

Swydd ddisgrifiad: Coedwigwr Arweiniol	
Maes Rhaglen / Adran	Fferm, Coedwigaeth ac Arloesi
Prif safle	Glynllifon
Cyflog	£27,231.81 - £29,550.77 y flwyddyn Cymorth Busnes Graddfa 5 Pwyntiau 25 - 28
Y math o contract	Parhaol
Telerau'r contract	Llawn Amser
Yn adrodd i'r	Rheolwr Fferm, Coedwigaeth ac Arloesi
Gwybodaeth Gefndirol a Phwrpas y Swydd	
<p><u>Gwybodaeth gefndirol</u></p> <p>Campws diwydiannau'r tir, sy'n cynnwys cyfleusterau preswyl, yw Coleg Glynllifon. Saif ar Ystâd Glynllifon ger Caernarfon.</p> <p>Mae fferm a choedwig Coleg Glynllifon yn 300 hectar ac yn amgylchedd gwych ar gyfer astudio coedwigaeth, rheolaeth cefn gwlad a diwydiannau'r tir</p> <p>Mae'r myfyrwyr a'r staff yn gwneud defnydd helaeth o'r goedwig at ddibenion addysg. Mae'r Goedwig yn cynnwys clytwaith o blanhigfeydd gwahanol a reolir ar gyfer cynhyrchu pren meddal a phren caled ac ardaloedd eraill o werth bioamrywiaeth uchel. Prif iard y Goedwig yw'r canolbwynt ac mae'n cynnwys melin lifio, storfa offer ac adnoddau planhigfa gyda gallu i brosesu coed tân a melino pren.</p> <p>Ar y safle cynhelir rhaglenni hyfforddi sylweddol ar gyfer myfyrwyr Coleg Glynllifon a phartneriaid masnachol allanol, gan gynnwys torri gwrychoedd, chwistrellu, defnyddio llyf gadwyn ac offer coedwigaeth arbenigol. Mae Coleg Glynllifon hefyd yn cynnal digwyddiadau Trosglwyddo Gwybodaeth ar gyfer partneriaid diwydiannol ac yn ymdrechu i arloesi yn y sector.</p> <p>Mae buddsoddiadau diweddar mewn Coedwigaeth yn cynnwys offer fel 'Forestry Mulcher', Peiriant Malu Coed a yrrir gan PTO, Craffanc Tocio Coed ynghyd â Llifiau Cadwyn Batri.</p> <p>Yn ogystal, mae gan y campws ganolfan astudiaethau anifeiliaid, canolfan beirianeg, a bloc addysgu o'r radd flaenaf sy'n darparu cyfleusterau dysgu modern, ystafelloedd TG, llyfrgell a chanolfan adnoddau, darlithfa fawr, dwy ystafell bwrpasol i anifeiliaid egsotig a chwrs nyrsio milfeddygol.</p> <p><u>Pwrpas y Swydd</u></p> <p>Sicrhau bod y Goedwig yn rhedeg yn effeithlon ac effeithiol i'r safonau diogelwch uchaf er mwyn cefnogi anghenion academaidd Coleg Glynllifon trwy ddefnyddio'r arferion diwydiannol gorau.</p> <p>Yn y swydd hon, byddwch yn gweithio'n agos gyda'r tîm addysgu coedwigaeth i gynorthwyo i gynllunio a gweithredu amrywiaeth o brosiectau coedwigaeth diddorol sy'n cefnogi dysgwyr Coleg Glynllifon.</p> <p>Fel y coedwigwr arweiniol, byddwch yn allweddol i'r gwaith o gefnogi rheolaeth a gweithrediad rhaglenni a chynlluniau coedwigaeth.</p>	

Dyma gyfle gwych i unigolion sydd â diddordeb mewn rheoli, cadw a gwarchod ein hadnoddau naturiol.

Prif ddyletswyddau a chyfrifoldebau

Cyflawni pob agwedd ar y dyletswyddau sy'n gysylltiedig â'r Goedwig. Mae'r rhain yn cynnwys ond ddim wedi'u cyfyngu i:

1. Cyfrifoldeb am gynnal a chadw'r goedwig o ddydd i ddydd
2. Cyfrannu at gynllunio'r rhaglen goedwigaeth a gweithredu cynlluniau fel y cytunwyd
3. Cyfrifoldeb am holl gofnodion cynhyrchu'r goedwig fel yr amlinellir hwy yn y cynllun coedwigaeth a chynorthwyo i gynnal rhestrau o'r stoc goed a pharatoi cynlluniau gwerthu coed
4. Mae deiliad y swydd yn gyfrifol am sicrhau bod y staff sydd dan ei oruchwyliaeth wedi'u diogelu drwy ofalu bod asesiadau risg ysgrifenedig addas a digonol yn cael eu cynnal lle bynnag y bo'n briodol. Dylid ysgrifennu neu deilwra'n rhain ymlaen llaw a sicrhau bod datganiadau dull ysgrifenedig, a ystyriwyd yn ofalus, ar gael i'w hategu lle bynnag y bo'n briodol.
5. Cyfeirio unrhyw waith sydd y tu hwnt i allu'r staff y Goedwig sydd ar gael i sylw'r Rheolwr Fferm, Coedwigaeth ac Arloesi, fel y bo'n briodol.
6. Trefnu a chynnal a chadw holl offer a man gyfarpar y goedwig (dylid rhoi gwybod i'r Rheolwr Fferm, Coedwigaeth ac Arloesi am unrhyw ddifrod).
7. Cydlynu'r gwaith o gynnal a chadw a thacluso'r felin goed a'r tir cyfagos
8. Cydymffurfio a deddfwriaeth berthnasol ym maes coedwigaeth
9. Cydymffurfio â gorchmynion statudol, arferion gorau lechyd a Diogelwch a holl bolisiau'r coleg
10. Cysylltu â staff addysgu, contractwyr, ymwelwyr ac arolygwyr/cynghorwyr coedwigaeth
11. Rheoli a chynnal a chadw'n effeithiol yr holl adnoddau sy'n gysylltiedig â'r goedwig
12. Cyflawni dyletswyddau mewn modd proffesiynol, cadw cyfrinachedd a pharchu barn cydweithwyr drwy weithio mewn tîm er budd pawb
13. Bod yn ymwybodol o bolisiau a gweithdrefnau'r Coleg, a gweithio'n effeithiol yn unol â hwy
14. Cadw at y safonau gorau o ran iechyd a diogelwch ac ansawdd bob amser
15. Sicrhau bod gan holl aelodau'r tîm Goedwig Gyfarpar Diogelu Personol priodol sydd mewn cyflwr da er mwyn gwneud y tasgau angenrheidiol. Archebu a dosbarthu Cyfarpar Diogelu Personol a Gwisgoedd i'r tîm Goedwig yn unol â'r trefniadau caffael y cytunwyd arnynt.
16. Cyflawni dyletswyddau rhesymol eraill ar gais yr Uwch Weithiwr Fferm, Coedwigaeth ac Arloesi, y Rheolwr Fferm, Coedwigaeth ac Arloesi neu'r Cyfarwyddwr Safle
17. Cymryd rhan yn y cynllun rheoli ac adolygu perfformiad, a mynd ar gyrsiau hyfforddi a ystyrir yn angenrheidiol, er mwyn cael gwybod am ddatblygiadau cyfredol a newydd

Manyleb deiliad y swydd

Hanfodol

Dymunol

Dull asesu

Cymwysterau

Cymhwyster Coedwigaeth mewn maes perthnasol (Lefel 3).	X		Ffurflen gais
Gradd neu gymhwyster cyfwerth mewn maes perthnasol.		X	Ffurflen gais
Cymwysterau cydnabyddedig ar ôl dilyn cyrsiau byr yn gysylltiedig â gweithgareddau Coedwigaeth, e.e. Gyrru Tractor, Defnyddio Plaladdwyr, Defnyddio Peirnant Naddu ac ati.	X		Ffurflen gais
Tystysgrif gydnabyddedig ar ddefnyddio llif gadwyn	X		Ffurflen gais
Cymhwyster Cymorth Cyntaf neu barodrwydd i'w ennill	X		Ffurflen gais / Cyfweliad
Gwybodaeth a phrofiad			
Profiad o weithio mewn swydd ym maes coedwigaeth, coed a/neu reoli cefn gwlad	X		Ffurflen gais / Cyfweliad
Profiad o ddefnyddio peiriannau coedwigaeth	X		Ffurflen gais / Cyfweliad
Profiad o weithio mewn amgylchedd Addysg Bellach/Addysg Uwch.		X	Ffurflen gais / Cyfweliad
Gwybodaeth am arferion coedwigaeth, egwyddorion ecolegol, a rheoliadau amgylcheddol	X		Cyfweliad
Sgiliau a phriodoleddau			
Sgiliau rhyngpersonol a chyfathrebu cadarn	X		Cyfweliad
Sgiliau TG Effeithiol	X		Ffurflen gais
Sgiliau trefnu	X		Cyfweliad
Y gallu i weithio'n effeithiol mewn tîm ac i weithio'n annibynnol	X		Cyfweliad
Gofynion ychwanegol			
Hyblyg ac ymatebol i newid	X		Ffurflen gais / Cyfweliad
Hunanhyderus	X		Cyfweliad
Brwdfrydig a hunanysgogol	X		Cyfweliad
Trwydded Yrru Llawn	X		Ffurflen gais / Cyfweliad
Y gallu i deithio'n unol â gofynion y swydd	X		Ffurflen gais
Sgiliau Cymraeg			

Ceir manylion llawn am lefelau sgiliau Cymraeg yn: <https://www.gllm.ac.uk/cy/jobs>

Dealltwriaeth o'r Gymraeg	Canolradd	Cyfweliad
Gallu i siarad Cymraeg	Canolradd	Cyfweliad
Llythrennedd Cymraeg	Canolradd	Cyfweliad

Noder: bydd ymgeiswyr sy'n dangos eu bod o fewn 1 lefel i fodloni gofynion Sgiliau Cymraeg Hanfodol y swydd hefyd yn cael eu hystyried ar yr amod bod unrhyw swydd a gynigir iddynt yn cynnwys cytundeb dan gontract i ddatblygu eu Sgiliau Cymraeg.

Gofynion gorfodol

Mae'r Grŵp wedi ymrwymo i ddiogelu ac amddiffyn lechyd a Lles plant, pobl ifanc ac oedolion sy'n agored i niwed. Yn unol â Deddf Adsefydlu Troseddwyr 1974, bydd gofyn i unigolion gael gwiriad manwl gan y Gwasanaeth Datgelu a Gwahardd i gadarnhau eu bod yn addas i weithio mewn amgylchedd addysgol. Bydd tystysgrifau DBS trwy wasanaeth diweddarau'r DBS yn cael eu derbyn yn unol â'r canllawiau a geir yn - <https://www.gov.uk/dbs-update-service>.

O dan adran 8 Deddf Mewnfudo a Lloches 1986, mae'n ofyniad cyfreithiol ar unigolion i ddarparu tystiolaeth ddogfennol sy'n cadarnhau bod ganddynt hawl i weithio yn y Deyrnas Unedig.

Crynodeb o'r telerau a'r amodau

Oriau gwaith	37 awr yr wythnos
Wythnosau gwaith	52 wythnos y flwyddyn
Gwyliau blynyddol	<ul style="list-style-type: none"> • 28 diwrnod y flwyddyn, yn cynyddu i 32 diwrnod ar ôl pum mlynedd lawn o wasanaeth di-dor (01 Medi i 31 Awst). • Yr holl wyliau cyhoeddus arferol, i'w pennu'n flynyddol. • Hyd at 5 diwrnod effeithlonrwydd / diwrnod y trefnwyd i'r safle fod wedi cau bob blwyddyn, i'w pennu'n flynyddol. • Bydd gan y rhai ar gontractau Rhan-amser hawl pro rata i'r hyn a nodir uchod. <p>Bydd gan y rhai ar gontractau Amser Tymor hawl pro rata i'r hyn a nodir uchod a delir fel rhan o'r cyflog blynyddol.</p>
Pensiwn	Cynllun Pensiwn Llywodraeth Leol (https://www.lgpsmember.org/)
Teithio	<p>Caiff y trefniadau ar gyfer ad-dalu treuliau i aelodau staff sy'n mynd i gostau ychwanegol wrth wneud gwaith swyddogol i Grŵp Llandrillo Menai eu hegluro yn y Polisi Teithio, Cynhaliath ac Adleoli.</p> <p>Yn dilyn eu penodiad, bydd gofyn i ymgeiswyr llwyddiannus gwblhau Ffurflen Asesu Gyrwyr ar gyfer Sgrinio lechyd (os yw'n berthnasol). I gadarnhau bod ganddynt yswiriant at "Ddibenion Busnes", mae'n rhaid i bob gweithiwr sy'n hawlio treuliau am ddefnyddio eu ceir personol gyflwyno copïau o'u tystysgrifau yswiriant i Adran Gyllid y Grŵp bob blwyddyn.</p>

Sgrinio Iechyd	<p>Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.</p> <p>Rhaid cael y profion sgrinio iechyd a ganlyn ar gyfer y swydd hon:</p> <ul style="list-style-type: none">● Gweithrediad yr ysgyfaint (Sbirometreg)● Clyw (Awdioleg)● Dirgryniad Braich a Llaw (HAV) a Dirgryniad y Corff Cyfan (WBV)● Croen
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Job description: Lead Forester	
Programme Area / Department	Farm, Forestry and Innovation
Main site	Glynllifon
Salary	£27,231.81 - £29,550.77 per annum Business Support Scale 5 Points 25-28
Contract type	Permanent
Contract terms	Full Time
Reporting to	Farm, Forestry and Innovation Manager
Background Information and Job Purpose	
<p><u>Background information</u></p> <p>Coleg Glynllifon is a land-based campus with residential facilities, situated on the Glynllifon Estate near Caernarfon.</p> <p>The Coleg Glynllifon Forest and Farm, extends to 300 hectares, and is a great environment for studying forestry, countryside management and land based studies.</p> <p>The students and staff utilise the forested areas extensively for education purposes. The Forest comprises a mosaic of different plantations managed for Softwood and Hardwood timber production and other areas of high biodiversity value. The Forestry main yard is the hub and includes a Sawmill, equipment storage and Nursery resources with Firewood processing and Timber milling capacity.</p> <p>Substantial training programmes are conducted for Coleg Glynllifon students and external commercial partners on site, these include Brushcutter, Chainsaw, Spraying and specialist Forestry equipment training. Coleg Glynllifon also hosts Knowledge Transfer events for Industry partners within the Forest and strives to innovate within the sector.</p> <p>Recent Forestry investments include equipment such as a Forestry Mulcher, PTO Driven chipper and tree shear grab along with Battery powered Chainsaws.</p> <p>The campus also has an animal studies and engineering centre and a state-of-the-art teaching block which provides contemporary facilities for classroom-based learning, IT rooms, a library & resource centre, a large lecture theatre, two purpose-built rooms for exotic animals and a veterinary nursing course.</p> <p><u>Job Purpose</u></p> <p>Ensuring the Forest runs efficiently and effectively to the highest safety standards to support the academic needs of Coleg Glynllifon through the use of industry standard best practice.</p> <p>In this role, you will work closely with the forestry education team to assist in the planning and execution of a variety of interesting forestry projects that support Coleg Glynllifon learners.</p> <p>As the lead forester, you will play a crucial role in supporting the management and implementation of forestry programs and initiatives.</p>	

This is an excellent opportunity for individuals who have a passion for managing, conserving and protecting our natural resources.

Main duties and responsibilities

Undertake all aspects of Forestry duties. These include but are not restricted to:

1. Responsibility for the day to day maintenance of the forest
2. Contribution to the planning of the forest programme and implement plans as agreed
3. Responsibility for all forest production records as outlined in the forest plan and assist in conducting timber inventories and preparing timber sale plans
4. As responsible person the post holder has to ensure the staff under her/his supervision are protected by suitable & sufficient written risk assessments, wherever appropriate, written or tailored in-advance, and supported by well-considered written method statements where appropriate.
5. Refer any work outside the level of competence of the Forestry staff resources available, to the Farm, Forestry and Innovation Manager, as is appropriate
6. Co-ordinate and undertake maintenance of all forest equipment and minor tools(all damage to be reported to the Farm, Forestry and Innovation Manager)
7. Co-ordinate maintenance and general tidiness of the sawmill and surrounding land
8. Compliance with related forestry legislation
9. Compliance with statutory orders, best practice Health and Safety and all college policies
10. Liaison with teaching staff, contractors, visitors and forest inspectors / advisors
11. Management and maintenance of all related forest resources effectively
12. Undertaking duties in a professional manner, maintaining confidentiality and respecting the views of work colleagues by adopting a team approach for the benefit of everyone.
13. Maintaining an appropriate awareness of and working effectively within the policies and procedures of the College.
14. Working to the highest health and safety and quality standards at all times
15. Ensure all members of the Forestry team have appropriate Personal Protective Equipment (PPE) in good condition, to carry out the required tasks. Order & issue PPE & Uniforms to the Forestry team within agreed procurement arrangements
16. Perform other duties reasonably requested by the Senior Farm, Forestry and Innovation worker, the Farm, Forestry and Innovation Manager or Site Director
17. Participating in the performance management and review scheme and attend such training courses as are deemed necessary in order to keep abreast of current and future developments

Person specification	Essential	Desirable	Assessment method
Qualifications			
A Forestry qualification in a related area (Level 3).	X		Application form
Degree or equivalent qualification in a related area.		X	Application
Recognised short course qualifications relating to Forestry activities. e.g. Tractor Driving, Pesticides, chipper etc.	X		Application form
Recognised Chainsaw certificate	X		Application form

First Aid Qualification or willingness to undertake the qualification	X		Application form / Interview
Knowledge and experience			
Experience of working within a forestry, timber and/or countryside management role	X		Application form / Interview
Experienced forestry machinery operator	X		Application form / Interview
Experience of working within an FE/HE environment.		X	Application form / Interview
Knowledge of forestry practices, ecological principles, and environmental regulations	X		Interview
Skills and attributes			
Sound interpersonal and communication skills	X		Interview
Effective IT Skills	X		Application
Organisational skills	X		Interview
Able to work effectively as part of a team as well as independently	X		Interview
Additional requirements			
Flexible and responsive to change	X		Application form / Interview
Self-confident	X		Interview
Enthusiastic and self-motivated	X		Interview
Full Driving Licence	X		Application form / Interview
Able to travel as required to fulfil the requirements of the role	X		Application form
Welsh language skills			
Full details of the Welsh skill levels can be found at: https://www.gllm.ac.uk/jobs			
Welsh Understanding	Intermediate		Interview
Welsh Speaking	Intermediate		Interview
Welsh Literacy	Intermediate		Interview
Please note: consideration will be given to applicants who indicate that they are within 1 level of meeting the required Welsh skills requirement for the post on the proviso that any offer of employment would include a contractual agreement to develop their Welsh Skills.			
Mandatory requirements			

The Grŵp is committed to Safeguarding and protecting the Health and Welfare of children, young people and vulnerable adults. Individuals will be required to complete an Enhanced Disclosure with the Disclosure and Barring Service in accordance with the Rehabilitation of Offenders Act 1974 to ascertain their suitability to work in an educational environment. DBS certificates via the DBS update subscription service will be accepted in accordance with guidance provided - <https://www.gov.uk/dbs-update-service>.

Under section 8 of the Asylum and Immigration Act 1986 individuals are required by law to provide documentary evidence confirming their eligibility to work in the United Kingdom.

Summary of the terms and conditions

Working hours	37 hours per week
Working weeks	52 weeks per year
Annual leave	<ul style="list-style-type: none"> • 28 days leave per annum, rising to 32 days after 5 full holiday years' continuous service (01 September to 31 August). • All normally observed public holidays, determined annually. • Up to 5 days efficiency closure days per annum, determined annually. • Part Time contracts will receive a pro rata entitlement to the above. <p>Term Time contracts will receive a pro rata entitlement to the above paid as part of annual salary.</p>
Pension	Local Government Pension Scheme (https://www.lgpsmember.org/)
Travel	<p>Arrangements to reimburse employees who incur additional expense whilst carrying out their official duties on behalf of the Grŵp is outlined in the Travel, Subsistence and Relocation policy.</p> <p>Successful applicants will be required to complete a Drivers Assessment Form for Health screening upon appointment (if applicable). Copies of insurance certificates must be provided to the Grŵp Finance department on an annual basis by all employees claiming mileage expenses for using their own car to confirm that "Business Use" insurance is in place.</p>
Health screening	<p>Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.</p> <p>This post is subject of the following health screening:</p> <ul style="list-style-type: none"> • Lung function (Spirometry) • Hearing (Audiology) • Hand Arm Vibration (HAV) and Whole Body Vibration (WBV) • Skin