Diversity Statement
The Welsh Government believes that public bodies should 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 this appointment. Applications are particularly welcome from all under-represented groups including women, people under 30 years of age, members of ethnic minorities, disabled people, lesbian, gay, bisexual and trans people.

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.

Introduction
The Royal Commission on the Ancient and Historical Monuments of Wales is the unique, independent national archive and investigation service for Wales, dedicated to the authoritative recording and interpretation of our rich historic environment. We operate at arm’s-length from the Welsh Government, with skilled staff providing professional advice
and expert information to the public. We’re committed to delivering the best possible service for Wales, fostering greater understanding and care for our historic buildings and landscapes, and recognising the potential for heritage to help improve people’s lives.

**Background**

The Royal Commission on the Ancient and Historical Monuments of Wales is the unique, independent national archive and investigation service for Wales, dedicated to the authoritative recording and interpretation of our rich historic environment. We operate at arm’s-length from the Welsh Government, with skilled staff providing professional advice and expert information to the public. We are committed to delivering the best possible historic environment service for Wales, fostering greater understanding and care for our historic buildings and landscapes, and recognising the potential for heritage to help improve people’s lives. The Commission is a Welsh Government Sponsored Body (WGSB) whose role and responsibilities are set out in a Royal Warrant of 2000. Our governance and accountability arrangements are set out in a Framework Document. The Royal Commission’s operational priorities and performance targets are informed by an annual remit letter from the Cabinet Secretary for Economy & Infrastructure. This letter sets out strategic priorities, specific policies and action plans, and the wider policies and procedures of the Welsh Government.

The Royal Commission has a long history in Wales. It was established in 1908 by Royal Warrant, which was revised in 2000. The Warrant directs the Commission ‘to provide for the survey and recording of ancient and historical monuments and constructions from the earliest times (including the ancient and historical monuments in, on or under the sea bed) by compiling, maintaining and curating the National Monuments Record of Wales as the basic national record of the archaeological and historical environment’.

Building on its recent successes and achievements, the Commission is now looking to grow and develop for the future. We are seeking to appoint three new members.

**Role Description**

The Board of Commissioners provides leadership and governance for the organisation, and provides scrutiny and constructive challenge to all of the Commission’s activities. The Board also shapes the future of the organisation. The Commission is keen to appoint individuals who are committed to providing the best possible historic environment service for the benefit of all the people of Wales. As a Commissioner, you will:

- Review the Organisation’s Operational Plan, taking account of work in progress, the directions contained in the Remit Letter from the Welsh Government and initiatives that originate within the Organisation;
- Ensure that the governance of the Organisation complies with the requirements of the Framework document, and that the scope of the Organisation’s activities falls within the terms of the Royal Warrant;
- Ensure that the performance required of the Organisation by the Welsh Government is attained and that a report is published annually on the Organisation’s activities;
• Provide guidance and direction to the expert staff of the Organisation, and to monitor their work, in committee or individually;
• Be directly involved in and take responsibility for the content of the specialist publications of the Organisation;
• Represent the Royal Commission and its interests when called upon to do so.

Commissioners are also expected to:
• Have an understanding of the historic environment and its significance;
• Have a clear vision on how the Commission can continue to work with key partners to provide the best possible historic environment service for Wales;
• Work as part of a high performing Board of Commissioners that carries out strong performance management, displays core team behaviours and values, constructively challenges and supports one another, and that continuously measures the achievements of the team against the Commission’s goals;
• Act in a way that promotes high standards of propriety and public finance.

Person Specification

Essential
The Royal Commission is committed to strengthening and diversifying our board, and so are looking for three new Commissioners who will have direct experience and expertise at a senior and/or strategic level in one or more of the following areas:

• Development of IT strategies;
• Working with communities, particularly hard-to-reach groups;
• Archaeology, particularly industrial archaeology.

Individuals will also need to demonstrate one or more of the following:
• Have strong intellectual and analytical skills;
• Excellent communication skills;
• The ability to work well in a dispersed team;
• The ability to help the Board advise and monitor the work of expert staff;
• An understanding of the duties and responsibilities of a charity trustee;
• An understanding of the diverse communities in Wales and a commitment to promoting diversity;
• Have a clear understanding of public life and the principles of good governance.
• The ability to communicate in Welsh is highly desirable for at least one of the posts. All candidates are expected to display an awareness of the linguistic profile of Wales and support compliance with the Welsh Language Standards due to be implemented by January 2017.

Membership
The Board of Commissioners comprises a Chairman and up to ten other Commissioners. Currently, there are six Commissioners, including the Chairman, Dr Eurwyn William MA, PhD, FSA.
Terms of Appointment
Commissioners are appointed by The Queen under the Royal Warrant on the advice of the Prime Minister, who acts in consultation with the Secretary of State and the Welsh Ministers. Section 62 of the Government of Wales Act 2006 enables the Welsh Ministers to make appropriate representations about any matter affecting Wales. Recommendations on appointments to the Royal Commission are therefore made to the Prime Minister by the relevant Welsh Minister, the Cabinet Secretary for Economy & Infrastructure, who is advised in this matter by the Historic Environment Service (Cadw).

Duration of Appointment
All appointments will be for an initial period of 5 years, renewable (subject to satisfactory review) to a maximum of 10 years.

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.

Time Commitment
Commissioners will be expected to be able to attend two meetings each year, usually in October and April. Each meeting is of two- to three-day duration, plus such occasional meetings as Commissioners agree are necessary. In the case of the members of the Corporate Governance Committee, this includes participating in additional teleconference meetings in January and July.

Meetings are normally held in Aberystwyth, but may on occasion be held elsewhere in Wales. Each meeting includes a plenary session that is held in public, and a series of sub-committee meetings that deal with the Commission’s strategic business.

Commissioners will need to be prepared to read background material, to represent the Royal Commission between meetings, to sit on interview panels and in strategic review bodies from time to time and possibly to assess texts for publication.

This represents an average official time commitment of about 10 days a year, though more can be spent in preparation.

Remuneration
Commissioners are entitled to claim a daily rate for days attended of £198. Travel and other reasonable expenses that might be incurred in carrying out work for the Commission can be claimed within the recognised limits.
You may also be eligible to claim reimbursement for costs in relation to child care/care of
the elderly/assistant carer whilst carrying out work on behalf of the Royal Commission.

**Assistance for Disabled Members**
Where appropriate all reasonable adjustments will be made to enable members to
effectively carry out their duties.

**Induction Training**
Successful candidates will be required to attend a formal induction session.

**Selection Process**
This appointment is regulated by the Commissioner for Public Appointments and made in
accordance with the Commissioner’s Code of Practice for Ministerial Appointments to Public
Bodies. It is the policy of the Welsh Government to promote and integrate equality of
opportunity into all aspects of its business including appointments to public bodies. It
welcomes and encourages applications from groups currently under-represented including
women, minority ethnic community groups and disabled people. The principles of fair and
open competition will apply and appointments will be made on merit.

**Starting Date**
April 2017

**Further Information and Queries**
For further information on the application process and to apply, please visit
[www.gov.wales/about/recruitment/public-appointments](http://www.gov.wales/about/recruitment/public-appointments) or for queries please contact the
Shared Service Helpdesk on 02920 825 454 or email
[SharedServiceHelpdesk@wales.gsi.gov.uk](mailto:SharedServiceHelpdesk@wales.gsi.gov.uk). To register on the site, click on the Royal
Commission vacancy and click on ‘apply’ at the bottom left hand corner. Then click on the
register button. Complete all of the fields; accept the terms and conditions, and click
‘submit’.

For further information about the Royal Commission you may wish to visit their website,
[www.rcahmw.gov.uk](http://www.rcahmw.gov.uk). For an informal discussion regarding Commissioners appointments,
you can contact Christopher Catling on 01970 621 200.

**Applications**
To apply you will need to submit two supporting documents. The first a full CV and the
second a personal statement (no more than one page of A4), detailing your experience, how
you meet the role description and person specification and how you could contribute to the
work of the Royal Commission. The two documents should be uploaded to the “Attach
Supplementary Document(s)” section of the online application form.

**Closing Date**
The closing date for applications is Wednesday 12 October 2016. Application forms received
after this date will not be considered. It is expected to hold interviews in December 2016.