



Llywodraeth Cymru  
Welsh Government

**Information pack for applicants**

**Vice President**

**Amgueddfa Cymru – National Museum  
Wales**

**Closing date:  
1 August 2022 at 12:00**



**The Commissioner for  
Public Appointments**

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## Submitting an application

Thank you for your interest in the role of Vice President at Amgueddfa Cymru – National Museum Wales (Amgueddfa Cymru). As Vice President, you can influence the strategic direction of the Museum and contribute to policies that will benefit the Museum in the short and long term. The attached Annexes provide details on the role and the person specification, the role and responsibilities of the Board of Trustees and Amgueddfa Cymru, and outline 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 job, click on a vacancy and then click the 'Apply' button at the bottom left of the page. The first time you apply for a job, you will need to complete a registration form for the Welsh Government's online application system. You only need to register once, and by doing so you will be able to track the progress of your application, and any other applications you send, through your 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 each of the criteria set out in the person specification, and
3. outline how you could contribute to the work of Amgueddfa Cymru.

How you choose to present the information in your personal statement 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 'person specification' 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. 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: 1 August 2022 at 12:00  
Shortlisting: August 2022  
Interviews: September 2022

**Diversity Statement**

The Welsh Government and Amgueddfa Cymru believe that public bodies should have board members who reflect Welsh society - people from all walks of life and different backgrounds - to help us understand people's needs and make better decisions. This is why we are 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 other racialised people, disabled people, and 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 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 (whether lived or professional) defined as essential.

If you the assessment panel felt you meet the minimum requirements and 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.

**Contacts:**

If you would like further information about the role of Vice President at Amgueddfa Cymru, please contact:

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

Or

Catrin Hughes, Head of Sponsorship, Culture Division, Welsh Government  
E-mail: [Catrin.Hughes@gov.wales](mailto:Catrin.Hughes@gov.wales)

If you need any further assistance in applying for this role, please email [publicappointments@gov.wales](mailto:publicappointments@gov.wales).

If you need assistance with the “Appoint” application system on-line, please contact [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).

## **Annex A: Amgueddfa Cymru – National Museum Wales**

Amgueddfa Cymru is one of Wales' leading cultural and national institutions. 1.9 million people visit Amgueddfa Cymru every 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 funded by the Welsh Government, and has a Board of Trustees whose role is to set the strategic direction of the organization, and to 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 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 have been developing a new 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 President will have a critical role to play in making these commitments a reality.

## **Annex B**

### **Role and Responsibilities of the Board**

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 to the Welsh Government and to Senedd Cymru.

Amgueddfa Cymru currently receives around 80% of its annual funding (£24.7 million revenue funding, and £6.6m capital funding in 2021/22) from the Welsh Government as Grant in Aid. The organisation employs over 600 staff across its sites

### **The role of a Trustee**

Trustees support 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. 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.

### **The role of Vice President**

In addition to the responsibilities of a trustee, the Vice President will

- Assist the President in leading the overall direction of the Board, taking on the role of the President if he/she is absent, and advocating on behalf of Amgueddfa

Cymru – National Museum Wales;

- Chair other Amgueddfa Cymru Committees and/or in the absence of the appointed Chair;
- With the President, 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 President as required in liaising with other officers and members of the Board, and with the Museum's senior executive team. The Vice President will also have an important role to play in scrutinising, challenging and supporting 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 President 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.

## **VICE PRESIDENT - PERSON SPECIFICATION**

We are seeking someone who:

- Is an experienced and diplomatic leader who has a commitment to the values and vision of Amgueddfa Cymru – National Museum Wales and an appreciation of its role in supporting change and development in Wales through cultural participation;
- Has a passion for culture in Wales, who understands the culture sector and is sensitive to cultural issues in Wales;
- Has excellent interpersonal, communication and stakeholder management skills, including ambassadorial skills, and is able to work in a collegiate manner;
- Can demonstrate their ability to think and operate strategically;
- Is aware of Welsh Government policies and strategies and of how these influence the work of Amgueddfa Cymru and the culture sector in Wales;
- Is committed to [Nolan's Seven Principles of Public Life](#).

## **VICE PRESIDENT - ESSENTIAL CRITERIA**

- Experience of operating as a senior leader in a complex, multi-disciplinary organisation;
- Experience of developing strategic partnerships;
- Able to evidence a thorough understanding of good governance
- A proven commitment to increasing diversity, and promoting inclusion and equality;
- Understanding of, and experience of working with diverse communities or audiences, ethnically, socio-economic or other.

All candidates will be assessed against the essential criteria listed.

### **Welsh language**

The ability to speak Welsh is essential for this role. We welcome applications from people who with support/training could be fluent within one year of appointment.

### **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.

### **Period of Office**

The Deputy Minister for Arts and Sport, and Chief Whip will appoint a Vice President on behalf of the Welsh Government for a four-year term of office.

### **Assistance for Disabled Trustees**

Where required, all reasonable adjustments will be made to enable trustees to discharge their duties effectively.

### **Remuneration**

The role of Vice President is not a paid role, but all trustees can claim travel and subsistence expenses.

### **Who is eligible to apply?**

Applicants should be people who conduct themselves 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 lives, which, if appointed, could cause embarrassment to themselves or to the Welsh Government.

[Information](#) in the Royal Charter of Amgueddfa Cymru explains whether current or former Trustees are eligible to apply for positions on the Board.

Trustees may not serve on the Board for more than 8 consecutive years in the same role, or a total of 12 consecutive years (in any combination of different Trustee and Officer roles; e.g. Treasurer, Vice President or President). Former Trustees can be appointed provided that more than four years have elapsed since they were previously Trustees.

Applicants should also note that membership of the Board of Trustees of Amgueddfa Cymru will render them ineligible for membership of Senedd Cymru –

Welsh Parliament under the National Assembly for Wales (Disqualification) Order 2015. <http://www.legislation.gov.uk/ukxi/2015/1536/contents/made>

### **Conflicts of Interest**

You will be required to declare any private interests which may, or may be perceived to conflict with your role and responsibilities as a Vice President of Amgueddfa Cymru, including business interests or positions of authority outside your role at Amgueddfa Cymru.

Any conflicts of interest will be discussed at interview. If appointed, you will also be required to declare these interests on a publicly available register.

### **Standards in public life**

You will be expected to demonstrate high standards of corporate and personal conduct. All successful applicants will be required to abide by the [Code of Conduct for Board Members of Public Bodies](#).

### **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.

## Annex C: The Selection Process

The interview panel will assess each candidate's CV and personal statement to determine who best meets the criteria for the role, and who will be invited to interview. The panel will rely on the information in your CV and the statement to assess whether you have the required skills and experience. Make sure you provide evidence to show how you meet each of the essential criteria.

The selection panel will be chaired by Dr Nicky Guy (Deputy Director, Culture Division, Welsh Government). The remaining panel members are:

- Aaqil Ahmed – Senior Independent Panel Member
- Helgard Krause – Independent Panel Member with Sector Experience

Depending on the number of applications received, your application may be long-listed before being put to the short-listing panel for consideration. You should be aware that in this situation, your application may not be fully considered by the whole panel.

We anticipate that the panel will have decided who will be invited for interview by mid-August 2022.

The candidates invited for interview will be the strongest candidates who, in the opinion of the panel, have demonstrated that they best meet the person specification and essential criteria. If you have applied under the guaranteed interview scheme, and you meet the essential criteria for the job, you will also be invited for interview.

If you are invited to an interview and the date is not already stated in this information pack, we will try to give you as much notice as possible of the interview date. If you are unable to attend on that date, we will try to reschedule but this may not be possible due to time constraints within the appointment timetable or the availability of the selection panel.

You will receive an email from the Appoint system to let you know whether or not you have been invited to interview.

At interview, the panel will ask you about your skills and experience and ask specific questions to assess whether or not you meet the criteria set for the post.

Candidates whom the panel considers suitable for appointment 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 these candidates before making a decision. If so, she will meet with all candidates in the presence of the panel chair or

their nominated representative. There will be a time gap between the interview and the final appointment decision. Applicants interviewed will receive an update.

If you are successful, you will receive a letter inviting you to accept the appointment as Vice-President of Amgueddfa Cymru, which will also confirm the terms of the appointment.

If you are unsuccessful after interview, the Welsh Government will let you know. We appreciate that applying for roles such as these requires a lot of time and effort and that providing feedback is a valuable part of the process. As such, the letter will provide details of the person you can contact for feedback on your interview and application, if you wish.

### **Enquiries**

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 [publicappointments@gov.wales](mailto:publicappointments@gov.wales).