

Information pack for applicants

**Amgueddfa Cymru – National Museum
Wales
Appointing a Vice-Chair**

Closing date: 17:00 11 April 2023



**The Commissioner for
Public Appointments**

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Submitting an Application

Thank you for your interest in the role of Vice-Chair at Amgueddfa Cymru – National Museum Wales (Amgueddfa Cymru). As Vice-Chair, you will have a high-profile role as an ambassador and advocate for the Museum, helping to determine policy, strategies, and priorities in the Museum's core activities. The attached Annexes provide more details on the role and essential criteria; 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 appointments 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 a vacancy and then click the 'Apply' button at the bottom left of the page. 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 your CV to the 'Reasons for applying' section of the online application form. The personal statement and CV should both be a maximum of two pages of A4 (four pages total).

Personal Statement

The personal statement is your opportunity to

1. outline your interest in the role,
2. demonstrate how you meet the essential criteria, and
3. outline how you could contribute to the work of Amgueddfa Cymru.

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 lived and / or professional experience matches the 'role of Vice-Chair and the 'essential criteria', and which describe what your role was in achieving a specific result. Providing separate paragraphs in relation to each criterion is common practice.

Please limit your personal statement to two pages of A4. 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. **Do not include extensive lists of publications or research activity.**

References

Please provide two referees who can be contacted later in the process (for successful candidates only).

Indicative timetable

Closing date:

17:00 11 April 2023

Shortlisting:

Interviews:

Diversity Statement

The Welsh Government believes that public bodies should have Board members who reflect Welsh society - people from all walks of life and knowledge of different parts of Wales - 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.

Disability Confident

The Welsh Government accepts the social definition of disability, in which it is recognised that barriers in society act to disable people who have impairments or health conditions or who use British Sign Language. We are committed to removing barriers so that all staff can perform at their best. The Equality Act 2010 uses the medical definition of disability ("a physical or mental impairment which has a substantial and long-term impact on a person's ability to carry out normal day to day activities").

We guarantee to interview anyone who is disabled whose application meets the essential criteria for this post. By 'essential criteria' we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence for the role and any qualifications, skills or experience defined as essential.

We are committed to the employment and career development of disabled people and people from a diverse background. If you would like a guaranteed interview, please contact publicappointments@gov.wales.

If you have an impairment or health condition, or use British Sign Language and need to discuss reasonable adjustments for any part of this recruitment process, please contact publicappointments@gov.wales as soon as possible and a member of the team will contact you to discuss your requirements and any questions you may have.

Contacts:

For further information regarding the selection process, please contact:

Public Appointments Unit

Email: publicappointments@gov.wales

For further information regarding the role of Amgueddfa Cymru – National Museum Wales and the role of Vice-Chair, or to speak with a current Board trustee, contact: Mark Petherick

Email: Mark.Petherick@museumwales.ac.uk Tel: (029) 2057 3130

Alternatively, please contact Nicola.Guy@gov.wales (Deputy Director of Culture, Sport and Tourism, Welsh Government)

For queries about your application, please contact publicappointments@gov.wales

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

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

INFORMATION FOR CANDIDATES

Annex A:

Appointment of Vice-Chair to Amgueddfa Cymru – National Museum Wales

The Role of Vice-Chair

Amgueddfa Cymru is incorporated by Royal Charter and is a registered charity regulated by the Charity Commission for England and Wales. The Vice-Chair therefore has responsibilities under the Charter and, like all Trustees, must comply with charity law and Charity Commission guidance.

The Vice-Chair is accountable to Welsh Government Minister(s) (the Welsh Government provides some 80% of the Museums funding) and may also be held to account by Cymru / Welsh Parliament.

In addition to the responsibilities of a trustee, the Vice-Chair will;

- assist the Chair in leading the overall direction of the Board, taking on the role of the Vice-Chair if the Chair is absent, and advocating on behalf of Amgueddfa Cymru;
- chair other Amgueddfa Cymru Committees in the absence of the appointed Chair;
- with the Chair, act as a key point of contact between the Board and the Deputy Minister for Arts and Sport, and Chief Whip and Government officials;
- support the Chair as required in liaising with other officers and members of the Board, and with the Museum's senior executive team;
- scrutinise, challenge and support the executive to meet Amgueddfa Cymru's aims, objectives and targets;
- participate in the corporate planning process, including agreeing annual budget plans for operational programmes and corporate activities;
- deputise for the Chair as required in representing Amgueddfa Cymru in its dealings with the Senedd and the Welsh Government;
- actively promote the benefits of the diverse cultural heritage sector within Wales and further afield;
- have a clear vision as to how Amgueddfa Cymru can continue to contribute as a main deliverer of Welsh Government's cultural heritage policies;
- have an understanding of how the public sector in Wales functions;
- be actively engaged in encouraging board membership and the next generation of Trustees;
- ensure Amgueddfa Cymru achieves value for money within a framework of best practice, regularity and propriety;
- act in a way that promotes high standards of probity and public finance;
- be politically independent.

Essential Criteria

In your application, you will be expected to demonstrate the following essential criteria which will be tested further at interview:

- experience of operating as a senior leader in a complex, multi-disciplinary organisation;
- demonstrates a commitment to the values and the vision of Amgueddfa Cymru, and an appreciation of its role and purpose as a national organisation in Wales; including the cultural, learning, health and well-being, economic and socio-political contexts in which it operates; and an understanding of its obligations under the Well-being of Future Generations (Wales) Act 2015;
- experience of developing strategic partnerships;
- a proven commitment to increasing diversity, and promoting inclusion and equality and an understanding of, and experience of working with diverse communities or audiences, ethnically, socio-economic or other;
- able to evidence a thorough understanding of good governance, accountability and financial responsibility, ideally including public sector finances; and
- have a commitment to [Nolan's Seven Principles of Public Life](#).

Welsh language

This role is being advertised concurrently with the role of Chair. One of the successful applicants for either of these posts will need to be a Welsh speaker or commit to developing their Welsh language skills on appointment. We will fully support them with a bespoke training package. As is the case in respect of other requirements, reasonable adjustments can be discussed.

The Museum is a bi-lingual organisation 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.

Other:

Location: The Vice-Chair's activities will usually be concentrated in the Cardiff area, but they will be required to visit other National Museums and other locations. Board of Trustees meetings are held 4 times a year, with most meetings held in south Wales

Time Commitment: A minimum commitment of 12 days per year. Travel to Board, Committee, events, and other meetings across Wales may be required although there may be flexibility to allow virtual as well as in-person attendance

Tenure of office: 4-year period, anticipated to commence in spring 2023

Remuneration: The role of Vice-Chair is not a paid role, but all trustees can claim travel and subsistence expenses

Travel to Board, Committee, events, and other meetings across Wales may be required although there may be flexibility to allow virtual as well as in-person attendance.

The Welsh Government and Amgueddfa Cymru are currently reviewing draft recommendations submitted by the independent Tailored Review Panel. You will be made aware of any recommendations to be taken forward that affect this appointment

Assistance for Disabled Members

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

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](#).

Applicants should also note that membership of the Board of Trustees of Amgueddfa Cymru will render them ineligible for membership of Senedd Cymru – The Senedd Cymru (Disqualification) Order 2020. [The Senedd Cymru \(Disqualification\) Order 2020 \(legislation.gov.uk\)](#)

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 Vice-Chair 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.

Due Diligence

Welsh Government Public Bodies Unit will undertake due diligence checks on all candidates successfully sifted to interview. This will include, but not necessarily be limited to social media and Internet searches. As a result, you may be asked questions at interview in relation to any due diligence findings.

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>

Annex B

The role and responsibilities of Amgueddfa Cymru

Amgueddfa Cymru is one of the leading cultural organisations and national institutions in Wales and is visited by 1.9 million people each year.

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

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

Amgueddfa Cymru is sponsored by the Welsh Government. It has a Board of Trustees whose role is to set the strategic direction of the organisation and ensure proper management of its resources. As a Museum, we are also accountable for the use of our collections and resources to the nation we serve.

Amgueddfa Cymru's vision

Amgueddfa Cymru belongs to us all. Our vision is to inspire people through Wales' national 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.

We believe that everyone has the right to participate in the cultural life of their communities and of their nation. We've developed a ten-year strategy for the Museum - [Amgueddfa Cymru 2030](#) - which includes six clear commitments. We will work with people and communities across Wales, through collections, public programmes, and partnerships, to:

- Make sure that everyone is represented
- Inspire creativity and learning for life
- Help protect and restore nature and our environment
- Support well-being through inspirational spaces and experiences
- Discover and explore the museum digitally
- Build global connections

Our new Vice-Chair will have a critical role to play in making these commitments a reality and in supporting the delivery of the Welsh Government's Programme for Government commitments for which the Amgueddfa is a lead or key partner, particularly developing plans for a Museum of North Wales, a National Contemporary Art Gallery, a new Culture Strategy and commitments to create an Anti-racist Wales.

The Board's Role and Responsibilities

The Board of Trustees is the governing body of Amgueddfa Cymru.

The role of the Board is to provide effective leadership, to define and develop strategic direction and to 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 own strategic objectives and performance targets, and those set by Welsh Government.

Amgueddfa Cymru is a registered charity and a Welsh Government Sponsored Body. Trustees have obligations pursuant to charity law, those set out in the Royal Charter and to the Welsh Government and to Senedd Cymru and the Charity Commission.

Amgueddfa Cymru currently receives around 80% of its annual funding (£25.4 million revenue funding, and £4.75m capital funding in 2022/23) from the Welsh Government as Grant in Aid. The organisation employs over 600 staff across its sites.

A Tailored Review of Amgueddfa Cymru is currently underway – the recommendations of which are due in Spring 2023. The Board will be responsible for overseeing the swift implementation of the agreed recommendations.

Trustees of the Board

Trustees oversee, support and hold to account the Director General in implementing the Museum's strategic vision and delivering against the objectives as set out by the Welsh Government in Amgueddfa Cymru's [Remit Letter](#).

Trustees must also:

- attend Board meetings regularly and prepare thoroughly for them;
- 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 Museum stakeholders; and
- contribute to the development of policy, strategies and priorities in relation to 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 and as a registered charity. These are set out in the Framework Document, which sets out the Terms and Conditions relating to the funding provided to the Museum by the Welsh Government.

To be effective, the Board needs Trustees with a broad range of expertise and experience.

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 Dr Nicola Guy (Deputy Director of Culture, Sport and Tourism, 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 mid-April.

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 'role of the Vice-Chair' 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 interview. It is our intention that interviews will take place remotely via Microsoft Teams.

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 the Deputy Minister for Arts and Sport, and Chief Whip who will make the final decision. The Deputy Minister may choose to meet with appointable candidates before making a decision. If she does, she will meet all candidates 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.

If you are successful, you will receive a letter inviting you to accept an appointment as Vice-Chair 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.