



## Education Officer

### Mission

The Education Officer is focused upon ensuring that our students are getting the most out of their education – both locally, nationally, and UK Wide. Ensure students play an active role in quality assurance and quality enhancement processes.

Requirements: Must be an enrolled student at Swansea University and confirmed by the institution as such. Current Full-Time Officers in their first year of office are also entitled to stand for the post. You would mostly be required to work across both Bay and Singleton campuses, and occasionally in Carmarthen campus.

<b>Responsibilities of all officers</b>	<b>Key performance indicator(s)</b>
Ensure a high profile is maintained with the membership to promote the work of the Full Time Officer team and of SUSU.	High awareness of and satisfaction evidenced through feedback and surveys such as NSS and State of the Union.
Support Part Time Officers' roles and campaigns.	PTOs deliver on their roles. Positive impact and change achieved.
Ensure that the membership's views are researched and represented, regardless of personal opinion.	High satisfaction and engagement levels from membership and low levels of complaints.
Actively engage with all Union democratic meetings and report to them as relevant.	High level of attendance at Union democratic meetings; reports submitted in a timely manner.
Be mindful at all times of the overall mission and values of Swansea University Students' Union and work with colleagues to achieve the role's mission and the objectives of the Union's Strategic Plan.	Objectives achieved in the Strategic Plan.





Role specific responsibilities	Key performance indicator(s)
Working as the main lead of the Education Zone. Chairing the Education Committee which is made of College Representatives. In addition to this, working with the network of Subject Representatives, coordinating their training and the delivery of student representation within subject and college levels.	High level of student satisfaction with the academic experience at Swansea. Positive impact and change achieved.
Monitor higher education issues on a local and national scale and work to fight for a fair funding system throughout the United Kingdom, alongside NUS.	Good knowledge of current issues and trends in higher education.
Work on campaigns to fight for fair and affordable fees for all Swansea students, including international students.	Good uptake and reception of campaigns from the Members with high levels of involvement. Positive impact and change achieved.
Work with the Part Time Students' Officer and the Postgraduate Research and Taught Officers to support part time and postgraduate student representation. Ensure the representation of placement students.	High levels of part time student involvement Awareness of current issues with ability to comment and campaign when required.
Work alongside the Advice & Support Centre to lead on enhancing university policy and procedures on academic complaints, disciplinary procedures or appeals.	Appeals procedures followed and enhanced. Positive feedback from Members.
Lead on the promotion of the National Student Survey and other relevant student satisfaction surveys and research.	High response rates to the NSS survey and other relevant research.





<p>Liaise with the Quality Assurance Agency (QAA) and Higher Education Funding Council Wales (HEFCW) to ensure students have a say in maintaining and enhancing academic standards.</p>	<p>High student participation in quality assurance and quality enhancement.</p>
<p>Work alongside the university to ensure that academic facilities such as IT/Library/Learning Commons respond to the needs of students.</p>	<p>University facilities are improved, and are adequate, and resources allocated based on student feedback.</p>
<p>Work alongside fellow officers, the University and other supportive external bodies (where appropriate) to facilitate an 'Internationalisation' and 'Global Graduates' agenda.</p>	<p>The 'internationalisation' and 'Global Graduates' agenda is actively enhanced.</p>
<p>Actively promote opportunities abroad for all Swansea University students such as work placements/internships and study.</p>	<p>Increased opportunities to study abroad are available to Swansea students.</p>
<p>Work closely with the University and partners to ensure that collaborative provision is delivered in such a way as to guarantee the best student experience.</p>	<p>High levels of satisfaction amongst collaborative provision students.</p>
<p>Work in partnership with Swansea Academy of Learning and Teaching (SALT) to promote enhancements in learning and teaching.</p>	<p>High levels of student involvement within SALT. Dissemination of student-focused teaching and learning strategies.</p>
<p>Working on the inclusion of Higher Education for underrepresented groups (i.e liberation) through partnership with liberation PTOs, SAILS and other relevant bodies. Provide active inputs into Fee &amp; Access Planning Process to enhance access to</p>	<p>Awareness and informed of the BME attainment gap, retention of students from protected characteristics and low-income background. Champion advocate for a liberated and diversify curriculum. Additional support for such groups secured.</p>





education for under-represented and disadvantaged groups.	
Regularly liaise with relevant University officials and departments (e.g. Pro-Vice Chancellor and Academic Registry etc.) and attend appropriate University committees, namely - Senate, Court, Learning, Teaching & Quality Committee, Programme Management Board, Student Partnership Engagement Committee (SPEC). Attend all other relevant meetings.	Awareness of relevant issues, with ability to comment and campaign when required. Good working relationship between the University and SUSU. High attendance levels and minutes that show the contribution and impact made on University decision and policy making.

#### Other Duties and Responsibilities

- The Education Officer will be mindful of Health & Safety at work and Equality and Diversity legislations at all times.
- The Education Officer will follow the Students' Union Policies & Procedures.
- The Education Officer will follow the Students' Union Staff Protocol.
- The Education Officer will comply with Union policy, including bilingualism.





## Responsible To

The Trustees Board and Swansea University Students' Union Membership as outlined in the Articles of Governance.

As a Full-Time Officer your performance will be reviewed by the Trustees Board, Officer Responsibility Group and Audit Committee. You will also be required to adhere with the Officer Code of Conduct and provisions of the Articles of Governance & Schedules. Your terms of conditions of employment (including salary) are reviewed and considered by the Remuneration Committee.

On a day-to-day basis you will receive support and direction from the Chief Executive Officer. It is noted that you will also have a close working relationship with Union Officers, Union staff members and University colleagues.

## **Swansea University Students' Union Trustee Board**

As a Full-Time Officer, you will automatically be a Trustee of Swansea University Students' Union for the duration of your time in office.

Trustees are central and essential to effectiveness of the Students' Union. As a Trustee, you have the ultimate legal responsibility for keeping the charity solvent, focussed on its stated objectives, for directing its strategy and ensuring it stays within the law.

You may be removed as a Trustee if you fail to meet the requirements set out by the Charity Commission.

For more information about the Trustee Board and how you would fit into this, please see the document "Role and Responsibilities of an FTO Trustee".





## Swyddog Addysg

### Nod

Mae'r Swyddog Addysg yn canolbwyntio ar sicrhau bod ein myfyrwyr yn manteisio ar eu haddysg - yn lleol, yn genedlaethol ac ar draws y DU. Yn sicrhau bod myfyrwyr yn chwarae rôl gweithredol wrth sicrhau ansawdd a'r broses o wella ansawdd.

Gofynion: Rhaid bod yn fyfyrwr cofrestredig ym Mhrifysgol Abertawe ac wedi'i gadarnhau gan y sefydliad. Mae hefyd gan y Swyddogion Llawn-amser cyfredol hefyd yr hawl i sefyll am y swydd. Bydd gofyn i chi weithio ar Gampws y Bae a Champws Singleton yn bennaf, ac ar Gampws Caerfyrddin ar adegau.

Cyfrifoldebau pob swyddog	Dangosydd(ion) perfformiad allweddol
Sicrhau bod proffil uchel yn cael ei gynnal gyda'r aelodaeth er mwyn hyrwyddo gwaith y tîm Swyddogion Llawn-amser ac UMPA.	Ymwybyddiaeth uchel o foddhad â thystiolaeth drwy adborth ac arolygon megis NSS a Chyflwr yr Undeb.
Cefnogi rolau ac ymgyrchoedd y Swyddogion Rhan-amser.	SRhA yn cyflawni eu rolau. Effaith gadarnhaol a newid wedi'i gwneud.
Sicrhau bod safbwyntiau'r aelodaeth yn cael eu hymchwilio a'u cynrychioli, beth bynnag eich barn bersonol.	Lefelau uchel o foddhad ac ymgysylltiad gan aelodaeth a lefelau isel o gwynion.
Mynd ati i ymgysylltu â phob cyfarfod democrataidd yr Undeb a'u hadrodd iddynt lle bo'n berthnasol.	Lefel uchel o bresenoldeb yng nghyfarfodydd democrataidd yr Undeb; adroddiadau'n cael eu cyflwyno mewn da bryd.
Byddwch chi wastad yn ymwybodol o nod cyffredinol ac egwyddorion Undeb Myfyrwyr Prifysgol Abertawe a gweithio â chyd-weithwyr er mwyn llwyddo yn y rôl ac amcanion Cynllun Strategaeth yr Undeb.	Amcanion a gyflawnwyd yn y Cynllun Strategaeth.





Cyfrifoldebau sy'n berthnasol i'r rôl	Dangosydd(ion) perfformiad allweddol
Gweithio fel arweinydd y Parth Addysg. Cadeirio'r Pwyllgor Addysg sy'n cynnwys Cynrychiolwyr y Coleg. Yn ogystal â hyn, gweithio â'r rhwydwaith o Gynrychiolwyr Pwnc, cydlynu eu hyfforddiant a'r cyflwyniad o gynrychioli myfyrwyr o fewn lefelau pwnc a choleg.	Lefelau uchel o foddhad myfyrwyr gyda'r profiad academiaidd yn Abertawe. Effaith gadarnhaol a newid wedi'i gwneud
Monitro materion addysg uwch ar raddfa leol a chenedlaethol a gweithio i ymgyrchu dros system gyllido deg, ar draws y DU, ochr yn ochr â UCM.	Ymwybyddiaeth dda o faterion cyfredol a thueddiadau mewn addysg uwch.
Gweithio ar ymgyrchoedd er mwyn ymgyrchu dros ffioedd teg a fforddiadwy i bob myfyriwr yn Abertawe, gan gynnwys myfyrwyr rhyngwladol.	Defnydd a derbyniad da o ymgyrchoedd o'r Aelodau gyda lefelau uchel o gyfranogiad. Effaith gadarnhaol a newid wedi'i gwneud.
Gweithio gyda'r Swyddog Myfyrwyr Rhan-amser a'r Swyddogion Ôl-raddedig (a ddysgir ac ymchwil) er mwyn cefnogi myfyrwyr rhan-amser ac ôl-raddedig.	Lefelau uchel o gyfranogiad gan fyfyrwyr rhan-amser. Ymwybyddiaeth o faterion cyfredol gyda'r gallu i wneud sylw ac ymgyrchu pan fo angen.
Gweithio ochr yn ochr â'r Ganolfan Cymorth a Chefnogaeth er mwyn arwain ar wella polisi a gweithdrefnau ar gwynion academiaidd, gweithdrefnau disgyblaeth neu apeliadau.	Gweithdrefnau apelio wedi'u dilyn a'u gwella. Adborth gadarnhaol gan aelodau.
Arwain ar hyrwyddo'r Arolwg Myfyrwyr Cenedlaethol, arolygon myfyrwyr ac ymchwil eraill sy'n berthnasol.	Nifer uchel o ymatebion i'r arolwg AMC ac ymchwil arall sy'n berthnasol.
Cyd-weithio â'r Asiantaeth Sicrhau Ansawdd (ASA) a Chyngor Cyllido Addysg Uwch Cymru (CCAUC) er mwyn sicrhau bod myfyrwyr yn dweud eu dweud wrth gynnal a gwella safonau academiaidd.	Cyfranogiad uchel at sicrhau ansawdd a gwella ansawdd.







<p>Gweithio ochr yn ochr â'r Brifysgol er mwyn sicrhau bod cyfleusterau academaidd fel IT/Llyfrgell/ystafelloedd dysgu yn ymateb i anghenion y myfyrwyr.</p>	<p>Cyfleusterau'r Brifysgol yn gwella ac yn ddigonol, ac adnoddau'n cael eu rhoi yn seiliedig ar adborth myfyrwyr.</p>
<p>Gweithio ochr yn ochr â'r swyddogion eraill, a'r Brifysgol a chyrrff cefnogol allanol eraill (lle bo'n berthnasol) er mwyn hwyluso agenda 'Rhyngwladoli' a 'Graddedigion byd-eang'.</p>	<p>Mae'r agenda 'Rhyngwladoli' a 'Graddedigion byd-eang' yn cael eu gwella.</p>
<p>Mynd ati i hyrwyddo cyfleoedd tramor i holl fyfyrwyr Prifysgol Abertawe fel lleoliadau gwaith/ interniaethau ac astudio.</p>	<p>Rhagor o gyfleoedd i astudio dramor i fyfyrwyr Abertawe.</p>
<p>Gweithio'n agos â'r Brifysgol a'i phartneriaid er mwyn sicrhau bod darpariaeth gydweithredol yn cael eu rhoi mewn ffordd sy'n gwarantu'r gorau i fyfyrwyr.</p>	<p>Lefelau uchel o foddhad ynghylch myfyrwyr darpariaeth gydweithredol.</p>
<p>Gweithio mewn partneriaeth ag Academi Dysgu ac Addysgu Abertawe (ADAA) er mwyn hyrwyddo gwella dysgu ac addysgu.</p>	<p>Lefelau uchel o gyfranogiad gan fyfyrwyr o fewn ADAA. Lledaenu o strategaethau addysgu a dysgu sy'n canolbwyntio ar fyfyrwr.</p>
<p>Gweithio ar gynnwys Addysg Uwch ar gyfer grwpiau a dangynrychiolir (e.e. rhyddhad) trwy bartneriaeth gyda SRhA, SAILS a chyrrff eraill sy'n berthnasol.</p> <p>Darparu mewnbynnau gweithredol i'r Broses Cynllunio Ffioedd a Hygyrchedd er mwyn mwyhau mynediad at addysg ar gyfer grwpiau heb gynrychiolaeth ddigonol a rhai sydd dan anfantais.</p>	<p>Ymwybyddiaeth o fwllch cyrhaeddiad y BME, cadw myfyrwyr o nodweddion gwarchoddedig a chefnidir incwm isel. Hyrwyddwr eiriolwr ar gyfer cwricwlwm rhyddhau ac arallgyfeirio.</p> <p>Rhagor o gymorth wedi'i cadarnau ar gyfer y grwpiau hyn.</p>







<p>Cyd-weithio'n rheolaidd gyda swyddogion ac adrannau perthnasol y Brifysgol (e.e. y Dirprwy Is-Ganghellor a'r Gofrestrfa Academaidd ac ati) a mynychu pwyllgorau perthnasol y Brifysgol, sef – Senedd, Llys, Pwyllgor Dysgu, Addysgu ac Ansawdd, Bwrdd Rheoli Rhaglenni, Pwyllgor Partneriaethau Ymgysylltu Myfyrwyr,. Mynychu pob cyfarfod arall sy'n berthnasol.</p>	<p>Ymwybyddiaeth o faterion perthnasol, gyda'r gallu i wneud sylw ac ymgyrchu pan fod angen.</p> <p>Perthynas da rhwng y Brifysgol ac UMPA. Lefelau uchel o bresenoldeb a chofnodion sy'n dangos cyfranogiad ac effaith ar y Brifysgol yn gwneud penderfyniadau a pholisïau.</p>
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### Cyfrifoldebau a Dyletswyddau Eraill

- Bydd y Swyddog Addysg wastad yn ymwybodol o ddeddfwriaethau Iechyd & Diogelwch a Chydraddoldeb ac Amrywiaeth yn y gwaith.
- Bydd y Swyddog Addysg yn dilyn Polisiâu a Gweithdrefnau Undeb y Myfyrwyr.
- Bydd y Swyddog Addysg yn dilyn Protocol Staff Undeb y Myfyrwyr.
- Bydd y Swyddog Addysg yn cydymffurfio â pholisi'r Undeb, gan gynnwys dwyieithrwydd.

Yn gyfrifol i:

Bwrdd yr Ymddiriedolwyr ac Aelodaeth Undeb Myfyrwyr Prifysgol Abertawe fel yr amlinellwyd yn yr Erthyglau Llywodraethu.

Fel Swyddog Llawn-amser, bydd eich perfformiad yn cael ei adolygu gan Fwrdd yr Ymddiriedolwyr, Grwp Cyfrifoldeb Swyddogion a'r Pwyllgor Archwilio. Hefyd, bydd angen i chi gydymffurfio â Chod Ymarfer a darpariaethau'r Erthyglau Llywodraethu ac Amserlenni. Mae eich telerau ac amodau cyflogaeth (gan gynnwys cyflog) yn cael eu hadolygu a'u hystyried gan y Pwyllgor Cydnabyddiaeth.

O ddydd i ddydd byddwch yn derbyn cefnogaeth ac arweiniad gan y Prif Swyddog Gweithredol. Nodir y byddwch chi hefyd yn mabwysiadu





perthynas agos â Swyddogion yr Undeb, staff yr Undeb a chydweithwyr y Brifysgol.

## Bwrdd Ymddiriedolwyr Undeb Myfyrwyr Prifysgol Abertawe

Fel Swyddog Llawn-amser, byddwch chi'n Ymddiriedolwr o Undeb Myfyrwyr Prifysgol Abertawe am gyfnod eich amser yn y rôl.

Mae Ymddiriedolwyr yn ganolog ac yn hanfodol wrth sicrhau effeithiolrwydd Undeb y Myfyrwyr. Fel Ymddiriedolwr, bydd gennych chi'r cyfrifoldeb cyfreithlon pennaf dros gadw'r elusen yn ddiddyled, yn canolbwyntio ar ei hamcanion a nodwyd, dros arwain ei strategaeth a sicrhau ei bod yn cadw o fewn y gyfraith.

Gallech chi gael eich tynnu fel Ymddiriedolwr os ydych chi'n methu â bodloni'r gofynion a nodir gan Gomisiynydd yr Elusennau.

Am ragor o wybodaeth am y Bwrdd o Ymddiriedolwyr a sut fydddech chi'n rhan ohono, gweler y ddogfen "Rolau a Chyfrifoldebau SLIA sy'n Ymddiriedolwr".

