

SWYDD DDISGRIFIAD

SWYDD: CYDLYNYDD PROSIECT - CYFRIF DYSGU PERSONOL

STATWS: AMSER LLAWN DROS DRO HYD NES MAI 2021 (i ddechrau)

GRADDFA: GPTACH: GRADDFA 5 - PWYNTIAU 25 I 28

LLEOLIAD: HYBLYG

YN ATEBOL I'R:

Rheolwr Cynllunio a Datblygu'r Grŵp

PRIF BWRPAS

Cefnogi'r Rheolwr Cynllunio a Datblygu a'r Cyfarwyddwr Cwricwlwm ac Ansawdd wrth weithredu Cyfrifon Dysgu Personol.

Mae hon yn swydd/secondiad 2 flynedd dros dro i weithredu cynllun peilot Llywodraeth Cymru sy'n ceisio cefnogi pobl sydd eisoes yn gweithio ond sy'n dymuno symud ymlaen i gyflogaeth amgen. Bydd y prosiect yn cynnig ystod o gymwysterau mewn meysydd sector dewisol a fydd yn cael eu darparu'n hyblyg i gefnogi'r rhai sydd eisoes mewn gwaith llawn amser.

Mae hwn yn brosiect ar y cyd â Choleg Gwent a bydd gofyn i ddeiliad y swydd gynnal cyfarfodydd cynnydd rheolaidd gyda CG i sicrhau cysondeb gweithredu.

Bydd deiliad y swydd yn gweithio'n agos gyda Rheolwyr ac Arweinwyr Rhaglenni ar draws pob safle GLLM yn ogystal ag ystod o gyflogwyr ac adrannau'r Grŵp.

PRIF DDYLETSWYDDAU A CHYFRIFOLDEBAU:

- Gweithio gyda'r Rheolwr Cynllunio a Datblygu i baratoi llinell amser a chynllun busnes ar gyfer gweithredu'r prosiect a monitro cynnydd yn rheolaidd yn erbyn y cynllun.
- Cysylltu â Choleg Gwent yn rheolaidd i sicrhau cysondeb gweithredu
- Cefnogi'r Rheolwr Cynllunio a Datblygu a chysylltu ag adrannau ar draws y Grŵp i ddatblygu pecyn cwricwlwm sy'n addas ar gyfer anghenion y prosiect.
- Hwyluso cyflwyno pecynnau dysgu cyfunol / ar-lein
- Cynnal gwybodaeth am y farchnad a chynnal grwpiau ffocws gyda chyflogwyr rhanbarthol i benderfynu ar y cwricwlwm priodol i'w gynnal drwy'r prosiect
- Gweithio gyda Marchnata a Gwasanaethau Dysgwyr i godi proffil y prosiect a sicrhau recriwtio priodol i'r prosiect
- Cysylltu ag adrannau ystadau i sicrhau bod modd darparu tu allan i oriau arferol y coleg lle bo'n briodol neu i drefnu lleoliadau eraill ar gyfer hyfforddiant yn ôl yr angen
- Cefnogi'r Rheolwr Cynllunio a Datblygu i sicrhau bod adroddiadau rheoli yn cael eu darparu yn unol â gofynion ariannu.

- Cynorthwyo i sicrhau bod canlyniadau'n cael eu cyflawni o fewn y gyllideb a'r adnoddau
- Casglu adborth dysgwyr a bod yn rhagweithiol wrth weithredu newidiadau i ymateb i adborth
- Gweithio gydag asiantaethau allanol fel Gyrfa Cymru, Llywodraeth Cymru ac un o bartneriaid y coleg i weithredu'r prosiect
- Ymgymryd â thasgau ychwanegol ar gais y Rheolwr Sicrhau Ansawdd neu'r Pennaeth Cynorthwyol Ansawdd a Pherfformiad.
- Bydd y prosiect yn ei gwneud hi'n ofynnol i'r ymgeisydd llwyddiannus weithio y tu allan i oriau gwaith arferol a bydd angen rhywfaint o waith penwythnos a gyda'r nos

MANYLEB DEILIAD Y SWYDD

Gofynion Hanfodol

1. Cymhwyster i Lefel 3, neu uwch, os yn bosib ar lefel gradd.
2. Profiad o gynllunio a chydlynu mentrau a gweithgareddau
3. Sgiliau cyfathrebu llafar ac ysgrifenedig ardderchog
4. Profiad o weithio ar y cyd ag ystod o bartneriaid mewnol ac allanol
5. Gwybodaeth eang o'r cwricwlwm
6. Y gallu i weithio dan bwysau ac yn unol ag amserlen, ac i weithio'n annibynnol ac i gymryd cyfrifoldeb am flaenoriaethu llwyth gwaith personol.
7. Profiad o weithio'n llwyddiannus gyda staff ar wahanol lefelau o fewn GLLM ac yn allanol.
8. Sgiliau trefnu a gweinyddu rhagorol a phrofiad o weithio mewn rôl uwch weinyddol
9. Hyderus gyda defnyddio systemau TG a MIS a defnydd hyfedr o ystod eang o gymwysiaidau cyfrifiadurol - Microsoft Word, Access ac Excel, Power Point
10. Sgiliau rhifiadol cryf a phrofiad o weinyddu a monitro cyllidebau drwy'r system Proactis
11. Y gallu i drefnu a hwyluso cyfarfodydd.
12. Sgiliau cyflwyno, trefnu a rhyngpersonol rhagorol
13. Y gallu i deithio rhwng safleoedd coleg ac i safleoedd partner ledled Gogledd Cymru. Efallai y bydd angen rhywfaint o deithio i Dde Cymru hefyd
14. Y gallu i weithio oriau hyblyg yn cynnwys rhai nosweithiau a phenwythnosau

Gofynion Dymunol

1. Y gallu i gyfathrebu drwy gyfrwng y Gymraeg.
2. Byddai rhywfaint o brofiad o ddarpariaeth ar y we yn ddymunol

JOB DESCRIPTION

<u>POST:</u>	PROJECT COORDINATOR - PERSONAL LEARNING ACCOUNT
<u>STATUS:</u>	FULL-TIME TEMPORARY UNTIL MAY 2021 (in the first instance)
<u>GRADE:</u>	APT&C: SCALE 5, POINTS 25 TO 28
<u>LOCATION:</u>	FLEXIBLE

LINE MANAGEMENT ACCOUNTABILITY TO:

Grŵp Planning and Development Manager

KEY PURPOSE

To support the Planning and Development Manager and the Director Curriculum and Quality in the implementation of Personal Learning Accounts.

This is a temporary 2 year post/ secondment to implement a pilot Welsh Government scheme that aims to support people already in work but wishing to progress into alternative employment. The project will offer a range of qualifications in selected sector areas that will be delivered flexibly to support those already in full time work.

This is a joint project with Coleg Gwent and the post holder will be required to hold regular progress meetings with CG to ensure consistency of implementation.

The post holder will work closely with Managers and Programme Leaders across all GLLM sites as well as a range of employers and Grŵp departments.

MAIN DUTIES AND RESPONSIBILITIES:

- To work with the Planning and Development Manager to prepare a timeline and business plan for project implementation and to regularly monitor progress against the plan
- To liaise with Coleg Gwent on a regular basis to ensure consistency of implementation
- To support the Planning and Development Manager and to liaise with departments from across the Grŵp to develop a curriculum package suitable to meet the needs of the project
- To facilitate the potential delivery of blended/ online learning packages
- To carry out market intelligence and to hold focus groups with regional employers to determine appropriate curriculum to be run through the project
- To work with Marketing and Learner Services to raise the profile of the project and secure appropriate recruitment onto the project
- To liaise with estates departments to ensure provision can be run outside of normal college hours where appropriate or to arrange alternative venues for training as required
- To support the Planning and Development Manager to ensure that management reports are provided in accordance with funding requirements.
- Assisting to ensure that outcomes are delivered within the budget and resources

- To gather learner feedback and be proactive in implementing changes to respond to feedback
- To work with external agencies such as Careers Wales, Welsh Government and a partner college to implement the project
- Undertake additional tasks when requested by the Quality Assurance Manager or Assistant Principal Quality & Performance
- The project will require the successful candidate to work outside of normal working hours and some weekend and evening work will be required

PERSON SPECIFICATION

Essential Requirements

1. Qualification to Level 3, or above, preferably degree level.
2. Experience of planning and co-ordinating initiatives and activity
3. Excellent verbal and written communication skills
4. Experience of working collaboratively with a range of internal and external partners
5. A broad knowledge of curriculum
6. Ability to work under pressure and to meet deadlines. To work on own initiative and to take responsibility for prioritising own workload
7. Experience of working successfully with staff at different levels within and external to GLLM
8. Excellent organisational and administrative skills with experience of working within a senior administrative role
9. Confident user of IT and MIS systems and proficient use of a wide range of computer applications – Microsoft Word, Access and Excel, Power Point
10. Strong numerical skills and experience of administering and monitoring budgets through the Proactis system
11. Ability to organise and facilitate meetings
12. Excellent presentation, organisation and interpersonal skills
13. Ability to travel between college sites and to partner premises across North Wales. Some travel to South Wales may also be required
14. Ability to work flexible hours including some evenings and weekends

Desirable Requirements

1. Ability to communicate through the medium of Welsh
2. Some experience of web based provision would be desirable