

Arts Council of Wales



Llywodraeth Cymru  
Welsh Government

**Information pack for applicants**

**Arts Council of Wales**

**Appointment of Council Members  
(2)**

Closing date: 03 January  
at 16:00



**The Commissioner for  
Public Appointments**

# **Arts Council of Wales**

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### Submitting an application

Thank you for your interest in the appointment of Council Members at the Arts Council of Wales. As a Member, you will help to sustain and develop the provision of arts experiences to the people of Wales. You will contribute to the development and the delivery of Welsh Government and Arts Council of Wales policies and priorities for the arts in Wales, the UK and internationally. The attached Annexes provide details on the role of members and the person specification, the role and responsibilities of the Arts Council of Wales and the selection process.

To apply 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 Arts Council of Wales Members 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 your CV to 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 the criteria set out in the person specification, and 3) outline how you could contribute to the work of the Arts Council of 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 particular 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.

### 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.

### References

Please provide two referees (employer and personal) – these will be contacted for successful candidates only.

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### Indicative timetable

Closing date: 03 January 2023 at 16:00  
Shortlisting: 20<sup>th</sup> January 2023  
Interviews: 17<sup>th</sup> February 2023

### 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.

### 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 ‘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.

We are committed to the employment and career development of disabled people. If you would like a guaranteed interview, please contact [publicappointments@gov.wales](mailto: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](mailto: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.

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### Contacts:

For further information regarding the selection process, please contact:

Public Appointments Team  
Public Bodies Unit  
Email: [publicappointments@gov.wales](mailto:publicappointments@gov.wales)

For further information regarding the role of the Arts Council of Wales and the role of Members please contact

Dr Nicky Guy, Deputy Director, Culture Division, The Welsh Government  
E-mail: [Nicola.Guy@gov.wales](mailto:Nicola.Guy@gov.wales)  
Phone: 03000 251899

or Katy Brown (Arts Council of Wales) at  
[Katy.Brown@arts.wales](mailto:Katy.Brown@arts.wales)

If you need any further assistance in applying for this role, please contact the Public Appointments Unit - [publicappointments@gov.wales](mailto:publicappointments@gov.wales).

For further information about Public Appointments in Wales, please visit  
[www.gov.wales/publicappointments](http://www.gov.wales/publicappointments).

## **Appointment of Members to the Arts Council of Wales**

### **The Role of a Council Member**

The Arts Council of Wales is a Welsh Government Sponsored Body, and as such, the Welsh Government sets the strategic agenda for the arts in Wales. It wishes to encourage active participation in the arts, and to ensure that high-quality cultural experiences are available to all people in Wales, irrespective of where they live or of their social background.

Members of the Council are expected to:

- Participate and contribute effectively to the Council's activities, particularly in terms of defining and developing its strategic direction, setting and achieving challenging objectives, and supporting Welsh Government policy;
- Offer review, scrutiny, challenge and support to the Executive;
- Promote high standards of propriety in managing public money, and ensure that the Council's activities are conducted efficiently and effectively, achieving value for money within a framework of best practice, regularity and propriety;
- Participate in the corporate planning process, including agreeing annual budget plans for operational programmes and corporate activity;
- Work as part of a Council that positively values difference and challenges unconscious behaviours, and
- Appoint, with the Welsh Government's approval, a Chief Executive, should the necessity arise.
- Actively participate in work to widen access and create an inclusive Arts sector and organisation in line with the Art's Council of Wales' Widening Engagement Action Plan and the Welsh Government's Anti-racist Wales Action Plan, Action on Disability Framework and the LGBTQ+ Action Plan.

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### Person Specification

In your application, you will be expected to demonstrate the following essential criteria:

#### Essential Criteria:

- Knowledge and /or understanding of the arts sector and a strong commitment to developing the role of the Arts throughout Wales. An appreciation of the cultural, economic and socio-political contexts in which the Arts Council of Wales operates; and its obligations under the Well-being of Future Generations (Wales) Act 2015;
- A commitment to increasing diversity and promoting inclusion and equality, as well as widening access and engagement with the arts throughout Wales.
- An understanding of the current challenges facing arts organisations, ACW and those working in the arts, with an ability to think creatively on how these challenges can be addressed;
- Ability to scrutinise and analyse complex information in order to support and challenge in a constructive manner and hold the organisation to account for its achievement against its aim and objectives

Sound decision making, underpinned by robust analysis and strategic vision.

- Experience of communicating effectively at all levels; in particular the ability to act as an ambassador for the arts and able to demonstrate tact and diplomacy in dealings with stakeholders.
- An understanding of the principles of good governance.
- A commitment to [Nolan's Seven Principles of Public Life](#).
- Experience in **one or more** of the following art forms/fields:
  - Experience within the creative industries: in particular, digital arts, dance or literature;
  - Experience of promoting and developing the arts in local authorities, in education or in health institutions;
  - Experience of how the arts impact on the well-being of diverse communities across Wales including those from lower socio-economic backgrounds.
  - Experience of communications and/or media relations with an understanding of how to build and apply communications strategies effectively.
  - Experience of financial systems and financial management and/or risk and assurance in complex organisations
  - Experience or understanding of commercial and income-generating activities, including fundraising, and the ability to apply this to arts organisations.

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- Experience of HR ideally gained in the public sector with an understanding of transformation and change management

We particularly welcome applications from women, disabled people and Black, Asian and Minority Ethnic people.

### Welsh Language

The ability to communicate through the medium of Welsh is desirable for up to 2 posts, as follows.

Understanding: Can understand parts of a basic conversation

Reading: Can read some basic words and phrases with understanding

Speaking: Can hold a basic conversation in Welsh

Writing: Can write basic messages on everyday topics

In addition, all candidates should demonstrate an awareness of the importance of the Welsh language in a bilingual Wales with an appreciation of the Welsh Government's policies and strategies for the language.

### Other:

Location: Meetings are held on-line, at ACW's Offices in Cardiff Bay and at various locations throughout Wales. The Council's response to Covid-19 means that on-line meetings are more likely in the short to medium term.

Time Commitment: 1.5 days per month, approx. 10 meetings per year  
Tenure of office: Three years.

Remuneration: Unpaid, but Members are entitled to travel and other reasonable expenses within agreed limits.

### Eligibility

Candidates should also note that membership of the Arts Council of Wales is a disqualifying office for membership of [The Senedd Cymru under The Senedd Cymru Disqualification\) Order 2020](#).

### Conflict of Interests

You will be asked to declare any private and professional interests which may, or may be perceived to, conflict with the role and responsibilities as a Member of the Arts Council of Wales, including any business interests and positions of authority

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outside of the role in the Arts Council of Wales. 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>

## The role and responsibilities of the Arts Council of Wales

### Background

The Arts Council of Wales was established by Royal Charter in 1994. The Arts Council funded largely by grant in aid from the Welsh Government. It is also a registered charity subject to Charity Law and is one of the four Lottery Distributors in Wales.

The Council's aims as set out in its Royal Charter are:

- a) to develop and improve the knowledge, understanding and practice of the arts;
- b) to increase the accessibility of the arts to the public in Wales;
- c) to advise and co-operate with the Welsh Government and relevant bodies;  
and
- d) to carry out the objects through the medium of both the English and Welsh languages.

As part of the terms and conditions of funding, Council Members have individual and corporate responsibility to the Welsh Government.

### About the Arts Council of Wales

As the country's funding and development agency for the arts, the Arts Council:

- **supports and develops high quality arts activity** – it invests public funding, provided by the taxpayer, and allocated by the Welsh Government, helping the arts to thrive in Wales
- **develops and delivers the Welsh Government's strategic priorities for the arts** – it ensures appropriate mechanisms, process and procedures are in place to deliver on the strategic agenda set by the Welsh Government, as set out in the prevailing strategy document (currently the Programme for Government) and the Annual Remit letter
- **distributes Lottery funds** – through applications to its funding programmes it invests in projects that develop new arts activity, supporting individuals and organisations
- **provides advice about the arts** – through its staff and its advisers, the Arts Council has the largest concentration of arts expertise and knowledge in Wales
- **shares information** – the Arts Council is the national centre of a network of information and intelligence about the arts in Wales. It also has strong international links in the UK and beyond
- **raises the profile of the arts in Wales** – the Arts Council is the national voice for the arts in Wales, making sure that people are aware of the quality, value and importance of the country's arts

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- **generates more money for the arts economy** – through initiatives such as *Collectorplan* – the Council’s scheme to encourage more people to buy art - and its work to secure European funding; these bring more money into the arts economy
- **influences planners and decision-makers** – the arts take place in many different settings. They can have a dramatic impact on the quality of people’s lives, and the places in which they live and work. The arts are also frequently at the heart of initiatives for economic and social regeneration, from transforming learning in schools and for promoting health and wellbeing. The Arts Council plays a key role in ensuring that the contribution that the arts can make is recognised, valued and celebrated.

## The selection process

The interview panel will assess candidates' CVs and personal statements to determine who it believes best meets the criteria for the role, and therefore who will be invited to interview. The panel will rely only on the information you provide in your CV and statement 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 consist of Paul Kindred, The Welsh Government, supported by Kate Eden, Acting Chair of the Arts Council of Wales, Catherine Smith and Elen Mai Nefydd

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 the panel will have decided during December 2022 who will be invited for interview in January 2023.

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 our application centre to let you know whether you have been invited to be interviewed. It is our intention interviews for the will take place virtually. Should you be invited to interview, you will be provided with guidance and arrangements for conducting your interview online.

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 Deputy Minister for Arts and Sport, and Chief Whip may choose to meet with appointable candidates before making a decision. If she does, she 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 decision on appointment decision. 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 a Member of the Arts Council of Wales, 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](mailto: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 the Public Appointments Unit: [publicappointments@gov.wales](mailto:publicappointments@gov.wales).