

Disgrifiad Swydd

Saer Coed Traddodiadol (yr Uned Adeiladau Hanesyddo Sain Ffagan Amgueddfa Werin Cymru

amgueddfa
cymru
national
museum
wales

Cefndir

Wedi'i sefydlu gan Siarter Brenhinol ym 1907, Amgueddfa Cymru yw sefydliad diwylliannol pwysicaf Cymru, ac un o'r amgueddfeydd mwyaf yn y Deyrnas Unedig. Mae'r Amgueddfa yn geidwad ar gasgliad amrywiol sydd ag arwyddocâd rhwngwladol, ac mae'n arwain ym maes addysg a chyfranogiad diwylliannol.

Mae Amgueddfa Cymru yn gofalu am saith amgueddfa genedlaethol Cymru: Amgueddfa Genedlaethol Caerdydd; Sain Ffagan Amgueddfa Werin Cymru; Big Pit Amgueddfa Lofaol Cymru, Blaenafon; Amgueddfa Wlân Cymru, Dre-fach Felindre; Amgueddfa Lleng Rufeinig Cymru, Caerllion; Amgueddfa Lechi Cymru, Llanberis; ac Amgueddfa Genedlaethol y Glannau, Abertawe. Mae gan Amgueddfa Cymru hefyd Ganolfan Gasgliadau Genedlaethol yn Nantgarw, ger Caerdydd.

Cyfanswm Cymorth Grant Llywodraeth Cymru i Amgueddfa Cymru yn 2017-18 oedd £21 miliwn. Mae'r Amgueddfa'n cyflogi dros 600 o staff, ac yn denu tua 1.7 miliwn o ymwelwyr bob blwyddyn, cynnydd o 70% ers cyflwyno mynediad am ddim. Rydym yn derbyn tua 2 filiwn o ymweliadau â'n gwefan bob blwyddyn.

Mae dros 5 miliwn o eitemau unigol yn ein casgliadau, sy'n cynnwys celf a dylunio, hanes ac archaeoleg a'r gwyddorau naturiol.

Mae is-gwmni masnachol sy'n llwyr eiddo i Amgueddfa Cymru – Mentrau Amgueddfeydd ac Orielau Cenedlaethol Cymru Cyfyngedig (AOCC) – sydd â chyfarwyddwyr anweithredol a gyfetholwyd gydag arbenigedd perthnasol. Prif weithgareddau Mentrau AOCC Cyf yw gwerthiant yn siopau Amgueddfa Cymru, arlwyio, parcio ceir, trwyddedu lluniau, llogi corfforaethol, elw trwy werthu neu fenthg arddangosfeydd, a hawliau ffilmio. Mae'r cwmni'n trosglwyddo'i elw i Amgueddfa Cymru fel Cymorth Rhodd.

Corff a Noddir gan Lywodraeth Cymru yw Amgueddfa Cymru gyda Bwrdd Ymddiriedolwyr yn pennu cyfeiriad strategol y sefydliad ac yn sicrhau y caiff ei hadnoddau eu rheoli yn briodol.

Ein Gweledigaeth

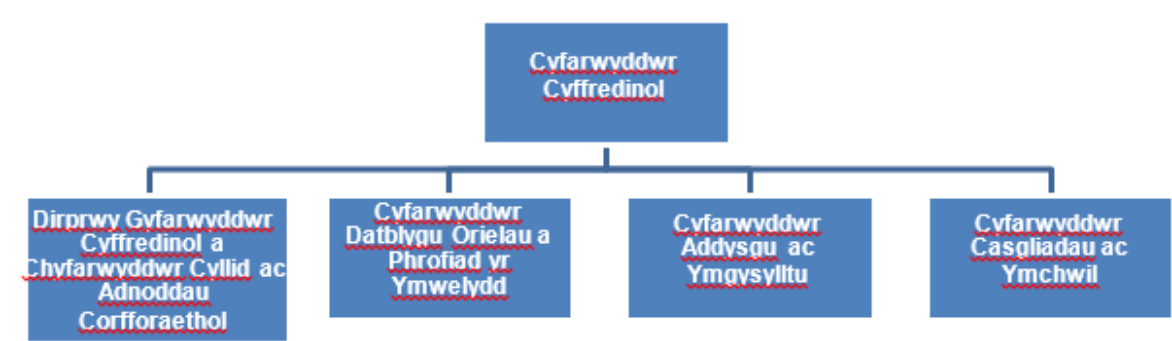
Yn 2015 cytunodd Amgueddfa Cymru ar Weledigaeth newydd i'r dyfodol er mwyn "ysbrydoli pobl, newid bywydau". Ein pwrpas yw defnyddio ein hamgueddfeydd a'n casgliadau i ysbrydoli pobl i feithrin eu hunaniaeth a'u lles; i ddarganfod, mwynhau a dysgu'n ddwyieithog a deall lle Cymru yn y byd.

Hanfod ein gwaith yw bod diwylliant yn adnodd a gaiff ei greu gan bobl a chymunedau. Rydyn ni'n rhan o'r gymdeithas y daw ein casgliadau a'n hadnoddau ohoni, a chânt eu hadnewyddu yn barhaus drwy ein gwaith gyda'r cyhoedd. Mae ein casgliadau gwyddorau naturiol yn helpu i roi cyd-destun o fioamrywiaeth a geoamrywiaeth Cymru, ac yn amlygu lle Cymru o fewn y byd ehangach. Rydyn ni'n atebol i'n cenedl am ein defnydd o'r adnoddau hyn.

Rydyn ni wedi ymrwymo i bedwar peth er mwyn cyflawni'r Weledigaeth – Ffynnu, Profiad, Dysgu a Chyfranogi. Nod gwaith pob adran ac aelod o staff yw cyflawni'r ymrwymadau hyn.

Yr Uwch Dîm Rheoli

Caiff Amgueddfa Cymru ei harwain gan Uwch Dîm Rheoli (SMT) yn cynnwys Cyfarwyddwr Cyffredinol a phedwar Cyfarwyddwr Cyfadran. Mae Gweithgor Cyfunol (JEG), sydd yn cynnwys rheolwyr adrannau yn ogystal â'r Uwch Dîm Rheoli, yn cymeradwyo polisïau ac yn adolygu projectau a mentrau pwysig.



Teitl Swydd: Saer Coed Traddodiadol (yr Uned Adeiladau Hanesyddol)

Yn atebol i: Fforman yr Uned Adeiladau Hanesyddol

Prif ddiben y swydd:

Uned Adeiladau Hanesyddol

Mae'r Uned Adeiladau Hanesyddol (UAH) yn gyfrifol am gofnodi, datgymalu, ailgodi a gwneud gwaith cadwraeth ar adeiladau hanesyddol Sain Ffagan. Mae gan y tîm 12 crefftwr, gan gynnwys seiri coed, seiri maen, peintwyr, gweithwyr offer ac yn y blaen.

Prif ddiben y swydd:

Gweithio fel rhan o dîm yr UAH a chyfrannu at raglen waith yr Uned i ailgodi a gwneud gwaith cadwraeth ar adeiladau hanesyddol casgliad Amgueddfa Cymru yn Sain Ffagan.

Prif Dasgau a Chyfrifoldebau

Penodol i'r Swydd

1. Defnyddio gwybodaeth a sgiliau gwaith coed traddodiadol wrth ailgodi adeiladau hanesyddol o'r newydd yn Sain Ffagan Amgueddfa Werin Cymru.
2. Defnyddio offer, arferion a thechnegau traddodiadol i drwsio a chadw'r adeiladau hanesyddol sydd yng ngofal yr UAH.
3. Dilyn egwyddorion arfer gorau cadwraeth.
4. Cynorthwyo i gofnodi a datgymalu adeiladau hanesyddol.
5. Hyfforddi a goruchwyllo prentisiaid a hyfforddeion ym maes sgiliau gwaith coed traddodiadol.
6. Cyfrannu at y rhaglen ymgysylltu cyhoeddus trwy ddehongli gwaith yr UAH, rhoi sgysiau a theithiau tywys a chyfrannu at ddigwyddiadau e.e. yr Ŵyl Grefftau a Diwrnod Addysg Oedolion.
7. Gallu dangos y defnydd o offer, teclynnau a thechnegau traddodiadol yn ogystal ag arddangos a throsglwyddo'r sgiliau hyn i'r cyhoedd, staff a hyfforddeion.
8. Gweithdai Cynnal a Chadw a Glanhau.
9. Sicrhau amgylchedd gwaith diogel i weithwyr ac ymwelwyr, gan roi ystyriaeth benodol i'r ddeddfwriaeth Iechyd a Diogelwch berthnasol; cymryd rhan mewn asesiadau risg.
10. Cefnogi gwaith adrannol a chyfrannu at raglen waith yr UAH.

11. Gwybodaeth ymarferol dda o'r defnydd diogel o offer mawr a ddefnyddir i droi coed yn bren.
12. Y sgil o adnabod y darn addas o goeden i'w droi'n bren at y defnydd dan sylw gan sicrhau cyn lleied o wastraff â phosibl.
13. Ymateb i ymholiadau cyhoeddus ac arbenigol parthed gwaith yr UAH.

Corfforaethol

1. Ymroi yn llawn i gefnogi egwyddorion cyfle cyfartal fel yr amlinellir ym Mholisi Cydraddoldeb ac Amrywiaeth y sefydliad a'u gweithredu.
2. Sicrhau bod yr adran yn cydymffurfio â pholisïau'r Amgueddfa ar Gynaliadwyedd a'r Iaith Gymraeg.
3. Cymryd gofal rhesymol o'ch iechyd a'ch diogelwch eich hun ac eraill y gallai eich gweithredoedd, neu eich diffyg gweithredu, effeithio arnynt, a chydymffurfio â'r holl ddeddfwriaeth iechyd a diogelwch fel sy'n briodol.
4. Yn rhan o'ch telerau cyflogaeth, mae'n bosibl y gofynnir i chi ymgymryd â dyletswyddau eraill a/neu weithio oriau eraill fel sy'n rhesymol, yn unol â'ch gradd neu'ch lefel cyfrifoldeb cyffredinol o fewn y sefydliad.

Manyleb y person

Bydd gofyn i'r ymgeisydd llwyddiannus ddangos ei fod yn meddu ar y nodweddion canlynol (gweler y
“Canllawiau Recriwtio” am gyngor ar sut i lenwi'r ffurflen gais):

HANFODOL	DYMUNOL
Gwybodaeth Ofynnol	
Gwybodaeth ymarferol ragorol o sgiliau gwaith coed traddodiadol gan ddefnyddio offer traddodiadol a modern	
Gwybodaeth dda iawn am draddodiadau a thechnegau defnyddio offer traddodiadol	
Profiad Gofynnol	
Profiad o weithio ar safle adeiladu ble defnyddir offer a pheiriannau ac ystod eang o fathau o waith trwsio traddodiadol	Profiad o hyfforddi/mentora unigolion llai profiadol
Profiad o weithio gyda phren derw ar gyfer gwaith joiner a gwaith adeiladu post a ffrâm	
Profiad o ddefnyddio bwyell cam	
Lefel dda o ddealltwriaeth o'r rôl o arddangos ac ymwneud ag ymwelwyr a grwpiau	
Cymwysterau Academaidd / Safon Addysg	
NVQ Lefel 3 neu gyfatebol mewn Gwaith Joiner Safle, Gwaith Joiner Mainc a Sgiliau Treftadaeth	Tystysgrif mewn cynnal a chadw llif gadwyn a thrawstorri
Cymhwyster lefel 2 NVQ o leiaf mewn Adeiladu Post a Ffrâm	
Sgiliau Gofynnol	
Cyfathrebwr hyderus iawn, a chanddo sgiliau rhyngpersonol da a'r gallu i siarad yn hyderus â chydweithwyr a'r cyhoedd	Mae Amgueddfa Cymru'n cefnogi dysgwyr Cymraeg ar bob lefel. Nid yw medru'r Gymraeg yn rhugl yn hanfodol ar gyfer y swydd hon ond byddai parodrwydd i ddysgu o fantais.

Arbenigedd mewn defnyddio offer a chyfarpar gwaith coed traddodiadol yn ogystal â defnydd diogel o beiriannau gweithdy modern	
Ffactorau Personol Gofynnol	
Y gallu i weithio o'ch pen a'ch pastwn eich hun, a chydweithio fel rhan o dîm	
Dealltwriaeth o egwyddorion cydraddoldeb ac amrywiaeth parthed gwaith Amgueddfa Cymru a'r gallu i'w rhoi ar waith	
Diddordeb yng ngwaith Amgueddfa Cymru ac ymroddiad i'r gwaith hwnnw	

Cymwyseddau Penodol i'r Swydd Hon

Bydd gofyn i'r ymgeisydd llwyddiannus allu dangos enghreifftiau o'r canlynol (gweler y 'Canllawiau Recriwtio' am gyngor ar lenwi'r ffurflen gais):

Cymwyseddau Craidd	Esiampl Ymddygiad
Gweithio'n Bositif gydag eraill	Aelod gwerthfawr o dîm sy'n darparu cefnogaeth i eraill ac yn cyfrannu at feithrin diwylliant agored a gweithle cynhyrchiol.
Croesawu Dysgu, Newid a Chreadigrwydd	Ymroddiad i ddysgu. Gallu amsugno cymaint o wybodaeth a phrofiad perthnasol â phosibl. Ymroddiad personol i ddysgu, tyfu a newid yn barhaus.
Ymroddiad i ganolbwyntio ar gwsmeriaid	Dealltwriaeth fod pawb y dânt i gysylltiad â nhw yn gwsmer. Dangos ymroddiad gwirioneddol ac ymarferol er mwyn sicrhau canlyniadau rhagorol i gwsmeriaid.
Cyrraedd Canlyniadau Effeithiol	Rheoli llwyth gwaith ac ymddygiad yn wyneb gofynion cystadleuol a blaenoriaethau sy'n newid. Dangos egni a phenderfyniad wrth gyflawni amcanion personol, tîm a sefydliad.
Ymrwymiad i Amrywiaeth a Chyfrifoldebau Cymdeithasol	Dangos ymroddiad i egwyddorion amrywiaeth a chynhwysiant. Hyrwyddo lechyd a Diogelwch ym mhob agwedd o waith Amgueddfa Cymru.

Amodau a Thelerau Gwasanaeth

Cyflog cychwynnol	Gradd D £23,916.93 - £30,200.32 y flwyddyn) (Penodir yr ymgeisydd i'r lefel isaf ar y raddfa hon fel arfer.)
Hyd y Contract	Parhaol
Oriau'r contract	37 awr yr wythnos
Cyfnod prawf	Mae cyfnod prawf o 6 mis yn berthnasol i'r swydd hon.
Gwiriad GDG	Nodwch y bydd yn ofynnol i ymgeiswyr llwyddiannus ddarparu Datgeliad Manwl gan y Gwasanaeth Datgelu a Gwahardd.
Mae pob penodiad newydd yn ddibynnol ar dderbyn geirdaon boddhaol, adroddiad meddygol ac Archwiliad o Euogfarnau Troseddol yn ogystal â phrawf o'ch hawl i weithio yn y DU.	

Manteision i'n staff

Gwyliau blynyddol	27 diwrnod adeg penodi, yn codi i 32 diwrnod ar ôl 5 mlynedd o wasanaeth, ynghyd ag un diwrnod braint adeg y Nadolig ac 8 gŵyl banc (ar gyfer staff amser llawn). Defnyddir sail pro rata i gyfrifo gwyliau staff rhan amser.
Oriau Hyblyg	Rydym yn gweithredu system oriau gwaith hyblyg er mwyn galluogi staff i daro cydbwysedd rhwng eu bywyd cartref a gwaith ac er mwyn helpu i reoli eu hamser mewn ffordd sydd mor effeithiol â phosibl. Mae'r cynllun yn agored i bawb heblaw staff sy'n gweithio ar sail rota. Caiff staff newydd wybod a fyddan nhw'n cymryd rhan yn y cynllun ai peidio adeg eu penodi.
Pensiwn	Rydym yn gweithredu cynllun pensiwn Enillion Cyfartalog Gyrfu wedi'u Hailbrisio ("Cynllun pensiwn Amgueddfa Cymru"). Os ydych yn cael eich cyflogi gan yr Amgueddfa ar gytundeb parhaol neu dymor penodol o dros 2 flynedd, byddwch yn ymuno â'r Cynllun yn awtomatig fel rhan o'ch cytundeb cyflogaeth. Mae'n ddyletswydd statudol ar yr Amgueddfa, dan ddeddfwriaeth cofrestru awtomatig, i roi staff cymwys ar gynllun cofrestru awtomatig. Mae'r Cynllun yn un cymhwysol at ddibenion cofrestru awtomatig, ac felly gellir ei ddefnyddio i gydymffurfio â deddfwriaeth cofrestru awtomatig. Os ydych yn aelod cymwys o staff byddwch yn cael eich cofrestru'n awtomatig i'r Cynllun yn dilyn cyfnod gohirio cychwynnol o 3 mis (er y gellir gwneud cais i ymuno yn gynharach). Os nad ydych yn gymwys i ymuno â'r Cynllun, gallwch wneud cais i ymuno. Mae'r cyfraniad a dalwch fel aelod o staff yn dibynnu ar eich gradd a swm eich enillion pensiynadwy. Ar hyn o bryd mae staff Gradd A yn talu 6%, Graddau B a C yn talu 8%, a Graddau D ac uwch yn talu 9%.
Cyfnewid Cyflog	Mae'r Amgueddfa yn gweithredu trefniant Cyfnewid Cyflog ar gyfer aelodau o'r Cynllun. Mae cymryd rhan yn wirfoddol, ac nid yw'n addas ar gyfer pob aelod o staff.
Datblygiad a Hyfforddiant	Mae Amgueddfa Cymru wedi ymrwymo i ddarparu cyfleoedd datblygu a hyfforddi ardderchog ar gyfer pob gweithiwr cyflogedig.
Hyfforddiant Cychwynnol	Rydym yn darparu sesiwn Hyfforddiant Cychwynnol cynhwysfawr ar gyfer pob aelod newydd o staff ar ôl eu penodi.
Arferion Gweithio sydd o Gymorth i Deuluoedd	Rydym yn cynnig amrywiaeth o arferion gweithio sydd o gymorth i deuluoedd fel enghraifft absenoldeb mamolaeth/tadolaeth, absenoldeb mabwysiadu, seibiant gyrfu, absenoldeb estynedig ac amrywio oriau gwaith.

Cynllun Benthyciadau Teithio	Gall staff wneud cais am fenthyciad di-log i brynu tocyn bws blynyddol neu chwarterol neu docyn trên tymhorol hyd at £1,500 neu feic hyd at £300.
Cynllun Iechyd a Ffitrwydd	Mae'r Adran Adnoddau Dynol wedi sefydlu cynllun aelodaeth o glybiau ffitrwydd i staff am bris gostyngol arbennig sy'n arbed 25% ar gost aelodaeth safonol.
Cyfarpar Sgrin Arddangos	Bydd Amgueddfa Cymru yn trefnu (ar gyfer staff sydd fel arfer yn defnyddio offer sgrin arddangos (OSA) am gyfnodau parhaus neu bron yn barhaus am awr neu fwy ar y tro bob dydd) i gael cyfradd ostyngol ar sbectol yn Specsavers.
Cynlluniau buddion:	Benenden Healthcare Darparwyr gofal iechyd o'r radd flaenaf heb orfod talu yswiriant meddygol drud. Mae rhagor o wybodaeth ar y Fewnrwyd neu ewch i www.benenden.co.uk Cymdeithas Gwasanaethau Iechyd ac Ysbytai Cymru (WHA) Gall WHA eich helpu gyda chostau gofal iechyd bob dydd megis costau deintyddol, optegol a ffisiotherapi. Mae rhagor o fanylion ar y wefan www.whahealthcare.co.uk Cynllun Undeb Credyd Rydym yn cynnig ffordd hawdd i weithwyr ymuno ag Undeb Credyd Caerdydd. Aelodau'r cynllun yw perchnogion a rheolwyr Undeb Credyd Caerdydd, sefydliad cynilo a benthyg gaiff ei reoli er lles ei aelodau. Mae'n lle syml a chyfleus i gynilo ac yn caniatáu benthyciadau isel eu cost. Ceir rhagor o fanylion gan yr Adran Adnoddau Dynol.
Cynllun gostyngiad i staff	Mae gan bob aelod staff hawl i ostyngiad o 20% yn siopau Amgueddfa Cymru a gostyngiad o 25% yn y caffis.
Undebau llafur	Mae gan aelodau staff yr hawl i ymaelodi ag undeb llafur cofrestredig a chymryd rhan ar unrhyw adeg briodol yng ngweithgareddau'r corff rydych chi'n rhan ohono, gan gynnwys ymgeisio am swydd a'i chyflawni. Yr undebau a gydnabyddir gan Amgueddfa Cymru yw Prospect, PCS a FDA.

Sut i wneud cais:

Dylai ymgeiswyr am y swydd lenwi'r ffurflen gais sydd ar gael ar dudalen Swyddi ein gwefan sef www.amgueddfacymru.ac.uk. Mae'r ffurflen yn rhoi cyfle i chi egluro sut mae eich cymwysterau, eich profiad a'ch rhinweddau personol yn eich gwneud yn ymgeisydd addas ar gyfer y swydd hon.

Cewch gyflwyno'ch cais yn Gymraeg. Ni fydd unrhyw gais a gyflwynir yn Gymraeg yn cael ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg.

Dylech dychwelyd eich ffurflen i'r cyfeiriad ebost hwn:

ad@amgueddfacymru.ac.uk

neu ei phostio i'r:

Adran Adnoddau Dynol
Amgueddfa Cymru
Parc Cathays
Caerdydd
CF10 3NP
Ffôn: (029) 2057 3306

**Sylwer bod rhaid i bob cais am swydd ein cyrraedd erbyn
5pm ar y dyddiad cau.
Ni fyddwn yn derbyn ceisiadau ar ôl hynny.**

Bydd angen i chi gyflwyno'r ffurflenni Archwilio Cefndir a Monitro cyn i ni brosesu eich cais.

Peidiwch ag anfon CV, dim ond ffurflenni cais gaiff eu hystyried.

Yn anffodus, oherwydd y nifer o geisiadau a ddisgwyllir mewn perthynas â'r swydd hon, ni fydd yn bosibl i ni ysgrifennu'n bersonol at bob ymgeisydd aflwyddiannus. Fodd bynnag, bydd cyfweiliadau yn cael eu cynnal fel arfer o fewn tair wythnos i'r dyddiad cau.

Noder, bydd y gost o anfon y ffurflen gais ac unrhyw atodiadau yn ôl i'r Adran Adnoddau Dynol yn fwy na phris un stamp dosbarth cyntaf.

Mae Amgueddfa Cymru yn gyflogwyr cyfle cyfartal. Croesewir ceisiadau o bob rhan o'r gymuned.

Job Description

HBU Traditional Carpenter St Fagans National History Museum

Background

Established by Royal Charter in 1907, Amgueddfa Cymru – National Museum Wales is one of the largest museums in the United Kingdom, and the most important cultural institution in Wales. The Museum is the custodian of internationally significant, diverse collections and a leader in education and cultural participation.

Amgueddfa Cymru is responsible for Wales' seven national museums: National Museum Cardiff; St Fagans: National History Museum; Big Pit: National Coal Museum in Blaenavon; National Wool Museum in Dre-fach, Felindre; National Roman Legion Museum in Caerleon; National Slate Museum in Llanberis, Snowdonia, and the National Waterfront Museum, Swansea. Amgueddfa Cymru also has a National Collections Centre near Cardiff.

Amgueddfa Cymru's total Grant-in Aid from the Welsh Government in 2017-18 was £21 million. It employs over 600 staff and has around 1.8 million visitors annually, an increase of 70% on pre free-entry levels. We have approximately 2 million annual visits to our website.

There are over 5 million individual items in our collections, embracing art and design, history and archaeology, and natural sciences.

Amgueddfa Cymru has a wholly owned trading subsidiary, National Museums and Galleries of Wales (NMGW) Enterprises Ltd, with co-opted Non-Executive Directors with relevant expertise. The main activities of the company are sales at all the Amgueddfa Cymru's retail outlets, catering, car parking charges, image licensing, corporate hire lettings, proceeds from the sale or loan of exhibitions and filming rights. The company remits its profits to Amgueddfa Cymru by means of Gift Aid.

Amgueddfa Cymru - National Museum Wales is funded by the Welsh Government as a Welsh Government Sponsored Body, and has a Board of Trustees whose role is to set the strategic direction of the organization, and to ensure proper management of its resources.

Our Vision

In 2015 Amgueddfa Cymru agreed a new Vision, "Inspiring people, changing lives", to guide all future activities. Our purpose is to inspire people through our museums and collections to find a sense of well-being and identity, to discover, enjoy and learn bilingually, and to understand Wales's place in the wider world.

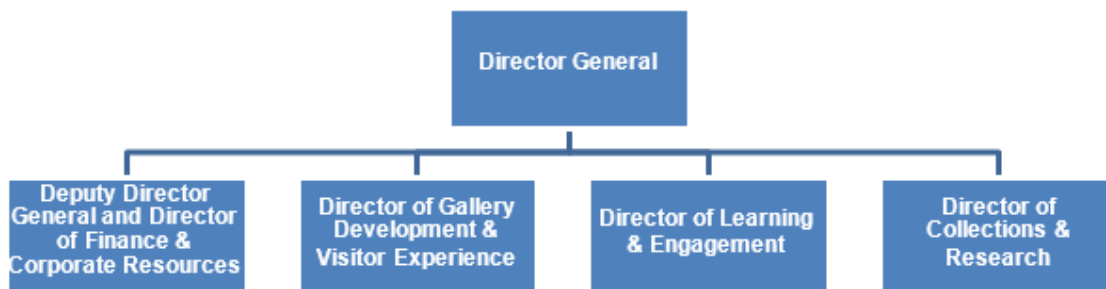
Our work is based on the principle that culture is created by people and communities. Our collections and other resources partly come from the society of which

we are part, and are continually renewed through our work with the public. Our natural sciences collections effect the biodiversity and geodiversity of Wales and make comparisons on a global scale. We are accountable for our use of these resources to the nation we serve.

We have made four commitments – Prosper, Experience, Learn, Participate - to support the implementation of the Vision. The work of every department and member of staff is directed to achieving these commitments.

The Senior Management Team

Amgueddfa Cymru is led by the Senior Management Team (SMT), consisting of the Director General and four Divisional Directors. A Joint Executive Group (JEG), whose members include departmental managers as well as the SMT, approves policies and reviews significant projects and initiatives.



Job Title: HBU Traditional Carpenter

Responsible to: HBU Foreman

Main purpose of the post:

Historic Buildings Unit

The Historic Buildings Unit (HBU) is responsible for recording, dismantling and re-erecting and conserving the historic buildings at St Fagans. There are 12 craftsmen in the team; carpenters, masons, painters, plant operator etc.

Main purpose of the post:

To work as part of a team in the Historic Buildings Unit and contribute to the HBU programme of work to re-erect and conserve the historic buildings in Amgueddfa Cymru's Collection at St Fagans National Museum of History.

Key Tasks and Responsibilities

Job Specific

1. To use traditional knowledge and carpentry skills in the construction of new historic buildings at St Fagans National Museum of History
2. To use traditional equipment, practices and techniques to repair and conserve the historic buildings in the care of HBU
3. Follow the principles of conservation best practice
4. Assist in the recording and dismantling of historic buildings
5. Train and supervise apprentices and trainees in traditional carpentry skills
6. To contribute to the public engagement programme through the interpretation of the work of HBU, giving talks and guided walks and contributing to organized events such as the Craft Festival and Adult Learners Day.
7. To be able to demonstrate the use of traditional tools, implements and techniques and be able to demonstrate and pass on these skills to the visiting public as well as staff and trainees
8. Cleaning and Maintaining workshops
9. Ensuring a safe environment for both workers and visitors, particularly with regard to relevant Health and Safety legislation; participate in risk assessments
10. To support departmental activities and contribute to the HBU work programme.
11. A good working knowledge in the safe use of large equipment used to convert

timber from the round.

12. The skill to recognise the appropriate section of timber in the round, to be converted for the job in hand, resulting in minimal waste.

13. To respond to the public and specialist enquiries relating to the work of HBU

Corporate

1. To participate actively in supporting the principles and practice of equality of opportunity as laid down in the organisation's Equality & Diversity Policy.
2. To support the department's compliance with Amgueddfa Cymru's policies on Sustainability and Welsh Language.
3. To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation as appropriate.
4. As a term of your employment you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organisation.

Person Specification

The successful applicant will need to demonstrate the following (please see the “**Recruitment Guidance**” for advice on how to complete the application form):

ESSENTIAL	DESIRABLE
Knowledge Required	
Excellent practical knowledge of traditional carpentry skills using traditional and modern equipment	
A very good knowledge of the tradition and techniques for using traditional tools	
Experience Required	
Experience of working on a construction site operating equipment and machinery with a wide range of traditional building repairs	Experience of mentoring/coaching less experienced individuals.
Experience of working with oak in both joinery and post & frame construction	
Experience of adzing	
A good level of understanding of the work carried out in the role to demonstrate, interact with visitors and organised groups.	
Academic Qualifications / Standard of Education	
NVQ Level 3 or equivalent in Site Joinery, Bench Joinery and Heritage Skills	Certificate in chainsaw maintenance and cross cutting.
NVQ Level 2 minimum in Post & Frame Construction	
Skills Required	
Highly confident communicator with good interpersonal skills with the ability to speak confidently with colleagues and members of the public	Amgueddfa Cymru supports active Welsh learners at all levels. Fluency in Welsh is not a requirement of this post but willingness to learn would be an advantage.
Expertise in using traditional carpentry tools and along with the safe use of modern workshop machinery.	

Personal Factors Required	
An ability to work on own initiative, but with a collaborative approach to working in a team	
An understanding of the principles of equality and diversity in relation to Amgueddfa Cymru's work and the ability to apply these in practice.	
An interest in and commitment to the work of Amgueddfa Cymru.	

Competencies Specific to this Post

The successful applicant will need to demonstrate the following (please see the “**Recruitment Guidance**” for advice on how to complete the application form):

Core Competency	Example Behaviour
Working Positively with others	A valued member of the team who provides support to others and contributes to creating an open culture and productive working environment.
Embracing Learning, Change and Creativity	An appetite for learning. Soaks up as much relevant knowledge and experience as possible. Demonstrates a personal commitment to continuous learning, growth and change.
Commitment to Customer focus	Recognises that everyone with whom they come into contact is a customer. Demonstrates a genuine and practical commitment to deliver excellent results for customers.
Delivery of effective outcomes	Manages own workload and own behaviours in a context of competing demands and changing priorities. Demonstrates energy and determination in meeting personal, team and organizational goals.
Commitment to Diversity & Social Responsibilities	Demonstrates a commitment to the principles of diversity and inclusion. Champions Health & Safety across the entire Museum’s work.

Terms and conditions of service

Starting Salary	Grade D £23,916.93 - £30,200.32 per annum for 37 hours per week Appointment will normally be to the minimum of the salary scale for this grade.
Contract Length	Permanent
Contract Hours	37 Hours
Probation	This post is subject to a probationary period of 6 months
All new appointments are subject to the receipt of satisfactory references, medical report and criminal conviction vetting clearance plus proof of eligibility to work in the UK.	

Benefits in working for Amgueddfa Cymru

Annual leave	27 days on appointment, rising to 32 days after 5 years service, plus a privilege day at Christmas and 8 bank holidays (for full time staff). The days are pro-rated for staff who work part-time.
Flexitime	In order to enable staff to meet their work life balance requirements and help manage their time as effectively as possible, we operate a flexitime system. The scheme is open to all staff except for those who work on a rota basis. New staff will be informed on appointment of their eligibility for the scheme.
Pension	We operate a Career Average Revalued Earnings occupational pension scheme (the "National Museum of Wales Pension Scheme"). If you are employed by the Museum under a permanent or fixed term contract of 2 years or more, you will automatically join the Scheme as part of your employment contract . The Museum also has a statutory duty under auto-enrolment legislation to enroll eligible jobholders into an automatic enrolment scheme. The Scheme is a qualifying scheme for automatic enrolment purposes, and therefore can be used to comply with automatic enrolment legislation. If you are an eligible job holder you will be automatically enrolled into the Scheme following an initial 3 month postponement period (although a request may be made to join earlier). If you are not eligible to join the Scheme, you may also make a request to do so. The employee contribution paid depends on your grade and the amount of your pensionable earnings. Currently staff categorised as Grade A pay 6%, Grades B and C pay 8%, and Grade D and above pay 9%.
Salary Exchange	The Museum operates a Salary Exchange Scheme for members of the Scheme. Participation is voluntary and is not suitable for all employees.
Training & development	We are committed to providing excellent training and development opportunities for all employees.
Induction training	We provide a comprehensive Induction Training session for all new members of staff on appointment.
Family friendly working practices	We offer a range of family friendly working practices such as maternity/paternity leave, adoption leave, career breaks, extended leave and variable working.

Travel Loan Scheme	Staff may apply for an interest free travel loan to purchase an annual or quarterly bus or rail season ticket up to the value of £1,500 or a bicycle up to the value of £300.
Display Screen Equipment	Amgueddfa Cymru will arrange (for employees who normally use display screen equipment (DSE) for continuous or near-continuous spells of an hour or more at a time on a daily basis) to have discounted rate on spectacles at Specsavers.
Benefit schemes:	Benenden Healthcare: Providers of first class healthcare without expensive medical insurance. Further information can be found on the Museum Intranet or at www.benenden.co.uk WHA (Welsh Hospitals & Health Services Association): WHA can help you with everyday health care costs such as dental, optical and physiotherapy. Further details can be found on their website www.whahealthcare.co.uk Credit Union Scheme: We offer employees an easy way of becoming a member of the Cardiff Credit Union. The Cardiff Credit Union is a savings and loans organization, owned and run by its members for the benefit of its members. It offers a simple and convenient place to save and gives access to low cost loans. Further details can be obtained from the HR Department.
Staff discount scheme	All staff are entitled to 20% discount in Amgueddfa Cymru's shops and 25% discount in the cafes.
Trade unions	Staff members have the right to belong to a registered trade union and to take part at any appropriate time in the activities of the organization to which you belong, including the right to apply for and hold office. The Unions we recognise are Prospect, PCS and FDA.

How to apply:

Applicants for the post should complete our on-line application form which can be found on the Jobs page on our website at www.museumwales.ac.uk. The form provides the opportunity to explain how your qualifications, experience and personal qualities make you a suitable candidate for the position.

Applications can be submitted in Welsh. Applications that are submitted in Welsh will be treated no less favourably than those submitted in English.

Completed forms should be returned by e-mail to:

hr@museumwales.ac.uk

or posted to:

the Human Resources Department
Amgueddfa Cymru - National Museum Wales
Cathays Park
Cardiff
CF10 3NP
Telephone: (029) 2057 3306

Please note that all vacancies close at 5pm on the closing date. No applications will be accepted after this time.

We will need you to submit the Vetting and Equality Monitoring Forms before we can process your application.

Please do not send us your CV – we will only consider completed application forms.

Unfortunately, due to the number of applications we expect in respect of this post, it will not be possible to write personally to each unsuccessful applicant. However, interviews are normally arranged within three weeks of the closing date.

Please be aware that the cost of returning the completed application form and any attachments to the HR Department will be more than the price of a single first class stamp.

Amgueddfa Cymru — National Museum Wales is an equal opportunities employer. Applications are welcome from all sections of the community.