SWYDD DDISGRIFIAD

SWYDD: **CYNORTHWY-YDD SYSTEMAU GWYBODAETH**

STATWS: **LLAWN AMSER, PARHAOL**

GRADDFA: **GRADD 3 - £19,636 - £21,027 Y FLWYDDYN**

LLEOLIAD: **BANGOR**

Yn atebol i: Swyddog Systemau Gwybodaeth, Menai

Prif Bwrpas: Mae'r Cynorthwyydd Systemau Gwybodaeth yn gyfrifol am weinyddu cofrestru dysgwyr a data cwricwlwm er mwyn darparu System Gwybodaeth Reoli gywir ac effeithiol, traws Grŵp i sicrhau trosglwyddiad cywir o ddychweliadau data i asiantaethau allanol, adrodd data mewnol ac i hwyluso penderfyniadau rheoli.

Prif Ddyletswyddau: Cysylltu â staff, myfyrwyr ac asiantaethau allanol i gydlynu'r broses o gasglu data cywir a defnyddiol yn ymwneud â dysgwyr a'r cwricwlwm.

Prif Ddyletswyddau a Chyfrifoldebau:

1. Cysylltu ag Uwch Reolwyr, Rheolwyr Maes Rhaglen, Tiwtoriaid, staff gweinyddol a myfyrwyr i sicrhau bod data myfyrwyr yn cael ei brosesu, ei gofnodi ac y rhoir adroddiadau arno mewn modd cyflawn a phrydlon.

2. Trefnu, paratoi a dosbarthu papurau perthnasol a chymryd cofnodion mewn cyfarfodydd Data wedi eu harwain gan y Gofrestrfa.

3. Cynorthwyo Uwch Reolwyr, Rheolwyr Maes Rhaglen, a Thiwtoriaid, i sicrhau bod data dysgwyr, cwricwlwm ac ansawdd ac adroddiadau monitro yn gywir ac yn cael eu hadolygu yn rheolaidd.

4. Defnyddio cyfleusterau cyflwyno adroddiad ac offer meddalwedd i gwestiynu data dysgwyr, cwricwlwm ac ansawdd ac i weithredu dilysiadau a chywiriadau data fel sy'n ofynnol. Sicrhau y tynnir sylw Uwch Reolwyr, Rheolwyr Maes Rhaglen, a Thiwtoriaid, at broblemau yn ymwneud â data i gynnal System Gwybodaeth Reoli gywir.

5. Cefnogi Uwch Reolwyr, Rheolwyr Maes Rhaglen, a Rheolwr y Gofrestrfa gyda gofynion data'r broses cynllunio cwricwlwm.

6. Gweithio gyda Rheolwr y Gofrestrfa i sicrhau bod dysgwyr wedi eu cofrestru ar eu holl ddarpariaeth dysgu ac yn derbyn yr holl ddogfennau a gynhyrchir gan y Gofrestrfa mewn modd cywir a phrydlon.

7. Darparu datblygu staff ar brosesau Cofrestrfa a'r defnydd o feddalwedd fel ag y bo angen.

8. Prosesu ymholiadau mewnol ac allanol ynglŷn â data myfyrwyr mewn modd cwrtais, effeithiol, cywir a phrydlon.

9. Mynychu cyfarfodydd mewnol ac allanol fel sy'n ofynnol i gael y wybodaeth ddiweddaraf ynghylch gofynion y swydd.

10. Arolygu arholiadau fel sy'n ofynnol.

11. Cynorthwyo â'r gwaith parhaus o ddatblygu systemau cyfrifiadurol a gwybodaeth, trosglwyddo data electronig, archifo dogfennau a chynnal a chadw gweithdrefnau ysgrifenedig.

12. Bod yn gyfarwydd â threfn gofrestru'r Grŵp o dan y Ddeddf Diogelu Data a'r holl weithdrefnau ynghylch trin data a bennwyd gan Lywodraeth Cymru ac asiantaethau mewnol ac allanol eraill.

13. Cadw systemau ffeilio papur ac electronig effeithiol.

14. Annog diwylliant tîm cadarnhaol ar draws y Grŵp ac o fewn Tîm y Gofrestrfa.

15. Darparu cefnogaeth weinyddol i'r tîm fel sy'n ofynnol.

16. Ymgymryd ag unrhyw ddyletswyddau rhesymol eraill a gytunir â'r Rheolwr Llinell.

Medrau allweddol / Manyleb deiliad y swydd:

Gofynion Hanfodol:

Bydd y sawl a benodir:

1. Yn meddu ar gymhwyster perthnasol mewn TG neu Weinyddu Busnes.

2. Yn meddu ar brofiad o fewnbynnu data i system gyfrifiadurol fawr.

3. Gallu i weithio'n hyblyg ac o dan bwysau i orffen gwaith mewn pryd.

4. Yn gallu gweithio ar ei liwt ei hun a chymryd cyfrifoldeb am ei ddyletswyddau ei hun yn ôl yr angen.

5. Sgiliau rhyngbersonol da a'r gallu i gyfathrebu'n effeithiol ar bob lefel o fewn rhwydwaith y Grŵp, a chyda'r cyhoedd ac asiantaethau allanol.

6. Yn gallu teithio rhwng safleoedd.

7. Yn gallu cyfathrebu drwy gyfrwng y Gymraeg a'r Saesneg.

Nodweddion Dymunol:

Yn ddelfrydol, bydd y sawl a benodir:

1. Yn gallu defnyddio'r rhaglenni Microsoft canlynol (neu raglenni tebyg):

    - Microsoft Excel
    - Microsoft Word
    - Microsoft Access

2. Yn gwybod rhywfaint am Drefnau Cyllido ac/neu Arholiadau'r Coleg.

Grŵp Llandrillo Menai

JOB DESCRIPTION

Cyf y swydd / Post Ref : CS/098/20

POST: **INFORMATION SYSTEMS ASSISTANT**

STATUS: **FULL TIME – PERMANENT**

GRADE: **GRADE 3 - £19,636 - £21,027 PER ANNUM**

LOCATION: **BANGOR**

Supervisory Accountability to: Information Systems Officer, Menai

Key Purpose: The Information Systems Assistant is responsible for the administration of learner enrolment and curriculum data in order to provide an accurate and effective, cross Grwp, management information system to ensure correct transmission of data returns to external agencies, internal data reporting and to facilitate management decision making.

Key Responsibilities: To liaise with staff, students and external agencies to coordinate the collation of accurate and useful learner and curriculum data.

Main Duties and Responsibilities:

1. Liaise with Senior Management, Programme Area Managers, Tutors, Administrative staff and students to ensure student data is processed, recorded and reported upon in a complete and timely manner.

2. Organise, prepare and circulate relevant papers and minute Registry led Data Meetings.

3. Assist Senior Management, Programme Area Managers and Tutors to ensure learner, curriculum and quality data and monitoring reports are accurate and regularly reviewed.

4. Use reporting facilities and software tools to interrogate learner, curriculum and quality data and action data validations and corrections as required. Ensure data issues are brought to the attention of Senior Management, Programme Area Managers and Tutors as required to maintain an accurate Management Information System.

5. Support Senior Management, Programme Area Managers and Registry Manager in the data requirements of the curriculum planning process.

6. Work with the Registry Manager to ensure learners are enrolled on all their learning provision and provided with all Registry produced documentation in an accurate and timely manner.

7. Provide staff development on Registry processes and software use as required.

8. Process internal and external enquires regarding student data in a courteous, efficient, accurate and timely manner.

9. Attend both internal and external meetings as required to keep up to date with the requirements of the role.

10. Undertake exam invigilation as required.

11. Provide assistance in the ongoing development of computer and information systems, electronic data transfer, document archiving and maintenance of written procedures.

12. To be familiar with the Grwp's registration under the Data Protection Act and all procedures regarding the data handling as laid down by the Welsh Government and other internal and external agencies.

13. Maintain an effective manual and electronic filing system.

14. Encourage a positive team culture across the Grwp and within the Registry Team.

15. Provide administrative support to the team as required.

16. Undertake any other duties as agreed with line manager.

Key competencies / Person specification:

<u>Essential Requirements:</u>

The person appointed will:

1. Have a relevant IT or Business Administrative qualification.

2. Have data input experience with large computerised systems.

3. Be able to work under pressure and work flexibly in order to meet deadlines.

4. Be able to work on their own initiative and take responsibility for their own duties as necessary.

5. Have good interpersonal skills and be able to communicate effectively at all levels within the Grwp network, with the general public and with external agencies.

6. Be able to travel between sites.

7. Be able to communicate through the medium of Welsh and English

Desirable Qualities:

The person appointed will ideally:

1. Be competent in the use of the following Microsoft applications (or equivalent):

    - Microsoft Excel
    - Microsoft Word
    - Microsoft Access

2. Have some knowledge of College Funding and/or Examination Procedures.