

### Swydd Ddisgrifiad: Gweithiwr Fferm Cyffredinol

<b>Maes Rhaglen / Adran</b>	Fferm, Coedwigaeth ac Arloesi
<b>Prif Safle</b>	Glynllifon
<b>Cyflog</b>	£10,737.26 - £22,511.65 y flwyddyn Telerau ac amodau cyflogaeth Bwrdd Cyflogau Amaethyddol
<b>Y Math o Gontract</b>	Parhaol
<b>Telerau'r Contract</b>	Llawn Amser
<b>Yn atebol i</b>	Rheolwr Fferm, Coedwigaeth ac Arloesi

### Gwybodaeth Cefndirol a Phwrpas y Swydd

#### Gwybodaeth Cefndirol

Mae Coleg Glynllifon yn gampws diwydiannau'r tir, sy'n cynnwys cyfleusterau preswyl, wedi ei leoli ar Stad Glynllifon ger Caernarfon.

Mae fferm Glynllifon, yn cynnwys y coetir, yn ymestyn dros 300 hectar, ac mae'n amgylchedd gwych ar gyfer astudio rheoli cefn gwlad ac amaethyddiaeth. Bydd y myfyrwyr amaeth yn cael profiad ymarferol ar fferm Glynllifon lle ceir:

- Buches Odro Groesfrid sy'n lloia yn yr hydref
- Buches Eidion Stabiliser a Gwartheg Duon sy'n lloia yn y gwanwyn
- Diadell lawr gwlad yn cynnwys 500 dafad Llŷn
- Diadell o 50 o ddefaid cyfandirol i gynhyrchu ŵyn cigydd
- Cenfaint o 50 mochyn Cymreig a hychod croes ar y fferm

Ymhlith y buddsoddiadau diweddar ar Fferm Glynllifon, mae'r tŷ crwn a godwyd i'r gwartheg, a'r uned foch o'r radd flaenaf.

Yn ogystal, mae gan y campws ganolfan astudiaethau anifeiliaid, canolfan beirianeg, a choedwig a melin lifio.

Mae'r bloc addysgu o'r radd flaenaf ac yn cynnwys cyfleusterau dysgu modern, ystafelloedd TG, yn ogystal â llyfrgell a chanolfan adnoddau, darlithfa fawr, dwy ystafell bwrpasol i anifeiliaid egsotig a'r cwrs nyrsio milfeddygol, ynghyd â cheginau ac ystafelloedd gwaith ar gyfer yr Adran Sgiliau Byw'n Annibynnol.

#### Pwrpas y Swydd

Sicrhau bod y fferm yn rhedeg yn effeithlon ac effeithiol i'r safonau uchaf i gefnogi anghenion academaidd y Coleg drwy'r defnydd o arfer gorau safonau diwydiant.

### Prif Ddyletswyddau a Chyfrifoldebau

Ymgymryd gyda phob agwedd o ddyletswyddau fferm. Mae'r rhain yn cynnwys ond ddim wedi'u cyfyngu i:

1. Cynorthwyo i reoli'r holl dda byw o ddydd i ddydd
2. Bod ar gael i weithio ar sail rota i gefnogi dyletswyddau wyna a lloia tymhorol gan gynnwys gyda'r nos a gyda'r nos.
3. Cynorthwyo gyda chadw cofnodion o'r holl dda byw, pasbortau a chofnodion iechyd perthnasol
4. Cynorthwyo gyda'r dyletswyddau sy'n gysylltiedig â godro [Gwartheg a Defaid]
5. Dilyn cynlluniau iechyd y da byw, ynghyd â'r rhaglen borthi y cytunwyd arni.

6. Dilyn y rheoliadau penodedig a argymhellir ar gyfer y diwydiant, a chadw at y cod ymarfer sy'n berthnasol i wahanol categorïau da byw ac i reoli tir
7. Cynorthwyo gyda threfniadau pori'r da byw, ynghyd â chnydau perthnasol
8. Cynorthwyo i farchnata ac i gwrdd â gofynion sy'n ymwneud â'r da byw
9. Cynorthwyo gyda gweithrediadau maes sydd yn cynnwys ond ddim yn gyfyngedig i aredig, amaethu, rhoi gwrraith, torri gwair, lledaenu tail a slyri, tocio porfa a gweithrediadau cynaeafu cyffredinol eraill.
10. Ymgymryd gyda dyletswyddau fferm cyffredinol, gan gynnwys godro a bwydo'r holl dda byw ac ati
11. Ymgymryd gyda chynnal a chadw cyffredinol ar y fferm sydd yn cynnwys, ond heb ei gyfyngu i baentio, man waith plymio, ffensio, hongian giatiau, plannu coed, atgyweirio ffordd ar y fferm ac unrhyw atgyweiriadau cyffredinol eraill ar yr ystâd.
12. Cynorthwyo gyda chynnal a chadw'r holl adnoddau cysylltiedig yn nhermau offer cynnal a chadw
13. Ymgymryd â dyletswyddau mewn modd proffesiynol, gan gadw cyfrinachedd a pharchu barn cydweithwyr drwy geisio gweithio fel tîm er lles pawb.
14. Ymgymryd â hyfforddiant/datblygiad proffesiynol yn ôl y galw/ar gais y rheolwr atebol
15. Cadw ymwybyddiaeth briodol o bolisiau a gweithdrefnau'r Coleg a gweithio yn effeithiol o'u mewn.
16. Cadw at y safonau gorau o ran iechyd a diogelwch ac ansawdd bob amser
17. Cyflawni dyletswyddau rhesymol eraill ar gais y Rheolwr Atebol neu Gyfarwyddwr y Safle
18. 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
<b>Cymwysterau</b>			
Cymhwyster Lefel 2 mewn Amaethyddiaeth neu gymhwyster cyfatebol	X		Ffurflen gais
Diploma Cenedlaethol mewn Amaethyddiaeth neu gymhwyster cyfatebol		X	Ffurflen gais
Cymwysterau sy'n berthnasol i'r gwaith e.e. cymwysterau dipio defaid, cneifio, gyrru tractor, taenu cemegolion (PA1, PA6), defnyddio beiciau cwad yn ddiogel, dyfarniad meddyginiaethau milfeddygol, tystysgrif cludo anifeiliaid ac unrhyw gymhwyster perthnasol arall gan NPTC/Lantra neu parodrwydd i ymgwryd â'r cymwysterau	X		Ffurflen Gais / Cyfweliad
Cymhwyster Cymorth Cyntaf neu parodrwydd i ymgymryd â'r cymhwyster	X		Ffurflen Gais / Cyfweliad
<b>Gwybodaeth a Phrofiad</b>			

O leiaf 3 mlynedd o brofiad o weithio yn y sector Amaeth	X		Ffurflen Gais / Cyfweliad
Profiad o ddefnyddio offer cynnal a chadw ysgafn	X		Ffurflen Gais / Cyfweliad
Profiad o ddefnyddio peiriannau fferm	X		Ffurflen Gais / Cyfweliad
<b>Sgiliau a Phriodweddau</b>			
Sgiliau rhyngpersonol a chyfathrebu cadarn	X		Ffurflen Gais / Cyfweliad
Sgiliau TG effeithiol	X		Ffurflen Gais / Cyfweliad
Sgiliau trefniadol effeithiol	X		Ffurflen Gais / Cyfweliad
Gallu gweithio'n effeithiol fel rhan o dîm ac yn annibynnol	X		Ffurflen Gais / Cyfweliad
<b>Gofynion Ychwanegol</b>			
Yn hyblyg ac yn ymatebol i newid	X		Ffurflen Gais / Cyfweliad
Hunan-hyderus	X		Ffurflen Gais / Cyfweliad
Yn frwdfrydig ac a chymhelliant cryf	X		Ffurflen Gais / Cyfweliad
Y gallu i deithio'n unol â gofynion y swydd	X		Ffurflen Gais / Cyfweliad
<b>Sgiliau Cymraeg</b>			
Ceir manylion llawn am lefelau sgiliau Cymraeg yn: <a href="https://www.gllm.ac.uk/cy/jobs">https://www.gllm.ac.uk/cy/jobs</a>			
<b>Dealltwriaeth o'r Gymraeg</b>	Canolradd		Cyfweliad
<b>Yn siarad Cymraeg</b>	Canolradd		Cyfweliad
<b>Llythrennedd Cymraeg</b>	Canolradd		Cyfweliad
<b>Noder os gwelwch yn dda</b> - fe roddir ystyriaeth i ymgeiswyr sy'n nodi eu bod o fewn 1 lefel i fodloni'r gofyniad sgiliau Cymraeg gofynnol ar gyfer y swydd ar yr amod y byddai unrhyw gynnig o gyflogaeth yn cynnwys cytundeb cytundebol i ddatblygu eu Sgiliau Cymraeg.			
<b>Gofynion Gorfodol</b>			
Yn unol â Rheoliadau Cyngor y Gweithlu Addysg 2015 mae'n ofyniad statudol bod unigolion yn cofrestru â'r Cyngor cyn dechrau gweithio yn y Grŵp			
Mae'r Grŵp wedi ymrwymo i ddiogelu ac amddiffyn Iechyd a Lles plant, pobl ifanc ac oedolion agored i niwed. Yn unol â Deddf Adsefydlu Troseddwy'r 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 GDG trwy wasanaeth diweddarau'r GDG yn cael eu derbyn yn unol â'r canllawiau a geir yn - <a href="https://www.gov.uk/dbs-update-service">https://www.gov.uk/dbs-update-service</a> .			
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.			
<b>Crynodeb o'r Telerau a'r Amodau</b>			
<b>Oriau Gwaith</b>	39 awr yr wythnos		
<b>Wythnos Waith</b>	52 wythnos y flwyddyn		
<b>Gwyliau Blynyddol</b>	31 diwrnod y flwyddyn (01 Hydref i 30 Fedi).		
<b>Pensiwn</b>	Cynllun Pensiwn Llywodraeth Leol ( <a href="https://www.lgpsmember.org/">https://www.lgpsmember.org/</a> )		

<p><b>Teithio</b></p>	<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, Cynhaliaeth ac Adleoli.</p> <p>Yn dilyn eu penodiad, bydd gofyn i ymgeiswyr llwyddiannus gwblhau Ffurflen Asesu Gyrwyr ar gyfer Sgrinio Iechyd (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>
<p><b>Sgrinio Iechyd</b></p>	<p>Bydd gofyn i ymgeiswyr llwyddiannus gwblhau holiadur iechyd ac efallai y bydd gofyn iddynt gael archwiliad meddygol.</p> <p>Rhaid cael y sgriniadau iechyd a ganlyn ar gyfer y swydd hon:</p> <ul style="list-style-type: none"> <li>● Gweithrediad yr Ysgyfaint (Sbirometreg)</li> <li>● Clyw (Awdioleg)</li> <li>● Dirgryniad Braich a Llaw (HAV) a Dirgryniad y Corff Cyfan (WBV)</li> <li>● Croen</li> </ul>

<b>Job description: General Farm Worker</b>	
<b>Programme area / Department</b>	Farm, Forestry and Innovation
<b>Main site</b>	Glynllifon
<b>Salary</b>	£10,737.26 - £22,511.65 per annum Agricultural Wages Board Terms and Conditions of Employment apply
<b>Contract type</b>	Permanent
<b>Contract terms</b>	Full Time
<b>Reporting to</b>	Farm, Forestry and Innovation Manager

### **Background Information and Job Purpose**

#### **Background information**

Coleg Glynllifon is a land-based campus with residential facilities, situated on the Glynllifon Estate near Caernarfon.

The Glynllifon farm, including the woodland, extends to 300 hectares, and is a great environment for studying countryside management and agricultural studies. Agriculture students will gain hands-on experience on Glynllifon's working farm which has:

- A crossbred Autumn calving dairy herd
- A Spring calving Stabiliser and Welsh Black beef herd
- A lowland flock of 500 Llŷn ewes
- 50 Continental terminal sire flock
- A pig herd of 50 Welsh and Hybrid sows

Recent investments at the farm include the cattle roundhouse and a state-of-the-art pig unit.

The campus also has an animal studies centre, engineering centre and forest & sawmill.

The state-of-the-art teaching block provides contemporary facilities for classroom-based learning, IT rooms, plus a library & resource centre, a large lecture theatre, two purpose-built rooms for exotic animals and the veterinary nursing course, plus kitchens and workrooms for the Independent Living Skills Department.

#### **Job Purpose**

Ensuring the farm runs efficiently and effectively to the highest standards to support the academic needs of the College through the use of industry standard best practice.

### **Main duties and responsibilities**

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

1. Assisting in the daily management of all livestock
2. To be available to work on a rota basis to support seasonal lambing and calving duties to include evenings and nights.
3. Assisting in the record keeping of all livestock, passports and related health records
4. Assisting with milking duties [Cattle and Sheep]
5. Following the livestock health plans and agreed feeding programme
6. Following the prescribed regulations as advocated for the industry and abide by the code of practise relating to different categories of livestock and land management
7. Assisting with the grazing of livestock and related cropping

8. Assisting with the marketing and related requirements relating to livestock
9. Assisting with field operations which include but are not limited to ploughing, cultivations, fertiliser application, mowing, manure and slurry spreading, topping pasture and other general harvesting operations
10. Undertaking general farm duties, including milking and feeding all livestock etc
11. Undertaking general farm maintenance which includes but is not limited to painting, minor plumbing, fencing, gate hanging, tree planting, farm road repair and any other general estate repairs.
12. Assisting with the maintenance of all related resources in terms of maintenance tools
13. 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.
14. Undertaking training as required/requested for professional development by the line manager
15. Maintaining an appropriate awareness of and work effectively within the policies and procedures of the College.
16. Working to the highest health and safety and quality standards at all times
17. Perform other duties reasonably requested by the Line Manager or Site Director
18. 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
<b>Qualifications</b>			
Level 2 qualification in agriculture or an equivalent qualification	X		Application form
National Diploma in agriculture or an equivalent qualification		X	Application form
Work related qualifications such as Sheep dipping, sheep shearing, tractor driving, chemical application (PA1, PA6), safe use of quad bikes, veterinary medicine award, transport of animals certificate and any other related NPTC/Lantra qualification or willingness to undertake the qualifications	X		Application form / Interview
First Aid Qualification or willingness to undertake the qualification	X		Application form / Interview
<b>Knowledge and experience</b>			
3 or more years of experience of working in the Agriculture sector	X		Application form / Interview
Experienced in the use of light maintenance equipment	X		Application form / Interview
Experienced farm machinery operator	X		Application form / Interview
<b>Skills and attributes</b>			
Sound interpersonal and communication skills	X		Application form / Interview

Effective IT Skills	X		Application form / Interview
Organisational skills	X		Application form / Interview
Able to work effectively as part of a team as well as independently	X		Application form / Interview
<b>Additional requirements</b>			
Flexible and responsive to change	X		Application form / Interview
Self-confident	X		Application form / Interview
Enthusiastic and self-motivated	X		Application form / Interview
Able to travel as required to fulfil the requirements of the role	X		Application form / Interview
<b>Welsh language skills</b>			
Full details of the Welsh skill levels can be found at: <a href="https://www.gllm.ac.uk/jobs">https://www.gllm.ac.uk/jobs</a>			
<b>Welsh Understanding</b>	Intermediate		Interview
<b>Welsh Speaking</b>	Intermediate		Interview
<b>Welsh Literacy</b>	Intermediate		Interview
<b>Please note:</b> 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.			
<b>Mandatory requirements</b>			
<p>In accordance with the Education Workforce Council (EWC) Regulations 2015 it is a statutory requirement that individuals register with the EWC prior to commencing employment with the Grŵp.</p> <p>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 - <a href="https://www.gov.uk/dbs-update-service">https://www.gov.uk/dbs-update-service</a>.</p> <p>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.</p>			
<b>Summary of the terms and conditions</b>			
<b>Working hours</b>	39 hours per week		
<b>Working weeks</b>	52 weeks per year		
<b>Annual leave</b>	31 days leave per annum, (01 October to 30 September).		
<b>Pension</b>	Local Government Pension Scheme ( <a href="https://www.lgpsmember.org/">https://www.lgpsmember.org/</a> )		
<b>Travel</b>	<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>		
<b>Health screening</b>	Successful applicants will be required to complete a health questionnaire and may be asked to attend a medical.		

This post is subject of the following health screening:

- Lung function (Spirometry)
- Hearing (Audiology)
- Hand Arm Vibration (HAV) and Whole Body Vibration (WBV)
- Skin