

SWYDD DDISGRIFIAD

TEITL Y SWYDD:	TECHNEGYDD CYFRYNGAU CREADIGOL
STATWS:	PARHAOL, LLAWN AMSER
GRADDFA:	GRADDFA 3, £19, 980 - £21, 395 Y FLWYDDYN
YN ATEBOL I:	RHEOLWR MAES RHAGLEN CELFYDDYDAU CREADIGOL

TROSOLWG:

Bydd y sawl a benodir yn goruchwylio'r holl agweddau technegol o fewn y maes rhaglen Celfyddydau Creadigol, gan gynnwys cefnogi'r meysydd canlynol o fewn yr adran:

- **Celfyddydau Perfformio:** e.e. goleuo, sain, llwyfan ac adeiladu set, gwaith blaen tŷ, props a gwisgoedd, cefnogi sioeau byw
- **Cerddoriaeth:** e.e. agweddau o ofalu am offeryniaeth a systemau sain cyhoeddus, technoleg cerddoriaeth gan gynnwys Apple Macs, offerynnau cerdd ac amserlennu stiwdio recordio a chynnal a chadw offer yn ogystal â chefnogaeth sioeau byw.
- **Cyfyngau, Datblygu Gemau a TG:** e.e. cynnal a chadw'r holl offer cyfyngau ac amserlennu llogi offer a monitro ei ddefnydd.

Bydd ef/hi yn arolygu a chynorthwyo myfyrwyr tra'n gweithio mewn meysydd ymarferol a chyfrannu at elfennau technegol astudiaethau perfformiad, sioeau byw a pherfformiadau yn ogystal â ffilmio mewn amrywiol leoliadau. Bydd y rôl hwn yn gofyn am batrymau gweithio hyblyg gan gynnwys gwaith gyda'r nos a phenwythnos ar adegau perfformiad.

PRIF DDYLETSWYDDAU A CHYFRIFOLDEBAU:

1. Archebu, derbyn, storio, monitro a chydlynu'r holl stoc a sicrhau bod y lefelau stoc yn cael eu cynnal o fewn y gyllideb ar gyfer yr holl weithdai sy'n gysylltiedig â'r swydd hon.
2. Sicrhau bod archebion yn gywir ac yn cwrdd â safonau ansawdd yr adran.
3. Gweithio gyda staff perthnasol, cynorthwyo a chynghori dysgwyr i ddewis eitemau addas wrth iddynt baratoi ar gyfer asesiadau, prosiectau a chystadlaethau yn ôl y gofyn.

4. Ynysu neu roi offer diffygiol/wedi difrodi mewn cwarantyn ac atgyweirio neu drefnu gwasanaeth allanol i atgyweirio'r offer.
5. Gwirio gweithrediad a diogelwch offer cyn ei gomisiynu. Comisiynu'r offer a rhoi gwybod i staff a dysgwyr bod yr offer ar gael i'w ddefnyddio ac yn cwrdd â'r safonau rheoleiddio gofynnol.
6. Paratoi defnyddiau, offer ac adnoddau ar gyfer defnydd y dysgwyr pan ofynnir amdanynt gan Ddarlithwyr, Goruchwylwyr Sgiliau Ymarferol neu Hyfforddwyr/Aseswyr.
7. Gweithio'n agos gyda chyflogwyr i ddatblygu rigiau hyfforddi penodol ar gyfer y diwydiant yn ôl y gofyn.
8. Gweithio gyda Rheolwr y Rhaglen a staff perthnasol i weithredu unrhyw newidiadau i drefn y gweithdy, cyfleusterau ac offer.
9. Cynorthwyo Darlithwyr, Goruchwylwyr Sgiliau Ymarferol neu Hyfforddwyr/Aseswyr wrth baratoi rigiau dysgu.
10. Sicrhau o ddydd i ddydd bod y gweithdai, yr offer, y teclynnau a'r defnyddiau, gan gynnwys y dull o'u storio a'u pentyrru, yn cydymffurfio â Deddf Iechyd a Diogelwch yn y Gwaith 1974 a sicrhau bod Asesiad Risg yn digwydd yn rheolaidd.
11. Cysylltu â'r staff perthnasol e.e. y Swyddog Iechyd a Diogelwch ynglŷn â chofnodi ac adrodd am ddigwyddiadau yn y gweithdy ac i gael cyngor am arfer da ym maes Iechyd a Diogelwch. .
12. Cynorthwyo Darlithwyr, Goruchwylwyr Sgiliau Ymarferol neu Hyfforddwyr/Aseswyr i gydymffurfio â gweithdrefnau Iechyd a Diogelwch a'u datblygu.
13. Cymryd cyfrifoldeb am ddiogelwch pob maes sy'n gysylltiedig â'r rôl hon.
14. Paratoi defnyddiau i fyfyrwyr eu defnyddio wrth gael eu hyfforddi a'u hasesu a chynorthwyo Darlithwyr, Goruchwylwyr Sgiliau Ymarferol, Hyfforddwyr/Aseswyr a dysgwyr gyda gweithgareddau ymarferol.
15. Paratoi ardaloedd asesu ac offer ar gyfer asesiadau myfyrwyr yn ôl yr angen.
16. Datgysylltu ymarferion ymarferol ac arbed defnyddiau i'w hailddefnyddio.
17. Gwasanaethu a gwneud gwaith cynnal a chadw ar yr holl offer a theclynnau gan sicrhau eu bod yn cael eu defnyddio'n effeithiol bob amser gan nodi unrhyw ddiffygion i'r Darlithwyr, Goruchwylwyr Sgiliau Ymarferol neu Hyfforddwyr/Aseswyr.
18. Cadw cofnodion stoc cyfredol o offer a chyfarpar a nwyddau traul ac archebu rhai newydd yn ôl gofyn Darlithwyr, Goruchwylwyr Sgiliau Ymarferol neu Hyfforddwyr/Aseswyr.

19. Cynnal a chadw cofnodion a gwaith monitro ymarferion yn y gweithdy e.e. Iechyd a Diogelwch, yn cynnwys asesiadau risg a digwyddiadau.
20. Dilyn arferion cynnal a chadw da o fewn meysydd cyfrifoldeb; h.y. ardaloedd gwaith, ardaloedd agored, stordai, ayb, sicrhau amgylchedd glân a diogel ar gyfer yr holl fyfyrwyr, staff ac ymwelwyr o fewn eich cyfrifoldeb.
21. Gweithio gydag aelodau eraill o staff i sicrhau disgyblaeth.
22. Cymryd rhan mewn cyfarfodydd, datblygiad staff a digwyddiadau eraill fel y bo'r galw gan y Rheolwr Maes Rhaglen.
23. Goruchwyllo amserlen ddyddiol technegwyr ar brentisiaeth, lle'n briodol, a'u cynorthwyo i gyflawni cymwyseddau angenrheidiol.
24. Cysylltu â Rheolwr y Rhaglen yn gyson ynglŷn ag arferion defnyddio a monitro offer a chyfarpar yn y gweithdai.
25. Cynnal asesiad risg gweithdy ar unrhyw ddarn newydd o offer neu newid yn arferion a defnydd y gweithdy.
26. Cyflawni unrhyw ddyletswyddau eraill o fewn rheswm ar gais Rheolwr y Maes Rhaglen.



JOB DESCRIPTION

POST TITLE: CREATIVE MEDIA TECHNICIAN

STATUS: PERMANENT FULL TIME

GRADE: SCALE 3 - £19, 980 - £21, 395 PER ANNUM

LINE MANAGEMENT ACCOUNTABILITY TO: Programme Area Manager Creative Arts

OVERVIEW:

The person appointed will oversee all technical aspects within the Creative Arts programme area, including supporting the following areas within the department:

- **Performing arts:** e.g. lighting, sound, stage and set construction, front of house operations, props and costume, live shows support.
- **Music:** e.g. aspects of instrumentation and PA upkeep, music technology including Apple Macs, musical instruments and recording studio scheduling and equipment maintenance as well as live shows support.
- **Media, Games Development & IT:** e.g. upkeep of all media equipment and scheduling the hiring of equipment and monitoring its use.

He/she will supervise and assist students whilst working in practical areas and contribute to the technical elements of performance studies, live shows and performances as well as filming in various locations. This role will require flexible working patterns including evening and weekend work at performance times.

MAIN DUTIES AND RESPONSIBILITIES:

1. Make orders with approved suppliers and receive, store, monitor and coordinate all stock materials and ensure stock levels are maintained within budget for all the workshops allocated to this role.
2. Ensure orders are correct and meet the quality requirements of the department.

3. Working with the relevant staff, help and advise learners in the selection of suitable items in preparation for assessments, projects and competitions, as appropriate.
4. Isolate or quarantine faulty or damaged equipment and make good or order external services to make good the equipment.
5. Check the operation and safety of equipment before commissioning. Commission the equipment and make staff and learners aware that equipment is in use and meets the required regulatory standards.
6. Preparation of materials, equipment and resources for learners' usage as and when requested by Lecturers, Practical Skills Supervisors and Instructors/Assessors.
7. Work closely with employers to develop industry specific training rigs as and when required.
8. Work with Programme Manager and relevant staff to implement any changes regarding workshop layout, facilities and equipment.
9. Support Lecturers, Practical Skills Supervisors and Instructors/Assessors in the preparation of 'learning rigs'.
10. Ensure on a day-to-day basis that workshops, tools, equipment and materials including storage and stacking comply with all safety requirements and those of the Health & Safety at Work Act 1974 and regular Risk Assessment is carried out.
11. Liaise with relevant staff e.g. H&S Officer regarding reporting and recording of workshop incidents and to ascertain general H&S good practice advice.
12. Support Lecturers, Practical Skills Supervisors and Instructors/Assessors in the development and continued compliance of Health and Safety procedures.
13. Assume responsibility for security of all workshop areas allocated to this role.
14. Prepare materials for students to use during training and assessment assisting Lecturers, Practical Skills Supervisors, Instructors/Assessors and learners with practical activities.
15. Prepare assessment areas and equipment for student assessment as required.
16. Dismantle practical exercises and salvage material for re-use.
17. Carry out routine servicing and maintenance of all equipment, ensuring their effective use at all times reporting any defects to Lecturers, Practical Skills Supervisors and Instructors/Assessors.
18. Maintain up to date stock records of tools, equipment and consumables and order new as required by Lecturers, Practical Skills Supervisors and Instructors/Assessors.

19. Maintain documentation recording and monitoring regarding workshop practices e.g. Health & Safety including risk assessments and incidents.
20. Maintain good housekeeping practice within the areas of responsibility; i.e. working areas, open areas, stores, etc. ensuring a clean safe working environment for all students, staff and visitors within your area of responsibility.
21. Working with other staff to ensure student discipline is maintained.
22. Take part in meetings, staff development & other staff events as requested by the Programme Area Manager.
23. Supervise the daily schedule of apprentice technicians, where allocated, to support them in achieving their required competencies.
24. Liaise with the Programme Manager on a regular basis regarding the implementation and monitoring practices of equipment and apparatus within workshops.
25. Perform workshop risk assessments for any new equipment and changing workshop usage and practices.
26. Perform any other duties, which may be reasonably requested by the Programme Area Manager.



TECHNEGYDD – CYFRYNGAU CREADIGOL

MANYLEB Y PERSON

	Hanfodol	Dymunol
--	----------	---------

<p><i>Cymwysterau</i></p>	<p>Cymhwyster lefel 3 perthnasol</p> <p>Meddu ar drwydded yrru gyfredol</p>	<p>Cymhwyster lefel AU perthnasol</p> <p>Meddu ar gymhwyster mewn iechyd a diogelwch / codi a chario.</p> <p>Dyfarniad gyrru bws mini Midas neu barodrwydd i ymgymryd â'r hyfforddiant</p>
<p><i>Profiad</i></p>	<p>Gwybodaeth ymarferol sylweddol a phrofiad diweddar o agweddau technegol o'r diwydiannau celfyddydau perfformio /cerddoriaeth/cyfryngau</p> <p>Meddu ar wybodaeth dechnegol a sgiliau ymarferol da ym mhob maes perthnasol o fewn y maes rhaglen Cyfryngau Creadigol.</p>	<p>Profiad o wneud asesiadau risg yn y gweithle</p>
<p><i>Sgiliau Cyffredinol</i></p>	<p>Sgiliau trefnu, rheoli amser a gweinyddol effeithiol.</p> <p>Sgiliau cyfathrebu a rhyngpersonol effeithiol.</p> <p>Parodrwydd i ymgymryd â diweddarau hyfforddiant technegol priodol</p> <p>Gwybodaeth sylfaenol am ofynion iechyd a diogelwch</p> <p>Sgiliau TG lefel uchel</p>	<p>Profiad o gefnogi offer Apple Mac</p> <p>Defnyddio pecynnau creadigol ee Adobe</p>

<i>Priodoleddau Personol</i>	<p>Yn hyblyg ac yn ymatebol i newid</p> <p>Hunan-hyderus</p> <p>Brwdfrydig ac hunan-ddisgybliedig</p> <p>Yn llawn cymhelliant ac yn gallu gweithio'n annibynnol ac mewn tîm.</p>	
<i>Sgiliau leithyddol</i>	<p>Gallu i gyfathrebu'n effeithiol yn y Gymraeg a'r Saesneg</p>	



CREATIVE MEDIA TECHNICIAN

PERSON SPECIFICATION

	Essential	Desirable
--	-----------	-----------

<p><i>Qualifications</i></p>	<p>Relevant level 3 qualification</p> <p>Possess a current driving licence</p>	<p>Relevant HE level qualification</p> <p>Possess a qualification in health and safety/manual handling.</p> <p>Midas minibus driving award or willingness to undertake the training.</p>
<p><i>Experience</i></p>	<p>Substantial working knowledge and recent experience of the technical aspects of the performing arts/music/media Industries</p> <p>Possess good technical knowledge and practical skills in all relevant areas within the Creative Media programme area.</p>	<p>Experience of undertaking risk assessments in the workplace</p>
<p><i>General skills</i></p>	<p>Effective organisation, time management, and administrative skills</p> <p>Effective communication and interpersonal skills.</p> <p>Willingness to undertake appropriate technical training updating</p> <p>Working knowledge of health and safety requirements.</p> <p>Effective and high level IT skills</p>	<p>Experience of supporting Apple Mac equipment.</p> <p>Able to use a range of creative IT packages eg Adobe</p>
<p><i>Personal Attributes</i></p>	<p>Flexible and responsive to change</p> <p>Self-confident</p>	

	Enthusiastic and self-motivated Well motivated and able to operate independently and as part of a team.	
<i>Linguistic skills</i>	Ability to communicate effectively in both Welsh and English	