



**SWYDD DDISGRIFIAD
JOB DESCRIPTION**

SWYDD / POST	YMGYNGHORYDD AMAETH HYD MEHEFIN 2023 (D.S. Mae'r swydd hon yn cael ei hadolygu gyda'r potensial o gael ei gwneud yn barhaol)
UNED / UNIT	FFERM, COEDWIGAETH AC ARLOESI
LLEOLIAD / LOCATION	CAMPWS GLYNLLIFON
HOURS OF WORK / ORIAU GWAITH	37 AWR YR WYTHNOS 28 DIWRNOD Y FLWYDDYN A GWYLIAU BANC A DYDDIAU EFFEITHLONRWYDD
HAWL I WYLIAU / HOLIDAY ENTITLEMENT	
CYFLOG / SALARY	£33, 295 - £35, 267 Y FLWYDDYN GRADDFA 8 (YN DDIBYNNOL AR GYMWYSTERAU A PHROFIAD)

Pwrpas y Swydd

Yn atebol i'r Rheolwr Fferm, Fforestiaeth ac Arloesi. Mae'r rôl yn canolbwyntio ar rannu gwybodaeth ac ymarfer gorau o arloesi, technoleg, cynaliadwyedd, perfformiad amgylcheddol a ffyrdd effeithlon o weithio yn y byd Amaeth.

Prif dasgau

- I ymgysylltu yn greadigol gyda'r sector Amaeth fwyd. Dulliau i gynnwys ond ddim yn gyfyngedig i seminarau, gweithdai, arddangosiadau, cefnogaeth un i un a gweminarau.
- Cynnal digwyddiadau arddangos a diweddarau gwybodaeth broffesiynol ar gyfer ystod eang o grwpiau
- Rhannu technegau Fferm, Fforestiaeth ac Arloesi gyda'r sector Amaeth i gefnogi er mwyn hybu cynaliadwyedd, effeithlonrwydd ac arallgyfeirio
- Datblygu a lledaenu astudiaethau achos i arddangos arferion da
- Cysylltu gyda a chydweithredu gyda deiliaid diddordeb allanol megis Cyswllt Ffermio, Lantra, Hybu Cig Cymru, Menter Môn, Coed Cymru ac ati.

- Cysylltu â'r gweinyddwr cwrs byr i ddatblygu a hybu rhaglenni sy'n ofynnol gan y sector.
- Nodi a gweithio gyda thimau a gweithredu cyfleoedd i gyflwyno technolegau cynaliadwy ac adnewyddadwy o fewn mentrau fferm a choedwigaeth fferm Glynllifon er mwyn rhannu ymarfer gorau gyda'r sector.
- Ymgymryd gyda phrosiectau technegol a chyflwyno canlyniadau.
- Cynnal cofnodion cywir o waith ac adroddiadau ysgrifenedig
- Darparu cynnwys rheolaidd i'r Swyddog Cyfryngau i ddathlu a hybu gweithgaredd yng Ngholeg Glynllifon

Dyletswyddau eraill:

- Nodi anghenion datblygu personol ac ymgymryd gyda datblygiad proffesiynol parhaus
- Cyflawni pob dyletswydd gan roi ystyriaeth lawn i weithdrefnau lechyd a Diogelwch a Chyfleoedd Cyfartal yn unol gyda pholisïau a gweithdrefnau coleg.
- Unrhyw ddyletswyddau rhesymol eraill sy'n ddisgwyliedig yn unol â Phwmpas y Swydd

 <p>Grŵp Llandrillo Menai</p>	MANYLEB DEILIAD Y SWYDD
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Cymwysterau:

Hanfodol:

- Cymhwyster sy'n berthnasol i amaethyddiaeth ar Lefel 4 neu uwch neu gymhwyster cyfwerth (e.e. Rheoli Amaethyddol, Amaeth Fwyd, Amaeth fusnes, Amaeth Dechnoleg)

Dymunol:

- Gradd mewn Rheoli Amaethyddol, neu Amaeth Gynaliadwy neu'r hyn sy'n cyfateb

Gwybodaeth:

Hanfodol:

- Gwybodaeth gyfredol am ddatblygiadau a'r arloesi diweddaraf o fewn y sector Amaethyddol
- Gwybodaeth o ymarfer a deddfwriaeth Amaethyddol

Dymunol:

- Profiad o ddefnyddio systemau rheoli fferm

Profiad:

Hanfodol

- Profiad o weithio ar lefel arolygol yn y diwydiant amaethyddol
- Profiad o gyflwyno canlyniadau prosiect ar ffurf ysgrifenedig llafar a gweledol.

Dymunol:

- Profiad penodol o wella effeithlonrwydd fferm, cynaliadwyedd a pherfformiad amgylcheddol neu arallgyfeirio
- Profiad rheolaethol o fewn y sector amaethyddol

Sgiliau a Galluoedd:

Hanfodol:

- Medrus gyda MS Office. Medrusrwydd cyffredinol wrth ddefnyddio TG
- Y gallu i gyfathrebu gwybodaeth ac uniaethu gydag amrywiaeth o bobl broffesiynol Amaeth fwyd
- Y gallu i weithio'n hyblyg ac yn rhagweithiol gyda sgiliau rheoli amser rhagorol
- Y gallu i gyfathrebu drwy gyfrwng y Gymraeg

NODER: - Ystyrir ymgeiswyr o blith ymgeiswyr a phrofiad addas a all ddangos dealltwriaeth sylfaenol neu a fyddai yn barod i wella eu sgiliau yn yr iaith Gymraeg.

Dymunol:

- Rheoli Prosiectau

Gofynion eraill:

- Gwerthfawrogiad o bwysigrwydd cyfrinachedd
- Parodrwydd i ddatblygu eich gwybodaeth a'ch sgiliau eich hun yn barhaus
- Ymrwymiad i gyfle cyfartal a gweithio mewn Tîm
- Trwydded yrru neu fynediad at gludiant ar gyfer teithio achlysurol



	SWYDD DDISGRIFIAD JOB DESCRIPTION
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SWYDD / POST	AGRI ADVISOR TO JUNE 2023 (N.B. This post is under review with the potential to be made permanent)
UNED / UNIT	FARM, FORESTRY AND INNOVATION
LLEOLIAD / LOCATION	GLYNLLIFON CAMPUS
HOURS OF WORK	37 HOURS PER WEEK
HOLIDAY ENTITLEMENT	28 DAYS PER ANNUM & BANK HOLIDAYS AND EFFICIENCY DAYS
CYFLOG / SALARY	£33, 295 - £35, 267 PER ANNUM GRADE 8 (DEPENDENT ON QUALIFICATIONS AND EXPERIENCE)

Job Purpose

Reporting to the Farm, Forestry and Innovation Manager. The role focuses on sharing knowledge and best practice of Agricultural innovation in key areas such as technology, sustainability, environmental performance and efficient ways of working within the sector.

Main tasks

- To creatively engage with the Agri food sector. Approaches to include, but not limited to delivering seminars, workshops, demonstrations, one to one support and webinars
- To host industry experts to demonstrate and provide professional updating information events to a wide range of groups
- To share farm, forestry and innovative techniques with the Agri sector to support in promoting sustainability, efficiency and diversification
- Develop and disseminate case studies to showcase good practice
- Liaise and collaborate with external stakeholders such as Farming Connect, Lantra, Hybu Cig Cymru, Menter Môn, Coed Cymru etc.
- Liaise with the short course administrator to develop and promote programmes that are required by the sector

- Identify opportunities to introduce sustainable and renewable technologies within the Glynllifon farm and forestry enterprises in order to share best practice with the sector
- To undertake technical projects and present results
- To maintain accurate records of work and written reports
- To provide regular content to the Media Officer to celebrate and promote activity at Coleg Glynllifon

Other duties:

- Identify personal development needs and undertake continuous professional development
- Carry out all duties with full regard to Health and Safety Procedures and Equal Opportunities in line with college policies and procedures
- Any other duties which can be reasonably expected in line with the job purpose

 <p data-bbox="443 264 608 353">Grŵp Llandrillo Menai</p>	<p data-bbox="858 275 1177 304">PERSON SPECIFICATION</p>
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Qualifications:

Essential:

- Relevant agricultural qualification to Level 4 or above or equivalent (e.g. Agricultural Management, Agri Food, Agri business, Agri Tech)

Desirable:

- A Degree in Agricultural Management or Sustainable Agriculture or equivalent

Knowledge:

Essential:

- Up to date knowledge of developments and the latest innovation within the Agricultural sector
- Working knowledge of the Agricultural practice and legislation

Desirable:

- Experience of operating farm management systems

Experience:

Essential

- Experience of working at a supervisory capacity within the agricultural industry
- Experience of presenting project results in written verbal and visual formats

Desirable:

- Specific experience of improving farm efficiency, sustainability and environmental performance or diversification
- Management experience within the agricultural sector

Skills and Abilities:

Essential:

- Accomplished with MS Office. General IT competence
- Ability to present information and relate to a variety of Agri food professionals
- Flexible, proactive approach with excellent time management skills
- Ability to communicate through the medium of Welsh

PLEASE NOTE - Applications will be considered from suitably experienced applicants that can demonstrate understanding of Welsh or would be willing to improve their Welsh language skills.

Desirable:

- Project management

Other requirements:

- Appreciation of the importance of confidentiality
- Willingness to continually develop own knowledge and skills
- Commitment to Equal Opportunities and Team working
- Driving license / access to transport for occasional travel

