

## **SWYDD DDISGRIFIAD**

|                                  |                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>TEITL Y SWYDD:</b>            | Rheolwr Arweiniol Prentisiaethau a Dysgu Seiliedig ar Waith – Busnes@LlandrilloMenai                                                                                                                                                                                                                                                                                                   |
| <b>YN ATEBOL I'R:</b>            | Cyfarwyddwr Dysgu Masnachol a Seiliedig ar Waith                                                                                                                                                                                                                                                                                                                                       |
| <b>PRIF LEOLIAD:</b>             | Un o leoliadau craidd Busnes@ (Bangor neu Abergele).<br>Gellir trefnu i'r swydd gael ei lleoli ar un o safleoedd eraill y Grŵp dros dro tan fis Medi 2021. Efallai y bydd rhai elfennau o weithio o bell yn bosibl.                                                                                                                                                                    |
| <b>PRIF FEYSYDD CYFRIFOLDEB:</b> | Arwain a Rheoli holl ddarpariaeth Dysgu Seiliedig ar Waith Busnes@.<br>Cyd-reoli'r gwaith o recriwtio ar gyrsiau Dysgu Seiliedig ar Waith.<br>Adrodd i'r Consortiwm Dysgu Seiliedig ar Waith ar ddarpariaeth (Busnes@) y Grŵp.<br>Rheoli darpariaeth Sgiliau Hanfodol y meysydd Dysgu Seiliedig ar Waith. Rheoli incwm, gwariant a thargedau ansawdd Dysgu Seiliedig ar Waith Busnes@. |
| <b>LEFEL Y CYFLOG:</b>           | Graddfa Rheoli, Pwynt 10 - 12<br><b>£ 54,250 - £ 56,991 y flwyddyn</b>                                                                                                                                                                                                                                                                                                                 |

---

Mae Grŵp Llandrillo Menai wedi ymrwymo i'w genhadaeth, sef:

*Ysbrydoli llwyddiant drwy gynnig addysg a hyfforddiant rhagorol*

Cefnogir y datganiad hwn gan bedwar Nod Strategol:

|                        |                                                                                               |
|------------------------|-----------------------------------------------------------------------------------------------|
| <b>Nod Strategol 1</b> | <i>Sicrhau llwyddiant rhagorol i'n myfyrwyr</i>                                               |
| <b>Nod Strategol 2</b> | <i>Cefnogi anghenion sgiliau cyflogwyr yn economi ffyniannus Gogledd Cymru</i>                |
| <b>Nod Strategol 3</b> | <i>Darparu cyfleoedd addysg a hyfforddiant drwy bartneriaethau a rhwydweithiau effeithiol</i> |
| <b>Nod Strategol 4</b> | <i>Bod yn sefydliad cynaliadwy sy'n sefydlog yn ariannol</i>                                  |

Fel aelod uwch o staff Grŵp Llandrillo Menai, bydd deiliad y swydd yn ymrwymo i'r genhadaeth a'r Nodau Strategol uchod, yn ogystal ag i Werthoedd y Grŵp sef:

- *Cydraddoldeb*
- *Ansawdd*

- *Arloesedd*
- *Proffesiynoldeb*

## 1. **Pwrrpas y Swydd:**

Cyflawni amcanion Dysgu Seiliedig ar Waith mewnol ac allanol drwy weithio gyda'r Cyfarwyddwr Dysgu Masnachol a Seiliedig ar Waith a rheolwyr a staff perthnasol eraill i sicrhau bod y Dysgu Seiliedig ar Waith a ddarperir gan Busnes@ yn effeithiol (gan gynnwys unrhyw ddarpariaeth a is-gontractiwyd yn uniongyrchol yn y meysydd rhaglen hyn). Mae'r swydd yn cynnwys bod yn rheolwr uniongyrchol ar y Rheolwyr Maes Rhaglen perthnasol, rheoli'r ddarpariaeth Sgiliau Hanfodol i bob maes Dysgu Seiliedig ar Waith ynghyd â rheoli'r ddarpariaeth Cymwysterau Asesu a Sicrhau Ansawdd ar draws y Grŵp.

## 2. **Dyletswyddau Penodol y Swydd:**

### **Y Ddarpariaeth Brentisiaethau a Dysgu Seiliedig ar Waith**

- Goruchwyllo'r gwaith o gynllunio rhaglen flynyddol eang a chydlynol, sy'n rhoi gwerth am arian, ar gyfer Dysgu Seiliedig ar Waith ar draws y meysydd rhaglen, gan sicrhau bod y ddarpariaeth yn bodloni blaenoriaethau'r rhanbarth ac anghenion dysgwyr sy'n mynd ymlaen i fyd gwaith neu i ddilyn cwrs pellach.
- Rheoli'r modd y dyrennir y gwaith ar draws nifer o feysydd rhaglen, gan gydweithio â'r Cyfarwyddwr Dysgu Masnachol a Seiliedig ar Waith.
- Hyrwyddo dwyieithrwydd yn y ddarpariaeth a'r gwasanaethau yn unol â Chynllun Iaith Gymraeg y Grŵp
- Annog a hyrwyddo dysgu ac addysgu effeithiol ac adfyfyriol drwy esiampl, cefnogaeth a chynghor, gan gynnwys lledaenu arferion da.
- Gweithio gyda'r Rheolwyr Maes Rhaglen i sicrhau bod cyfnodau cynefino i ddysgwyr, tiwtorialau personol, gosod targedau, adroddiadau cynnydd, a strategaethau eraill sy'n gysylltiedig â'r cwricwlwm, yn cael eu gweithredu'n unol â pholisïau'r Grŵp.
- Monitro ansawdd y ddarpariaeth, gan gyfeirio'n benodol at ddata cyflawni, a pharatoi adroddiadau i gynulleidfaoedd mewnol ac allanol perthnasol.
- Rheoli'n uniongyrchol y ddarpariaeth Sgiliau Hanfodol ar gyfer meysydd Dysgu Seiliedig ar Waith ar draws y Grŵp.
- Rheoli'n uniongyrchol yr hyfforddiant TAQA a ddarperir ar draws y Grŵp, ac yn fasnachol i gleientiaid allanol.
- Rheoli unrhyw ddarpariaeth arall a gynigir ar draws y meysydd rhaglen ac sy'n berthnasol i Ddysgu Seiliedig ar Waith.

### **Datblygu Cynnyrch a Marchnadoedd**

- Monitro ffactorau sy'n gysylltiedig â'r farchnad (yn cynnwys blaenoriaethau'r llywodraeth, tueddiadau'r farchnad waith, a dewisiadau'r dysgwyr) er mwyn penderfynu pa faint a strwythur sy'n briodol i'r meysydd rhaglen.
- Nodi manau y mae gofyn i feysydd rhaglen eu datblygu a rhoi gwybod i reolwr y rhaglen berthnasol a/neu bartner allanol am newidiadau a gwelliannau y mae gofyn eu gwneud yn eu rhaglenni.
- Datblygu darpariaethau a chyfleoedd perthnasol newydd i ategu'r Contract Dysgu Seiliedig ar Waith a'r ddarpariaeth Dysgu Seiliedig ar Waith gysylltiedig ym maes AB.

### **Adrodd, Monitro a Gwelliant Parhaus**

- Arwain o ran adrodd ar holl Ddysgu Seiliedig ar Waith Busnes@ a, thrwy gydweithio ag aelodau eraill Busnes@, adrodd yn gyson ar holl ddarpariaeth Dysgu Seiliedig ar Waith y Grŵp.
- Monitro'r holl fetrigau allweddol, gan gytuno ar fetrigau ansawdd, incwm a gwariant ar gyfer Dysgu Seiliedig ar Waith Busnes@, a'u gwerthuso.
- Creu diwylliant o wella ansawdd yn barhaus drwy ddefnyddio gweithdrefnau Sicrhau Ansawdd y Grŵp, drwy fonitro'n rheolaidd berfformiad o ran cyflawni, cadw myfyrwyr, a chyrraedd targedau, ac ymateb yn effeithiol i faterion a nodwyd yn ystod proses hunanasesu'r Maes Rhaglen.
- Ysgogi newid a'i roi ar waith, gan weithredu cylch parhaus o wella gwasanaethau, yn Nysgu Seiliedig ar Waith Busnes@.
- Annog y defnydd o strategaethau dysgu, addysgu ac asesu arloesol gan gynnwys defnyddio technoleg dysgu i ysbrydoli ac annog dysgwyr.
- Trafod a chytuno ar dargedau realistig i bob maes rhaglen perthnasol a sicrhau eu bod yn cydymffurfio â disgwyliadau Busnes@, Llywodraeth Cymru ac Estyn. Cyfleu'r targedau hyn yn effeithiol i bob aelod staff perthnasol.

### **3. Arwain**

- Creu a hyrwyddo tîm arloesol a blaengar o reolwyr a staff
- Arwain a rheoli staff mewn meysydd penodol er mwyn eu hysgogi i wireddu eu llawn botensial
- Cynnal safon uchel o ymddygiad proffesiynol a bod yn batrwm i staff a dysgwyr
- Sicrhau cyfle a gwasanaeth cyfartal i'r holl staff a dysgwyr
- Sefydlu a chynnal cysylltiadau â sefydliadau ac asiantaethau allanol ym mhob sector - er mwyn hybu a gwella recriwtio, angen y myfyrwyr, cysylltiadau cyhoeddus a gweithgareddau masnachol.

### **4. Rheoli Staff**

- Goruchwylio prosesau recriwtio a datblygu proffesiynol staff yn y meysydd rydych yn gyfrifol amdanynt
- Sicrhau bod staff yn y meysydd rydych chi'n gyfrifol amdanynt yn cael eu defnyddio'n effeithiol ac yn effeithlon
- Sicrhau bod prosesau rheoli perfformiad yn cael eu defnyddio'n effeithiol i gefnogi staff i gyflawni eu llawn botensial
- Adeiladu a datblygu timau sy'n gweithio gyda'i gilydd yn effeithiol i ddarparu gwasanaethau rhagorol i fusnesau a phrofiadau rhagorol i ddysgwyr
- Defnyddio amrywiaeth o strategaethau cyfathrebu i gefnogi'r gwaith o reoli'r coleg yn effeithiol
- Meithrin a chynnal amrywiaeth o gysylltiadau a rhwydweithiau allanol er mwyn hybu a gwella buddiannau'r Grŵp.
- Cadw mewn cyswllt â'r Gwasanaethau Corfforaethol i sicrhau bod yr amgylchedd gwaith yn ddiogel ac yn addas i'r diben

## **5. Rheoli Adnoddau**

- Bod yn bennaf gyfrifol am reoli cyllideb y maes yn unol â rheoliadau a systemau ariannol y Grŵp gan sicrhau gwerth am arian a gwarged net ar weithrediadau
- Arwain o ran datblygu Cynllun Gweithredu'r maes
- Gweithio'n agos gyda rheolwyr perthnasol y Gwasanaethau Corfforaethol i sicrhau bod yr amgylchedd gweithio sydd o dan eich rheolaeth yn addas i'r diben o fewn yr adnoddau sydd ar gael
- Rheoli perfformiad mentrau masnachol cysylltiedig
- Sicrhau y cydymffurfir â safonau a rheoliadau iechyd a diogelwch yn y meysydd sydd o dan eich rheolaeth

## **6. Cyfrifoldebau Corfforaethol a Phersonol**

- Cynnal safon uchel o ymddygiad proffesiynol a bod yn batrwm i staff a dysgwyr
- Cynrychioli'r Grŵp mewn fforymau lleol a chenedlaethol perthnasol, gan sicrhau bod buddiannau gorau'r Grŵp yn cael eu hyrwyddo
- Ymateb, fel y bo'n briodol, i ddogfennau ymgynghori perthnasol ac i grwpiau llunio polisïau ar ran y Grŵp
- Cymryd rhan ym mhroses Adolygu Perfformiad y Grŵp, gyda'r nod o wella eich perfformiad eich hun yn barhaus a diweddarau eich sgiliau a'ch gwybodaeth
- Cyflawni unrhyw ddyletswyddau priodol eraill sy'n ymwneud â'ch rôl a'ch swydd ar gais yr Uwch Gyfarwyddwr neu'r Prif Weithredwr

Dylid nodi y gall y Cyfrifoldebau Penodol hyn newid, yn dibynnu ar gefndir, profiad a sgiliau'r sawl a benodir i'r swydd hon.

## MANYLEB DEILIAD Y SWYDD

### TEITL Y SWYDD: Rheolwr Arweiniol Prentisiaethau a Dysgu Seiliedig ar Waith

|                             | HANFODOL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | DYMUNOL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Addysg / Cymwysterau</b> | <ul style="list-style-type: none"> <li>Cymwysterau academiaidd/galwedigaethol Lefel 4 o leiaf</li> <li>Cymhwyster addysgu cydnabyddedig e.e. TAQA, TAR, Ymarferydd Sgiliau Hanfodol</li> <li>Cymhwyster proffesiynol cydnabyddedig ym maes rheoli, neu brofiad o weithio yn y maes?</li> </ul> <p><b>Cofiwch:</b><br/>Croesawn geisiadau gan ymgeiswyr nad ydynt yn bodloni holl feini prawf hanfodol y swydd, ond sy'n awyddus i ddatblygu i'r lefel angenrheidiol. Os nad yw ymgeiswyr llwyddiannus yn bodloni'r holl feini prawf pan gânt swydd, disgwylwn iddynt gyrraedd y lefel ddisgwyliedig mewn cyfnod y cytunwyd arno, a darperir cymorth iddynt wneud hynny.</p>                                                                                          | <ul style="list-style-type: none"> <li>Gradd neu gymhwyster ôl-radd mewn pwnc perthnasol.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Profiad</b>              | <ul style="list-style-type: none"> <li>Profiad sylweddol o ddysgu ac addysgu mewn maes perthnasol.</li> <li>Profiad o reoli cyrsiau neu arwain tîm.</li> <li>Profiad o roi trefniadau Sicrhau Ansawdd ar waith mewn cyd-destun Dysgu Seiliedig Waith.</li> <li>Profiad o arwain darpariaeth Dysgu Seiliedig ar Waith, gan gynnwys rheoli timau sylweddol o aseswyr.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>Profiad neu wybodaeth o gyflwyno a rheoli Prentisiaethau a chysiau Addysg Bellach mewn cyd-destun Dysgu Seiliedig ar Waith.</li> <li>Profiad o broses Arolygu Estyn mewn cyd-destun Dysgu Seiliedig Waith.</li> <li>Profiad o reoli rhaglen neu gwrs Addysg Bellach.</li> </ul>                                                                                                                                                                                                                                                                                                                                                              |
| <b>Sgiliau</b>              | <ul style="list-style-type: none"> <li>Sgiliau rhyngbersonol a sgiliau cyfathrebu rhagorol.</li> <li>Llythrennedd a rhifedd o safon uchel.</li> <li>Y gallu i ymdrin yn effeithiol â staff ar bob lefel, dysgwyr a phartneriaid allanol</li> <li>Y gallu i gyrraedd targedau/rhagori ar dargedau a rheoli cyllidebau dirprwyedig.</li> <li>Defnyddiwr TG Medrus.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>Y gallu i adrodd yn uniongyrchol i gyllidwyr allanol am y ddarpariaeth.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Y Gymraeg</b>            | <ul style="list-style-type: none"> <li>Yn gallu deall y rhan fwyaf o sgysiau pob dydd, rhagweladwy gyda staff a dysgwyr.</li> <li>Yn gallu cymryd rhan mewn sgysiau syml gyda staff a dysgwyr.</li> <li>Yn gallu ymateb yn briodol i gyfarwyddiadau a cheisiadau syml, wyneb yn wyneb ac ar y ffôn.</li> <li>Yn gallu darllen testunau safonol a rhagweladwy, fel llythyrau a negeseuon e-bost.</li> <li>Yn gallu ysgrifennu negeseuon e-bost anffurfiol syml, e.e. <ul style="list-style-type: none"> <li>Amrediad o sylwadau safonol ar waith y dysgwyr</li> <li>Negeseuon e-bost anffurfiol</li> <li>Ffurflenni safonol</li> </ul> </li> <li>Ymrwymiad i wella gallu o ran y Gymraeg, gan dderbyn cymorth i ddod yn rhugl mewn cyfnod y cytunwyd arno.</li> </ul> | <ul style="list-style-type: none"> <li>Yn gallu deall trafodaethau proffesiynol a thermau technegol perthnasol.</li> <li>Yn gallu cychwyn a chymryd rhan mewn trafodaethau proffesiynol gydag amrediad o aelodau staff, dysgwyr ac aelodau o'r cyhoedd, gan ddefnyddio termau technegol perthnasol yn ôl y galw.</li> <li>Yn gallu darllen testunau estynedig (h.y. llythyrau, adroddiadau, negeseuon e-bost cymhleth).</li> <li>Yn gallu defnyddio meddalwedd Gymraeg (h.y. gwiriwr sillafu ac ati) i gynhyrchu amrediad o destunau e.e.: <ul style="list-style-type: none"> <li>Llythyrau safonol</li> <li>Negeseuon e-bost</li> <li>Cofnodion cyfarfodydd</li> </ul> </li> </ul> |

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                              |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Nodweddion personol</b> | <ul style="list-style-type: none"> <li>• Ymrwymiad i ddatblygiad personol a phroffesiynol pellach a pharhaus.</li> <li>• Ymrwymiad i ddatblygu a defnyddio dulliau Hybrid o safon i Ddysgu ac Addysgu</li> <li>• Yn aelod brwdfrydig o'r tîm a fydd yn mabwysiadu dulliau arloesol a hyblyg, er mwyn creu'r amgylchedd gorau posib ar gyfer addysgu a dysgu rhagorol</li> <li>• Yn defnyddio dull pragmataidd ac awdurdodol wrth reoli partneriaid ac is-gontractwyr.</li> </ul> | <ul style="list-style-type: none"> <li>• Ymrwymiad i ddefnyddio a datblygu Technoleg Dysgu.</li> </ul>                                                                                                                                                       |
| <b>Gwybodaeth</b>          | <ul style="list-style-type: none"> <li>• Yn deall rôl ESTYN yn y sector Dysgu Seiliedig ar Waith.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Gwybodaeth am faterion sy'n ymwneud ag Adolygiadau o Gymwysterau a'u goblygiadau o ran y sectorau yn eu cyfanrwydd.</li> <li>• Gwybodaeth am ofynion contractau mewn consortia Dysgu Seiliedig ar Waith.</li> </ul> |
| <b>Arall</b>               | <ul style="list-style-type: none"> <li>• Yn meddu ar ffyrdd hyblyg a dibynadwy o deithio gan y bydd angen teithio cryn dipyn rhwng safleoedd.</li> </ul>                                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>•</li> </ul>                                                                                                                                                                                                          |

## **JOB DESCRIPTION**

|                                     |                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>JOB TITLE:</b>                   | Lead Apprenticeship and Work-Based Learning<br>Manager - Busnes@LlandrilloMenai                                                                                                                                                                                                                                                                                                            |
| <b>REPORTING TO:</b>                | Director of Commercial and Work-based Learning                                                                                                                                                                                                                                                                                                                                             |
| <b>MAIN LOCATION:</b>               | A Busnes@ Core Location (Bangor or Abergele).<br>Interim arrangements will allow the role to be based<br>at an agreed Grŵp location until September 2021.<br>Some elements of remote working may be possible.                                                                                                                                                                              |
| <b>KEY AREAS OF RESPONSIBILITY:</b> | Leadership and Management of all Work-based<br>Learning delivery within Busnes@.<br>Collaborative management of Work-based Learning<br>recruitment.<br>Reporting to the Work-based Learning Consortium on<br>Grŵp (Busnes@) delivery.<br>Management of ESQ delivery for Work-based<br>Learning. Management of income, expenditure, and<br>quality targets for Busnes@ Work-based Learning. |
| <b>SALARY LEVEL:</b>                | Management Scale, Point 10 – 12<br><b>£ 54,250 - £ 56,991 per annum</b>                                                                                                                                                                                                                                                                                                                    |

---

Grŵp Llandrillo Menai is committed to its mission, which is:

*Inspiring success by providing excellent education and training*

This statement is supported by four Strategic Goals:

|                         |                                                                                                     |
|-------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Strategic Goal 1</b> | <i>Achieve excellent student success</i>                                                            |
| <b>Strategic Goal 2</b> | <i>Support employer skills needs in a growing North Wales economy</i>                               |
| <b>Strategic Goal 3</b> | <i>Deliver education and training opportunities through effective<br/>networks and partnerships</i> |
| <b>Strategic Goal 4</b> | <i>Be a sustainable and financially stable organisation</i>                                         |

As a senior member of the Grŵp Llandrillo Menai staff, the post-holder will be committed to the above mission and Strategic Goals and also to the Grŵp's Values which are:

- *Equity*
- *Quality*
- *Innovation*
- *Professionalism*

**1. Job Purpose:**

To deliver internal and external Work-based Learning objectives by working with the Director of Commercial and Work-based Learning and other relevant managers and staff, to ensure the effective delivery of Work-based Learning delivered within Busnes@ (including any direct sub-contracting provision relating to these programme areas). The role involves direct management of relevant Programme Area Managers, Essential Skills delivery for all Work-based Learning areas and delivery of Assessment and Quality Assurance Qualifications across the Grŵp.

**2. Job Specific Duties:**

**Apprenticeship and Work-based Learning Delivery**

- Oversee the planning of a broad, coherent and cost-effective annual programme for Work-based Learning across programme areas, ensuring that provision meets regional priorities and the needs of learners progressing to further study or employment.
- Manage the allocation of work across multiple programme areas, working in conjunction with the Director of Commercial and Work-based Learning.
- Promote bilingualism within provision and services in line with the Grŵp's Welsh Language Plan.
- Encourage and promote effective and reflective teaching and learning through example, support and advice, including the dissemination of good practice.
- Work with Programme Area Managers to ensure that learner induction, personal tutorials, target setting, progress reports and other curriculum related strategies are carried out in accordance with Grŵp policy.
- Monitor the quality of delivery with specific reference to achievement data and prepare reports for appropriate internal and external audiences.
- Directly manage the delivery of Essential Skills provision for Work-based Learning across the Grŵp.
- Directly manage the delivery of TAQA training across the Grŵp, and commercially to external clients.
- Manage the provision of other cross-programme area delivery relating to Work-based Learning.

**Product and Market Development**

- Monitor the market factors (including government priorities, employment market trends, and learner choices) to determine the appropriate size and shape of programme areas.
- Identify areas for development required by delivery programme areas and advise the relevant programme manager and /or external partner on changes and improvements required within their programmes.
- Develop new related provision and opportunities to supplement the Work-based Learning Contract and related FE Work-based Learning provision.

**Reporting, Monitoring and Continuous Improvement**

- Lead on the reporting of all Busnes@ Work-based Learning and, in conjunction with other members of Busnes@, provide consistent reporting across all Grŵp Work-based Learning delivery.

- Monitor all key metrics, agreeing and evaluating the quality, income, and expenditure metrics for Busnes@ Work-based Learning.
- Create a culture of continuous quality improvement through the application of Grŵp Quality Assurance procedures, regular monitoring of performance in attainment, retention and successful completion against target and an active response to issues identified through the Programme Area self-assessment process.
- Initiate and implement change and a cycle of continuous improvement of services within Busnes@ Work-based Learning.
- Encourage the use of innovative teaching, learning and assessment strategies including the use of learning technology to inspire and motivate learners.
- Negotiate and agree realistic targets for all relevant programme areas and ensure that they are in line with Busnes@, WG and Estyn expectations. Effectively communicate these targets to all relevant staff.

### **3. Leadership**

- Create and promote an innovative and forward-looking team of managers and staff
- Provide leadership to and management of staff in specific areas in order to lead and motivate them to realise their full potential
- Maintain high standards of professional conduct and act as a role model to staff and learners
- Ensure equality of opportunity and service for all staff and learners
- Establish and maintain links with external organisations and agencies in all sectors – for the encouragement and enhancement of recruitment, student need, public relations and commercial activities.

### **4. Management of Staff**

- Oversee the recruitment and professional development of staff within areas of responsibility
- Ensure staff within area of responsibility are efficiently and effectively deployed
- Ensure performance management processes are utilised effectively to support staff to achieve their full potential
- Build and develop teams who work effectively together to provide excellent services to business and learner experiences
- Utilise a range of communication strategies to support the effective management of the college
- Develop and maintain a range of external relationships and networks in order to promote and enhance the interests of the Grŵp.
- Liaise with Corporate Services to ensure that the working environment is safe, secure and fit for purpose

### **5. Management of Resources**

- Act as overall budget manager for the area in line with the Grŵp's financial regulations and systems, ensuring value for money and a net surplus on operations
- Lead on the development of the area Operational Plan
- Liaise with relevant Corporate Services managers to ensure that the working environment within your span of control is fit for purpose within the resources available

- Manage the performance of associated linked commercial enterprises
- Ensure that health and safety standards and regulations are adhered to within your span of control

**6. Corporate and Personal Responsibilities**

- Maintain high standards of professional conduct and act as a role model to staff and learners
- Represent the Grŵp in relevant local and national fora ensuring that the Grŵp and its best interests are promoted
- Respond, as appropriate, to relevant consultation documents and policy formulation groups on behalf of the Grŵp
- Participate in the Grŵp's Performance Review process with the aim of continuously improving own performance and updating skills and knowledge
- Undertake any other relevant duties appropriate to your role and position which may be required by the Executive Director or the Chief Executive Officer.

It should be noted that these Job Specific Responsibilities could change, depending on the background, experience and skills of the person appointed to this role.

## PERSON SPECIFICATION

**JOB TITLE: Lead Apprenticeship and Work-Based Learning Manager**

|                                 | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | DESIRABLE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Education/Qualifications</b> | <ul style="list-style-type: none"> <li>Academic / vocational qualifications to a minimum of Level 4.</li> <li>A recognised teaching qualification, e.g. TAQA, PGCE, Essential Skills Practitioner</li> <li>A recognised professional management qualification or demonstrable experience?</li> </ul> <p><b>Please note:</b><br/>We welcome applications from applicants who may not currently fulfil the essential criteria for the post, but who have the aspiration to develop to the required level. Where successful applicants don't fully meet the criteria on application, we would expect them to achieve this within an agreed period of time and support would be provided.</p> | <ul style="list-style-type: none"> <li>A degree or post-graduate qualification in a related subject.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Experience</b>               | <ul style="list-style-type: none"> <li>Significant teaching &amp; learning experience in a related area.</li> <li>Course management or team leadership experience</li> <li>Experience of implementing Quality Assurance in a Work-based Learning context.</li> <li>Experience of leading Work-based Learning delivery, including the management of significant assessor teams.</li> </ul>                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>Experience or knowledge of delivering and managing Apprenticeships and Further Education courses in a Work-based Learning context.</li> <li>Experience of the Estyn Inspection process in a Work-based Learning context.</li> <li>Experience of Further Education programme or course management.</li> </ul>                                                                                                                                                                                                                                                        |
| <b>Skills</b>                   | <ul style="list-style-type: none"> <li>Excellent interpersonal and communication skills.</li> <li>A high standard of literacy and numeracy.</li> <li>The ability to deal effectively with staff at all levels, learners and external partners.</li> <li>Ability to meet/exceed targets and manage delegated budgets.</li> <li>Competent IT user.</li> </ul>                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>The ability to report directly to external funders on delivery.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Welsh Language</b>           | <ul style="list-style-type: none"> <li>Able to understand the greater part of predictable, everyday conversations with staff and learners.</li> <li>Able to participate in simple conversations with staff and learners.</li> <li>Able to respond appropriately to simple directions and requests, both face-to-face and over the phone.</li> <li>Able to read standard and predictable texts, such as letters and emails.</li> <li>Able to write simple informal text, e.g. <ul style="list-style-type: none"> <li>A range of standard comments on learners' work</li> <li>Informal emails</li> <li>Standard forms</li> </ul> </li> </ul>                                                | <ul style="list-style-type: none"> <li>Able to understand professional discussions, and relevant technical terms.</li> <li>Able to initiate and take part in professional discussions with a range of staff, learners and members of the public, using relevant technical terms as necessary.</li> <li>Able to read extended texts (ie letters, reports, complex emails).</li> <li>Able to use Welsh language software (ie spell checker etc) to produce a range of texts, eg: <ul style="list-style-type: none"> <li>Standard letters</li> <li>Emails</li> <li>Minutes of meetings</li> </ul> </li> </ul> |

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                              |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            | <ul style="list-style-type: none"> <li>Commitment to improve own Welsh Language abilities to achieve fluency within an agreed timescale with support.</li> </ul>                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                              |
| <b>Personal attributes</b> | <ul style="list-style-type: none"> <li>Commitment to further and continuous personal and professional development.</li> <li>Commitment to developing and implementing high quality Hybrid Teaching &amp; Learning Methodologies</li> <li>An enthusiastic team member who will adopt innovative and flexible approaches, to provide the optimum environment for excellent teaching and learning.</li> <li>A pragmatic and authoritative approach to managing partners and sub-contractors.</li> </ul> | <ul style="list-style-type: none"> <li>A commitment to the use and development of Learning Technology.</li> </ul>                                                                                                                            |
| <b>Knowledge</b>           | <ul style="list-style-type: none"> <li>An understanding of the role of ESTYN within the Work-based Learning sector.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>Knowledge of the issues around Qualifications Reviews and their implications for the sectors as a whole.</li> <li>Knowledge of contract requirements within Work-based Learning consortia.</li> </ul> |
| <b>Other</b>               | <ul style="list-style-type: none"> <li>Access to flexible and reliable methods of transport as significant travel between all sites will be required.</li> </ul>                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li></li> </ul>                                                                                                                                                                                           |