



Information pack for applicants

Amgueddfa Cymru – National Museum Wales

Appointment of 3 Trustees

Closing date: 17:00 02 January 2019



**The Commissioner for
Public Appointments**

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Making an Application

Thank you for your interest in the role of Trustee at Amgueddfa Cymru – National Museum Wales (Amgueddfa Cymru). The attached Annexes provide more details on the role and the person specification; the role and responsibilities of the Board of Trustees and Amgueddfa Cymru; and the selection process.

To submit an application please visit the Welsh Government public appointment website:

<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 in the 'Reasons for applying' section of the online application form.

Personal Statement

The personal statement is your opportunity to:

- 1) outline your interest in the role
- 2) demonstrate how you meet each of the criteria set out in the person specification, and essential criteria
- 3) outline how you could contribute to the work of Amgueddfa Cymru – National Museum Wales.

How you choose to present the information is up to you. However, you should aim to provide detailed examples that demonstrate how your knowledge and experience matches each of the criteria and which describe what your role was in achieving a specific result. It will also benefit the selection panel if you can be clear which evidence you provide relates to which criteria. Providing separate paragraphs in relation to each criterion is common practice.

Please limit your personal statement to two pages. Your application may be rejected if you exceed this limit.

Curriculum Vitae

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.

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Indicative timetable

Closing date:	17:00 02 January 2019
Shortlisting:	Mid January 2019
Interviews:	Mid February – Early March 2019

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.

Guaranteed Interview Scheme - Positive about Disability

The Welsh Government operates a Positive about Disabled People scheme and welcomes 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 role of Trustee for Amgueddfa Cymru – National Museum Wales contact: Elaine Cabuts (Email: elaine.cabuts@museumwales.ac.uk
Tel: 02920 573204)

If you need any further assistance in applying for this role, please email publicappointments@gov.wales.

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Annex A

INFORMATION FOR CANDIDATES

Role and Responsibilities of 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 1.8 million people each year.

Background

Established by Royal Charter in 1907, Amgueddfa Cymru is one of the largest museums in the United Kingdom, and the most important cultural institution in Wales. The Museum is the custodian of internationally significant, diverse collections and a leader in education and cultural participation.

Amgueddfa Cymru is responsible for Wales' seven national museums: National Museum Cardiff; St Fagans: National History Museum; Big Pit: National Coal Museum in Blaenavon; National Wool Museum in Dre-fach, Felindre; National Roman Legion Museum in Caerleon; National Slate Museum in Llanberis, Snowdonia, and the National Waterfront Museum, Swansea. Amgueddfa Cymru also has a National Collections Centre near Cardiff. There are over 5 million individual items in our collections, embracing art and design, history and archaeology, and natural sciences.

Amgueddfa Cymru is funded by the Welsh Government as a Welsh Government Sponsored Body, and has a Board of Trustees whose role is to set the strategic direction of the organisation, and to ensure proper management of its resources. Amgueddfa Cymru's total Grant-in Aid from the Welsh Government in 2017-18 was £22 million. It employs over 600 staff.

Vision - Amgueddfa Cymru *"Inspiring people, changing lives"*

Our purpose is to inspire people through our museums and collections to find a sense of well-being and identity, to discover, enjoy and learn bilingually, and to understand Wales' place in the wider world.

Our work is based on the principle that culture is created by people and communities. Our collections and other resources partly come from the society of which we are part, and are continually renewed through our work with the public. Our natural sciences collections affect the biodiversity and geodiversity of Wales and make comparisons on a global scale. We are accountable for our use of these resources to the nation we serve.

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The Museum has important partnership schemes with local museums and galleries throughout Wales which involves the development of exhibitions drawing from the national collections held by the Museum.

The Vision is supported by the following commitments:

- Prosper
- Experience
- Learn
- Participate

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Annex B

The 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.

Amgueddfa Cymru is a registered charity and a Welsh Government Sponsored Body. Trustees 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 2018-19) from the Welsh Government, as Grant in Aid.

The Role of a Trustee

Trustees must first and foremost support the Director General in implementing the Museum's Vision of '*Inspiring People; Changing Lives*'.

Trustees must also:

- attend Board meetings regularly and prepare thoroughly for those meetings;
- be prepared to serve on sub committees;
- actively support the Museum's management and staff in their work;
- represent the Museum at public functions;
- promote the profile of the Museum;
- give the Museum the benefit of their experience and expertise;
- facilitate contact with the Museum's stakeholders; and
- contribute to the development of policy, strategies and priorities in the management of the Museum's collections.

Trustees must be aware of their obligations arising from the position of the Museum as a Welsh Government Sponsored Body. These are laid out in the Framework Document, which sets out the Terms and Conditions of Welsh Government funding to the Museum.

TRUSTEE - PERSON SPECIFICATION

To be effective, the Board needs Trustees with a broad range of expertise and experience. As a Trustee you will help determine policy, strategies and priorities in the Museum's core activities. You should be able to draw on your own knowledge, skills and experience to provide evidence of your abilities in a range of the following areas:

- a commitment and enthusiasm for the Museum's work in supporting change and development in Wales through cultural participation;
- an understanding and interest in the cultural sector as a whole and a sensitivity to cultural issues;
- excellent representational and communication skills;

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- ability to work in a collegiate manner with fellow Trustees;
- management experience and/or a business, institutional, administrative or other context, with an appreciation of the distinction between the executive and non-executive functions;
- a commitment to equality issues and to challenging discriminatory practices when appropriate.

TRUSTEE - ESSENTIAL CRITERIA

Candidates should be able to demonstrate:

- a commitment to the values and the Vision of Amgueddfa Cymru and an appreciation of its role and purpose as a national institution in Wales; including the cultural, learning, health and well-being, economic and socio-political contexts in which it operates, as well as understanding its obligations under the Well-being of Future Generations (Wales) Act 2015;
- an ability to enhance the Museum's role in serving and representing the diverse communities and regions of Wales
- expertise in one or more of the following areas:
 - learning, participation and community engagement;
 - health and well-being;
 - public / charitable / third sector
 - digital media;
 - design and the built environment / delivery of large or capital projects;
 - fundraising; business and income generation.
- a commitment to Nolan's 'Seven Principles of Public Life'
<https://www.gov.uk/government/publications/the-7-principles-of-public-life>

Welsh Language

The ability to speak Welsh is desirable for this role.

The Museum is a bi-lingual institution and is pro-active in supporting and promoting the use of the Welsh language. The Museum is also required to comply with the Welsh Language Standards, as set out by the Welsh Government under Section 44 of the Welsh Language (Wales) Measure 2011.

It is the policy of the Museum's principal sponsor, the Welsh Government, to support the Welsh language, and its Welsh Language Strategy (Cymraeg 2050 – A Million Welsh Speakers) promotes and facilitates the use of the Welsh language.

Time Commitment

On average, 12 days per year. This includes attendance at meetings and events.

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Location

Board of Trustees meetings are held 4 times a year, with most meetings held in south Wales. Trustee activities will usually be concentrated in the Cardiff area, but he/she will be required to visit other National Museums and other locations.

Term of Office

One Trustee appointment will be made by the Minister for Culture, Tourism and Sport on behalf of the Welsh Government and is for a four year period. Two Trustee appointments will be made by the Museum. All roles are anticipated to commence on **1 April 2019**.

Assistance for Disabled Members

Where appropriate all reasonable adjustments will be made to enable members to effectively carry out their duties.

Remuneration

Trustees of the NMW aren't paid, but are able to claim travel and subsistence costs (at allowances agreed by NMW).

Eligibility

Applicants should be persons who conduct themselves at all times in a manner which will maintain public confidence.

In particular, applicants are required to declare whether they are aware of anything in their private or professional life that would be an embarrassment to themselves or to the Welsh Government if it became known in the event of appointment.

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 ago.

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/ukxi/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 of a Trustee of Amgueddfa Cymru, including any business interests and positions of authority outside of the role in Amgueddfa Cymru.

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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>

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Annex C

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 Peter Owen (Welsh Government). Remaining panel members, including a senior independent panel member, are yet to be confirmed. Shortlisted candidates will be advised of the full panel prior to interview.

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 panel members.

We anticipate that the panel will have decided who will be invited for interview by the end of January.

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 and essential criteria. 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 at Amgueddfa Cymru 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.

The Welsh Government candidates who the panel believe are 'appointable' will be recommended to the Minister 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 the candidates in the presence of the panel chair or their nominated representative. The Museum candidates will be appointed by the Panel. 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. Once

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appointed, all Trustees are treated equally and there shall be no distinction in their duties or responsibilities.

If you are successful, you will receive a letter inviting you to accept an appointment as a Trustee 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 publicappointments@gov.wales .

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 publicappointments@gov.wales