



Information pack for applicants

Amgueddfa Cymru – National Museum Wales

Appointment of a President

Closing date : 22 September 2017



**The Commissioner for
Public Appointments**

Amguedddda Cymru – National Museum Wales

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Making an application

Thank you for your interest in the appointment of a President to Amgueddfa Cymru – National Museum Wales (Amgueddfa Cymru). The new President will be the Chair of Amgueddfa Cymru, with overall responsibility for the Board of Trustees. The President is personally responsible to Welsh Ministers for the conduct of Amgueddfa Cymru's affairs and its Trustees. The attached Annexes provide more details on the role of the President and the person specification; the role and responsibilities of the Board of Trustees and Amgueddfa Cymru; and the selection process.

To make an application please visit the Welsh Government public appointment website here <https://cymru-wales.tal.net/vx/lang-en-GB/mobile-0/appcentre-3/brand-2/candidate/jobboard/vacancy/7/adv/>.

To apply for this role, click on the vacancy and click on 'Apply' at the bottom left hand corner. The first time you apply for a post, you will need to complete a registration form for the Welsh Government's online application system. You will only need to register once, and you will be able to keep yourself updated on the progress of your application, and any other applications you make, via your registered account.

Once you've registered, you'll be able to access the application form. To apply you will need to upload a personal statement and CV to the 'Reasons for applying' section of the online application form.

Personal Statement

The personal statement is your opportunity to demonstrate how you meet each of the criteria set out in the person specification. You should provide detailed examples that demonstrate how your knowledge and experience matches each of the criteria, and which describe your role in achieving a specific result. Providing separate paragraphs in relation to each criterion is common practice.

Please limit your personal statement to no more than 2,000 words. Your application may be rejected if you exceed this limit.

CV

Please ensure your CV includes brief details of your current or most recent post and the dates you occupied this role. Please identify any past or present Ministerial appointments.

Indicative timetable

Closing date:	22 September 2017
Shortlisting:	10 October 2017
Interviews:	27 November 2017

Diversity Statement

The Welsh Government believes that public bodies should have board members who reflect Welsh society - people from all walks of life - to help them understand people's needs and make better decisions. This is why the Welsh Government is encouraging a wide and diverse range of individuals to apply for appointments to public bodies. Applications are particularly welcome from all under-represented groups including women, people under 30 years of age, black, Asian and minority ethnic people, disabled people, lesbian, gay, bisexual and transgender people.

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Guaranteed Interview Scheme - Positive about Disability

The Welsh Government operates a Positive about Disabled People scheme and welcome applications from people with disabilities. The scheme guarantees an interview to disabled people if they meet the minimum criteria for the post. The application form also enables you to detail any specific needs or equipment that you may need if invited to attend an interview.

Contacts:

For further information regarding the selection process, please contact:

The Corporate Shared Service Centre

Tel: 029 2082 5454

Email: sharedservicehelpdesk@wales.gsi.gov.uk

If you require more information about Amgueddfa Cymru or the role of President, Amgueddfa Cymru will be holding open days on the following dates. You are welcome to contact Elaine Cabuts, Museum Secretary, for more information or to arrange a separate appointment for an informal conversation with the Vice President or Treasurer.

Email: elaine.cabuts@museumwales.ac.uk Tel: 02920 573204

Open days:

- Saturday 9 September 10am – 2pm (National Museum Cardiff)
- Friday 15 September 10am – 3pm (St Fagans National History Museum)

Booking is not required.

If you need any further assistance in applying for this role, please contact the Welsh Government's Corporate Shared Service Centre Helpdesk on 029 2082 5454 or SharedServiceHelpdesk@wales.gsi.gov.uk

For further information about Public Appointments in Wales, please visit www.gov.wales/publicappointments

Appointment of a President for Amgueddfa Cymru – National Museum Wales

Role description and person specification

Role and responsibilities

The President:

- Demonstrates strong leadership of the Board as Chair of Amgueddfa Cymru.
- Has overall responsibility for the Board of Trustees and is personally responsible to Welsh Ministers for the conduct of Amgueddfa Cymru's affairs and its Trustees.
- Supports the Director General in implementing the Vision of '*Inspiring People; Changing Lives*' adopted by the Board of Trustees.
- Represents and speaks for Amgueddfa Cymru. The President may be expected to represent Amgueddfa Cymru during visits by royalty, ambassadors and other senior public figures, and at the opening of exhibitions and events.
- Demonstrates effective stakeholder management, facilitating and promoting contacts with the Friends and Patrons of Amgueddfa Cymru.
- Uses their strong Welsh connections for the benefit of Amgueddfa Cymru.
- Contributes to fundraising activities.

The President also:

- Represents Amgueddfa Cymru in joint appointments processes with the Welsh Government to select new Trustees, ensures that the Board is fit for purpose; that Trustees receive appropriate induction, training, performance assessment and comply with governance requirements under the Royal Charter, Charities Act, Nolan Principles, and the Board's Code of Conduct.
- Chairs all meetings of the Board of Trustees, and the Appointments and Remuneration Committee (which oversees Trustee and senior staff appointments and determines the Director General's annual salary), and liaises regularly with the Vice President, Treasurer, and other Trustees.
- Meets formally twice a year with the Cabinet Secretary for Economy and Infrastructure to discuss the progress of Amgueddfa Cymru in fulfilling the requirements of the Cabinet Secretary's annual Remit Letter and any other current issues; and ensure that Trustees are appraised of communications between Amgueddfa Cymru and Welsh Ministers.

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- Is a member of the Performance Review Committee (four meetings annually) and the Audit Committee (four meetings annually). Both committees hold a joint meeting each year to approve the annual accounts.

Person Specification

The position of President requires a person of stature and vision capable of leading a national institution in the senior non-executive role.

To be considered, you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria for appointment.

Essential Criteria

Candidates should be able to demonstrate:

- strong leadership skills and the ability to provide effective support and challenge to a high profile organisation
- effective stakeholder management skills, with the ability to collaborate effectively, and work with and through others to achieve objectives
- strategic thinking and commercial acumen
- strong interpersonal and communication skills, including the need to act as an ambassador for Amgueddfa Cymru
- the ability to develop an inclusive and diverse Board, including a commitment to increasing diversity and promoting equality
- an appreciation of Amgueddfa Cymru's role and purpose as a national institution in Wales, and for the cultural, educational, economic and socio-political contexts in which it operates
- experience of operating in a complex, multi-disciplinary organisation
- an understanding of, and commitment to, Nolan's 'Seven Principles of Public Life' (<https://www.gov.uk/government/publications/the-7-principles-of-public-life>)

Expertise in one or more of the following areas is **desirable**

- Commercial, business and/or the law
- learning and participation at all levels
- Further and higher education, and/or research
- digital media

Welsh Language

Trustees may participate in Board meetings in either Welsh or English. Bilingual translation is provided for Board meetings. Successful candidates must be comfortable working in a bilingual environment and have a strong commitment to, and respect and understanding of, bilingualism and the Welsh Language.

It is considered desirable, but not essential, for the President to be able to communicate in Welsh. Please indicate your level of competency in your application.

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Key facts about the position

Location:	Board of Trustees meetings are held 4 times a year, with most meetings held in south Wales. The President's activities will usually be concentrated in the Cardiff area, but he/she will be required to visit other National Museums and other locations.
Time Commitment:	on average, 2 days per week. This includes attendance at meetings and events
Tenure of office:	initial appointment of 4 years from 1 February 2018
Remuneration:	the position is unpaid, but Board members are entitled to travel and other expenses within reasonable limits

Eligibility

Information about the eligibility of current or former Trustees to apply for positions on the Board is included in Amgueddfa Cymru's Royal Charter. <https://museum.wales/charter-and-statutes/>

Trustees are not eligible to serve on the Board for more than 8 consecutive years in the same role, and 12 consecutive years in total (in any combination of different roles as a Trustee and as an Officer; e.g. Treasurer, Vice President or President). Former Trustees may apply for appointment, provided that they last served as a Trustee more than 4 years previously.

Applicants should also note that being a member of the Board of Trustees of Amgueddfa Cymru is a disqualifying post for membership of the National Assembly for Wales under the National Assembly for Wales (Disqualification) order 2015. <http://www.legislation.gov.uk/ukSI/2015/1536/contents/made>

Conflict of Interests

You will be asked to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as President of Amgueddfa Cymru, including any business interests and positions of authority outside of the role in Amgueddfa Cymru.

Any conflicts of interest will be explored at interview. If appointed, you will also be required to declare these interests on a register which is available to the public.

Standards in public life

You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to the Code of Conduct for Board Members of Public Bodies; you can access this document at:

<http://www.bl.uk/aboutus/governance/blboard/Board%20Code%20of%20Practice%202011.pdf>

The role and responsibilities of the Board of Trustees and Amgueddfa Cymru – National Museum Wales

Introduction

Amgueddfa Cymru is one of the leading cultural organisations and national institutions in Wales. Amgueddfa Cymru is visited by 1.7 million people each year.

Background

Amgueddfa Cymru was established by Royal Charter in 1907 and was granted a supplemental Charter in 2006. Its primary objective (under its Royal Charter) is “the advancement of the education of the public.” It currently employs c.500 members of staff and is made up of seven national museums consisting of:

- National Museum Cardiff
- St Fagans National Museum of History
- National Slate Museum (Llanberis)
- National Wool Museum (Drefach Felindre)
- Big Pit National Coal Museum (Blaenafon)
- National Roman Legion Museum (Caerleon)
- National Waterfront Museum (Swansea)

A strong public programme is in place for visitors of all ages, including an active volunteering programme and a participative programme for schools to give children hands-on learning opportunities.

Amgueddfa Cymru also operates a National Collections Centre. It cares for collections of national and international importance, and undertakes extensive collections-based research. It has an active programme of partnership with local museums and galleries across Wales, as well as loans and exchanges with galleries elsewhere in the UK and internationally.

Amgueddfa Cymru supports a wider range of Welsh Government policies and strategies, including the *Fusion: Creating opportunities through culture* programme. It has set Wellbeing Objectives under the Wellbeing of Future Generations (Wales) Act, and complies with Welsh Language Standards that came into force in January 2017. As a public body and major employer, Amgueddfa Cymru complies with duties and obligations set under UK and Welsh legislation.

At St Fagans National History Museum, Amgueddfa Cymru is developing a distinctively Welsh - and globally significant - model for museums, one rooted in social engagement and cultural democracy. The transformation of Wales' best loved museum is one of the most significant and innovative heritage projects in the UK. Further information is available on Amgueddfa Cymru's website:

<https://museum.wales/>

Board's Role and responsibilities

The Board of Trustees is the governing body of Amgueddfa Cymru and holds the national collections in trust for the people of Wales. The role of the Board is to provide effective leadership, define and develop strategic direction and set challenging objectives. The Board promotes high standards of public accountability and upholds the principles of regularity, propriety and value for money. It monitors performance against Amgueddfa Cymru's aims, objectives and performance targets.

Although the Board is ultimately responsible for everything Amgueddfa Cymru does, the Director General is responsible to the Trustees for the day-to-day operational management of the institution. The Director General is also formally designated as Amgueddfa Cymru's Accounting Officer by the Welsh Government. The Director General is supported by a Senior Management Team.

Amgueddfa Cymru's Board has a maximum of 16 members, bringing together individuals with a range of expertise and experiences. 9 (including the President and Vice President) are appointed by the Welsh Government, and 7 (including the Treasurer) are appointed by Amgueddfa Cymru. The Board's role is to direct Amgueddfa Cymru in the public interest and ensure accountability to the public.

As Amgueddfa Cymru is a registered charity (registered number: 525774), trustees are required to fulfil the duties of charity trustees. Further information is available in the Charity Commission's document "*CC3 The Essential Trustee: What you need to know*" <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

As Amgueddfa Cymru is also a Welsh Government Sponsored Body, trustees also have obligations to the Welsh Government and National Assembly for Wales. Amgueddfa Cymru currently receives c.80% of its annual funding (c.£22 million revenue funding in 2017-18) from the Welsh Government, as Grant in Aid. The Framework Document sets out the funding agreement with the Welsh Government and summarises the sponsorship relationship. The Charity Commission has produced guidance on relationships between charities and the state in "*RR7 The Independence of Charities from the State*" <https://www.gov.uk/government/publications/independence-of-charities-from-the-state-rr7>

The selection process

The interview panel will assess candidates' CVs and personal statements to determine who it believes best meet the criteria for the role, and who will be invited to interview. The panel will rely only on the information you provide in these documents to assess whether you have the skills and experience required. Please ensure that you provide evidence to support how you meet all of the essential criteria.

The selection panel will be chaired by Jason Thomas (Welsh Government) and will also comprise Margaret Llewellyn OBE (Chair of the Tourism Advisory Panel of Visit Wales, and a member of the Board of Visit Britain) as a Senior Independent Panel Member, and Phil George (Chair of Arts Council Wales) as an Independent Panel Member.

Your application may be "long-listed", subject to the volume of applications received, before it is passed to the shortlisting panel for consideration. You should be aware that in this situation, your application might not be considered in full by all of the panel.

We anticipate that during October 2017 the panel will have decided who will be invited for interview in November 2017.

The panel will select for interview only the strongest applicants who it feels have demonstrated that they best meet the criteria set out in the person specification. However, if you have applied under the guaranteed interview scheme and you meet the minimum essential criteria for the post, then you will also be invited for interview.

If you are invited to interview and if the interview date is not already provided in this information pack, we will aim to provide you with as much notice as we can of the interview date. If you are unable to make the arranged interview date, we will endeavour to re-arrange it but it might not be possible due to time constraints within the appointment timetable or selection panel availability.

You will receive email communication from the Appoint system to let you know whether or not you have been invited to be interviewed. It is our intention that interviews will take place in Cardiff.

If invited to interview, the panel will question you about your skills and experience, asking specific questions to assess whether you meet the criteria set out for the post.

Candidates who the panel believe are 'appointable', will be recommended to Ministers who will make the final decision. The Minister may choose to meet with appointable candidates before making a decision. If he does, he will meet all candidates and in the presence of the panel chair or their nominated representative. There will be a time gap between interview and a final appointment decision being made. Candidates who have been interviewed will be kept informed of progress.

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If you are successful, you will receive a letter appointing you as President of Amgueddfa Cymru, which will confirm the terms on which the appointment is offered.

If you are unsuccessful at interview, you will be notified by Welsh Government. We appreciate it takes a lot of time and effort to apply for roles and that feedback is a valuable part of the process. As a result, the letter will provide the details of who you may approach for feedback on your interview and application, if you so wish.

Queries

For queries about your application, please contact the Corporate Shared Service Helpdesk on 029 2082 5454 or sharedservicehelpdesk@wales.gsi.gov.uk .

If you are not completely satisfied

Welsh Government will aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact the Corporate Shared Service Helpdesk on 029 2082 5454 or sharedservicehelpdesk@wales.gsi.gov.uk