

## Disgrifiad Swydd

# Swyddog Digiddeiddio Amgueddfa Cenedlaethol Caerdydd

## Cefndir

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

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

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

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

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

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

## Ein Gweledigaeth

Yn 2015 cytunodd Amgueddfa Cymru ar Weledigaeth newydd i'r dyfodol er mwyn "ysbrydoli pobl, newid bywydau". Ein pwrpas yw defnyddio ein hamgueddfeydd a'n

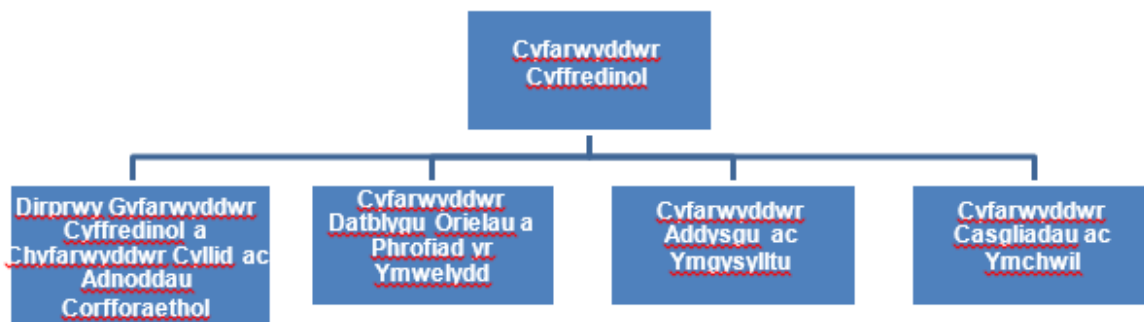
casgliadau i ysbrydoli pobl i feithrin eu hunaniaeth a'u lles; i ddarganfod, mwynhau a dysgu'n ddwyieithog a deall lle Cymru yn y byd.

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

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

## Yr Uwch Dîm Rheoli

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



## **Teitl y swydd: Swyddog Digiddeiddio**

**Yn atebol i:** Bydd deiliad y swydd yn rhan o'r Adran Ffotograffiaeth a bydd yn atebol i'r Prif Swyddog Dogfennaeth, Gwasanaethau Casgliadau.

**Prif bwrpas y swydd:** Digiddeiddio casgliadau'r Amgueddfa a helpu i brosesu delweddau digidol. Paratoi ffeiliau delweddau ar gyfer eu trosglwyddo i'r Llyfrgell Asedau Digidol. Dosbarthu delweddau i ddefnyddwyr mewnol ac allanol.

### **Prif dasgau a Chyfrifoldebau Penodol i'r Swydd**

1. Sganio a thynnu lluniau pob math o ddeunydd ffotograffig analog a gweithiau ar bapur o gasgliadau'r Amgueddfa.
2. Prosesu ffeiliau digidol i safonau y cytunwyd arnynt a sicrhau bod y delweddau o safon uchel iawn. Gwella ac adfer ffeiliau delweddau yn ddigidol lle bo'n briodol.
3. Cyfrannu at weithredu'r Llyfrgell Asedau Digidol, gan uwchlwytho ffeiliau digidol a data cysylltiedig o'r casgliad.
4. Dosbarthu delweddau yn fewnol ac allanol, gan gynnwys cysylltu â chleientiaid allanol i sicrhau gwasanaeth o safon uchel.
5. Gweithio'n effeithiol fel rhan o'r Tîm Ffotograffiaeth gan gadw at derfynau amser a chysylltu â chydweithwyr o fewn y tîm ac ar draws Amgueddfa Cymru.

### **Corfforaethol**

1. Cyfrannu'n llawn at gefnogi egwyddorion ac arferion cyfle cyfartal fel yr amlinellir ym Mholisi Cydraddoldeb ac Amrywiaeth Amgueddfa Cymru.
2. Cefnogi gwaith yr adran o gydymffurfio â pholisïau Amgueddfa Cymru ar Gynaliadwyedd a'r iaith Gymraeg.
3. Cymryd gofal rhesymol o'ch iechyd a'ch diogelwch eich hun ac eraill y gallai eich gweithredoedd, neu eich diffyg gweithredu, effeithio arnynt, a chydymffurfio â'r holl ddeddfwriaeth iechyd a diogelwch fel sy'n briodol.
4. Fel rhan o'ch telerau cyflogaeth, efallai y gofynnir i chi wneud dyletswyddau eraill a/neu weithio oriau eraill fel sy'n rhesymol, yn unol â'ch gradd neu'ch lefel cyfrifoldeb cyffredinol o fewn y sefydliad.

### **Canlyniadau**

1. Caiff casgliadau'r Amgueddfa eu digideiddio i safon uchel a'u storio yn y Llyfrgell Asedau Digidol gyda metadata priodol, gan gynyddu mynediad a defnydd y casgliadau gan holl staff.
2. Caiff delweddau digidol eu bwydo i'r Casgliadau Ar-lein i wella'r ganran o gofnodion sydd â delweddau a gwella safon y cofnodion i'r cyhoedd.
3. Caiff delweddau eu dosbarthu o fewn terfynau amser yn fewnol ac allanol.
4. Rhoddir cefnogaeth i fentrau digidol allweddol megis Strategaeth Ddigidol Sain Ffagan.

# Manyleb y Person

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

HANFODOL	DYMUNOL
<b>Gwybodaeth Angenrheidiol</b>	
Gwybodaeth dda a phrofiad o ddigideiddio mewn stiwdio, yn defnyddio camerâu a sganwyr.	Gwybodaeth am amrediad o ddeunyddiau ffotograffig analog a sut i'w trin.
Dealltwriaeth dda o safonau, arferion a therminoleg delweddau.	Profiad diweddar o Adobe Bridge a Camera Raw.
Gallu gweithio gydag Adobe Photoshop a Microsoft Office. Yn gyfarwydd â systemau gweithredu Mac.	Gwybodaeth am Mac OS X
<b>Profiad Angenrheidiol</b>	
Profiad o weithio gyda dogfennau mawr o ffeiliau delweddau yn fanwl a chyson.	Profiad o weithio mewn amgueddfa, oriel neu lyfrgell.
Profiad o drin a thrafod deunydd ffotograffig ac archif.	Profiad o weithio gyda chefnau digidol Phase One a meddalwedd Capture One.
Profiad o ddefnyddio systemau rheoli delweddau.	
<b>Cymwysterau Academaidd / Safon Addysg</b>	
Wedi graddio, gyda diddordeb mewn Ffotograffiaeth.	Cwrs hyfforddi ardystiedig Adobe Photoshop CS6 neu CC, neu gwrs hyfforddi ffotograffig cyfwerth.
<b>Sgiliau Angenrheidiol</b>	
Lefel uchel o allu cyfrifiadurol, gan gynnwys gwybodaeth dda o Microsoft Excel.	Gallu teithio rhwng safleoedd yr Amgueddfa yn ôl y galw.
Sgiliau trefnu rhagorol gan gynnwys y gallu i flaenoriaethu gwaith, gweithio ar nifer o brojectau ar y tro, a gweithio gydag amserlen groestynnol a phwysau gwaith amrywiol.	Gallu i gyfathrebu drwy gyfrwng y Gymraeg neu barodrwydd i ddysgu ( <i>lle bo'n berthnasol</i> ).

### Ffactorau Personol Angenrheidiol

Diddordeb mewn ffotograffiaeth a thechnoleg, yn benodol o fewn y sector treftadaeth.

Sgiliau rhyngpersonol rhagorol a'r gallu i ymdrin yn effeithiol â staff technegol a chyffredin ar draws adrannau.

Dealltwriaeth o egwyddorion cydraddoldeb ac amrywiaeth parthed gwaith Amgueddfa Cymru a'r gallu i'w rhoi ar waith.

Diddordeb yng ngwaith Amgueddfa Cymru ac ymroddiad i'r gwaith hwnnw.

## Cymwyseddau Penodol i'r Swydd

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

<b>Cymwyseddau Craidd</b>	<b>EsiampI</b>
<b>Gweithio'n bositif gydag eraill</b>	Aelod gwerthfawr o dîm sy'n cyfrannu at feithrin diwylliant agored a gweithle cynhyrchiol. Gallu casglu gwybodaeth mewn ffordd drefnus y gellir ei hadalw.
<b>Croesawu dysgu, newid a chreadigrwydd</b>	Ymroddiad personol i ddysgu, tyfu a newid yn barhaus. Awydd i arbrofi ag arferion gwreiddiol wrth ddatblygu syniadau a gweithgareddau.
<b>Ymroddiad i ganolbwyntio ar gwsmeriaid</b>	Dangos ymroddiad gwirioneddol ac ymarferol er mwyn sicrhau canlyniadau rhagorol i gwsmeriaid. Dangos ymroddiad gwirioneddol i weithio gyda cwsmeriaid a'u gwasanaethu.
<b>Cyrraedd canlyniadau effeithiol</b>	Gallu i flaenoriaethu gwaith yn briodol. Dangos synnwyr blaenoriaethu da, strwythuro llwyth gwaith yn effeithiol a sicrhau canlyniadau da yn rheolaidd. Rheoli llwyth gwaith ac ymddygiad yn wyneb gofynion cystadleuol a blaenoriaethau sy'n newid.
<b>Ymroddiad i amrywiaeth a chyfrifoldebau cymdeithasol</b>	Datblygu ymwybyddiaeth gynyddol o fanteision amrywiaeth ymysg ymwelwyr a chydweithwyr. Hyrwyddo ac arddel arferion sy'n lleihau effaith amgylcheddol y gwaith. Hyrwyddo lechyd a Diogelwch ym mhob agwedd o waith Amgueddfa Cymru.

## Amodau a Thelerau Gwasanaeth

<b>Cyflog cychwynnol</b>	Gradd C £14,506.69 – £17,861.26  (wedi'i seilio ar gyflog llawn amser cyfatebol o £19,169.56–£23,602.38 y flwyddyn)  (Penodir yr ymgeisydd i'r lefel isaf ar y raddfa hon fel arfer)
<b>Hyd y Contract</b>	Hyd at 12 mis
<b>Oriau'r contract</b>	28 awr yr wythnos (4 diwrnod)
<b>Cyfnod prawf</b>	Mae cyfnod prawf o 3 mis yn berthnasol i'r swydd hon.
<b>Gwiriad GDG</b>	Nodwch y bydd yn ofynnol i ymgeiswyr llwyddiannus ddarparu Datgeliad Manwl gan y Gwasanaeth Datgelu a Gwahardd.
<b>Mae pob penodiad newydd yn ddibynnol ar dderbyn geirdaon boddhaol, adroddiad meddygol ac Archwiliad o Euogfarnau Troseddol yn ogystal â phrawf o'ch hawl i weithio yn y DU.</b>	



## Manteision i'n staff

<b>Gwyliau blynyddol</b>	27 diwrnod adeg penodi, yn codi i 32 diwrnod ar ôl 5 mlynedd o wasanaeth, ynghyd ag un diwrnod braint adeg y Nadolig ac 8 gŵyl banc (ar gyfer staff amser llawn). Defnyddir sail pro rata i gyfrifo gwyliau staff rhan amser.
<b>Oriau Hyblyg</b>	Rydym yn gweithredu system oriau gwaith hyblyg er mwyn galluogi staff i daro cydbwysedd rhwng eu bywyd cartref a gwaith ac er mwyn helpu i reoli eu hamser mewn ffordd sydd mor effeithiol â phosibl. Mae'r cynllun yn agored i bawb heblaw staff sy'n gweithio ar sail rota. Caiff staff newydd wybod a fyddan nhw'n cymryd rhan yn y cynllun ai peidio adeg eu penodi.
<b>Pensiwn</b>	<p>Rydym yn gweithredu cynllun pensiwn Enillion Cyfartalog Gyrfa wedi'u Hailbriso ("Cynllun pensiwn Amgueddfa Cymru"). Os ydych yn cael eich cyflogi gan yr Amgueddfa ar gytundeb parhaol neu dymor penodol o dros 2 flynedd, byddwch yn ymuno â'r Cynllun yn awtomatig fel rhan o'ch cytundeb cyflogaeth.</p> <p>Mae'n ddyletswydd statudol ar yr Amgueddfa, dan ddeddfwriaeth cofrestru awtomatig, i roi staff cymwys ar gynllun cofrestru awtomatig. Mae'r Cynllun yn un cymhwysol at ddibenion cofrestru awtomatig, ac felly gellir ei ddefnyddio i gydymffurfio â deddfwriaeth cofrestru awtomatig. Os ydych yn aelod cymwys o staff byddwch yn cael eich cofrestru'n awtomatig i'r Cynllun yn dilyn cyfnod gohirio cychwynnol o 3 mis (er y gellir gwneud cais i ymuno yn gynharach).</p> <p>Os nad ydych yn gymwys i ymuno â'r Cynllun, gallwch wneud cais i ymuno.</p> <p>Mae'r cyfraniad a dalwch fel aelod o staff yn dibynnu ar eich gradd a swm eich enillion pensynadwy. Ar hyn o bryd mae staff Gradd A yn talu 6%, Graddau B a C yn talu 8%, a Graddau D ac uwch yn talu 9%.</p>
<b>Cyfnewid Cyflog</b>	Mae'r Amgueddfa yn gweithredu trefniant Cyfnewid Cyflog ar gyfer aelodau o'r Cynllun. Mae cymryd rhan yn wirfoddol, ac nid yw'n addas ar gyfer pob aelod o staff.
<b>Datblygiad a Hyfforddiant</b>	Mae Amgueddfa Cymru wedi ymrwymo i ddarparu cyfleoedd datblygu a hyfforddi ardderchog ar gyfer pob gweithiwr cyflogedig.
<b>Hyfforddiant Cychwynnol</b>	Rydym yn darparu sesiwn Hyfforddiant Cychwynnol cynhwysfawr ar gyfer pob aelod newydd o staff ar ôl eu penodi.
<b>Talebau Gofal Plant:</b>	Mae cynllun talebau gofal plant ar gael sy'n golygu y gallwch dderbyn rhan o'ch cyflog fel talebau gofal plant nad oes rhaid talu treth na chyfraniadau Yswiriant Cenedlaethol ar eu cyfer (gwerth hyd at £55 yr wythnos). Gellir defnyddio'r talebau i dalu'ch darparwr gofal plant.

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

## **Sut i wneud cais:**

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

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

Dylech dychwelyd eich ffurflen i'r cyfeiriad ebost hwn:

[ad@amgueddfacymru.ac.uk](mailto:ad@amgueddfacymru.ac.uk)

neu ei phostio i'r:

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

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

---

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

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

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

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

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

## Job Description

### Digitisation Officer National Museum Cardiff

#### Background

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

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

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

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

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

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

#### Our Vision

In 2015 Amgueddfa Cymru agreed a new Vision, "Inspiring people, changing lives", to guide all future activities. Our purpose is to inspire people through our museums

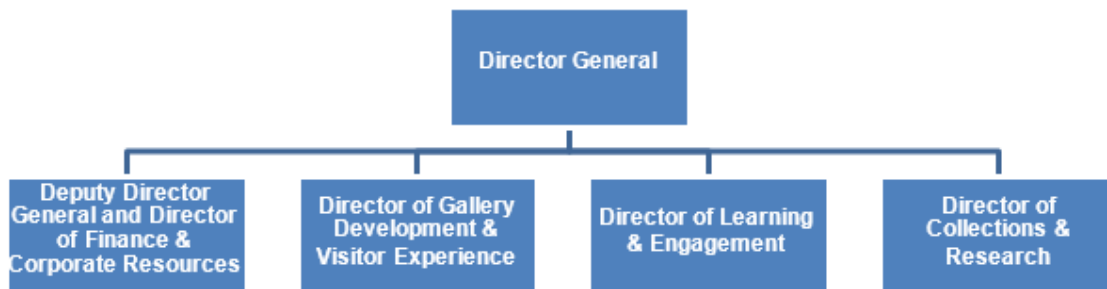
and collections to find a sense of well-being and identity, to discover, enjoy and learn bilingually, and to understand Wales's place in the wider world.

Our work is based on the principle that culture is created by people and communities. Our collections and other resources partly come from the society of which we are part, and are continually renewed through our work with the public. Our natural sciences collections effect the biodiversity and geodiversity of Wales and make comparisons on a global scale. We are accountable for our use of these resources to the nation we serve.

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

### **The Senior Management Team**

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



## **Job Title: Digitisation Officer**

**Responsible to:** The post-holder will work as part of the Photography Department and will report to the Principal Documentation Officer, Collections Services

**Main purpose of the post:** Digitising the Museum's collections and assisting in digital image processing. Preparing image files for transfer into the Digital Asset Library. Distribution of images to both internal and external users.

### **Key Tasks and Responsibilities Job Specific**

1. Scanning and photography of all types of analogue photographic materials and works on paper from the museums collections.
2. Processing digital files to agreed standards and ensuring image quality is maintained to a very high standard. Digitally improving and restoring image files where appropriate.
3. Contribute to the implementation of the Digital Asset Library, uploading digital files and associated collection data.
4. Distribution of images both internally and externally, including liaising with external clients to ensure a high quality service.
5. Work effectively as part of the Photography team, adhering to deadlines and liaising with colleagues both within the team and across the Museum.

### **Corporate**

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

### **Outcomes**

1. The Museum collections are digitised to a high standard and stored in the Digital Asset Library with appropriate metadata, increasing access to and use of the collections by all staff.
2. Digital images are fed through into Collections Online to increase the percentage of records with images and improve the quality of the records for the public.

3. Images are distributed in a timely manner to ensure deadlines are met both internally and externally.
4. Support is provided for key digital initiatives such as the St Fagans Digital Strategy.

## Person Specification

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

ESSENTIAL	DESIRABLE
<b>Knowledge Required</b>	
Good working knowledge and experience of digitisation within a studio environment, using both cameras and scanners.	Knowledge of a range of analogue photographic material types and how to handle them.
Good understanding of imaging standards, practices and terminology.	Recent experience of Adobe Bridge and Camera Raw.
Able to work with Adobe Photoshop, and Microsoft Office suite. Familiarity with Mac operating systems.	Knowledge of Mac OS X
<b>Experience Required</b>	
Experience of working with large volumes of image files meticulously and consistently.	Experience of working in a museum, gallery or library environment.
Experience of handling archive and photographic material.	Experience of Phase One digital backs and Capture One software.
Experience of using image management systems.	
<b>Academic Qualifications / Standard of Education</b>	
Graduate with an interest in Photography.	A certified Adobe Photoshop CS6 or CC training course, or other equivalent photographic training course.
<b>Skills Required</b>	
High level of computer literacy, including a good working knowledge of Microsoft Excel.	Ability to travel between museum sites as required.
Excellent organisational skills including the ability to prioritise workloads, multi-task and work with competing deadlines and diverse workloads.	Ability to communicate in Welsh or a willingness to learn.



### Personal Factors Required

An interest in photographic practice and technology, particularly within the heritage environment.	
Excellent interpersonal skills with the ability to deal effectively with technical and non-technical staff across departments.	
An understanding of the principles of equality and diversity in relation to Amgueddfa Cymru's work.	
An interest in and commitment to the work of Amgueddfa Cymru.	

## Competencies Specific to this Post

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

Core Competency	Example Behaviour
<b>Working positively with others</b>	A valued member of the team who contributes to creating an open culture and productive working environment. Accumulates knowledge and information in an organized, retrievable way.
<b>Embracing learning, change and creativity</b>	Demonstrates a personal commitment to continuous learning, growth and change. A desire to explore innovative practice when developing ideas and activities.
<b>Commitment to customer focus</b>	Demonstrates a genuine and practical commitment to deliver excellent results for customers. Demonstrates a genuine desire to work with and serves their customers.
<b>Delivery of effective outcomes</b>	Is able to prioritise appropriately. Demonstrates a good sense of priorities structures their workload effectively and delivers consistently good results. Manages own workload and own behaviours in a context of competing demands and changing priorities.
<b>Commitment to diversity and social responsibilities</b>	Develops a growing awareness of the benefits of diversity among visitors and colleagues. Encourages and adopts practice that reduces the environmental impact of activities. Champions Health & Safety across Amgueddfa Cymru's entire work.

## Terms and conditions of service

<b>Starting salary</b>	Grade C – £14,506.69 – £17,861.26  (Based on FTA salary of £19,169.56 - £23,602.38)  Appointment will normally be to the minimum of the salary scale for this grade.
<b>Contract length</b>	Up to 12 Months
<b>Contract hours</b>	28 Hours per week (4 days)
<b>Probation</b>	The post is subject to a probationary period of 3 months.
<b>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.</b>	

## Benefits in working for Amgueddfa Cymru

<b>Annual leave</b>	27 days on appointment, rising to 32 days after 5 years service, plus a privilege day at Christmas and 8 bank holidays (for full time staff). The days are pro-rated for staff who work part-time.
<b>Flexitime</b>	In order to enable staff to meet their work life balance requirements and help manage their time as effectively as possible, we operate a flexitime system. The scheme is open to all staff except for those who work on a rota basis. New staff will be informed on appointment of their eligibility for the scheme.
<b>Pension</b>	<p>We operate a Career Average Revalued Earnings occupational pension scheme (the "National Museum of Wales Pension Scheme"). If you are employed by the Museum under a permanent or fixed term contract of 2 years or more, you will automatically join the Scheme as part of your employment contract .</p> <p>The Museum also has a statutory duty under auto-enrolment legislation to enroll eligible jobholders into an automatic enrolment scheme. The Scheme is a qualifying scheme for automatic enrolment purposes, and therefore can be used to comply with automatic enrolment legislation. If you are an eligible job holder you will be automatically enrolled into the Scheme following an initial 3 month postponement period (although a request may be made to join earlier).</p> <p>If you are not eligible to join the Scheme, you may also make a request to do so.</p> <p>The employee contribution paid depends on your grade and the amount of your pensionable earnings. Currently staff categorised as Grade A pay 6%, Grades B and C pay 8%, and Grade D and above pay 9%.</p>
<b>Salary Exchange</b>	The Museum operates a Salary Exchange Scheme for members of the Scheme. Participation is voluntary and is not suitable for all employees.
<b>Training &amp; development</b>  <b>Induction training</b>	<p>We are committed to providing excellent training and development opportunities for all employees.</p> <p>We provide a comprehensive Induction Training session for all new members of staff on appointment.</p>
<b>Childcare Vouchers</b>	A childcare voucher scheme is available which enables you to take part of your salary in childcare vouchers which are then free from tax and National Insurance contributions (up to the value of £55 per week). The vouchers can then be used to pay for your childcare provider.

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

## **How to apply:**

Applicants for the post should complete our on-line application form which can be found on the Jobs page on our website at [www.museumwales.ac.uk](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.

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

Completed forms should be returned by e-mail to:

[hr@museumwales.ac.uk](mailto:hr@museumwales.ac.uk)

or posted to:

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

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

---

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

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

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

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

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