



Llywodraeth Cymru
Welsh Government

Information for applicants

National Library of Wales Appointment of Vice President

Closing date: 20 October 2021, 18:00



The Commissioner for Public Appointments

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Submitting an application

Thank you for your interest in the role of Vice President of the National Library of Wales. This is a crucially important appointment, made by the Deputy Minister for Arts and Sport, & Chief Whip.

As Vice President you can influence the strategic direction of the Library and contribute to policies that will benefit the Library in the short and long term. The attached annexes provide more detail on the role, the person specification, the role and responsibilities of the Library, and the selection process.

To apply, please visit the Welsh Government's 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 the 'Vice President – The National Library of Wales' 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

This is a critically important element of your application and is your opportunity to:

- Outline your interest in the role;
- Demonstrate how you meet each of the criteria set out in the person specification and essential criteria; and
- Outline how you could contribute to the work of the National Library of Wales.

How you choose to present this information is up to you. You should aim to present detailed examples which demonstrate how you meet the criteria, and which describe your role in achieving a specific result. It will 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 (CV)

Please ensure your CV includes brief details of your current or most recent post, and the dates you occupied this role, and details of any past relevant roles to this appointment. Please also identify any past or present Ministerial appointments. **Do not include extensive lists of publications or research activity.**

Indicative timetable

Closing date	20 October 2021
Shortlisting	November 2021
Interviews	December 2021
Appointment	January 2022

Diversity Statement

The Welsh Government believes public bodies should have Board Members who reflect Welsh society - people from all walks of life - to help them understand peoples' 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, gay, bisexual and transgender people.

Welsh Government published its '[Reflecting Wales in Running Wales: Diversity and Inclusion Strategy for Public Appointments in Wales \(2020-2023\)](#)' in 2020. This strategy aims to make Wales an exemplar in redistributing cultural capital and nurturing all Welsh talents, by reflecting Wales in running Wales.

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 minimum criteria for the post. By 'minimum 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.

If you would like a guaranteed interview, please contact Public.appointments@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 Public.appointments@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

If you would like an informal conversation about the role of Vice President at the National Library of Wales, please contact Nicola Guy, Deputy Director, Culture & Sport Division, Welsh Government, Nicola.Guy@gov.wales

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

If you need assistance with the “Appoint” application system on-line, please contact the Shared Service Helpdesk (sharedservicehelpdesk@gov.wales), 03000 255454.

Annex A

The National Library of Wales and the role of Vice President

The National Library of Wales' purpose is to make our diverse culture and heritage accessible to all to learn, research and enjoy.

As a Welsh Government Sponsored Body, the Library will receive £12.8m in annual revenue funding from the Welsh Government in 2021-2022. The Library is also a Royal Charter body and registered independent charity. Its management and operations are overseen by a Board of Trustees.

The Library subscribes to the Welsh Government's wider policies and priorities, including the Well Being of Future Generations (Wales) Act 2015 and the Welsh Language Act 2010 and integrates its work into supporting of all of the seven well-being goals as well as the five governance elements of the Sustainable Development Principle.

For further detail on the Library's purpose, vision and objectives, please go to: https://www.library.wales/fileadmin/fileadmin/docs_gwefan/amdanom_ni/dogfennaeth_gorfforaethol/2017-2021_Strategic_Plan_FINAL.pdf

The Role of Vice President

- The Vice President will assist the President in leading the overall direction of the Board and take on the roles of the President if he/she is absent.
- Chairing other Library Committees and/or in the absence of the appointed Chair.
- Along with the President, act as a main point of contact between the Board and the Minister for Arts and Sport, and Chief Whip and Government officials.
- Supporting the President as required in liaising with other officers and members of the Board, and with the Library's senior executive team. The Vice President will also have an important role to play in scrutinising, challenging and supporting the executive to meet the Library's aims, objectives and targets.
- Participate in the corporate planning process, including agreeing annual budget plans for operational programmes and corporate activities;
- Deputising for the President as required in representing the Library in its dealings with the Senedd and the Welsh Government.
- Actively promoting the benefits of the diverse cultural heritage sector within Wales and further afield.
- Have a clear vision as to how the Library can continue to contribute as a main deliverer of Government cultural heritage policy
- 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 the Library 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.
- Have a clear understanding and commitment to Nolan's "Seven Principles of Public Life".

Person Specification - Desirable

We are seeking someone who:

- demonstrates an understanding, a commitment, and an enthusiasm for the Library's work and for Wales' cultural sector;
- has an awareness of Welsh Government policies and strategies and of how they influence the work of the Library and the culture sector as a whole;
- has extensive leadership skills and experience of driving change;
- has a commitment to equality issues and to challenging discriminatory practices;
- has a commitment to Nolan's Seven Principles of Public Life
<https://www.gov.uk/government/publications/the-7-principles-of-public-life>;
- is able to communicate effectively with the Library's audiences in both Welsh and English.

Person specification - Essential

- Demonstrates a commitment to the values and the vision of the National Library of Wales, 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; and an understanding of its obligations under the Well-being of Future Generations (Wales) Act 2015;
- can evidence strong interpersonal, communication and stakeholder management skills, including ambassadorial skills;
- committed to increasing diversity and promoting equality, identifying relevant experience to develop an inclusive and diverse Board;
- Has experience of developing strategic partnerships, and of outreach and engagement activity who will drive the agenda of ensuring the Library serves and represents the diverse communities and regions of Wales;
- demonstrates senior leadership skills and the ability to provide effective support and challenge to a high profile organisation;
- demonstrates the ability to think and operate strategically;
- demonstrates a thorough understanding of good governance;
- demonstrates business and commercial acumen and experience of income-generating activities (including fundraising);
- has experience of operating at a senior level in a complex, multi-disciplinary organisation.

How will the desirable and essential criteria be assessed?

Specification / Criteria	Application	Interview
An understanding, a commitment, and an enthusiasm for the Library's work and for Wales' cultural sector;	✓	✓
Awareness of Welsh Government policies and strategies and of how they influence the work of the Library and the culture sector as a whole;		✓
Extensive leadership skills and experience of driving change;	✓	✓
Commitment to equality issues and to challenging discriminatory practices;	✓	✓
Commitment to Nolan's Seven Principles of Public Life	✓	✓
Commitment to the values and the vision of the National Library of Wales, 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; and an understanding of its obligations under the Well-being of Future Generations (Wales) Act 2015;	✓	✓
Evidence of strong interpersonal, communication and stakeholder management skills, including ambassadorial skills;		✓
Committed to increasing diversity and promoting equality, identifying relevant experience to develop an inclusive and diverse Board;	✓	✓
Experience of developing strategic partnerships, and of outreach and engagement activity who will drive the agenda of ensuring the Library serves and represents the diverse communities and regions of Wales;	✓	✓

Senior leadership skills and the ability to provide effective support and challenge to a high profile organisation;	✓	✓
The ability to think and operate strategically;	✓	✓
A thorough understanding of good governance;	✓	✓
Business and commercial acumen and experience of income-generating activities (including fundraising);	✓	✓
Experience of operating at a senior level in a complex, multi-disciplinary organisation.	✓	✓

Location

There may be times when the Vice President is required to travel to meetings and events

Time Commitment and Board Meetings

The time commitment for the role of Vice President is up to 18 days per year which includes attendance at 6 meetings per year.

Term of Appointment

The appointment will be made by the Deputy Minister for Arts and Sport, and Chief Whip on behalf of the Welsh Government and will be for a term of four years.

Welsh Language Skills

The Vice President post is considered Welsh desirable, at the level specified below:

Understanding – can understand basic conversations about everyday topics.

Reading – can read simple material on everyday topics with understanding

Speaking – can converse in simple work related conversations.

Writing – no skills.

Remuneration

The role of Vice President, is currently unremunerated. Travel and other reasonable expenses that might be incurred in carrying out the role can be claimed from the Library.

Expected Appointment Start Date: January/February 2022

Assistance for Disabled Members of the Board

All reasonable adjustments will be made to enable members to effectively carry out their duties.

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 which could be an embarrassment to the Welsh Government if it became known in the event of appointment.

Under the provisions of the Royal Charter 2006, those who have previously been a Trustee of the Library are not eligible to apply until 4 years have passed since the end of their term.

Candidates should also note that being Vice President of the Library is a disqualifying post for membership of Senedd Cymru 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 as President of the National Library of Wales, including any business interests and positions of authority outside this role.

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

The 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 Governance - you can access this document at:

<https://www.gov.uk/government/publications/governance-code-for-public-appointments>

Annex B

The selection process

1. The assessment panel will assess candidates' applications, CVs and personal statements to determine who it believes best meets the criteria for the role, and who will be invited to interview. At the initial sift stage, the panel will rely entirely on the information you provide in your application, CV and statement to decide whether you progress to the next stage of the process. Please ensure you provide evidence to support how you meet all the essential criteria.

2. The assessment panel will consist of:

Nicola Guy, Deputy Director, Culture and Sport Division, Welsh Government
Craig Stephenson, Senior Independent Member
Aled Eirug, Independent Member
Marian Wyn Jones, Independent Member

3. Subject to the volume of applications received, your application may be "long-listed" before it is passed to the assessment panel for consideration. You should be aware that in this situation, your application may not be considered in full by the entire panel.
4. We anticipate that by the end of October 2021 the panel will have decided who will be shortlisted and invited for interview in November/December 2021.
5. The panel will shortlist the strongest applicants, those who have demonstrated they best meet the person specification and the essential criteria as set out in this pack. However, if you have applied under the guaranteed interview scheme and if you meet the minimum essential criteria for the post, then you will also be invited for interview.

If you are shortlisted and the interview dates are not already provided in this information pack, we will aim to provide you with as much notice as we can. Re-arranging interview dates may not be possible due to panel availability and the time constraints of the appointment timetable.

You will receive email communication from the Appoint system to let you know whether or not you have been shortlisted.

6. 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.
7. Candidates who the panel believe are 'appointable' will be recommended to the Deputy Minister who will make the final decision on a preferred candidate. The Deputy Minister may choose to meet appointable candidates before making a decision. Any meetings will be in the presence of the panel chair or their

nominated representative. Candidates who have been interviewed will be kept informed of progress.

8. If you are not successful at sift or at interview, you will be notified by the Welsh Government. We appreciate it takes a lot of time and effort to apply for roles, and 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 wish to do so.

Queries

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

If you are not completely satisfied

10. 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.

Annex C

The National Library of Wales - background

The National Library is Wales' pre-eminent library and archive. It is a massive information resource and treasure house on all subjects, freely available to everyone, and a living store of the recorded cultures of Wales. In reality, it has two dimensions – a splendid physical building in Aberystwyth housing the print, manuscript, visual and audio-visual collections, and an online library available through the internet.

The National Library of Wales ('the Library') was established by Royal Charter on the 9th of March 1907. Supplemental Charters were granted in 1911 and in 1978, with slight constitutional revisions. On the 19th July 2006 a new supplemental Charter was granted by Queen Elizabeth II. The 2006 Supplemental Charter changed the constitution and the Library's governance significantly and recognised devolution of Government from Westminster to Wales. Whereas previously the Library had a Court of Governors and a Council it now has a Board of Trustees.

The Library is also a registered charity (registered number: 525775) and Welsh Government Sponsored Body (WGSB).

It must therefore function as: (a) a Royal Charter foundation and a Registered Charity and (b) a Welsh Government sponsored body. This dual nature governs how it operates and fulfils its role and obligations, and requires a delicate balance between the pursuing and fulfilling (a) the 'objects' of its Charter and Charitable status, which reflect its foundation purpose, and (b) the principles of arms-length Government. A Framework document drawn up by the Welsh Government, in consultation with the Library, sets out the details of the terms and conditions under which the Welsh Ministers provide grant-in-aid to the Library.

The Library currently employs 235 (FTE216) members of staff. In 2021-22 it will receive £12.8 in revenue and £3.6m capital in grant-in-aid from the Welsh Government.

The Library's primary 'object', as expressed in the 2006 Supplemental Charter is:

To collect, preserve and give access to all kinds and forms of recorded knowledge, especially relating to Wales and the Welsh and other Celtic peoples, for the benefit of the public, including those engaged in research and learning.

The Library's responsibilities and associated activities are best expressed as five 'core functions', each of which has many aspects:

- collecting;
- preserving;
- giving access and information;
- publicising and interpreting; and
- professional collaboration (especially with libraries and archives across Wales, and also other Welsh Government Sponsored Bodies, including

Amgueddfa Cymru - National Museum Wales and the Royal Commission on the Ancient and Historical Monuments of Wales).

At the heart of the Library are its rich and diverse collections, some of which have been 'inscribed' in UNESCO's Memory of the World register:

- printed works: books, periodicals, newspapers and other printed material amounting to about 6m volumes. They are a 'legal deposit' library (one of only six in the UK and Ireland) and collect a high proportion of the entire printed publications of the UK and Ireland, some of which is now in electronic formats;
- manuscripts: 30,000 items, the oldest dating from 113 AD, and including the earliest literature of Wales and early British and European texts;
- archives: 15km, 2,500 collections, including the Welsh Political Archive, estate records, records of the Court of Great Sessions and the Church in Wales, all wills proved in Welsh dioceses before 1858, modern literary papers and the archives of Welsh organisations and businesses;
- maps: over 1.5m, and thousands of atlases;
- pictures: 50,000 works documenting Wales, mainly through landscapes and portraits;
- photographs: 950,000 prints, negatives and transparencies - the largest collection in Wales;
- microforms: e.g. of newspapers, archives and family history sources;
- sound and moving images: 7m feet of film, 300,000 hours of video, 250,000 hours of sound recordings, 200,000 items from the ITV Wales Archive, and thousands of records and tapes, all maintained by the National Screen and Sound Archive of Wales;
- electronic material: millions of digital objects, including CD-ROMs, e-books, e-journals, websites, electronic archives and digitised items.
- and in 2021 the establishment of the National Broadcast Archive will provide the National Library with an effective vehicle to extend public access to its rich visual image archive.