSE requirements, employer surveys, e-track compliance
- Offer support and guidance to the College's WBL delivery teams on the employer incentive and other Welsh Government support packages and incentives.
- Inspire and support the College's Work Based learning delivery teams in order to embed excellence in operational delivery, learning, teaching and assessment
- Oversee and prepare reports on framework attainment, successful completion and progression outcomes
- Develop effective relationships with external organisations and partners such as: Regional Skills Partnerships, consortium members, other WBL providers and other relevant organisations that support the achievement of the College WBL objectives

- Develop close working relationships with relevant College curriculum and quality managers to ensure Work Based learners receive an apprenticeship experience that exceeds the WG programme specification.
- Co-ordinate the financial profiling/collation of annual planning for both the faculties and 3rd party (in relation to Work Based Learning), and liaison with Finance to update on any contractual value decisions at college level.
- Ensure the Work Based Learning provision matches labour market information, local, regional and national priorities.
- Co-ordinate the completion and submission of Work Based Learning Self-Assessment Reports and Quality Development Plans
- Participate and contribute to local, regional and national networks where appropriate (NTfW, Collegau Cymru, employer networks, business forums, consortium meetings etc)
- Work with CAMS who line manage staff involved in the delivery of all Work Based Learning activities to ensure they maintain or exceed set key performance indicators.

General Responsibilities

- Operate within budget constraints, and secure financial control and value for money in all activities.
- Contribute to a culture of continuous improvement.
- Demonstrate behaviours that are consistent with an open, inclusive and participative management style.
- Proactively ensure ongoing competence in the job role by participating in professional development activities
- Comply with all mandatory training requirements including cross-College and those specific to the job role
- Comply with all cross-College Policies and Procedures and take specific responsibility for the College's commitment to diversity, equality of opportunity and for maintaining a safe and healthy working environment.
- Carry out any other duties commensurate with position, qualifications and experience.
- Keep up to date with all relevant specialist information and developments – including legislation – and assess impacts, ensuring appropriate dissemination or implementation.
- Participate in relevant industrial opportunities as identified by the line manager.
- Work to the highest professional standards in accordance with the Staff Code of Conduct and to comply fully with the College's commitment to equality and diversity.
- All College employees are required to safeguard and promote the welfare of children and vulnerable adults.
- Adhere to the College's Data Protection Policy and Electronic Communications guidance including email and internet usage.
- Take reasonable care of your own health and safety, and of the safety of other people in accordance with College policies and procedures.
- Comply with the requirements of the Welsh Language Standards and contribute towards facilitating language choice within the College's service and curriculum provision.

The College is committed to the promotion of Education for Sustainable Development and Global Citizenship (ESDGC), the Welsh language, Equality and Diversity, Essential Skills, Health, Safety, Safeguarding, Wellbeing and the Environment.

Mae'r Coleg wedi ymrwymo i hyrwyddo Addysg ar gyfer Datblygiad Cynaliadwy a Dinasyddiaeth Fydeang (ADCDF), yr iaith Gymraeg, Cydraddoldeb ac Amrywiaeth, Sgiliau Hanfodol, Iechyd, Diogelwch, Diogelu, Lles a'r Amgylchedd.

PERSON SPECIFICATION

Selection Criteria	Essential	Desirable	Method of Assessment
Qualifications & Training	<ul style="list-style-type: none"> • Hold a minimum level 4/5 qualification in a related discipline 	<ul style="list-style-type: none"> • Assessor awards • A relevant professional management qualification 	<ul style="list-style-type: none"> • Application Form
Knowledge & Experience	<ul style="list-style-type: none"> • Proficient in the use of the Microsoft Office Suite of applications, particularly Excel • 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 	<ul style="list-style-type: none"> • Experience of managing and leading Work Based Learning contracts and/or Work Based Learning teams 	<ul style="list-style-type: none"> • Application Form/ Interview Selection Tests
Skills & Abilities	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills. • Excellent people management skills • Ability to analyse, interpret, manipulate and report on complex data • Able to work accurately towards targets and deadlines. • Excellent organisational skills • Ability to work effectively with students, staff and external customers • Excellent report writing skills 	<ul style="list-style-type: none"> • Ability to meet and greet in Welsh for the purpose of providing customer service 	<ul style="list-style-type: none"> • Application Interview Selection tests
Personal Attributes	<ul style="list-style-type: none"> • Approachable, flexible and professional manner • Strong Team player • Able to use initiative at all times • Able to demonstrate a positive 'can do' attitude 		<ul style="list-style-type: none"> • Interview

Special Requirements	<ul style="list-style-type: none">• Suitable to work with children and vulnerable adults		<ul style="list-style-type: none">• Application Form/ Interview
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Teitl y Swydd:	Rheolwr Contract a Chydymffurfiaeth Dysgu Seiliedig ar Waith
Cyflog:	Graddfa Rheoli 1 - 6
Adrodd i:	Pennaeth Cynorthwyol, Gwasanaethau Masnachol a Chleientiaid

DISGRIFIAD SWYDD

Diben y Swydd

Cydlynu a rheoli Contract Dysgu Seiliedig ar Waith Coleg Sir Benfro gan sicrhau cydymffurfiaeth â manyleb contract Llywodraeth Cymru ac unrhyw ofynion a nodir gan y Consortiwm. Arwain y tîm gweinyddu yn eu dyletswyddau a chydgyssylltu â'r Rheolwyr Maes Cwricwlwm dysgu seiliedig ar waith y cyfadrannau a'u timau.

Cyfrifoldebau Allweddol

- Cyfrifoldeb am reoli contractau Dysgu Seiliedig ar Waith y Coleg (a monitro darpariaeth trydydd parti): gan gynnwys Prentisiaethau, Hyfforddeiaethau (JGW+).
- Rheoli llinell y tîm gweinyddu Dysgu Seiliedig ar Waith gan gynnwys pob agwedd ar reoli perfformiad.
- Gweithio gyda rheolwyr llinell i sicrhau cydymffurfiaeth â manylebau'r rhaglen a chynnal rhwymedigaeth gytundebol y contractau Dysgu Seiliedig ar Waith ar gyfer Prentisiaid a Hyfforddeiaeth (JGW+), gan gynnwys cyfrifoldeb am PAGS ac archwiliadau mewnol.
- Goruchwylio mewnbyn data i system MAYTAS y Coleg i'w lanlwytho gan B-wbl i Lywodraeth Cymru.
- Sicrhau bod targedau a osodir o fewn manyleb y Rhaglen a chan y Consortiwm B-wbl yn cael eu bodloni, er enghraifft Llais y Dysgwr, gofynion yr HSE, arolygon cyflogwyr, cydymffurfiaeth e-track.
- Cynnig cefnogaeth ac arweiniad i dimau DSW y Coleg ar gymhelliant cyflogwyr a phecynnau a chymhellion cymorth eraill Llywodraeth Cymru.
- Ysbrydoli a chefnogi timau DSW y Coleg er mwyn ymgorffori rhagoriaeth mewn darparu gweithredol, dysgu, addysgu ac asesu.
- Goruchwylio a pharatoi adroddiadau ar gyrhaeddiad fframwaith, deilliannau cwblhau a dilyniant llwyddiannus.
- Datblygu perthynas effeithiol â sefydliadau a phartneriaid allanol fel: Partneriaethau Sgiliau Rhanbarthol, aelodau consortiwm, darparwyr DSW eraill a sefydliadau perthnasol eraill sy'n cefnogi cyflawni amcanion DSW y Coleg.

- Datblygu perthynas waith agos gyda chwricwlwm perthnasol y Coleg a rheolwyr ansawdd i sicrhau bod dysgwyr Seiliedig ar Waith yn cael profiad prentisiaeth sy'n rhagori ar fanyleb rhaglen Llywodraeth Cymru.
- Cydgysylltu proffilio ariannol/coladu cynllunio blynyddol ar gyfer y cyfadrannau a'r 3ydd parti (mewn perthynas â Dysgu Seiliedig ar Waith), a chysylltu â Chyllid i roi'r wybodaeth ddiweddaraf am unrhyw benderfyniadau gwerth cytundebol ar lefel Coleg.
- Sicrhau bod y ddarpariaeth Dysgu Seiliedig ar Waith yn cyfateb i wybodaeth am y farchnad lafur, blaenoriaethau lleol, rhanbarthol a chenedlaethol.
- Cydgysylltu'r gwaith o gwblhau a chyflwyno Adroddiadau Hunanasesu Dysgu Seiliedig ar Waith a Chynlluniau Datblygu Ansawdd.
- Cymryd rhan a chyfrannu at rwydweithiau lleol, rhanbarthol a chenedlaethol lle y bo'n briodol (NTfW, Colegau Cymru, rhwydweithiau cyflogwyr, fforymau busnes, cyfarfodydd consortiwm ac ati).
- Gweithio gyda Rheolwyr Maes Cwricwlwm sy'n rheoli staff sy'n ymwneud â darparu'r holl weithgareddau Dysgu Seiliedig ar Waith er mwyn sicrhau eu bod yn cynnal neu'n rhagori ar ddangosyddion perfformiad allweddol penodol.

Cyfrifoldebau Cyffredinol

- Gweithredu o fewn cyfyngiadau cyllidebol, a sicrhau rheolaeth ariannol a gwerth am arian ym mhob gweithgaredd.
- Cyfrannu at ddiwylliant o welliant parhaus.
- Dangos ymddygiadau sy'n gyson ag arddull reoli agored, gynhwysol a chyfranogol.
- Sicrhau cymhwysedd parhaus yn rôl y swydd yn rhagweithiol trwy gymryd rhan mewn gweithgareddau datblygiad proffesiynol.
- Cydymffurfio â'r holl ofynion hyfforddi gorfodol gan gynnwys traws-golegol a'r rhai sy'n benodol i'r swydd.
- Cydymffurfio â holl Bolisiau a Gweithdrefnau traws-golegolol a chymryd cyfrifoldeb penodol am ymrwymiad y Coleg i amrywiaeth, cyfle cyfartal ac am gynnal amgylchedd gwaith diogel ac iach.
- Cyflawni unrhyw ddyletswyddau eraill sy'n gymesur â swydd, cymwysterau a phrofiad.
- Cadw'n gyfoes â'r holl wybodaeth a datblygiadau arbenigol perthnasol - gan gynnwys deddfwriaeth - ac asesu effeithiau, gan sicrhau eu bod yn cael eu lledaenu neu eu gweithredu'n briodol.
- Cymryd rhan mewn cyfleoedd diwydiannol perthnasol fel y nodwyd gan y rheolwr llinell.
- Gweithio i'r safonau proffesiynol uchaf yn unol â'r Cod Ymddygiad Staff ac i gydymffurfio'n llawn ag ymrwymiad y Coleg i gydraddoldeb ac amrywiaeth.
- Mae'n ofynnol i holl weithwyr y Coleg ddiogelu a hyrwyddo lles plant ac oedolion agored i niwed.
- Cadw at Bolisi Diogelu Data a chanllawiau Cyfathrebu Electronig y Coleg gan gynnwys e-bost a'r rhyngrwyd.
- Cymryd gofal rhesymol o'ch iechyd a'ch diogelwch eich hun, a diogelwch pobl eraill yn unol â pholisiau a gweithdrefnau'r Coleg.
- Cydymffurfio â gofynion Safonau'r Gymraeg a chyfrannu at hwyluso dewis iaith o fewn darpariaeth gwasanaeth a chwricwlwm y Coleg.

Mae'r Coleg wedi ymrwmo i hyrwyddo Addysg ar gyfer Datblygu Cynaliadwy a Dinasyddiaeth Fyd-eang (ADCDF), yr Iaith Gymraeg, Cydraddoldeb ac Amrywiaeth, Sgiliau Hanfodol, Iechyd, Diogelwch, Diogelu, Lles a'r Amgylchedd.

MANYLEB Y PERSON

Meini Prawf Dethol	Hanfodol	Dymunol	Dull Asesu
Cymwysterau a Hyfforddiant	<ul style="list-style-type: none"> • Meddu ar gymhwyster lefel 4/5 o leiaf mewn disgyblaeth gysylltiedig 	<ul style="list-style-type: none"> • Dyfarniadau asesydd • Cymhwyster rheoli proffesiynol perthnasol 	<ul style="list-style-type: none"> • Ffurflen Gais
Gwybodaeth a Phrofiad	<ul style="list-style-type: none"> • Hyfedredd yn y defnydd o gymwysiadau Microsoft Office, yn enwedig Excel • Gwybodaeth ragorol am Ddysgu Seiliedig ar Waith yng Nghymru, gan gynnwys cyllid, rhwydweithiau a blaenoriaethau strategol Llywodraeth Cymru • Profiad o reoli cyllidebau a gweithio i derfynau amser a thargedau cyllidebol ac ariannol • Profiad o reoli a chyflawni prosiectau i dargedu 	<ul style="list-style-type: none"> • Profiad o reoli ac arwain contractau Dysgu Seiliedig ar Waith a/neu dimau Dysgu Seiliedig ar Waith 	<ul style="list-style-type: none"> • Ffurflen Gais/ Cyfweliad Profion Dethol
Sgiliau a Galluoedd	<ul style="list-style-type: none"> • Sgiliau rhyngpersonol a chyfathrebu rhagorol • Sgiliau rheoli pobl rhagorol • Y gallu i ddadansoddi, dehongli, trin ac adrodd ar ddata cymhleth • Gallu gweithio'n gywir tuag at dargedau a therfynau amser • Sgiliau trefnu rhagorol • Y gallu i weithio'n effeithiol gyda myfyrwyr, staff a chwsmeriaid allanol • Sgiliau ysgrifennu adroddiadau rhagorol 	<ul style="list-style-type: none"> • Y gallu i gyfarch yn Gymraeg er mwyn darparu gwasanaeth cwsmer 	<ul style="list-style-type: none"> • Ffurflen Gais/ Cyfweliad Profion Dethol
Priodoleddau Personol	<ul style="list-style-type: none"> • Dull hawdd mynd ato, hyblyg a phroffesiynol • Chwaraewr Tîm cryf • Yn gallu defnyddio blaengaredd bob amser • Gallu dangos agwedd gadarnhaol 'gallu gwneud' 		<ul style="list-style-type: none"> • Cyfweliad
Gofynion Arbennig	<ul style="list-style-type: none"> • Addas i weithio gyda phlant ac oedolion bregus 		<ul style="list-style-type: none"> • Ffurflen Gais/ Cyfweliad

