

Disgrifiad Swydd

Gofalydd Tymhorol Sain Ffagan Amgueddfa Werin Cymru

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 rhyngwladol, 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 Oriolau Cenedlaethol Cymru Cyfyngedig (AOCC) – sydd â chyfarwyddwyr anweithredol a gyfetholwyd gydag arbenigedd perthnasol. Prif weithgareddau Mentrau AOCC Cyf yw gwerthiant yn siopau Amgueddfa Cymru, arlwyo, parcio ceir, trwyddedu lluniau, llogi corfforaethol, elw trwy werthu neu fenthyg 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

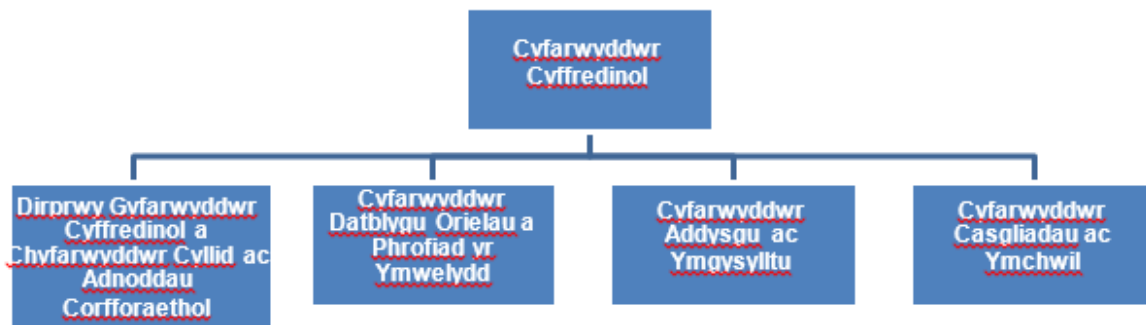
casgliadau i ysbrydoli pobl i feithrin eu hunaniaeth a'u lles; i ddarganfod, mwynhau a dysgu'n ddwyieithog a deall lle Cymru yn y byd.

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 ymrwymïadau hyn.

Yr Uwch Dîm Rheoli

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



Teitl y swydd: Gofalydd

Yn gyfrifol i: Bydd y deiliad swydd yn gyfrifol yn uniongyrchol i un o chwe Uwch Ofalwyr, ac yn y pen draw, i'r Prif Ofalwr.

Pwrpas y swydd

- i) Croesawu a chynorthwyo ymwelwyr â'r safle, rhoi gwybodaeth gyffredinol am y safle a gwybodaeth fwy penodol am leoliadau ac arddangosfeydd allweddol yn ôl yr angen.
- ii) Sicrhau diogelwch y safle yn gyffredinol a darparu presenoldeb diogelwch mewn lleoliadau allweddol er mwyn diogelu casgliadau ac eiddo Amgueddfa Cymru yn Sain Ffagan: Amgueddfa Werin Cymru.
- iii) Sicrhau diogelwch a lles ymwelwyr â'r safle.

Amcanion a Chyfrifoldebau:

Gofal Cwsmeriaid

- Helpu i greu awyrgylch croesawgar ar gyfer pob ymwelydd â'r safle a chyfrannu at y safon uchel o ofal cwsmeriaid a ddisgwylir.
- Darparu lefel uchel o ofal cwsmer i holl ymwelwyr a staff.
- Meddu ar wybodaeth a dealltwriaeth o'r casgliad ar y safle er mwyn cyfoethogi profiad ymwelwyr â'r safle drwy gyfrannu gwybodaeth benodol ar agweddau o'r casgliad a helpu i ddehongli'r casgliad a dod ag ef yn fyw.

Sgiliau Cyfathrebu

- Mae'r gallu i siarad yn rhugl yn y Gymraeg a Saesneg yn ofynnol yn y swydd hon. Er enghraifft, y gallu i ateb ymholiadau gan ymwelwyr a rhoi gwybodaeth ar y casgliadau yn Gymraeg a Saesneg.

Y mae Hyfforddiant a Datblygiad ar gael ar gyfer pawb o staff Amgueddfa Cymru sydd yn teimlo fod angen cefnogaeth arnynt yn unrhyw un o'r meysydd uchod yn Gymraeg a Saesneg.

Diogelwch

- I weithio fel rhan o dîm i ddarparu presenoldeb diogelwch effeithlon ac effeithiol ar y safle yn gyffredinol ac mewn lleoliadau penodol fel bo angen. Bydd Gofalwyr yn gweithio yn ôl rota ac mae'n ofynnol i staffio lleoliadau penodol ac i ddarparu diogelwch patrol ar draws meysydd amrywiol o'r safle.
- Gweithredu i warchod adeilad ac eiddo'r amgueddfa rhag lladrad a difrod.

Iechyd a Diogelwch

- I sicrhau cydymffurfiaid â darpariaethau iechyd a diogelwch yn ymwneud ag ymwelwyr â'r safle, contractwyr a staff yr amgueddfa.
- Cyflawni dyletswyddau glanhau cyffredinol a chyfrannu at y safonau cyffredinol uchel o ymddangosiad y safle.
- Ymgymryd â dyletswyddau porthora, symud gwrthrychau, offer a deunyddiau eraill yn ôl y gofyn, gan ystyried rheolau iechyd a diogelwch a gofalu am y deunyddiau.

Corfforaethol

1. Cyfrannu'n llawn at gefnogi egwyddorion ac arferion cyfle cyfartal fel yr amlinellir ym Mholisi Cydraddoldeb ac Amrywiaeth y sefydliad.
2. Cefnogi gwaith yr adran o gydymffurfio 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. Fel rhan o'ch telerau cyflogaeth, efallai y gofynnir i chi wneud 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

Sgiliau Penodol i'r Swydd

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):

SGILIAU ANGHENRHEIDIOL	
Sgiliau Penodol i'r Swydd 1*	Tystiolaeth o sgiliau gofal cwsmer: ee. unrhyw brofiad o drin cwsmeriaid.
Sgiliau Penodol i'r Swydd 2*	Y gallu i siarad yn rhugl yn y Gymraeg: ee. y gallu i ateb ymholiadau gan ymwelwyr a'r gallu i rhoi gwybodaeth yn Gymraeg.
Sgiliau Penodol i'r Swydd 3*	Tystiolaeth o drin arian neu phrofiad diogelwch: ee. profiad o drin arian; hyfforddiant mewn diogelwch radio, teledu cylch cyfyng neu fesurau dechnoleg.
Sgiliau Penodol i'r Swydd 4*	Tystiolaeth o sgiliau ymdrin a lechyd a Diogelwch: ee. cynnal Asesiadau Risg, Cymorth Cyntaf, Trin â Llaw, Gweithio ar Uchder, Hyfforddiant COSHH.
Sgiliau Penodol i'r Swydd 5	Ddim yn berthnasol
SGILIAU DYMUNOL	
Gwybodaeth:	Ymwybyddiaeth o'r trefniadau yn achos tân ac argyfyngau eraill.
	Diddordeb yng nghasgliadau Sain Ffagan: Amgueddfa Werin Cymru, a pharodrwydd i ddysgu rhagor amdanynt.
Profiad:	Byddai profiad blaenorol o weithio mewn amgueddfa neu amgylchedd tebyg fod yn fanteisiol.

Cymwyseddau Penodol i'r Swydd

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):

Cymwyseddau Craidd	Esiampl
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	Addasu i newid yn gyflym ac yn gydweithredol.
Ymroddiad i ganolbwyntio ar gwsmeriaid	Dangos ymroddiad ymarferol i ddarparu canlyniadau ardderchog i gwsmeriaid.
Cyrraedd canlyniadau effeithiol	Y gallu i ganolbwyntio'n glir ar yr hyn sydd i'w gyflawni ac sy'n darparu canlyniadau cyson.
Ymroddiad i amrywiaeth a chyfrifoldebau cymdeithasol	Dangos ymrwymiad i ddeall a chymhwyso'r egwyddorion amrywiaeth

Amodau a Thelerau Gwasanaeth

Cyflog Cychwynnol	Graddfa B £11,595.66- £13,037.82 (wedi'i seilio ar cyflog llawn amser o £17,161.57 - £19,295.98) Penodir yr ymgeisydd i'r lefel isaf ar y raddfa hon fel arfer.
Hyd y Contract	Hyd at 14 Medi 2019
Oriau'r Contract	25 awr yr wythnos (o 10.50 am – 16.05 pm) 5 diwrnod allan o 7, yn cynnwys penwythnosau a gwyliau banc ar ffurf rota.
Cyfnod Prawf	Mae cyfnod prawf o 3 mis yn berthnasol i'r swydd hon.
Mae unrhyw benodiadau newydd yn dibynnu ar dderbyn geirda boddhaol, adroddiad meddygol, archwiliad o euogfarnau troseddol a phrawf o'ch hawl i weithio yn y DU.	

Manteision gweithio i Amgueddfa Cymru

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 cynnig cynllun pensiwn galwedigaethol cyflog terfynol i weithwyr parhaol. Ar hyn o bryd, cyfraniad y gweithiwr yw 9%.
Datblygiad a Hyfforddiant	Mae'r Amgueddfa wedi ymrwmo 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 gyrfa, 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.
Cyfarpar Sgrin Arddangos	Bydd yr Amgueddfa 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:	Beneden Healthcare Society Darparwyr gofal iechyd o'r radd flaenaf heb orfod talu yswiriant meddygol drud. Mae rhagor o wybodaeth ar Fewnrwyd yr amgueddfa neu ewch i www.beneden.org.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'r Amgueddfa 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 yr Amgueddfa 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 ddisgwylir 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

Seasonal Museum Assistant 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

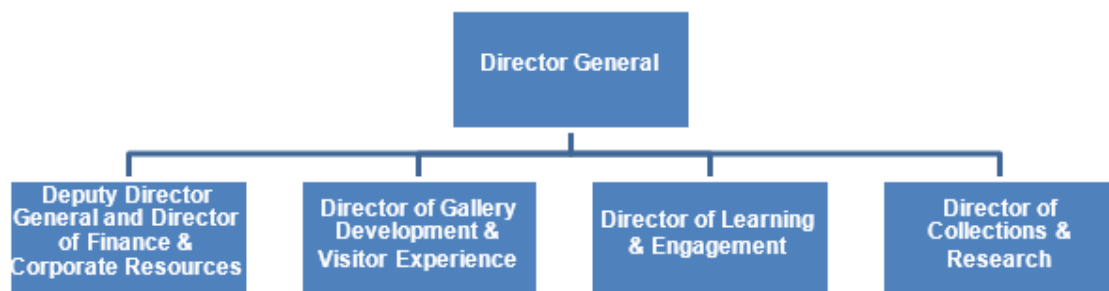
In 2015 Amgueddfa Cymru agreed a new Vision, "Inspiring people, changing lives", to guide all future activities. Our purpose is to inspire people through our museums and collections to find a sense of well-being and identity, to discover, enjoy and learn bilingually, and to understand Wales's place in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

Museum Assistant

Responsible to:

The direct line management is through one of six Supervising Museum Assistants and in turn to the Visitor Services Manager.

Main Purpose of the post:

- i) To welcome and assist visitors to the site, providing general site information and more specific information in relation to key locations and exhibits as required.
- ii) To ensure security of the site in general and to provide a security presence at key locations in order to safeguard the collections and property of the National Museums & Galleries of Wales at St Fagans Natural History Museum.
- iii) To ensure the safety and welfare of visitors to the site.

Objectives and ResponsibilitiesCustomer care

- To present a welcoming presence for all visitors to the site and contribute to the high standards of customer care required.
- Provide a high-level of customer care to all visitors and staff.
- To gain and maintain a knowledge and understanding of the collection on the site in order to enhance the experience of visitors to the site by providing specific information on aspects of the collection, helping to interpret the collection and bring it to life.

Communications Skills

- This post requires the ability to speak fluently in both Welsh and English. For example the ability to answer visitor enquiries and provide information on the collections in both Welsh and English.

Training and Development is available for all Amgueddfa Cymru staff who feel they need support in any of the above areas in both Welsh and English.

Security

- To work as part of a team to provide a highly efficient and effective security presence on the site in general and at specific locations as required. Museum Assistants work according to a rota and are required to staff specific locations and to provide patrol security across various areas of the site.
- To prevent theft and damage to museum building and property.

Health & Safety

- To ensure compliance with health and safety provisions relating to visitors to the site, to contractors and to museum staff.
- To carry out general cleaning duties and to contribute to the overall high standards of appearance of the site.
- To undertake portering duties, moving artefacts, equipment and other materials as required, having regard to health and safety rules and the care of the materials.

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

Job Specific Skills

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

ESSENTIAL SKILLS	
Job Specific Skill 1*	Evidence of customer care skills e.g. any customer handling experience.
Job Specific Skill 2*	Ability to speak fluently in Welsh e.g. the ability to answer visitor enquiries and provide information in Welsh.
Job Specific Skill 3*	Evidence of money handling or security experience e.g. money handling; training in radio, CCTV or other security technology measures.
Job Specific Skill 4*	Evidence of Health & Safety skills e.g. Carrying out Risk Assessments, First Aid, Manual Handling, Working at Heights, COSHH Training.
Job Specific Skill 5	Not applicable
DESIRABLE SKILLS	
Knowledge:	Awareness of fire and emergency procedures
	An interest in and willingness to learn more about the collections at St Fagans Natural History Museum.
Experience:	Museum experience e.g. previous experience of working in a museum or similar environment would be advantageous

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	Adapts to change quickly and co-operatively.
Commitment to Customer focus	Demonstrates a genuine and practical commitment to deliver excellent results for customers.
Delivery of effective outcomes	An ‘all hands on deck’ attitude that remains focused on what needs to be delivered and does indeed deliver consistent results.
Commitment to Diversity & Social Responsibilities	Demonstrates a commitment to understand and apply the principles of diversity.

Terms and conditions of service

Starting Salary	Grade B £11,595.66 - £13,037.82 (Based on the FTE salary of £17,161.57- £19,295.98) Appointment will normally be to the minimum of the salary scale for this grade.
Contract Length	Up to 14 September 2019
Contract Hours	25 hours per week on a rota basis (from 10.50 am – 16.05 pm) 5 days out of 7, to include weekends and bank holidays.
Probation	The post is subject to a probationary period of 3 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%.
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	The Museum 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:	Beneden Healthcare Society: Providers of first class healthcare without expensive medical insurance. Further information can be found on the Museum Intranet or at www.beneden.org.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 organisation 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 the Museum 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 organisation to which you belong, including the right to apply for and hold office. The Unions which 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.

