

# Freedom of Information requests

2012

Reference number: 12-007

Could you provide me with an up to date grade list for all seven sites for grades c and grades d please.

Also, could you get me the full job specification for the following:-

Administrative Officer	D	National Museum Cardiff
Print Room Assistant	D	National Museum Cardiff
Photographic Officer	D	National Museum Cardiff
Senior Personal Secretary	PROTECT C	National Museum Cardiff
Marketing Officer, Big Pit	D	Big Pit
Retail Area Supervisor	D	National Museum Cardiff
Assistant Financial Accountant	D	National Museum Cardiff
Senior GalleryAssistant	C	National Waterfront Museum Swansea
Mountcutter	C	National Museum Cardiff
Cleaning Supervisor	C	National Museum Cardiff

20 April 2012

Reference number: 12-007

Dear,

**REQUEST FOR INFORMATION** – *Information relating to grade lists for Grades C and D along with the full job descriptions for the 10 posts listed below.*

Thank you for your request for information. As Head of Knowledge & Information Management for Amgueddfa Cymru - National Museum Wales, I am responsible for responding to your request for information.

I refer to your email of 22 March 2012, in which you asked for the following information:

- 1) *Could you provide me with an up-to-date grade lists for all seven sites for Grades C and D.*
- 2) *Could you get me the full job description for the following:-*
  - a) *Administrative Officer – D – National Museum Cardiff*
  - b) *Print Room Assistant – D – National Museum Cardiff*
  - c) *Photographic Officer – D – National Museum Cardiff*
  - d) *Senior Personal Secretary – Protect C – National Museum Cardiff*
  - e) *Marketing Officer, Big Pit – D – Big Pit*
  - f) *Retail Area Supervisor – D - National Museum Cardiff*
  - g) *Assistant Financial Accountant – D – National Museum Cardiff*
  - h) *Senior Gallery Assistant – C – National Waterfront Museum*
  - i) *Mount cutter – C – National Museum Cardiff*
  - j) *Cleaning Supervisor – C – National Museum Cardiff*

I have reviewed your request and I am pleased to say the information you have requested is attached to this response. I will have to qualify some of the information by stating the job descriptions provided are as they are currently held and some of them were drafted some time ago and may need updating.

The information provided includes the following:

- *Grade lists for all seven sites for Grades C and D*
- *Corporate Facilities Officer (in place of the Administrative Officer)*
- *Print Room Assistant*
- *Senior Personal Secretary*
- *Photographic Officer*
- *Marketing Officer (Big Pit)*
- *Assistant Financial Accountant*
- *Senior Gallery Assistant*
- *Mount Cutter*
- *Cleaning Supervisor*
- *Retail Area Supervisor (post not longer exists)*

You have requested a copy of the job description for the **Administrative Officer – D** – National Museum Cardiff. I have attached the job description for the **Corporate Facilities Officer** as the Museum's records show the post holder as having the job title of Administrative Officer but the job description on file if for this individual is for a Corporate Facilities Officer.

You have also requested a copy of the job description of the **Retail Area Supervisor**; I have provided the information even though the post no longer exists.

Your request was considered according to the principles set out in the National Assembly's Code of Practice on Public Access to Information (third edition). The Code is published on the Internet at [www.information.wales.gov.uk](http://www.information.wales.gov.uk).

If you believe that I have not applied the Code of Practice on Public Access to Information correctly or have not followed the relevant laws, please contact me to request a first-stage review. If, after that, you are still not satisfied you may request a formal review by Amgueddfa Cymru. When dealing with any concerns, we will follow the principles of the National Museum of Wales's Code of Practice on Complaints, which is available on our website at [www.museumwales.ac.uk/en/45/](http://www.museumwales.ac.uk/en/45/) or by post from:

Mr Robin Gwyn  
Director of Communications  
Amgueddfa Cymru – National Museum Wales  
Cathays Park  
Cardiff  
CF10 3NP

You also have the right to complain to the Information Commissioner. Normally, however, you should pursue the matter through our internal procedure before you complain to the Information Commissioner. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Yours sincerely,

Head of Knowledge & Information Management

**Amgueddfa Cymru – National Museum Wales**  
Parc Cathays, Caerdydd CF10 3NP/Cathays Park, Cardiff CF10 3NP  
Ffôn/Tel (029) 2039 7951 Ffacs/Fax (029) 2057 3321  
E-bost: [post@amgueddfacymru.ac.uk](mailto:post@amgueddfacymru.ac.uk)/E-mail: [post@museumwales.ac.uk](mailto:post@museumwales.ac.uk)

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Llywydd/President Elisabeth Elias MA DL  
Trysorydd/Treasurer J. Peter W. Morgan M.Sc FCS Cyfarwyddwr Cyffredinol/Director General David Anderson  
Rhif elusen / Charity registration number: 525774  
Rhif TAW / VAT registration number: GB 783 4541 10

national  
museum  
wales  
amgueddfa  
cymru



Grade C	Protected Grade C	Grade D
Accounting Technician	Agricultural Technician	Administrative Officer
Activities Support Officer	Education Assistant	Archive Assistant
Administration Manager NSM	Senior Personal Secretary	Assistant Curator Applied Art
Administration Officer		Assistant Financial Accountant
Administrative Assistant		Assistant Translator
Administrative Asst. (Job Share)		Assistant Visitor Services Manager
Administrative Officer		Assistant Curator Historic Art
Administrator		Asst. Curator/Access Off. Lower Plants
Agricultural Technician		Asst. Curator/Access Off. Vascular Plants
Apprentice Mason		Audio Visual Archive Technician
Archive Administrative Assistant		Blacksmith
Art Technician		Carpenter/Joiner
Assistant Scanning Officer		Cartographer
Cafe Supervisor		Catering Manager
Cleaning Supervisor		Celtic Village Interpreter
CMS Assistant (BioSyB)		Collections Management Officer NWM
CMS Assistant (Industry)		Collections Manager (Mollusca)
Collections Data Co-ordination Off.		Collections Manager (Vegetation History)
Conservation Builder		Communications Officer (NMC/NRLM)
Conservation Painter		Computer Officer (Networks)
Corporate Hire Assistant		Computer Officer (Servers)
Curatorial Assistant		Computer Officer (Support)
Day/Shift Supervisor		Computer Officer (Voice)
Departmental Administrator		Conservation Carpenter
Departmental Secretary		Conservation Engineer Heavy Ind.
Development Secretary		Conservation Mason
Digitisation Officer		Conservation Officer
Education Administrator		Conservation Officer/Housekeeper
Education Assistant		Conservation Painter
Education Support Officer		Craftsperson
Electrical Technician		Craftsperson/Technician
Electrician/Guide		Curatorial Assistant
Events Assistant		Curatorial Assistant (Mollusca)
Events Technician		Curatorial Asst Mineralogy/Petrology
Exhibitions Administrator		Curatorial Asst Palaeontology
Filter / Guide		Curatorial Asst Petrology
Fundraising & Development Support Asst.		Curatorial Officer
Garden Conservator		Demonstrating Craftsman (Clogmaker)

Grade C	Protected Grade C	Grade D
Human Resources Assistant		Diversity Officer
Image Licencing Officer		Education Assistant
Income Officer		Education Interpreter
Learning Administrator, St Fagans		Electrician/Guide
Library Assistant		Equipment Maintenance Technician
Mechanic / Guide		Events & Marketing Officer
Miner Guide		Events Officer
Mount Cutter		Exhibiting Craftsman (Weaver)
Museum Technician Part Time		Exhibiting Craftsman, Miller
Office Assistant		Facilitator Clore Discovery Centre
Online Shop Assistant		Farm Manager
PA to Director of Communications		Gallery Author
PA to Director of Finance		Gallery Technician Lighting
PA to Director of Operations		HBU Conservation Builder
PA to the Director General		Higher Garden Conservator
Part-time Library Assistant		Historic Interiors Conservator
Payments Officer		Illustration Assistant
Payroll Officer		Image Management Officer
Project Administrator St Fagans		Interpreter (Sustainability)
Records Administrative Officer		Interpreter St Teilo's Church
Senior Gallery Assistant		Management Accountant
Shift Supervisor		Marketing Officer
Shop Supervisor		Marketing Officer, Big Pit
Site Administrative Support/Shop Mng		Mining Mechanic
Stock Control Assistant		Museum Interpreter Oriel 1
Supervising Museum Assistant		Museum Technician
Surface Guide		Museum Technician - Audio Visual
Technical Assistant		P/T Communications Officer
Technician		Photographic Officer
Trading Supervisor		Plumber/Fitter
Trainee Craftsperson		Print Room Assistant
Venue Hire Assistant		Procurement Officer
Visitor Services Officer		Quarrying Craftsman
Web Assistant		Quarrying Craftsperson
Winderman		Quarryman Technician
		Research Assistant (Mollusca)
		Research Assistant Terrestrial Mollusca
		Research Asst Laboratory Services

Grade C	Protected Grade C	Grade D
		Senior Technician
		Shaftsman/Guide
		Social History Conservator
		Technician
		Translator
		Volunteer Co-ordinator
		Web Communications Officer



**JOB TITLE:** Corporate Facilities Officer

**RESPONSIBLE TO:** Site Activities Co-ordinator (NMG)

**MAIN PURPOSES OF JOB:**

- To promote, administer and advise on the Government Indemnity Scheme.
- To promote, administer and effectively manage the hire and use of facilities at NMG by external organisations and internal departments for meetings, conferences, receptions, lectures, functions and other appropriate events.
- To manage and monitor provision by the catering franchise holders at NMG

**EFFECTIVENESS AREAS:**

1. Administration of the Government Indemnity Scheme
2. Corporate Hire at NMG
3. Franchise Management
4. Site inspections
5. Maintenance of Room Diary for NMG
6. Administrative support to Director NMG in areas of disability policy

**PRINCIPAL TASKS:**

1. Administration of the Government Indemnity Scheme
  - a) Ensuring all loans into and out of NMGW are correctly processed and indemnified
  - b) Drafting all necessary correspondence with the National Assembly for Wales
  - c) Advising managers and staff on adherence and compliance with indemnity guidelines and regulations
  - d) Retaining documentation of all relevant loans
  - e) Promote awareness of latest GIS procedures and effective dissemination of information to all departments.
2. Corporate Hire
  - a) To manage, administer and co-ordinate such events, including liaison with potential users at all levels and service providers, conducting guided tours of facilities and attendance at events
  - b) To attend all Corporate events and act as NMG representative
  - c) To deal with queries or complaints and decide upon appropriate course of action
  - d) To promote and market, in conjunction with NMGW Marketing Department, the use of NMG as a venue for corporate hire, including the drafting of promotional and other literature

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  - a) To manage, administer and co-ordinate such events, including liaison with potential users at all levels and service providers, conducting guided tours of facilities and attendance at events
  - b) To attend all Corporate events and act as NMG representative
  - c) To deal with queries or complaints and decide upon appropriate course of action
  - d) To promote and market, in conjunction with NMGW Marketing Department, the use of NMG as a venue for corporate hire, including the drafting of promotional and other literature

- e) To act as delegated budget holder, monitor and manage the budget and arrange for invoicing of all external hirers for use of the Museum's facilities.
- f) To co-ordinate corporate hire within the overall site strategy
- g) To develop a strategy to increase use of Corporate Hire facilities to maximise income generation potential
- h) To liaise with Heads of Department and other staff to ensure efficient running of events

3. Franchise Management

- (a) To manage and monitor the catering franchise at NMG, including taking responsibility for monitoring the day to day operation and ensuring payment of agreed charges by the holders of the restaurant and catering franchise at NMG
- (b) To ensure that franchise holders are adhering to contractual obligations and responding to needs of NMG, its staff and its visitors.

4. Site inspections

To carry out site inspections prior to events to note areas of concern and action recommendations.

5. NMG Room Diary

- a) To manage, maintain and co-ordinate the diary of bookings for all corporate NMG facilities
- b) To circulate regular updates to all departments

6. Support to Director NMG

- a) To assist the Director NMG in the administration of the Disability Working Group
- b) To assist in the development of policy and subsequent implementation, in accordance with the requirements of the Disability Discrimination Act
- c) To assist the Director NMG in other projects and activities as required

7. To carry out other administrative duties as may be required

## **Job description for the post of Part Time Print Room Assistant**

### **Background**

The National Museums & Galleries of Wales (NMGW) was founded by Royal Charter in 1907. It derives its funding in the main from Government grant through the Welsh Assembly Government, as an Assembly Sponsored Public Body (ASPB).

NMGW currently operates on eight sites across Wales. These include the National Museum & Gallery at Cathays Park, Cardiff; the Museum of Welsh Life at St Fagans; the Welsh Slate Museum at Llanberis; the National Woollen Museum at Dre-fach; the Roman Legionary Museum at Caerleon; Big Pit National Mining Museum of Wales, Blaenafon and the National Waterfront Museum in Swansea (in partnership with the City and County of Swansea) due to open in 2005. In addition NMGW has off-site storage facilities at the National Conservation and Access Centre, Nantgarw.

NMGW's senior management group is the Directorate, consisting of the Director General and six Director posts.

Further information on NMGW can be found on our website at [www.nmgw.ac.uk](http://www.nmgw.ac.uk)

### **Department of Art**

The Department of Art is based within the National Museums and Gallery Cardiff. The art collections of the NMGW are of international significance and are primarily housed at the National Museum & Gallery Cardiff. In 1995, the NMGC gained the *Best Museum of Fine or Applied Art Award*. The collections have a wide range and are of the highest quality. They are particularly well known for major 'old master' paintings, works by key 18<sup>th</sup> and 19<sup>th</sup> century British artists, and by leaders of the international Modern Movement. The NMGW has a comprehensive collection of works by Welsh artists and an unrivalled collection of applied art.

### **Purpose of the post**

To facilitate public access to the Print Room and to assist with the curatorial care of the prints and drawings collection, covering for the Assistant Curator (Prints and Drawings) when she is not present.

### **Responsible to:**

The Assistant Curator (Prints and Drawings) and in her absence to the Assistant Keeper (Curator, Fine Art). The Assistant Keeper is countersigning officer.

### **Responsible for:**

None. The post holder may input to the programmes of the conservation officers (paper) and the Documentation Assistant in consultation with their respective line managers.

**Based in:** The Print Room (key holder)

## **Key responsibilities of the post**

1. To assist with the provision access to the prints and drawings collection by maintaining a print room visitor service for individuals and groups (by appointment). To keep the Print Room diary up-dated at all times.
2. To assist with the management of the collection of prints and drawings, ensuring with the Assistant Curator (Prints and Drawings) that the collection is appropriately stored and that records are maintained including manual and computer CMS inputting. To continue the re-inventory of this area of the fine art collection. To assist with basic organisation of the Print Room
3. To become familiar with the Print Room Collections.
4. To supervise volunteers in the Print Room in the absence of the Assistant Curator (Prints and Drawings)
5. To be responsible for maintaining the Artists/People and Places Files with volunteer helpers, photocopying relevant sale catalogues as directed by the Assistant Curator (Prints and Drawings) and the Assistant Keeper (Curator, Fine Art)
6. To assist with the maintenance of the history files as directed by the Assistant Curator (Prints and Drawings) and the Assistant Keeper (Curator, Fine Art) as and when necessary.
7. To answer relevant enquiries as requested by the Assistant Curator (Prints and Drawings) and the Assistant Keeper (Curator, Fine Art).
8. To assist with the updating and development of 'art on line'.
9. To assist with the 'Exhibit of the Month' programme in the absence of the Assistant Curator (Prints and Drawings).
10. Prepare performance indicator figures for Fine Art
11. To assist with any such administrative duties in the Fine Art section as the Assistant Curator (Prints and Drawings) or the Assistant Keeper (Curator, Fine Art) require.
12. To carry out any other appropriate duties as the Keeper of Art may deem necessary.

## **Qualifications, Skills and Experience**

Applicants for the post should be able to demonstrate that they possess an appropriate range of the following qualifications, skills, and experience :

- A degree in Art History or closely related subject.
- A general knowledge and understanding of fine art from the Renaissance to the present day
- Curatorial experience within an art gallery, museum or temporary exhibition space would be desirable.

- Experience in the handling of prints and drawings
- A general understanding of curation, documentation, and conservation
- Good organisational skills.

### **Communication Skills**

This post requires a good standard of English, for example the ability to respond to visitor/staff enquiries.

A positive attitude towards the Welsh language and a basic level of ability to understand and speak Welsh would be an advantage

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

### **Terms and conditions of service**

**Salary:** The salary for this post is at Grade C. Starting salary will be in the range of £8,500 to £10,577 (£17,000 to £21,154 FTE) per annum rising to a maximum of £12,653 (£25,307 FTE).

**Hours of Work:** 18.5 hours per week (Tuesday afternoon, Wednesday and Thursday). NMGW operates a Flexitime system.

**Annual Leave:** 27 days on appointment, arising to 32 days after 10 years Service plus one privilege day at Christmas.

**Superannuation:** NMGW has its own pension scheme, which is a final salary scheme.

**Probation:** The post is subject to a probationary period of 6 months.

**Retirement:** The normal age of retirement for NMGW staff is 65.

**All new appointments are subject to the receipt of satisfactory references, medical report and criminal conviction vetting clearance.**

### **Applications for the post of Part Time Print Room Assistant**

Applicants for the post should complete the enclosed application form. The form provides the opportunity to explain how your qualifications, experience and personal qualities make you a suitable candidate for the position. You may enclose further details of publications, together with other evidence of achievements relevant to this post in support of your application. Completed forms should be returned to:

The HR Department  
National Museums & Galleries of Wales  
Cathays Park  
CARDIFF CF10 3NP

Telephone: 029 20573306  
Fax: 029 20573370



AMGUEDDFEYDD AC ORIELAU CENEDLAETHOL CYMRU  
NATIONAL MUSEUMS & GALLERIES OF WALES

**SENIOR PERSONAL SECRETARY  
DEPARTMENT OF DEPUTY DIRECTOR**

**Background**

The National Museums & Galleries of Wales (NMGW) was founded by Royal Charter in 1907. It derives its funding in the main from Government grant through the National Assembly for Wales.

NMGW operates on eight sites across Wales. These include the National Museum & Gallery at Cathays Park, Cardiff; the Museum of Welsh Life at St. Fagans; the Welsh Slate Museum at Llanberis; the Museum of the Welsh Woollen Industry at Dre-fach; the Roman Legionary Museum at Caerleon; the Roman Fort at Segontium, Caernarfon; Turner House in Penarth and Big Pit Mining Museum, Blaenafon. In addition, NMGW has off-site storage facilities at the Collection Centre, Nantgarw and negotiations are currently underway on the development of a new Welsh Industrial & Maritime Museum in Swansea (in partnership with the City and County of Swansea).

NMGW's senior management group is the Directorate, consisting of the Director and five Assistant Director posts.

**Purpose of the Post:**

To provide secretarial, clerical and administrative support to the Deputy Director.

**Responsible to:**

The post is responsible to the Deputy Director

**Key Responsibilities of the post:**

## **Secretarial, administrative and clerical support**

### **Administrative management and planning**

- Monitoring and recording incoming mail, answer the telephone.
- Deal with enquiries and provide a prompt and courteous service to all internal and external callers.
- Screening calls and refer to appropriate channel.
- Receive visitors.
- Typing general reports, letters and memos as necessary
- Managing the Deputy Director and his time.
- Co-ordinating meetings, planning and management of diary, and booking facilities.
- Liaising as appropriate with Keepers/Heads of Department and their secretaries.
- Preparing the necessary paperwork for Directorate, Committee and Council meetings, including collation of quarterly performance indicators and monthly/quarterly reports.

### **Office maintenance, information management and record keeping**

- Maintaining accurate financial records
- Monitoring divisional budget.
- Liaising with appropriate budget officers.
- Processing orders (up to the value of £500) and invoices. Organising and maintaining filing system including expansion of current system.
- Ensuring immediate accessibility to information with a regular review of filing system and rationalisation of computer records.

Maintaining up to date records of senior staff (annual leave forms, sick forms, official business forms etc).

### **Minutes Secretary**

- Act as Minutes Secretary to the Collections & Research Strategy Group (formerly Leadership Group), the Collections Services Review Group and the Research Requirements Board.
- Arranging and attending meetings, compiling and distributing agendas/minutes/papers.

### **Process and monitor requests for Specimen Purchase Grant**

- Process and monitor all requests for Specimen Purchase Fund.
- Photocopying and filing of all SPG paperwork.
- Regularly liaising with Departmental Secretaries in connection with SPG matters.

### **Assistance with special projects**

- Special Projects such as Big Pit Mining Museum, HLF, integration and the Waterfront Museum and provide assistance with any other special projects which may occur.

### **Qualifications, skills and experience:**

At least three years secretarial experience

Good level of IT literacy, with the ability to use a range of software including word processing, spreadsheets and databases.

Excellent organisational skills.



Good numerical skills.

Ability to work quickly, accurately and on his/her own initiative

Ability to cope with a varied workload and to prioritise appropriately.

Excellent oral communication skills and telephone manner, and the ability to relate to individuals at all levels.

The ability to speak Welsh is desirable.

### **Terms and conditions of service**

**Salary:** The salary will be in the range of £14,000 - £16,000

**Annual Leave:** 25 days per annum pro rata

**Superannuation:** NMGW has its own pension scheme, which is a final salary scheme. The above salary includes 4.2% enhancement to cover contributions to the pension scheme.

**Probation:** The post is subject to a probationary period of 1 month.

**Retirement:** The normal age of retirement for NMGW staff is 60.

### **Applications for the post of Senior Personal Secretary – Deputy Director**

Applicants for the post should complete the enclosed application form. The form provides the opportunity to explain how your qualifications, experience and personal qualities make you a suitable candidate for the position. You may enclose further details, together with other evidence of achievements relevant to this post in support of your application. Completed forms should be returned by Friday 24 November 2000 to:

The Personnel Department  
National Museums & Galleries of Wales  
Cathays Park  
Cardiff  
CF10 3NP

Telephone: 029 20573306

Fax: 029 20573370



## AMGUEDDFEYDD AC ORIELAU CENEDLAETHOL CYMRU NATIONAL MUSEUMS & GALLERIES OF WALES

### YSGRIFENYDDDES BERSONOL UWCH ADRAN YR IS-GYFARWYDDWR

#### **Cefndir**

Sefydlwyd Amgueddfeydd ac Oriolau Cenedlaethol Cymru (AOCC) ym 1907 drwy Siarter Frenhinol. Mae'r sefydliad yn cael ei ariannu'n bennaf gan gymhorthdal drwy Gynulliad Cenedlaethol Cymru.

Mae AOCC yn gweithredu ar wyth safle ar draws Cymru. Mae'r rhain yn cynnwys Amgueddfa ac Oriol Genedlaethol, Caerdydd; Amgueddfa Werin Cymru, Sain Ffagan; Amgueddfa Lechi Cymru, Llanberis; Amgueddfa Diwydiant Gwlân Cymru, Dre-fach Felindre; Amgueddfa'r Lleng Rufeinig, Caerllion; Pwll Mawr: Amgueddfa Lofaol Genedlaethol Cymru, Blaenafon; Amgueddfa Rufeinig Segontium, Caernarfon ac Oriol Tŷ Turner, Penarth. Yn ychwanegol at hyn mae gan AOCC gyfleusterau storio oddi ar y safle yn y Ganolfan Gasgliadau, Nantgarw ac mae trafodaethau ar y gweill yn gyfredol ar ddatblygu Amgueddfa Diwydiant a Môr newydd yn Abertawe (mewn partneriaeth â Chyngor Dinas a Sir Abertawe).

Grwp rheolwyr uwch AOCC yw'r Uned Gyfarwyddo sy'n cynnwys y Cyfarwyddwr a phum Cyfarwyddwr Cynorthwyol.

#### **Pwrpas y Swydd:**

I ddarparu cefnogaeth ysgrifenyddol, clerigol a gweinyddol i'r Is-Gyfarwyddwr.

#### **Yn gyfrifol i:**

Mae'r swydd yn gyfrifol i'r Is-Gyfarwyddwr.

#### **Cyfrifoldebau allweddol y swydd:**

#### **Cefnogaeth ysgrifenyddol, clerigol a gweinyddol Rheolaeth a chynllunio gweinyddol**

- Monitro a chofnodi y post sy'n dod i fewn, ateb y ffôn.
- Delio gydag ymholiadau a darparu gwasanaeth prydlon a chwrtais i bob galwad fewnol ac allanol.
- Didoli'r galwadau a'u cyfeirio i'r manau priodol.
- Derbyn ymwelwyr.
- Teipio adroddiadau cyffredinol, llythyrau a nodiadau yn ôl y gofyn.
- Trefnu yr Is-gyfarwyddwr a'i amser.
- Cydlynu cyfarfodydd, cynllunio a threfnu dyddiadur a chyfleusterau archebu.

- Cysylltu fel y bo'n briodol gyda Cheidwaid/Penaethiaid Adrannau a'u hysgrifenyddesau/ysgrifenyddion.
- Paratoi y gwaith papur angenrheidiol ar gyfer cyfarfodydd Bwrdd y Cyfarwyddwyr, y Pwyllgor a'r Cyngor, yn cynnwys casglu dangosyddion perfformiad chwarterol ac adroddiadau misol/chwarterol.

### **Cynnal swyddfa, rheolaeth gwybodaeth a chadw cofnodion**

- Cadw cofnodion ariannol cywir.
- Monitro'r gyllideb adrannol.
- Cysylltu gyda'r swyddogion cyllideb priodol.
- Prosesu archebion ac anfonebau (hyd at £500). Trefnu a chynnal system ffeiliau yn cynnwys ehangu'r drefn bresennol.
- Sicrhau mynediad sydyn at wybodaeth, gan adolygu'r system ffeilio a symleiddio cofnodion cyfrifiadurol yn gyson.  
Cynnal cofnod cyfredol o staff uwch (ffurflenni gwyliau blynyddol, ffurflenni salwch, ffurflenni busnes swyddogol ayb).

### **Ysgrifennydd/Ysgrifenyddes Cofnodion**

- Gweithredu fel Ysgrifennydd/Ysgrifenyddes Cofnodion i Grŵp Strategaeth Casgliadau ac Ymchwil (y Grŵp Arweinyddiaeth gynt), Y Grŵp Arolygu Gwasanaethau Casgliadau a'r Bwrdd Anghenion Ymchwil. Trefnu a mynychu cyfarfodydd, paratoi a dosbarthu agendau/cofnodion/papurau.

### **Prosesu a monitro ceisiadau am Gymhorthdal Prynu Sbesimenau**

- Prosesu a monitro pob cais i'r Gronfa Prynu Sbesimenau
- Ffotogopïo a ffeilio holl waith papur CPS.  
Cysylltu'n gyson gydag Ysgrifenyddesau/Ysgrifenyddion Adrannol mewn perthynas â materion CPS.

### **Cymorth gyda phrojectau arbennig**

- Projectau Arbennig megis Amgueddfa Lofaol Pwll Mawr, CDL, integreiddiad ac Amgueddfa y Glannau a darparu cymorth gyda phrojectau arbennig eraill a all ddigwydd.

### **Cymwysterau, sgiliau a phrofiad:**

O leiaf dair blynedd o brofiad ysgrifenyddol

Lefel dda o lythrennedd TG, gyda'r gallu i ddefnyddio amrywiaeth o feddalwedd yn cynnwys prosesu geiriau, taenlenni a chronfeydd data.

Sgiliau trefniadol ardderchog

Gallu i weithio'n gyflym, yn gywir ac ar ei hysgogiad/ysgogiad ei hun.

Gallu i ddelio â gweithbwn amrywiol ac i flaenoriaethu yn briodol.

Sgiliau cyfathrebu llafar a thrafod ffôn ardderchog, a'r ddawn i ymwneud ag unigolion ar bob lefel.

Byddai'r gallu i siarad Cymraeg yn ddymunol.

### **Telerau ac amodau gwasanaeth**

<b>Cyflog:</b>	Bydd y gyflog ar y raddfa £14,000-£16,000
<b>Gwyliau Blynyddol:</b>	25 diwrnod o wyliau y flwyddyn pro rata
<b>Cynllun Pensiwn:</b>	Mae gan AOCC ei gynllun pensiwn ei hun sy'n gynllun cyflog terfynol. Bydd y cyflog uchod yn cynnwys ychwanegiad o 4.2% ar gyfer cyfraniadau i'r cynllun pensiwn.
<b>Cyfnod Prawf:</b>	Mae'r swydd yn amodol ar gyfnod prawf o 1 mis.
<b>Ymdeoliad:</b>	Oed ymdeol arferol staff AOCC yw 60.

### **Ceisiadau am swydd Uwch Ysgrifenyddes/Ysgrifennydd P/Bersonol i'r Is-Gyfarwyddwr**

Dylai ymgeiswyr am y swydd lenwi'r ffurflen gais amgaeëdig. Mae'r ffurflen yn rhoi cyfle i chi egluro sut mae eich cymwysterau, profiad a rhinweddau personol yn eich gwneud yn ymgeisydd addas ar gyfer y swydd. Gallwch amgáu manylion pellach ynghyd ag unrhyw dystiolaeth arall am yr hyn a gyflawnwyd gennych sy'n berthnasol ar gyfer y swydd hon i gefnogi eich cais. Dylid dychwelyd y ffurflenni wedi'u cwblhau erbyn Dydd Gwener 24 Tachwedd 2000 at:

Yr Adran Bersonél  
Amgueddfeydd ac Oriolau Cenedlaethol Cymru  
Parc Cathays  
Caerdydd  
CF10 3NP

Ffôn: 029 2057 3306

Ffacs: 029 2057 3370

Disgrifiad swydd ar gyfer  
**Swyddog Ffotograffiaeth**

**Cefndir**

Sefydlwyd Amgueddfa Cymru (yr Amgueddfa) fel 'Amgueddfa Genedlaethol Cymru' ym 1907 drwy Siarter Frenhinol, a rhoddwyd Siarteri Atodol iddi ym 1991 a 2006. Daw ei chyllid yn bennaf o Lywodraeth Cynulliad Cymru fel Corff a Noddir gan Lywodraeth y Cynulliad (CNLC).

Mae Amgueddfa Cymru'n cynnwys Amgueddfa Genedlaethol Caerdydd, Sain Ffagan: Amgueddfa Werin Cymru, Amgueddfa Lechi Cymru, Amgueddfa Wlân Cymru, Amgueddfa Lleng Rufeinig Cymru, Big Pit: Amgueddfa Lofaol Cymru, Amgueddfa Genedlaethol y Glannau a Chanolfan Gasgliadau Cymru.

Albrandiodd y sefydliad a elwid gynt yn Amgueddfeydd ac Orielau Cenedlaethol Cymru yn 2005 ac fe'i gelwir yn **Amgueddfa Cymru** erbyn hyn.

Yn ôl Siarter 1907 prif bwrpas Amgueddfa Cymru yw hyrwyddo ac addysgu'r cyhoedd. Cyflawnir hyn drwy ofalu am, gwella a sicrhau mynediad at gasgliadau'r Amgueddfa, sy'n trafod agweddau ar y gwyddorau natur a daear, celf gain a chymhwysol ac archeoleg a hanes Cymru.

Nod Amgueddfa Cymru heddiw yw bod yn

**amgueddfa ddysg o safon fyd-eang.**

Wrth fabwysiadu egwyddor o'r fath, mae'r Amgueddfa'n cydnabod bod angen iddi osod addysg wrth galon ei gwaith i gyd, felly rhaid iddi fod yn barod i ddysgu gan eraill hefyd.

Mae grŵp rheolwyr uwch yr Amgueddfa'n cynnwys y Cyfarwyddwr Cyffredinol a phump cyfarwyddwr.

**Strwythur yr uwch-reolwyr**

Cyfarwyddwr Cyffredinol				
Dirprwy Cyfarwyddwr Cyffredinol a Chyfarwyddwr Gweithredol	Cyfarwyddwr Cyllid	Cyfarwyddwr Dysgu a Rhaglennu	Cyfarwyddwr Cyfathrebu	Cyfarwyddwr Casgliadau ac Ymchwil

Mae'r Amgueddfa yn chwilio am Swyddog Ffotograffiaeth i ymuno â'r Uned Ffotograffiaeth ar gytundeb parhaol. Bydd y Swyddog Ffotograffiaeth yn gyfrifol

am greu a rheoli ceisiadau am ffotograffau digidol. Pennaeth Dogfennu a Rheoli Gwybodaeth sy'n gyfrifol am gyfeiriad strategol yr Uned.

Dylai deiliad y swydd fod yn berson all ddangos profiad ym maes ffotograffiaeth ddigidol, ac sy'n medru cyfathrebu yn glir ac yn gryno ar lafar ac yn ysgrifenedig. Byddai gallu i gyfathrebu drwy gyfrwng y Gymraeg a'r Saesneg o fantais.

### **Yn atebol i:**

Y Pennaeth Dogfennu a Rheoli Gwybodaeth

### **Prif bwrpas y swydd:**

Darparu dogfennaeth ffotograffig ddigidol ar gyfer casgliad ac arddangosfeydd yr Amgueddfa a darparu cefnogaeth ffotograffig i weithgareddau a digwyddiadau yn ôl y galw. Bydd disgwyl i'r Swyddog Ffotograffiaeth hefyd ddarparu lluniau fydd yn addas at ddibenion marchnata, y wasg a Chysylltiadau Cyhoeddus a darparu delweddau creadigol ar gyfer cyhoeddiadau ac arddangosfeydd yr Amgueddfa. Fel rhan o broses ffotograffiaeth ddigidol, bydd disgwyl i'r Swyddog Ffotograffiaeth drin a thynnu lluniau gwrthrychau 2D a 3D o bob lliw a llun. Bydd disgwyl iddynt gywiro lliw a phrosesu delweddau yn dilyn safonau'r Amgueddfa ac archifo'r delweddau yma a metadata perthnasol yn System Rheoli Delweddau (IMS) ddigidol yr Amgueddfa.

### **Dyletswyddau Hanfodol:**

- Darparu dogfennaeth ddigidol o gasgliadau'r Amgueddfa ar gyfer ffotograffiaeth gofnod a chyhoeddi.
- Profiad o ymateb i friffiau ffotograffiaeth ar gyfer y Wasg, Cysylltiadau Cyhoeddus a Marchnata.
- Prosesu ffeiliau delweddau digidol a newid cywirdeb lliw, cyferbyniad a dwysedd. Fformatio delweddau i ffeiliau deilliadol ar gyfer IMS yr Amgueddfa.
- Mewnbynnu metadata berthnasol i IMS yr Amgueddfa.
- Profiad o drin amrywiaeth o wrthrychau Amgueddfa.
- Graddnodi a phroffilio offer stiwdio yn cynnwys camerâu, argraffyddion a monitorau. Cynnal a chadw offer ffotograffig yn unol â pholisïau adrannol. Cynghori a chynorthwyo aelodau staff yr Uned Ffotograffiaeth ar ddefnydd camerâu digidol.
- Cysylltu â staff yr Amgueddfa wrth gynllunio cyfosodiad a goleuo lluniau er mwyn cyfarfod â safonau'r Amgueddfa ac amcanion aseiniadau.
- Gweithio gyda staff Amgueddfa i drafod gofynion delweddau ac amserlen.
- Bydd gofynion y gwaith yn galw ar deithio i wahanol leoliadau a gweithio dan amodau amrywiol. Mae disgwyl i'r Swyddog Ffotograffiaeth gysylltu â'r aelod staff a wnaeth y cais i drafod amserlenni, gofynion delweddau a dyletswyddau penodol eraill ynghlwm â chwblhau'r cais. Byddant yn gyfrifol am sicrhau eu bod yn pacio'r offer cywir.
- Rheoli eu hamserlen waith a darparu adroddiadau misol i'r Pennaeth Dogfennu a Rheoli Gwybodaeth ar statws ceisiadau gwaith. Adrodd i'r Pennaeth Dogfennu a Rheoli Gwybodaeth os oes perygl i'r rhaglen waith

fynd yn afresymol. Rheoli pwysau gwaith yn cynnwys creu amserlen gweithio, prosesu delweddau a darparu delweddau.

- Gweithio yn unol â pholisïau a gweithdrefnau lechyd a Diogelwch y cytunwyd arnynt. Sicrhau bod pob gweithdrefn lechyd a Diogelwch ac amodau gwaith diogel yn cael eu cynnal tra'n defnyddio ystod eang o offer technegol, yn cynnwys camerâu, goleuadau, ysgolion ac offer arbenigol. Cynnal unrhyw asesiadau risg cyn dechrau ar unrhyw gais.
- Paratoi a dosbarthu ffeiliau digidol parod i drydydd partïon at ddibenion printio a mowntio proffesiynol.
- Cadw ar y blaen i dueddiadau, datblygiadau a thechnegau newydd y diwydiant.
- Parhau i ddatblygu arbenigedd meddalwedd i wella delweddau yn ddigidol drwy, er enghraifft, newid pwyslais, tocio lluniau, cywiro mân wallau neu symud gwrthrychau.
- Rheoli ac adolygu adnoddau. Cadw rhestr o offer yn y stiwdio.
- Darparu cymorth a chefnogaeth ar gais y Pennaeth Dogfennu a Rheoli Gwybodaeth.

### **Cymwysterau, sgiliau a phrofiad**

Gofynnir am sgiliau cyfrifiadurol uchel gyda systemau gweithredu Mac a Windows, yn enwedig wrth weithio gyda delweddau, prosesu delweddau, rheoli lliw, gwerthoedd tonyddol a safon delweddau.

Disgwylir y bydd deiliad y swydd yn berson graddedig neu â phrofiad perthnasol ym maes ffotograffiaeth ddigidol. Rhaid i ddeiliad y swydd fod â phrofiad o drin ystod eang o wrthrychau Amgueddfa. Rhaid iddynt fod yn hyfedr wrth ddefnyddio nifer o becynnau delweddu digidol. Rhaid i'r unigolyn fedru trefnu, symud a chopïo ffeiliau ar draws Mewnrwyd a meddalwedd yr Amgueddfa. Rhaid i'r unigolyn fedru trefnu a rheoli ceisiadau a hysbysu eu Rheolwr Llinell am bwysau gwaith a blaenoriaethau yn ôl y galw.

Rhaid i ddeiliad y swydd fod â phrofiad 3 blynedd mewn ffotograffiaeth ddigidol a bod a dealltwriaeth gref o dechnegau ffotograffig.

- Gallu i weithio i ddyddiadau cau cyfyng
- Mae profiad o ddefnyddio systemau gweithredu Mac neu Windows a meddalwedd trin delweddau Adobe Photoshop yn bwysig
- Gallu i dafoli creadigrwydd a chyflawni gwaith yn ymarferol
- Bod yn ymwybodol o faterion hygyrchedd delweddau (e.e. dylunio a chynnwys)
- Dangos dealltwriaeth a defnydd o dechnegau arloesol
- Gallu i gyfathrebu yn effeithiol â staff technegol a chyffredin
- Gallu gweithio o fewn i ffiniau project rheoledig
- Gallu gweithio mewn tîm
- Rhaid meddu ar drwydded yrru lawn o'r DU
- Gallu i deithio i bob un o safleoedd yr Amgueddfa yn ôl y galw
- Egni, menter a hyblygrwydd wrth weithio
- Byddai gallu i gyfathrebu drwy gyfrwng y Gymraeg a'r Saesneg o fantais.

## Amodau a thelerau gwasanaeth:

<b>Cyflog:</b>	Graddfa D.
<b>Dyrchafiad mewnol:</b>	Bydd yr ymgeisydd yn cael ei apwyntio i'r raddfa gyflog isaf yn y band hwn fel arfer neu, lle y byddai sylfaenol, i'r gwir gynnydd hyn yn golygu gostyngiad yn y cyflog rhicyn nesaf ar y raddfa fyddai'n rhoi yn y cyflog sylfaenol.
<b>Gwyliau:</b>	27 diwrnod adeg penodi, sy'n 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).
<b>Oriau Hyblyg:</b>	Mae system oriau hyblyg Amgueddfa Cymru yn berthnasol i'r swydd hon.
<b>Pensiwn:</b>	Mae gan Amgueddfa Cymru ei chynllun pensiwn ei hun, sy'n gynllun cyflog terfynol.
<b>Cyfnod prawf:</b>	Mae cyfnod prawf o 6 mis yn berthnasol i'r swydd hon.

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## Ceisiadau ar gyfer Swyddog Ffotograffiaeth

Dylai ymgeiswyr am y swydd ddefnyddio ein ffurflen gais sydd ar gael ar dudalen Swyddi ein gwefan sef [www.amgueddfacymru.ac.uk](http://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

Dylech dychwelyd eich ffurflen i'r cyfeiriad ebost hwn:  
[ad.swyddi@amgueddfacymru.ac.uk](mailto:ad.swyddi@amgueddfacymru.ac.uk)

neu ei phostio i'r:

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

Ffacs: (029) 2057 3370



Job Description for the post of  
**Photographic Officer**

amgueddfa  
museum  
wales  
cymru

**Background**

Amgueddfa Cymru – National Museum Wales (the Museum) was founded by Royal Charter in 1907 as the 'National Museum of Wales' and was granted Supplemental Charters in 1991 and 2006. It derives its funding in the main from the Welsh Assembly Government as an Assembly Government Sponsored Body (AGSB).

Amgueddfa Cymru – National Museum Wales consists of National Museum Cardiff, St Fagans: National History Museum, the National Slate Museum, the National Wool Museum, the National Roman Legion Museum, Big Pit: National Coal Museum, the National Waterfront Museum and the National Collections Centre.

Formerly known as the National Museums & Galleries of Wales, the organisation rebranded in 2005 and is now known as **Amgueddfa Cymru – National Museum Wales**.

As set out in the 1907 Charter the key purpose of Amgueddfa Cymru – National Museum Wales remains the advancement of the education of the public. This is to be achieved by caring for, enhancing and giving access to the Museum's collections, which cover aspects of earth and natural sciences, fine and applied art and the archaeology and history of Wales.

The aim of Amgueddfa Cymru – National Museum Wales today is to be

**a world-class museum of learning.**

In adopting such a principle, the Museum recognises that it needs to place learning at the centre of all that it does and must therefore be prepared to learn from others.

The Museum's senior management group consists of the Director General and five directors.

**Senior management structure**

<b>Director General</b>				
<b>Deputy Director General and Director of Operations</b>	<b>Director of Finance</b>	<b>Director of Programmes, Learning &amp; Development</b>	<b>Director of Communications</b>	<b>Director of Collections &amp; Research</b>

The Museum is looking for Photographic Officer to join the Photographic Unit on a permanent basis. The Photographic Officer will be responsible for creating and managing requests for digital photography. The management and strategic direction of the Unit is the responsibility of the Head of Knowledge and Information Management.

The role requires a person who can demonstrate a proven track record in digital photography, plus an ability to communicate clearly and concisely both orally and in written form. The ability to effectively communicate in English and Welsh would be considered advantageous.

### **Purpose of the post**

**Responsible to:** Head of Knowledge & Information Management

**Main purpose of job:** To provide digital photographic documentation for the Museum's collections and exhibitions and to provide photographic support for activities and events as requested. In addition, the photographer will be required to provide creative images for the Museum's publications and exhibitions. As part of the process of digital photography, the Photographer will be required to handle and photograph 2D and 3D objects of varying sizes and surfaces. They will be expected to colour correct and process images following the Museum's standards and archive these images and associated metadata within the Museum's digital Image Management System (IMS).

### **Essential Functions:**

- Provide digital documentation of the Museum's collections for record photography and publication.
- Process digital imaging files for colour accuracy, contrast and density. Format images to derivatives for the Museum's IMS.
- Input associated metadata into the Museum's IMS.
- Experience in handling a variety of museum objects.
- Calibrate and profile studio equipment including cameras, printers and monitors. Maintain photographic equipment in accordance with departmental policies. Advise and assist other members of staff within the Photographic Unit on the use of digital cameras.
- Liaise with Museum staff in planning the composition and lighting of captures to meet museum standards and assignment objectives.
- Working with Museum staff to discuss images requirements and scheduling.
- Work requests will require travel to different locations and working under varying circumstances, the Photographer is expected to liaise with the requesting member of staff to discuss schedules, image requirements and other specific duties associated with fulfilling the request. They will be responsible for ensuring they pack the correct equipment.
- Managing their work schedules and providing monthly reports to the Head of Knowledge and Information Management on status of work requests. To report to the Head of Knowledge and Information

Management when workload looks to be exceeding reasonable limits. Managing their work load including scheduling of work, image processing and image delivery.

- Always work with in agreed Health and Safety policies and procedures. Ensure all Health and Safety procedures and safe working conditions are maintained when using the extensive range of technical equipment, including cameras, lighting, ladders and specialist equipment. Carry out any risk assessments prior to commencing any request.
- Preparing and sending prepared digital files to third parties for professional printing and mounting.
- Keeping up-to-date with industry trends, developments and new techniques.
- Continue to develop expertise with software to digitally enhance images by, for example, changing emphasis, cropping pictures, correcting minor faults, or moving objects around.
- Resource control and review. Keeping a list of equipment with in the studio.
- To provide assistance and support as requested by the Head of Knowledge and Information Management.

### **Qualifications, skills and experience**

A high degree of computer literacy in Mac and Windows operating systems is required, with particular regard to working with images, image processing, colour control, tonal values and image quality.

It is expected the post holder will be a graduate or have relevant experience in digital photography. The post holder must be experienced in handling a wide range of Museum objects. They must be proficient in using a number of digital imaging packages. The individual must be able to organise, move and copy files across the Museum's Intranet and software applications. The individual must be able to organise and manage requests and where necessary, inform their Line Manager on work loads and priorities.

The post holder must have 3 years experience in digital photography and have a clear understanding of photographic techniques.

- Experience of Windows or Mac operating systems, Adobe Photoshop image manipulation software is important.
- Ability to balance creativity and practical delivery solutions
- Awareness of image accessibility ability issues (e.g. design and content)
- Demonstration of understanding and use of innovative techniques
- Ability to effectively communicate with both technical and non-technical staff
- Be able to work within a managed project environment
- Ability to work within a team environment
- Must have a full UK driver's licence
- Ability to travel to all Museum sites as required
- Drive and initiative and a flexible approach to work
- The ability to effectively communicate in Welsh would be considered advantageous.

## Terms and conditions of service

<b>Salary:</b>	Grade D.
<b>Internal Promotion:</b>	Appointment will normally be to the minimum of the salary scale for this grade or, where this would otherwise result in a lower basic salary, to the next incremental point that produces an actual increase in basic salary.
<b>Annual Leave:</b>	27 days on appointment, rising to 32 days after 5 years service, plus one privilege day at Christmas and 8 bank holidays (for full time staff).
<b>Flexitime:</b>	The Amgueddfa Cymru - National Museum Wales flexitime system applies to this post.
<b>Pension:</b>	Amgueddfa Cymru – National Museum Wales has its own pension scheme, which is a final salary scheme.
<b>Probation:</b>	The post is subject to a probationary period of 6 months.

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### Applications for the post of Photographic Officer

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](http://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.

Completed forms should be returned by e-mail to:  
[hr.jobs@museumwales.ac.uk](mailto:hr.jobs@museumwales.ac.uk)

or posted to the:

Human Resources Department  
Amgueddfa Cymru - National Museum Wales  
Cathays Park  
CARDIFF  
CF10 3NP

Telephone: (029) 2057 3306  
Fax: (029) 2057 3370



**AMGUEDDFEYDD AC ORIELAU CENEDLAETHOL CYMRU  
NATIONAL MUSEUMS & GALLERIES OF WALES**

**JOB DESCRIPTION FOR THE POST OF  
MARKETING OFFICER : BIG PIT MINING MUSEUM OF WALES**

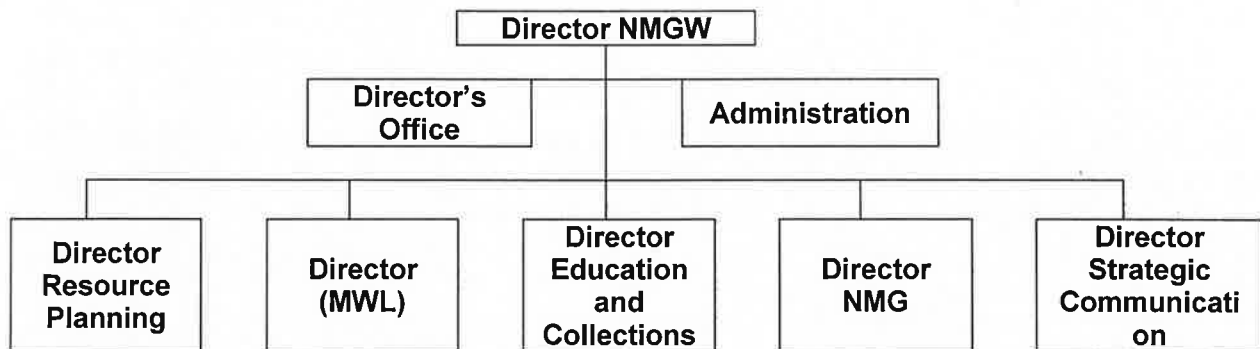
**Background**

The National Museums & Galleries of Wales (NMGW) was founded by Royal Charter in 1907. It is funded in the main from Government grant through the National Assembly for Wales and is an Assembly Sponsored Public Body (ASPB).

NMGW consists of the National Museum and Gallery at Cathays Park, Cardiff, the Museum of Welsh Life at St Fagans, the Welsh Slate Museum at Llanberis, the Museum of the Welsh Woollen Industry in Drefach, the Roman Legionary Museum at Caerleon, Big Pit Mining Museum, the Roman Fort of Segontium in Caernarfon and Turner House in Penarth. Negotiations are currently underway on the development of a new Welsh Industrial and Maritime Museum in Swansea.

NMGW's senior management group is the Directorate, consisting of the Director and five Assistant Director posts.

**SENIOR MANAGEMENT STRUCTURE**



**STRATEGIC COMMUNICATIONS DIVISION**

The Strategic Communications Division is responsible for delivering four main functions - Corporate PR, Marketing, Publications and Design and Development (Fundraising). The Director of Strategic Communications (DSC) provides strategic guidance on all four functions and holds personal responsibility for Corporate PR matters.

Based at the National Museum and Gallery, Cardiff, the Head of Strategic Marketing reports directly to the DSC and is responsible for providing strategic leadership to pan-Wales marketing and consumer press and PR teams.

## ORGANISATIONAL CHART



## MARKETING DEPARTMENT

The Marketing Department of NMGW is responsible for attracting over 700,000 visitors to its sites throughout Wales every year

The target set for the forthcoming year is at least one million visits now that free entry has been introduced to all sites. The marketing department is also responsible for increasing by set targets, the number of visits from socio economic groups, including new market segments.

The targets are achieved through a co-ordinated approach with a core of marketing staff based at the National Museum & Gallery, Cardiff and other members of staff who are site based. Activity includes a marketing mix of print, direct mail, effective distribution, advertising and promotions based on comprehensive market research, market intelligence and visitor surveys.

## BIG PIT NATIONAL MINING MUSEUM OF WALES

One of the UK's leading tourist attractions, Big Pit became part of the National Museums & Galleries of Wales in February 2001. Big Pit is a real colliery, unique in offering visitors underground tours of the workings by former miners.

Big Pit is an integral part of the community of Blaenavon, recently awarded world heritage status for its unique industrial heritage and contribution to the iron making and coal making industry.

With a track record of achieving visitor levels in excess of 80,000 visits a year, the role of the Marketing Officer for Big Pit will be to sustain and increase this annual target through an integrated programme of marketing activity.

The position is based at Big Pit Mining Museum, Blaenavon.

**Responsible to:**

Mine Manager, Big Pit  
Head of Strategic Marketing NMGW

**Main purpose of job:**

To attract and maintain the optimum number of visitors to Big Pit , National Mining Museum of Wales

**Effectiveness Areas:**

- Developing the Marketing Plan for BPNMM, in conjunction with the Mine Manager and Head of Strategic Marketing NMGW to achieve the set visitor targets
- Enhance the profile of BPNMM through press and pr under the direction of the Head of Strategic Marketing
- Represent BPNMM at local tourism and industry fora and partnerships meetings
- Carry out, with the Education Officer, a programme of events and promotional activities, to increase the volume of consumer visits
- Manage the marketing budget and report on visitor figures and statistics
- Contribute to the management of BPNMM and NMGW Marketing team

**Principal Tasks****1. Marketing**

- Develop the marketing plan and allocate resources and budgets
- Devise marketing activities which reach new markets
- Production of appropriate marketing print eg. leaflets, Bedroom Browsers and other marketing literature

**2. Press and Public Relations**

- Maintain and increase the public profile of BPNMM through developing a pr plan including appropriate media opportunities, taking into account the forthcoming capital development of the site
- Organise familiarisation visits on a regular basis for TIC staff, tour operators etc:
- Develop an image library for promotional purposes

**3. Representation**

- To represent Big Pit and NMGW in local and industry forum meetings and partnerships such as the marketing group for the World Heritage Site and Gwent Area Attractions Forum
- To represent and advocate the needs of visitors

#### **4.Events**

- Initiate and organize in conjunction with the Education Officer, appropriate events for consumers
- Allocate resources to market the events programme

#### **5.Monitoring and Reporting**

- Monitor the marketing budget
- Collate and report on the visitor figures on a weekly basis
- Devise and analyse visitor questionnaires

#### **5.Management**

- Contribute as part of the team, to the on-site administration work at Big Pit
- Work with the NMGW marketing team and contribute to the corporate marketing activities

#### **Key Internal and external contacts**

**Internal** : all members of Big Pit staff, all marketing departmental colleagues, Director of Strategic Communications, Curators and key members of the Development department

**External** : Local Authority Tourism Officers, partner organisations (WTB, TSWW, SEWAP), Travel Trade

#### **Knowledge and Experience required**

- Educated to degree level
- CIM Marketing qualifications desirable
- 3 years of marketing experience, preferably in the tourism/leisure environment
- IT literate
- Initiative and creativity
- Ability to work with the minimum of supervision
- Excellent communications and social skills
- Written and spoken English of the highest standard
- Written and spoken Welsh of the highest standard desirable



## **Terms and Conditions**

- Salary:** The salary will be circa £14,000
- Annual Leave:** 28 days on appointment, arising to 33 days after 11 years service.
- Superannuation:** NMGW has its own pension scheme, which is a final salary scheme. The above salary includes 4.2% enhancement to cover contributions to the pension scheme.
- Probation:** The post is subject to a probationary period of 6 months.
- Retirement:** The normal age of retirement for NMGW staff is 60.
- Medical Report:** Appointment will be subject to the receipt of a satisfactory medical report.

## **Applications for the post of Marketing Officer**

Applicants for the post should complete the enclosed application form. The form provides the opportunity to explain how your qualifications, experience and personal qualities make you a suitable candidate for the position. You may enclose further details of publications, together with other evidence of achievements relevant to this post in support of your application. Completed forms should be returned by 27 June 2001 to:

The Personnel Department  
National Museums & Galleries of Wales  
Cathays Park  
CARDIFF CF10 3NP

Telephone: 029 20573306  
Fax: 029 20573370

**Job Description for the post of  
Assistant Financial Accountant  
(Grade D)**

**Responsible to:** Head of Finance

**Main purpose of the job:** Oversee the payment and sales/income functions, responsible for banking arrangements, cash management, control account reconciliations (ie bank, salary) and tax returns (ie CIS, Gift Aid).

**Key responsibilities of the post:**

- Supervise all aspects of the payment and sales/income functions
- Responsible for all aspects of the Museums banking arrangements and reconciliation
- Reconciliation of all the ledger control accounts
- Cashflow management
- Completion of tax returns (ie CIS, gift aid)
- Monitoring fundraising income and private funds

**Qualifications, skills and experience**

- AAT or Part Qualified Accountant
- Experience of financial and management accounting work
- IT literate with excellent spreadsheet, word processing and database management skills
- Good oral and written communication skills
- The ability to draft reports, procedures and understand audit requirements
- Organisational skills
- Tact and diplomacy
- Confidentiality
- Ability to work quickly and accurately
- Ability to cope with strict deadlines, and to prioritise workload
- Flexibility and teamwork approach
- Ability to speak Welsh would be an advantage

## Disgrifiad Swydd

### Uwch Cynorthwy-ydd Oriol Amgueddfa Genedlaethol y Glannau

#### Cefndir

Sefydlwyd Amgueddfa Cymru (yr Amgueddfa) fel 'Amgueddfa Genedlaethol Cymru' ym 1907 drwy Siarter Frenhinol, a rhoddwyd Siarteri Atodol iddi ym 1991 a 2006. Daw ei chyllid yn bennaf o Lywodraeth Cymru fel Corff a Noddir gan Lywodraeth (CNLC).

Mae Amgueddfa Cymru'n cynnwys Amgueddfa Genedlaethol Caerdydd, Sain Ffagan: Amgueddfa Werin Cymru, Amgueddfa Lechi Cymru, Amgueddfa Wlân Cymru, Amgueddfa Lleng Rufeinig Cymru, Big Pit: Amgueddfa Lofaol Cymru, Amgueddfa Genedlaethol y Glannau a Chanolfan Gasgliadau Cymru.

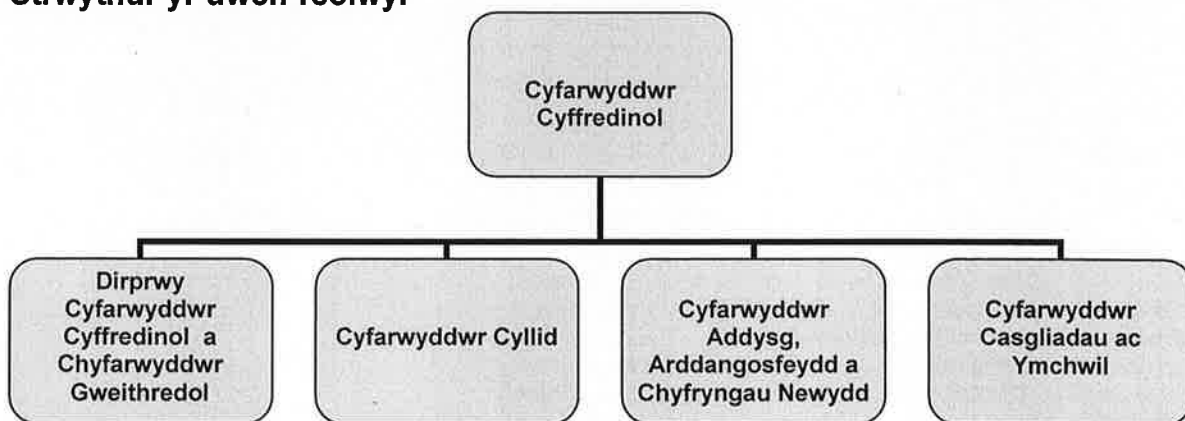
Prif amcanion yr Amgueddfa yw hyrwyddo addysg y cyhoedd. Cyflawnir hyn drwy ofalu am, gwella a sicrhau mynediad at gasgliadau'r Amgueddfa, sy'n trafod y gwyddorau natur a daear, celf gain a chymhwysol, archaeoleg, a hanes diwydiant a chymdeithas Cymru.

Gweledigaeth Amgueddfa Cymru heddiw yw bod yn

#### **amgueddfa ddysg o safon ryngwladol.**

Mae grŵp rheolwyr uwch yr Amgueddfa'n cynnwys y Cyfarwyddwr Cyffredinol a phedwar cyfarwyddwr.

#### Strwythur yr uwch-reolwyr



### **Pwrpas y swydd**

Cynorthwyo'r Rheolwr Gwasanaethau Ymwelwyr a gweithio ar y cyd gyda'r Cynorthwy-ydd Oriol Uwch arall yn yr oruchwyliaeth o ddydd i ddydd o'r Tîm Blaen Tŷ ac i sicrhau defnydd effeithiol o adnoddau staff.

Ymgymryd â holl ddyletswyddau o aelod o'r Tîm Blaen Tŷ er mwyn sicrhau diogelwch y casgliadau ac eiddo AGGA, diogelwch yr holl staff ac ymwelwyr, a chynorthwyo yn y dehongliad yr amgueddfa.

### **Yn atebol i:**

Rheolwr Gwasanaethau Ymwelwyr

### **Yn gyfrifol am:**

Cynorthwy-wyr Oriol

### **Prif dasgau'r swydd**

Ynghyd â'r Uwch Cynorthwyol Oriol arall, arwain a chydlynu tîm o Gynorthwy-wyr Oriol:

- Dyfeisio rotas er mwyn sicrhau bod digon o staff ar gael ar bob adeg.
- Ymgymryd a ABD ar gyfer yr holl Cynorthwy-wyr Oriol, mewn ymgynghoriad gyda'r Rheolwr Gwasanaethau Ymwelwyr
- Dirprwyo ar ran y Rheolwr Gwasanaethau Ymwelwyr, yn ôl yr angen.
- Helpu i hyrwyddo a chynnal iechyd a diogelwch diwylliant yr amgueddfa.

Gweithio gyda gweddill y tîm o Gynorthwy-wyr Oriol i ymgymryd eu holl ddyletswyddau, gan gynnwys patrolio a glanhau

- Gweithio fel rhan o dîm a darparu gwasanaeth diogelwch effeithlon ac effeithiol ar y safle ac mewn lleoliadau penodol o fewn yr Amgueddfa. Bydd Cynorthwy-wyr Oriol yn gweithio yn ôl rota a bydd disgwyl iddynt weithio ar Wyliau Banc, ar benwythnosau a gyda'r nos yn rheolaidd drwy gydol y flwyddyn.
- Helpu i greu awyrgylch croesawgar ar gyfer yr holl ymwelwyr i'r Amgueddfa a chyfrannu at y safonau uchel o ran gofal cwsmeriaid. Disgwylir i Gynorthwy-wyr Oriol gyrraedd y safonau a osodwyd gan y cynllun hyfforddi Croeso Cynnes, neu safonau Gofal Cwsmer arall a gymeradwyir gan yr Amgueddfa.

- Sicrhau diogelwch y casgliadau ac ymwelwyr
- Gweithio gyda'r Tîmau Addysg a Digwyddiadau i sicrhau rhediad llyfn o'r gweithgareddau dysgu, digwyddiadau a hurio corfforaethol
- Ennill a chynnal gwybodaeth a dealltwriaeth o'r casgliadau ar y safle. Ymgysylltu a rhyngweithio gydag ymwelwyr, er mwyn dod â'r casgliadau a hanesion a adroddir yn fyw.
- Gyda chymorth cydweithwyr, paratoi pecynnau o ddeunydd dehongli addas ar gyfer ystod o gynulleidfaoedd a chyflwyno deunydd o'r fath drwy sgysiau byr, sesiynau rhyngweithiol ac ati yn y meysydd oriel.
- Mynd ati i ennyn ymatebion ymwelwyr i'r arddangosfeydd ac arddangosiadau oriel, ac i'w AGGA ymweld yn gyffredinol, ac i roi adborth gwerthuso rheolaidd i'r Tîm Rheoli AGGA drwy'r Rheolwr Gwasanaeth Ymwelwyr.
- Ymgymryd â mân atgyweiriadau a chynnal a chadw, yn ôl cyfarwyddyd y staff Technegol
- Er mwyn cynnal safonau uchel o ran glendid, fel y disgwyliid o adeilad cyhoeddus hynod o fri, a sicrhau drwy gydol yr oriau agor, bod mân faterion megis sbwriel neu wydr profion yn cael eu trin yn uniongyrchol.
- Ennill gwybodaeth lawn o gweithdrefnau diogelwch, i fod yn wylidwrus yn gyffredinol tra ar ddyletswydd, ac i ymgymryd â dyletswyddau penodol yn yr ardaloedd hynny yn ôl yr angen yn rheolaidd fel rhan o rota gweithio.
- Darparu gorchudd ar y Dderbynfa, ateb y ffôn a delio ag ymholiadau gan ymwelwyr.
- I weithredu fel deiliad allwedd yr amgueddfa, os oes angen
- Bod yn barod i gael eu hyfforddi mewn dyletswyddau'r til yn y siop (EPoS System) ac i ddarparu gwasanaeth yn y siop os oes angen.
- I fod yn barod i ymgymryd a chymhwyso hyfforddiant Cymorth Cyntaf i staff ac ymwelwyr.
- Cynorthwyo i sefydlu a rhedeg digwyddiadau arbennig ac arddangosfeydd.
- Ymgymryd ag unrhyw ddyletswyddau rhesymol eraill y gellir fel bo angen.

## **Cymwysterau, sgiliau a phrofiad**

- Profiad o reoli
- Sgiliau rhyngpersonol rhagorol, gan ddangos y gallu i wrando yn dda ac i gyfathrebu'n glir â phobl o bob cefndir.
- Chwaraewr Tîm
- Gwybodaeth am drefniadau diogelwch
- Ymwybyddiaeth o faterion iechyd a diogelwch a chymorth cyntaf
- Rhywfaint o wybodaeth o'r iaith Gymraeg, o leiaf i lefel sylfaenol.
- Mae agwedd gadarnhaol at y cyd-destun dwyieithog o waith Amgueddfa Cymru ac i ddarparu gwasanaeth dwyieithog yn AGGA.
- Rhywfaint o wybodaeth am ieithoedd eraill.
- Mae gwir ddiddordeb a brwdfrydedd am waith AGGA.
- Profiad o weithio mewn amgylchedd gofal cwsmer.
- Profiad o weithio mewn amgylchedd amgueddfa / treftadaeth / diwylliant / celfyddydau.
- Gwybodaeth o hanes diwydiannol Cymru.
- Gwybodaeth am Amgueddfa Cymru ac amgueddfeydd eraill.

## **Sgiliau Cyfathrebu**

Mae sgiliau cyfathrebu da yn allweddol yn y swydd gofal cwsmeriaid hon. Mae lefel dda o fedrau llafar yn Saesneg a'r gallu i siarad Gymraeg, o leiaf ar lefel sylfaenol, yn ofynnol. Byddai sgiliau mewn ieithoedd eraill yn fanteisiol.

## Amodau a thelerau gwasanaeth:

<b>Cyflog Cychwynnol:</b>	Graddfa C
<b>Dyrchafiad mewnol:</b>	Bydd yr ymgeisydd yn cael ei apwyntio i'r raddfa gyflog isaf yn y band hwn fel arfer neu, lle y byddai hyn yn golygu gostyngiad yn y cyflog sylfaenol, i'r rhicyn nesaf ar y raddfa fyddai'n rhoi gwir gynnydd yn y cyflog sylfaenol.
<b>Hyd y Contract:</b>	Parhaol.
<b>Oriau'r Contract</b>	37 awr yr wythnos.
<b>Gwyliau:</b>	27 diwrnod adeg penodi, sy'n 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)
<b>Cyfnod Prawf</b>	Mae cyfnod prawf o 3 mis yn berthnasol i'r swydd hon.
<b>Pensiwn:</b>	Mae gan Amgueddfa Cymru ei chynllun pensiwn ei hun, sy'n gynllun cyflog terfynol. Ar hyn o bryd, cyfraniad y gweithiwr yw 7% a bydd yn cynyddu i 9% erbyn Ebrill 2013.
<b>Mae'r holl benodiadau newydd yn dibynnu ar dystlythyron, adroddiad meddygol ac archwiliad o euogfarnau troseddol a phrawf o'ch hawl i weithio yn y DU.</b>	

## **Ceisiadau ar gyfer y swydd Uwch Cynorthwy-ydd Oriol**

Dylai ymgeiswyr am y swydd lenwi'r ffurflen gais sydd ar gael ar dudalen Swyddi ein gwefan sef [www.amgueddfacymru.ac.uk](http://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

Dylech dychwelyd eich ffurflen i'r cyfeiriad ebost hwn:  
[ad.swyddi@amgueddfacymru.ac.uk](mailto:ad.swyddi@amgueddfacymru.ac.uk)

neu ei phostio i'r:

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

Ffacs: (029) 2057 3370

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



**Job Description**  
**Senior Gallery Assistant**  
**National Waterfront Museum Swansea**

**Background**

Amgueddfa Cymru – National Museum Wales (the Museum) was founded by Royal Charter in 1907 as the ‘National Museum of Wales’ and was granted Supplemental Charters in 1991 and 2006. It derives its funding in the main from the Welsh Government as a Welsh Government Sponsored Body (WGSB).

Amgueddfa Cymru – National Museum Wales consists of National Museum Cardiff, St Fagans: National History Museum, the National Slate Museum, the National Wool Museum, the National Roman Legion Museum, Big Pit: National Coal Museum, the National Waterfront Museum and the National Collections Centre.

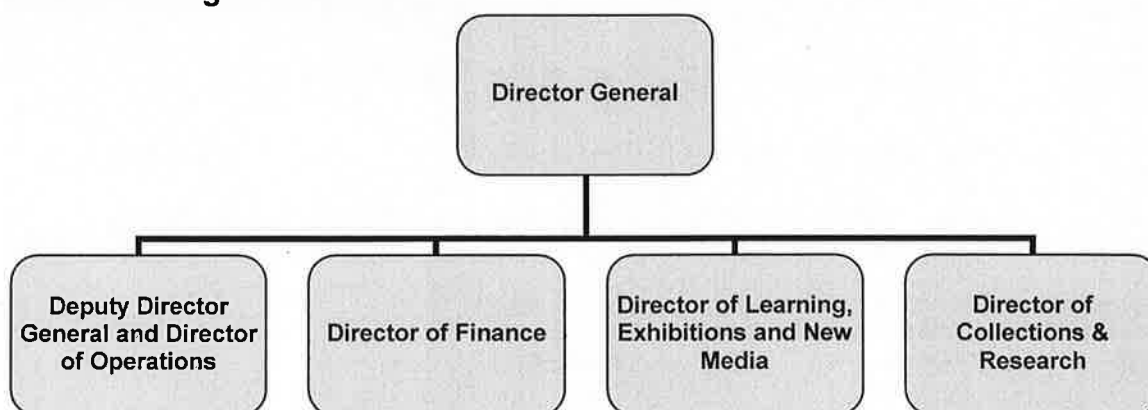
The key purpose of the Museum is the advancement of the education of the public. This is to be achieved by caring for, enhancing and giving access to the Museum’s collections, which cover earth and natural sciences, fine and applied art and the archaeology, and industrial and social history of Wales.

The Vision of Amgueddfa Cymru – National Museum Wales today is to be

**a world-class museum of learning.**

The Museum’s senior management group consists of the Director General and four Directors.

**Senior management structure**



**Purpose of the post**

To assist the Visitor Services Manager and work in tandem with the other Senior Gallery Assistant in the day-to-day supervision of the Front of House team and to ensure effective use of staff resources

To undertake all the duties of a member of the Front of House team to ensure the security of the collections and property of NWMS, the safety of all staff and visitors, and assist in the interpretation of the museum

**Responsible to**

Visitor Services Manager

**Responsible for:**

Gallery Assistants

**Principal tasks of the post**

Together with the other Senior Gallery Assistant lead and co-ordinate the team of Gallery Assistants

- Devise rotas to ensure staff cover at all times.
- Undertake PDRs for all the Gallery Assistants, in consultation with the Visitor Services Manager.
- Deputise for Visitor Services Manager, as and when required.
- Help to promote and maintain the health and safety culture of the museum.

Work with the rest of the Gallery Assistants team to undertake all of their duties, including patrolling and cleaning:

- To work as part of a team and provide a highly efficient and effective security presence on the site and specific locations within the Museum. Gallery Assistants will work according to a rota and will be expected to work Bank Holidays, weekends and regular evening work throughout the year.
- To present a welcoming presence for all visitors to the Museum and contribute to the high standards of customer care required. Gallery Assistants are expected to reach the standards set by the 'Croeso Cynnes' training scheme, or other Customer Care standards approved by the Museum.

- Ensure the security and safety of the collections and visitors.
- Working with the Education and Events teams to ensure the smooth running learning activities, events and corporate hire.
- To gain and maintain a knowledge and understanding of the collections on the site. Engage and interact with visitors, in order to bring the collections and stories told to life.
- With the support of colleagues, to prepare packages of interpretation material suitable for a range of audiences and deliver such material through short talks, interactive sessions etc. in the gallery areas.
- To actively elicit visitors' responses to the gallery exhibitions and displays, and to their NMWS visit generally, and to provide regular evaluation feedback to the NWMS Management team through the Visitor Service Manager.
- To undertake minor repairs and maintenance, as directed by the Technical staff.
- To maintain high standards of cleanliness, as would be expected from a highly prestigious public building, and ensure that throughout opening hours, minor matters such as litter or glass smears are dealt with directly.
- To acquire a full working knowledge of safety and security procedures, to be generally vigilant whilst on duty, and to undertake specific duties in those areas as required on a regular basis as part of a working rota.
- To provide cover on the Reception Desk, answering the phones and dealing with visitors enquiries.
- To act as museum key-holder, if required.
- To be prepared to be trained in shop till duties (Epos System) if required and to provide cover in the shop if needed.
- To be willing to undertake and apply First-Aid training for staff and visitors.

- To assist with setting up and running of special events and exhibitions.
- To undertake any other duties that may be reasonably requested.

### **Knowledge, skills and experience**

- Management experience.
- Excellent interpersonal skills, demonstrating an ability to listen well and to communicate clearly with people from all walks of life.
- Team player.
- Knowledge of security procedures.
- An awareness of health & safety matters and first aid.
- Some knowledge of the Welsh language, at least to basic level.
- A positive attitude to the bilingual context of Amgueddfa Cymru's work and to providing a bilingual service at NWMS.
- Some knowledge of other languages.
- A real interest and enthusiasm for the work of NWMS.
- Experience of working in a customer care environment.
- Experience of working in a Museum/heritage/culture/arts environment.
- Knowledge of the industrial history of Wales.
- Knowledge of Amgueddfa Cymru and other Museums.

### **Communication Skills**

Good communication skills are key in this customer care post. A good level of verbal skills in English and an ability to speak Welsh, at least at a basic level, is required. Skills in other languages would be an advantage.

## Terms and conditions of service

<b>Starting Salary</b>	Grade C
<b>Internal Promotion</b>	Appointment will normally be to the minimum of the salary scale for this grade or, where this would otherwise result in a lower basic salary, to the next incremental point that produces an actual increase in basic salary.
<b>Contract Length</b>	Permanent
<b>Contract Hours</b>	37 hours per week
<b>Annual Leave</b>	27 days on appointment, rising to 32 days after 5 years service, plus one privilege day at Christmas and 8 bank holidays (for full Time staff).
<b>Probation</b>	The post is subject to a probationary period of 3 / 6 months
<b>Pension</b>	Amgueddfa Cymru – National Museum Wales has its own pension scheme, which is a final salary scheme. The employee contribution to which is currently 7% rising to 9% by April 2013.
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.	

## **Applications for the post of Senior Gallery Assistant**

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](http://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.

Completed forms should be returned by e-mail to:  
[hr.jobs@museumwales.ac.uk](mailto:hr.jobs@museumwales.ac.uk)

or posted to the:

Human Resources Department  
Amgueddfa Cymru - National Museum Wales  
Cathays Park  
Cardiff  
CF10 3NP

Telephone: (029) 2057 3306

Fax: (029) 2057 3370

**Please note that all vacancies close at 5.00 pm on the closing date. No applications will be accepted after this Time**

## Job Description

### Mount Cutter

#### Background

Amgueddfa Cymru – National Museum Wales (the Museum) was founded by Royal Charter in 1907 as the 'National Museum of Wales' and was granted Supplemental Charters in 1991 and 2006. It derives its funding in the main from the Welsh Assembly Government as an Assembly Government Sponsored Body (AGSB).

Amgueddfa Cymru – National Museum Wales consists of National Museum Cardiff, St Fagans: National History Museum, the National Slate Museum, the National Wool Museum, the National Roman Legion Museum, Big Pit: National Coal Museum, the National Waterfront Museum and the National Collections Centre.

Formerly known as the National Museums & Galleries of Wales, the organisation rebranded in 2005 and is now known as **Amgueddfa Cymru – National Museum Wales**.

As set out in the 1907 Charter the key purpose of Amgueddfa Cymru – National Museum Wales remains the advancement of the education of the public. This is to be achieved by caring for, enhancing and giving access to the Museum's collections, which cover aspects of earth and natural sciences, fine and applied art and the archaeology and history of Wales.

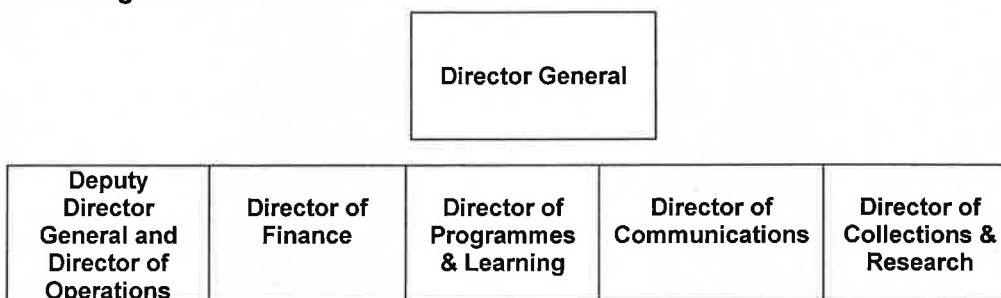
The aim of Amgueddfa Cymru – National Museum Wales today is to be

**a world-class museum of learning.**

In adopting such a principle, the Museum recognises that it needs to place learning at the centre of all that it does and must therefore be prepared to learn from others.

The Museum's senior management group consists of the Director General and five directors.

#### Senior management structure



The postholder will be based in the Department of Art which is located at the National Museum, Cardiff. The Department is undergoing a period of expansion and renewal, and will become the National Museum of Art for Wales in 2011. The Department cares for, studies, and presents the Welsh national collection of Fine and Applied Art from the Renaissance to the Present. The collection includes over 2,500 paintings, sculptures, and works in new media, 10,000 ceramics and other applied art objects and 30,000 prints and drawings. Amgueddfa Cymru is particularly known for its nineteenth century French paintings and sculpture, which include works by Rodin, Renoir, Monet, Van Gogh and Cézanne. We have a comprehensive collection of works (many on paper) by Welsh artists including Richard Wilson, Thomas Jones, Gwen and Augustus John, David Jones and Ceri Richards, with twentieth century figures predominating. The collection also includes important works on paper by eighteenth and nineteenth century British artists such as Sandby, Girtin, Turner and Burne-Jones. We have an unrivalled collection of eighteenth and nineteenth century Welsh pottery and porcelain, major holdings of eighteenth century Continental and English porcelain, and outstanding British silver, mostly from Welsh collections, as well as historic glass, furniture, metalwork and oriental ceramics.

With support from the Welsh Assembly Government, the Wolfson Foundation, and other Trusts, Amgueddfa Cymru is undertaking a major refurbishment and representation of its art galleries. The National Museum of Art will occupy the entire upper floor of the National Museum building, increasing space for the display of art by about one-third to nearly 4,000 square metres. Ten galleries in the East Wing have already been completed, and a further six in the central portion of the building will be fully refurbished in the autumn of 2010. Major work on the upper part of the West Wing, previously occupied by the Department of Archaeology, will create an outstanding group of new flexible spaces for Art after 1950. These open in the summer of 2011.

We have an outstanding collection of post-war British work and the most important and extensive collection of modern Welsh art in the world. Increasingly the collection is no longer limited to traditional forms, such as painting and figurative sculpture, and includes work in other media, including photography, film and video. Amgueddfa Cymru is therefore at an exciting time in its development. There has been a dramatic growth in its engagement with twentieth century and contemporary art over the last decade, in part through the international; biennale 'Artes Mundi' which takes place at the National Museum. The post-holder therefore works on works on paper from the 17<sup>th</sup> century to the present day.

The post-holder will contribute to the Museum's programme of partnerships and loans within Wales from the Art department and other departments within the Museum. We also lend regularly to overseas exhibitions.

The post-holder, though based in the Art Department will normally spend a day a week working on the collections of other departments within AC-NMW, as agreed by the Senior Paper Conservator in consultation with the Keeper of Collection Services.



The Museum employs nearly 30 conservators. As with this post, these are mostly line-managed within the curatorial departments.

<b>Responsible to:</b>	Senior Paper Conservator
<b>Responsible for:</b>	None
<b>Main Purpose of the Post:</b>	Mounting and framing of prints, drawings and watercolours and assist in their conservation.  To assist with the display of prints and drawings
<b>Effectiveness Areas:</b>	Mount cutting/framing Conservation of works on paper. Hanging works on paper

**Principal tasks:**

- Mount-cutting, including measuring up for, and production of, standard mounts; design and production of specialist mounts (e.g. circular, reversible or extra deep); hand-cutting where required.
- Assisting in the conservation treatment of the collections to the highest conservation standard, including the washing, repairing and inlaying of prints, drawings and watercolours.
- Maintaining the prints and drawings stores in good order, ensuring that all locations/movements of works of art are updated on CMS as well as treatment and condition reports.
- Assistance with the display of works on paper and books within the Museum and on loan, from framing and mount making through to hanging.
- Maintaining high standards of safe workshop practice, especially maintaining cutting equipment in good order and complying with COSSH and H & S legislation.
- Assisting the Senior Paper Conservator in the condition checking of works entering and leaving for Partnership exhibitions and other loans. Packing of works on paper requested for Partnership exhibitions and loans-out and unpacking of loans-in.
- Moving works of art to and from photography and conservation as required.
- Undertake any other duties as required by the Senior Paper Conservator or as appropriate to the post.

**Qualifications/Skills/Experience:**

- High level of technical skills in mountcutting and framing works on paper.
- Icon Technician's qualification (CTQ) or willingness to work towards this would be desirable.
- Previous experience of handling works of art or other items requiring extreme care.
- A valid driving licence (suitable for cars/vans).
- Awareness of Health & Safety, CoSHH and legal regulations
- Awareness of Manual Lifting Regulations
- Previous experience of working in a museum or gallery environment would also be desirable.

He/she will undertake a programme of work agreed by the Senior Paper Conservator in consultation with the Keeper of Collection Services and will work in the Paper Conservation Studio and the workshop in the Department of Art.

**Communication Skills**

This post requires a high standard of English and knowledge of computer systems.

A positive attitude towards the Welsh language and a basic level of ability to understand and speak Welsh would be an advantage.

Training and Development is available for all AC-NMW staff who feel they need support in any or the above areas in both Welsh and English.

## **Terms and conditions of service**

<b>Salary:</b>	The salary for this post is at Grade C. £15,192 - £20,674 per annum.
<b>Length of Contract:</b>	2 years
<b>Annual Leave:</b>	27 days on appointment, rising to 32 days after 5 years service, plus one privilege day at Christmas and 8 bank holidays (for full time staff).
<b>Flexitime:</b>	The Amgueddfa Cymru - National Museum Wales flexitime system applies to this post.
<b>Pension:</b>	Amgueddfa Cymru – National Museum Wales has its own pension scheme, which is a final salary scheme.
<b>Probation:</b>	The post is subject to a probationary period of 3 months.
<b>Retirement:</b>	The normal age of retirement for Amgueddfa Cymru – National Museum Wales staff is 65.

***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.***

### **Applications for the post of Mount Cutter**

Applicants for the post should use our online application form which can be found on the Jobs page on our website at [www.museumwales.ac.uk](http://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.

Completed forms should be returned by e-mail to:  
[hr.jobs@museumwales.ac.uk](mailto:hr.jobs@museumwales.ac.uk)

or posted to the:

Human Resources Department  
Amgueddfa Cymru - National Museum Wales  
Cathays Park  
CARDIFF  
CF10 3NP

Telephone: (029) 2057 3306  
Fax: (029) 2057 3370

Disgrifiad Swydd  
**Torrwr Mowntiau**

**Cefndir**

Sefydlwyd Amgueddfa Cymru (yr Amgueddfa) fel 'Amgueddfa Genedlaethol Cymru' ym 1907 drwy Siarter Frenhinol, a rhoddwyd Siarteri Atodol iddi ym 1991 a 2006. Daw ei chyllid yn bennaf o Lywodraeth Cynulliad Cymru fel Corff a Noddir gan Lywodraeth y Cynulliad (CNLC).

Mae Amgueddfa Cymru'n cynnwys Amgueddfa Genedlaethol Caerdydd, Sain Ffagan: Amgueddfa Werin Cymru, Amgueddfa Lechi Cymru, Amgueddfa Wlân Cymru, Amgueddfa Lleng Rufeinig Cymru, Big Pit: Amgueddfa Lofaol Cymru, Amgueddfa Genedlaethol y Glannau a Chanolfan Gasgliadau Cymru.

Albrandiodd y sefydliad a elwid gynt yn Amgueddfeydd ac Oriolau Cenedlaethol Cymru yn 2005 ac fe'i gelwir yn **Amgueddfa Cymru** erbyn hyn.

Yn ôl Siarter 1907 prif bwrpas Amgueddfa Cymru yw hyrwyddo ac addysgu'r cyhoedd. Cyflawnir hyn drwy ofalu am, gwella a sicrhau mynediad at gasgliadau'r Amgueddfa, sy'n trafod agweddau ar y gwyddorau natur a daear, celf gain a chymhwysol ac archeoleg a hanes Cymru.

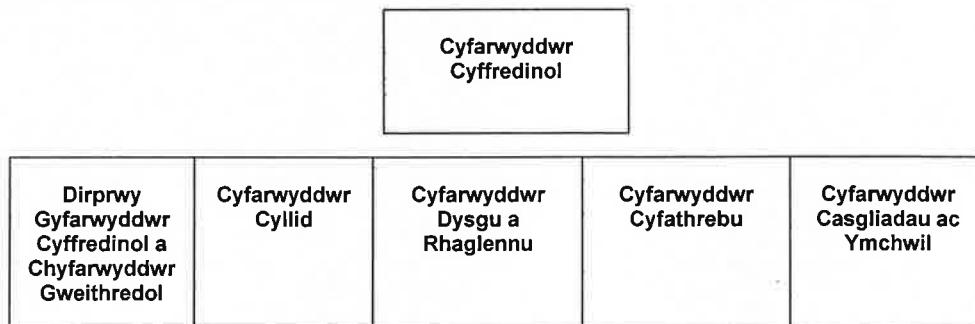
Nod Amgueddfa Cymru heddiw yw bod yn

**amgueddfa ddysg o safon fyd-eang.**

Wrth fabwysiadu egwyddor o'r fath, mae'r Amgueddfa'n cydnabod bod angen iddi osod addysg wrth galon ei gwaith i gyd, felly rhaid iddi fod yn barod i ddysgu gan eraill hefyd.

Mae grŵp rheolwyr uwch yr Amgueddfa'n cynnwys y Cyfarwyddwr Cyffredinol a phump cyfarwyddwr.

**Strwythur yr uwch-reolwyr**



Bydd deiliad y swydd yn gweithio yn yr Adran Gelf, sydd yn Amgueddfa Genedlaethol Caerdydd. Mae'r Adran yn mynd trwy gyfnod o ehangu ac adnewyddu a bydd yn agor fel Amgueddfa Gelf Genedlaethol Cymru yn 2011. Mae'r Adran yn astudio, cyflwyno a gofalu am gasgliad cenedlaethol Cymru o gelfyddyd gain a chymwysedig o gyfnod y Dadeni i'r presennol. Yn y casgliad ceir dros 2,500 o baentiadau, cerfluniau a gwaith mewn cyfryngau newydd, 10,000 o ddarnau crochenwaith ac eitemau celfyddyd gymwysedig eraill a 30,000 o brintiau a lluniadau. Mae Amgueddfa Cymru'n enwog am ei phaentiadau a'i cherfluniau Ffrengig o'r bedwaredd ganrif ar bymtheg, sy'n cynnwys darnau gan Rodin, Renoir, Monet, Van Gogh a Cézanne. Mae gennym gasgliad cynhwysfawr o weithiau (llawer ohonynt ar bapur) gan arlunwyr o Gymru, yn eu plith Richard Wilson, Thomas Jones, Gwen ac Augustus John, David Jones a Ceri Richards, sef arlunwyr o'r ugeinfed ganrif yn bennaf. Ceir gweithiau pwysig ar bapur gan arlunwyr o Brydain o'r ddeunawfed ganrif a'r bedwaredd ganrif ar bymtheg hefyd, fel Sandby, Girtin, Turner a Burne-Jones. Mae gennym gasgliad di-ail o grochenwaith a phorslen Cymreig o'r ddeunawfed ganrif a'r bedwaredd ganrif ar bymtheg, darnau pwysig o borslen o'r Cyfandir ac o Loegr o'r ddeunawfed ganrif, a gwaith arian rhyfeddol o Brydain, o gasgliadau Cymreig gan fwyaf, yn ogystal â chrochenwaith dwyreiniol, gwaith gwydr, dodrefn a gwaith metal hanesyddol.

Gyda chymorth Llywodraeth Cynulliad Cymru, Sefydliad Wolfson ac Ymddiriedolaethau eraill, mae Amgueddfa Cymru wrthi'n gweithio ar brosiect mawr i adnewyddu ac ailwampio ei horielau celf. Bydd yr Amgueddfa Gelf Genedlaethol yn llenwi llawr uchaf adeilad yr Amgueddfa Genedlaethol, gan olygu y bydd bron 4,000 metr sgwâr ar gael i arddangos celfyddyd, sef cynnydd o tua thraean. Cafodd deg oriel yn yr Adain Ddwyreiniol eu cwblhau eisoes a bydd chwech arall yn rhan ganol yr adeilad yn cael eu hadnewyddu'n llwyr yn hydref 2010. Bwriedir gwneud llawer o waith ar ran uchaf yr Adain Orllewinol, lle bu'r Adran Archaeoleg, er mwyn creu clwstwr ardderchog o lefydd hyblyg newydd ar gyfer celfyddyd ôl-1950. Bydd y rhain yn agor yn haf 2011.

Mae gennym gasgliad penigamp o waith o Brydain ar ôl y rhyfel a'r casgliad pwysicaf a helaethaf yn y byd o gelfyddyd fodern Cymru. Nid dim ond ffurfiau traddodiadol, fel paentio a cherfluniau o bobl ac anfeiliaid, a geir yn y casgliad. Mae yno fwy a mwy o waith mewn cyfryngau eraill fel ffotograffiaeth, ffilm a fideo. Felly, mae hwn yn gyfnod cyffrous yn natblygiad Amgueddfa Cymru. Bu'r Amgueddfa'n ymwneud fwyfwy â chelfyddyd yr ugeinfed ganrif a chelfyddyd gyfoes dros y degawd diwethaf, yn rhannol trwy'r biennale ryngwladol 'Artes Mundi' a gynhelir yn Amgueddfa Genedlaethol Caerdydd. Felly, bydd deiliad y swydd yn gweithio ar eitemau ar bapur o'r ail ganrif ar bymtheg hyd heddiw.

Bydd deiliad y swydd yn cyfrannu at raglen yr Amgueddfa o weithio mewn partneriaethau ac o roi darnau ar fenthyg o Adran Gelf ac adrannau eraill yn yr Amgueddfa i sefydliadau yng Nghymru. Rydym hefyd yn benthyca yn rheolaidd i arddangosfeydd tramor.

Er y bydd deiliad y swydd yn gweithio'n bennaf yn yr Adran Gelf, bydd yn treulio diwrnod yr wythnos fel rheol yn gweithio ar gasgliadau adrannau eraill yn Amgueddfa Cymru, fel y cytunir gan yr Uwch Swyddog Cadwraeth (Papur) mewn ymgynghoriad â Cheidwad Gwasanaethau'r Casgliadau.

Mae'r Amgueddfa'n cyflogi bron 30 o gadwraethwyr. Fel sy'n wir am y swydd hon, mae rheolwyr llinell y rhan fwyaf ohonynt yn yr adrannau curadurol.

<b>Yn atebol i:</b>	Uwch Swyddog Cadwraeth (Papur)
<b>Yn gyfrifol am:</b>	Neb
<b>Prif Bwrpas y Swydd:</b>	Gosod a fframio printiau, lluniadau a lluniau dyfrlliw a helpu i wneud gwaith cadwraeth arnynt.  Helpu i arddangos printiau a lluniadau.
<b>Meysydd Effeithiolrwydd:</b>	Torri mowntiau/fframio Gwaith cadwraeth ar eitemau ar bapur. Hongian gweithiau ar bapur

**Prif dasgau:**

- Torri mowntiau, yn cynnwys mesur ar gyfer mowntiau safonol a'u gwneud; dylunio a gwneud mowntiau arbenigol (e.e. rhai crwn, rhai dwyffordd neu rai dwfn iawn); torri â llaw os oes angen.
- Helpu i drin y casgliadau i'r safon gadwraeth uchaf, yn cynnwys golchi, trwsio a mewnosod printiau, lluniadau a lluniau dyfrlliw.
- Cadw'r storfeydd printiau a lluniadau mewn trefn, gan sicrhau bod holl leoliadau/symudiadau gweithiau celf yn cael eu diweddarau ar CMS yn ogystal â mewn adroddiadau trin a chyflwr.
- Helpu i arddangos gweithiau ar bapur a llyfrau yn yr Amgueddfa ac ar fenthyg, o'r fframio a gwneud y mowntiau, i'r hongian.
- Cynnal safonau gweithio diogel iawn yn y gweithdy, yn enwedig o ran cadw'r offer torri mewn cyflwr da a chydymffurfio â CoSSH a deddfwriaeth lechyd a Diogelwch.
- Helpu'r Uwch Swyddog Cadwraeth (Papur) i wirio cyflwr gweithiau sy'n cyrraedd ac yn gadael ar gyfer arddangosfeydd Partneriaeth a benthyciadau eraill. Parcio gweithiau ar bapur y gofynnwyd amdanynt ar gyfer arddangosfeydd Partneriaeth ac eitemau a roddir ar fenthyg, a dadbacio eitemau a dderbynnir ar fenthyg.
- Symud gweithiau celf yn ôl a blaen i'r adran ffotograffiaeth a'r adran gadwraeth yn ôl y gofyn.
- Gwneud unrhyw dasgau eraill ar gais yr Uwch Swyddog Cadwraeth (Papur) neu fel sy'n addas ar gyfer y swydd.

### **Cymwysterau/Sgiliau/Profiad:**

- Sgiliau technegol lefel uchel mewn torri mowntiau a fframio gweithiau ar bapur.
- Byddai Cymhwyster Technegydd Icon (CTQ) neu barodrwydd i weithio tuag ato yn ddymunol.
- Profiad blaenorol o drafod gweithiau celf neu eitemau eraill y mae'n rhaid bod yn ofalus iawn â nhw.
- Trwydded yrru ddilys (addas ar gyfer ceir/faniau).
- Ymwybyddiaeth o reoliadau cyfreithiol, Iechyd a Diogelwch a CoSHH
- Ymwybyddiaeth o Reoliadau Codi a Chario
- Byddai profiad blaenorol o weithio mewn amgueddfa neu oriel yn ddymunol hefyd.

Bydd yn dilyn rhaglen waith y cytunir arni gan yr Uwch Swyddog Cadwraeth (Papur) mewn ymgynghoriad â Cheidwad Gwasanaethau'r Casgliadau a bydd yn gweithio yn y Stiwdio Cadwraeth Papur ac yn y gweithdy yn yr Adran Gelf.

### **Sgiliau Cyfathrebu**

Mae angen Saesneg da a gwybodaeth o systemau cyfrifiadurol ar y swydd hon.

Byddai agwedd gadarnhaol at yr iaith Gymraeg a'r gallu i ddeall a siarad Cymraeg ar lefel sylfaenol yn fanteisiol.

Mae cymorth Hyfforddi a Datblygu ar gael, yn y Gymraeg a'r Saesneg, i holl staff Amgueddfa Cymru sy'n teimlo bod arnynt ei angen mewn unrhyw un o'r meysydd uchod.

## **Amodau a thelerau gwasanaeth:**

<b>Cyflog:</b>	Ar raddfa C. £15,192-£20,674 y flwyddyn.
<b>Hyd y Contract:</b>	2 flynedd.
<b>Gwyliau:</b>	27 diwrnod adeg penodi, sy'n 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).
<b>Oriau Hyblyg:</b>	Mae system oriau hyblyg Amgueddfa Cymru yn berthnasol i'r swydd hon.
<b>Pensiwn:</b>	Mae gan Amgueddfa Cymru ei chynllun pensiwn ei hun, sy'n gynllun cyflog terfynol.
<b>Cyfnod prawf:</b>	Mae cyfnod prawf o 6 mis yn berthnasol i'r swydd hon.
<b>Ymddeol:</b>	Oedran ymddeol arferol staff Amgueddfa Cymru yw 65.

**Mae'r holl benodiadau newydd yn dibynnu ar dystlythyron, adroddiad meddygol ac archwiliad o euogfarnau troseddol a phrawf o'ch hawl i weithio yn y DU.**

## **Ceisiadau am swydd Torrwr Mowntiau**

Dylai ymgeiswyr am y swydd ddefnyddio ein ffurflen gais sydd ar gael ar dudalen Swyddi ein gwefan sef [www.amgueddacyrmu.ac.uk](http://www.amgueddacyrmu.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

Dylech dychwelyd eich ffurflen i'r cyfeiriad ebost hwn:  
[ad.swyddi@amgueddfacyrmu.ac.uk](mailto:ad.swyddi@amgueddfacyrmu.ac.uk)

neu ei phostio i'r:

Adran Adnoddau Dynol  
Amgueddfa Cymru  
Parc Cathays  
CAERDYDD  
CF10 3NP

Ffôn: (029) 2057 3306  
Ffacs: (029) 2057 3370







AMGUEDDFEYDD AC ORIELAU CENEDLAETHOL CYMRU  
NATIONAL MUSEUMS & GALLERIES OF WALES

**JOB DESCRIPTION FOR THE POST OF CLEANING SUPERVISOR,  
NATIONAL MUSEUM & GALLERY, CARDIFF**

**Background**

The National Museums & Galleries of Wales (NMGW) was founded by Royal Charter in 1907. It derives its funding in the main from Government grant through the Welsh Assembly Government, as an Assembly Sponsored Public Body (ASPB).

NMGW operates on six sites across Wales. These include the National Museum & Gallery at Cathays Park, Cardiff; the Museum of Welsh Life at St. Fagans; the Welsh Slate Museum at Llanberis; the Museum of the Welsh Woollen Industry at Dre-fach; the Roman Legionary Museum at Caerleon; and Big Pit Mining Museum, Blaenafon. In addition, NMGW has off-site storage facilities at the Collection Centre, Nantgarw and negotiations are currently underway on the development of a new Welsh Industrial & Maritime Museum in Swansea (in partnership with the City and County of Swansea).

NMGW's senior management group is the Directorate, consisting of the Director General and six Director posts.

**Job Title:** Cleaning Supervisor

**Responsible to:** Deputy Visitor Services Manager

**Main purpose of Job:** To supervise all general cleaning activities (Non-conservation) at the National Museum & Gallery, Cathays park, Cardiff.

**Principal tasks:**

- To act as first line manager for all cleaning staff at NMG including discipline and grievance procedures and acting as Reporting Officer for Performance Development Reviews (PDRs).
- To organise cleaning rotas for staff, control holiday requests and monitor absence and timekeeping.
- To control the cleaning materials and requisition as required.
- To control the use and servicing of cleaning equipment rectifying or reporting faults as soon as possible
- To work as part of a team to ensure the premises are cleaned to the

highest standards.

- To be aware of all relevant Health and Safety issues and ensure staff comply with procedures and use protective clothing as issued.
- To be aware of the nature of the building and the collections with regard to security and safety.
- To undertake any other reasonable duties whenever and wherever required by NMGW.

### **Qualifications Skills and Experience**

- Previous cleaning experience
- Good interpersonal skills
- Experience of managing/supervising a team.
- IT literate with good administrative skills
- Positive and motivated attitude
- Awareness of Health and Safety issues
- A flexible approach to work.

### **Communication Skills**

This post requires the ability to communicate at a basic level in English only. For example candidates should be able to draft letters and emails and carry out performance development reviews with members of the cleaning team.

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

### **Terms and conditions of service**

**Hours of Work** 37 hours a week, working 5 days out of 7 on a rota basis.

**Salary:** £13,000 - £14,524 per annum

**Annual Leave:** 27 days plus one privilege day at Christmas rising to 32 after 10 years service.

**Superannuation:** NMGW has its own pension scheme, which is a final salary scheme.

**Probation:** The post is subject to a probationary period of 6 months.

**Retirement:** The normal age of retirement for NMGW staff is 60.

**Medical Report:** Appointment will be subject to the receipt of a satisfactory medical report.

## **Applications for the post of Cleaning Supervisor**

Applicants for the post should complete the enclosed application form. The form provides the opportunity to explain how your qualifications, experience and personal qualities make you a suitable candidate for the position. You may enclose further details, together with other evidence of achievements relevant to this post in support of your application. Completed forms should be returned to:

The HR Department  
National Museums & Galleries of Wales  
Cathays Park  
Cardiff  
CF10 3NP

Telephone: 029 20 573306  
Fax: 029 20 573370



AMGUEDDFEYDD AC ORIELAU CENEDLAETHOL CYMRU  
NATIONAL MUSEUMS & GALLERIES OF WALES

**DISGRIFIAD SWYDD AR GYFER SWYDD GORUCHWYLYDD  
GLANHAWYR, YR AMGUEDDFA AC ORIEL GENEDLAETHOL,  
CAERDYDD**

**Cefndir**

Sefydlwyd Amgueddfeydd ac Oriolau Cenedlaethol Cymru (AOCC) ym 1907 drwy Siarter Brenhinol. Mae'r sefydliad yn cael ei ariannu'n bennaf gan gymhorthdal drwy Gynulliad Cenedlaethol Cymru fel Corff Cyhoeddus a Noddir gan y Cynulliad (CCNC).

Mae AOCC yn gweithredu ar chwe safle ar draws Cymru. Mae'r rhain yn cynnwys yr Amgueddfa ac Oriol Genedlaethol ym Mharc Cathays, Caerdydd; Amgueddfa Werin Cymru, Sain Ffagan; Amgueddfa Lechi Cymru, Llanberis; Amgueddfa Diwydiant Gwlân Cymru, Dre-fach Felindre; Amgueddfa'r Lleng Rufeinig, Caerllion a Phwll Mawr; Amgueddfa Lofaol Genedlaethol Cymru, Blaenafon. Yn ychwanegol at hyn mae gan AOCC gyfleusterau storio oddi ar y safle yn y Ganolfan Gasgliadau, Nantgarw ac mae trafodaethau ar y gweill i ddatblygu Amgueddfa Diwydiant a Môr newydd yn Abertawe (mewn partneriaeth â Chyngor Dinas a Sir Abertawe).

Bwrdd y Cyfarwyddwyr yw grŵp rheoli uwch AOCC, sy'n cynnwys y Cyfarwyddwr Cyffredinol a chwe Chyfarwyddwr.

**Teitl y Swydd:** Goruchwylydd Glanhawyr

**Yn Atebol i'r:** Dirprwy Reolwr Gwasanaethau i Ymwelwyr

**Prif bwrpas y swydd:** Goruchwylio'r holl waith glanhau cyffredinol (heblaw cadwraeth) yn yr Amgueddfa ac Oriol Genedlaethol, Caerdydd.

**Prif dasgau:**

- Gweithio fel rheolwr llinell i holl staff glanhau AOG, gan gynnwys ymdrin â gweithdrefnau disgyblu a chwynion a gweithredu fel Swyddog Adrodd ar gyfer Adolygiadau o Berfformiad a Datblygiad (PDR).
- Trefnu rotas glanhau ar gyfer y staff, rheoli ceisiadau am wyliau a monitro absenoldebau a phrydlondeb.
- Rheoli'r deunyddiau glanhau a'u harchebu yn ôl yr angen.
- Rheoli'r defnydd ar yr offer glanhau ac unioni neu gofnodi unrhyw ddiffygion cyn gynted â phosibl.