



Llywodraeth Cymru
Welsh Government

Information pack for applicants

Royal Commission on the Ancient and Historical Monuments of Wales

Appointment of Commissioners

Closing date: 18 April 2017



**The Commissioner for
Public Appointments**

Royal Commission on the Ancient and Historical Monuments of Wales

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Royal Commission on the Ancient and Historical Monuments of Wales

Making an application

Thank you for your interest in the appointment of Commissioners to the Royal Commission on the Ancient and Historical Monuments of Wales. There are three vacancies, each of which requires a specific area of expertise (described in the person specification). Each new Commissioner will play a leading role by providing constructive challenge across the business of the Royal Commission to ensure that all aspects of its strategy, direction and delivery are scrutinized for effectiveness and efficiency. The attached Annexes provide details on the role of the Commissioner and the person specification, the role and responsibilities of the Royal Commission, and the selection process.

To make an application 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 'Commissioners – Royal Commission on the Ancient and Historical Monuments 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

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 the Royal Commission. 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 (divided up in 'essential expertise' and 'essential personal skills'), and which describe what your role was in achieving a specific result. It will also benefit the selection panel if you can make clear which of the criteria your evidence relates to. 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.

Indicative timetable

| | |
|---------------|---------------|
| Closing date: | 18 April 2017 |
| Shortlisting: | April 2017 |
| Interviews: | May 2017 |

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Diversity Statement

The Welsh Government believes that public bodies should have board members who reflect 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.

Guaranteed Interview Scheme - Positive about Disability

The Welsh Government operates a Positive about Disabled People scheme and welcome 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.

Contacts

For further information regarding the selection process, please contact:

The Corporate Shared Service Centre

Tel: 029 2082 5454

Email: sharedservicehelpdesk@wales.gsi.gov.uk

For further information regarding the role of the Royal Commission on the Ancient and Historical Monuments of Wales and the role of Commissioners, please contact:

Christopher Catling

Tel: 01970 621 200

Email: christopher.catling@rcahmw.gov.uk

If you need any further assistance in applying for this role, please contact the Welsh Government's Corporate Shared Service Centre Helpdesk on 029 2082 5454 or SharedServiceHelpdesk@wales.gsi.gov.uk

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

Appointment of Commissioners to the Royal Commission on the Ancient and Historical Monuments of Wales

Role description and person specification

Role and responsibilities

The Board of Commissioners provides leadership and governance for the organisation, and provides scrutiny and constructive challenge to all of the Royal Commission's activities. The Board also shapes the future of the organisation. The Royal 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; and
- 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 Royal 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; and
- Subscribe to and uphold the seven principles of public life (the "Nolan principles").

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Person Specification

To be considered, you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria (divided up in 'essential expertise' and 'essential personal skills') for appointment.

Essential Criteria

Essential Expertise

The Royal Commission is committed to strengthening and diversifying our board, and so are looking for three new Commissioners who will have significant expertise in one or more of the following areas:

- 1. Community engagement:** A key principle of our corporate strategy is to work in partnership with community groups so that the people of Wales become contributors to our work and not just consumers of it. We have had some success in this field already, having trained some 200 or so heritage volunteers in the skills of archival research and buildings recording. We also involve volunteers in all aspects of our work, from cataloguing to archaeological fieldwork and excavation, and encourage online participation through crowdsourcing projects. We could do more, however, and we are keen to contribute to the Welsh Government's ambitions for heritage to serve as a catalyst for raising aspirations, engaging, inspiring and empowering people in the most deprived communities in Wales.

We therefore wish to recruit a Commissioner with practical experience of working in this field to help us formulate an appropriate and realistic community engagement strategy and to help us identify potential partners for this work.

- 2. Digital strategy:** The Royal Commission is already regarded as a pioneer in a number of digital areas and has been given a leadership role in various pan-Wales projects as a consequence. On the technical side, these include GIS development, the curation of digital archives and very large datasets, and climate change modelling. On the content side, these include leading the innovation strand of the People's Collection Wales, the development of themed databases for Welsh battlefields and historic place names in Wales, and managing the Historic Wales portal, which brings together historic environment data held by a number of different bodies. This is a growing area of work for the Royal Commission and is core to our future sustainability. We wish to deliver much more content digitally to our customers in future, help them find the data they want quickly and easily, exploit the commercial potential of our images, and build partnerships with the other key players in the sector so as to develop joint solutions to the challenges we face in a rapidly changing digital environment.

We therefore wish to recruit an individual with a strong track record in digital leadership to help us see with clarity what we need to do to lay the foundations of a viable strategy that will serve the Royal Commission well in the immediate and longer term future.

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- 3. Archaeology (including industrial archaeology):** Archaeological fieldwork is a major part of our work, and we have a number of important projects in hand at the moment, including long-term externally-funded fieldwork projects. As one of the world's first industrial nations, Wales is especially rich in the archaeology of early industry, and recording and understanding this form of heritage, which is very much at risk from redundancy and redevelopment, forms a major part of our work – not least as partner in Wales's bid for World Heritage Site status for the Welsh Slate Industry.

We therefore wish to recruit a leading archaeologist as a Commissioner to help with our horizon scanning work so as to identify suitable projects and to help us exploit digital field recording technologies to the full, especially in regard to large and complex sites.

Essential Personal Skills

Candidates will also need to demonstrate that they have:

- Strong intellectual and analytical skills;
- The ability to represent the Royal Commission in public and communicate effectively with key stakeholders;
- An understanding of the diverse communities in Wales and a commitment to sharing the benefits of engagement with Welsh heritage;
- The ability to collaborate effectively, and work with and through others to achieve objectives; and
- The ability to bring fresh ideas to discussions on both strategic and practical issues.

Welsh Language

The ability to communicate in Welsh is desirable. However, all candidates should demonstrate an awareness of the importance of the Welsh language in a bilingual Wales with an appreciation of the Royal Commission's policies and strategies for the language.

Key facts about the post

Location: Meetings are normally held in Aberystwyth, but may on occasion be held elsewhere in Wales.

Time Commitment: An average official time commitment of about 10 days a year, though more can be spent in preparation.

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.

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

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bodies from time to time and possibly to assess texts for publication.

Tenure of office: Initial appointment of 5 years, renewable (subject to satisfactory review) to a maximum of 10 years.

Remuneration: £198 per day attended plus travel and other reasonable expenses 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.

Eligibility

Applicants should note that being a Commissioner of the Royal Commission on the Ancient and Historical Monuments of Wales is a disqualifying post for membership of the National Assembly for Wales 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 Commissioner of the Royal Commission on the Ancient and Historical Monuments of Wales, including any business interests and positions of authority outside of the role in the Royal Commission.

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.

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 Royal Commission on the Ancient and Historical Monuments of Wales

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. Located within the National Library of Wales building in Aberystwyth, 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 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 has a long history in Wales. It was established in 1908 by Royal Warrant, which was revised in 2000. The Warrant directs the Royal 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'.

The Royal Commission is a Welsh Government Sponsored Body (WGSB) whose role and responsibilities are set out in the 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.

Board's Role

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 Board of Commissioners comprises a Chairman and up to ten other Commissioners. Currently, there are six Commissioners, including the Chairman, Dr Eurwyn Wiliam. The other Commissioners are: Catherine Hardman (Vice-Chair), Thomas Lloyd, Professor Chris Williams, Dr Mark Redknapp and Caroline Crewe-Read.

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

The selection process

The selection 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 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 be chaired by Dr Eurwyn Wiliam (Chairman of the Royal Commission on the Ancient and Historical Monuments of Wales) and will also comprise Catherine Hardman (Vice Chair of the Royal Commission), Andrew George (Welsh Government Departmental Official) and Dr Susan Davies, Aberystwyth University as an Independent Panel Member.

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 during April 2017 the panel will have decided who will be invited for interview in May 2017.

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 the Appoint system to let you know whether or not you have been invited to be interviewed. It is our intention that interviews will take place in Cardiff.

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.

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).

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Candidates who the panel believe are 'appointable', will therefore be recommended to Ministers who will make the final recommendation. The Minister may choose to meet with appointable candidates before making the recommendation. If he does, he 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 appointment decision being made. Candidates who have been interviewed will be kept informed of progress.

If you are successful, you will receive a letter appointing you as Commissioner of the Royal Commission on the Ancient and Historical Monuments 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 the Corporate Shared Service Helpdesk on 029 2082 5454 or sharedservicehelpdesk@wales.gsi.gov.uk

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 Corporate Shared Service Helpdesk on 029 2082 5454 or sharedservicehelpdesk@wales.gsi.gov.uk