



Llywodraeth Cymru  
Welsh Government

**Information pack for applicants**

**National Library of Wales**

**Appointment of a Vice President**

**Closing date : 21 July 2017**



**The Commissioner for  
Public Appointments**

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## **Making an application**

1. Thank you for your interest in the appointment of a Vice President to the National Library of Wales. 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 details on the role of the Vice President and the person specification, the role and responsibilities of the National Library of Wales, and outlines the selection process.
2. 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/>.
3. To apply for this role, click on 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.
4. 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**

5. The personal statement is your opportunity to demonstrate how you meet each of the criteria set out in the person specification in para 14, Annex A. 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.
6. Please limit your personal statement to two pages. Your application may be rejected if you exceed this limit.

## **Curriculum Vitae**

7. 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:	21 July 2017
Shortlisting:	28 July 2017
Interviews:	30 October

## **Diversity Statement**

8. 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.

## **Guaranteed Interview Scheme - Positive about Disability**

9. 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](mailto:sharedservicehelpdesk@wales.gsi.gov.uk)

For further information regarding the role of The National Library of Wales and the role of Vice President please contact Carol Edwards, (01970) 632923 or e-mail: [carol.edwards@llgc.org.uk](mailto:carol.edwards@llgc.org.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](mailto:SharedServiceHelpdesk@wales.gsi.gov.uk)

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

## Annex A

### Appointment of a Vice President to the National Library of Wales

#### Role and responsibilities

10. The National Library of Wales was established by Royal Charter. The Supplemental Charter 2006 provides that there will be a Vice President as one of the three Officers of the Library's Board. Statutes within the Charter provide that in the absence of the President, or in the case of the President's inability or failure to act through illness, or during any vacancy in the office of President, the Vice President will discharge the functions of the President. The roles of the President and Vice President are therefore complementary in relation to chairing Board meetings and representing the Library. The Vice President role requires an individual with significant powers of focus and the ability to adapt to changing situations at short notice.
11. The Vice President will take on the roles of the President if he/she is absent. These include:
  - Chairing meetings of the Board of Trustees
  - Chairing other Library Committees in the absence of the appointed Chair
  - Meeting with the Cabinet Secretary for Economy and Infrastructure twice a year
  - Liaising with other officers and members of the Board as necessary
  - Liaising with the Chief Executive/Librarian as necessary
  - Representing the Library in its dealings with the National Assembly for Wales and the Welsh Government, primarily when the Minister or an Assembly Committee is involved
  - Representing the Library at public functions
12. The time commitment for the role of Vice President is a minimum of 12 days per year which includes attendance at 5 meetings per year.
13. As a Trustee, the Vice President should also be able to:
  - Demonstrate Governance and Leadership skills to provide effective leadership for the Library
  - Attend Board meetings regularly and prepare thoroughly for those meetings
  - Contribute to the determination of policy, strategies and priorities to meet the Library's overall objectives
  - Ensure that the Library's activities are conducted efficiently and effectively
  - Monitor the Library's performance to ensure that it fully meets its aims, objectives and performance targets
  - Ensure that the Library's controls achieve value for money within a framework of best practice, regularity and propriety
  - Demonstrate effective representational and ambassadorial skills in order to act as an ambassador for the Library
  - Occasionally attend additional working groups

## Person Specification and Criteria for Personal Statement

14. The Vice President will need expertise in one or more of the areas listed. Please describe any relevant experience you have in any of these fields.

- information services
  - sustainability
  - the making of applications for finance/fundraising
  - tourism and recreation
  - user experience/customer services
  - Commerce/e-commerce
  - public relations/social media
  - media and communications
  - estates, buildings and architecture
  - ICT/systems
  - legal
- A commitment and enthusiasm for the Library's work and an understanding of the cultural sector as a whole. Please describe how you can evidence this criterion.
  - The Vice President must be prepared to work in a collegiate manner with fellow Board Members by contributing effectively in discussion, decision making and debate. Please explain your approach to working in a team.
  - In deputising for the President, the Vice President needs to demonstrate leadership skills and an understanding of the process of managing organisations and effective governance. Please give examples which demonstrate your abilities in this area.
  - The Vice President will need the capability to inspire respect for the status of the post and the Library itself. This will be reflected in effective ambassadorial, presentation and negotiation skills that can be used to influence external individuals and organisations to be more positive towards the Library. Please describe how you can evidence this criterion.
  - The Vice President needs a good understanding of the Library's dual role as a major charity and a Welsh Government Sponsored Body. Please describe your understanding of these roles.
  - It is desirable (though not essential) for the Vice-President to be able to communicate in Welsh. Please indicate your level of competency.

## Welsh Language

15. The Library is a thoroughly bilingual institution and delivers its public services and conducts its internal and external relationships in both Welsh and English. The working language of the majority of the Library's staff and of many of its internal processes is Welsh. It is the policy of the Library's principal sponsor, the Welsh Government, to support the Welsh Language, and its Welsh Language Strategy 2012-2017 aims to see an increase in the number of people who both speak and use the language.

16. Given the linguistic character of the Library and its statutory obligations under the Welsh language Standards, issued by the Welsh Language Commissioner, it is therefore desirable (though not essential) for the Vice-President to be able to communicate in Welsh.

### **Eligibility**

17. 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.
18. Candidates should also note that being a member of the Board of Trustees of the Library 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**

19. You will be asked to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as Vice President of the National Library of Wales, including any business interests and positions of authority outside of this role.
20. 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**

21. 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:
22. <https://www.gov.uk/government/publications/governance-code-for-public-appointments>

### **Terms of Appointment**

Location	majority of meetings are held in Aberystwyth
Time Commitment:	minimum of 12 days per year which includes attendance at 5 meetings per year
Tenure of office:	initial appointment of 4 years
Remuneration:	unpaid but Members are entitled to claim travel costs and other reasonable expenses within

	reasonable limits
Start Date	1 January 2018



## Annex B

# The role and responsibilities of the Board of Trustees of the National Library of Wales

## Introduction

23. 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.

## Background

24. The National Library of Wales ('the Library') was established by Royal Charter on the 19th of March 1907. Supplemental Charters were granted in 1911 and in 1978, with slight constitutional revisions. On the 19<sup>th</sup> 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.

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

26. It must therefore function as: (a) a Royal Charter foundation and a Registered Charity of the highest order, 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 MALD: Museums, Archives and Libraries Division in 2010 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.

27. The Library currently employs 240 members of staff. In 2017-18 it will receive c£17.89 million in grant-in-aid from the Welsh Government.

28. 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.*

29. 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
- Professional collaboration (especially with libraries and archives across Wales, also Amgueddfa Cymru - National Museum Wales and the Royal Commission on the Ancient and Historical Monuments of Wales)

30. 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.

### **Board's Role**

31. The Board of Trustees is the governing body of the Library. All Trustees share collective responsibility and accountability for the Board's decisions. The role of the Board is to provide effective leadership, define and develop strategic direction and set challenging objectives. The Board promotes high standards of public accountability and upholds the principles of regularity, propriety and value for money. It ensures that the Library's activities are conducted efficiently and effectively and monitors performance to ensure that the Library fully meets its aims, objectives and performance targets. The Board meets around 5 times a year and is chaired by the President.

32. Although the Board is ultimately responsible for everything the Library does, it is the Chief Executive and Librarian who is responsible to the Trustees for the day-to-day operational management of the institution. The Chief Executive and

Librarian has an Executive Team, comprising the Director of Collections and Public Programmes and the Director of Corporate Resources. The Chief Executive and Librarian, along with the Executive Team, support the Board by ensuring that the Library achieves its corporate aims and objectives and fulfils its full range of functions.

33. The Library's Board of Trustees comprises 15 Trustees. Eight are appointed by the Welsh Government and seven by the Library. The Trustees include three Officers of the Board – the President, Vice President and the Treasurer. The President and Vice President are appointed by the Welsh Government and the Treasurer is appointed by the Library itself.

34. Trustees are required to fulfil the duties of a trustee of a charity. The Charity Commission defines these as set out in the document "CC3 The Essential Trustee: What you need to know" (<http://www.charity-commission.gov.uk/>).

35. Trustees must also be aware of their obligations arising from the position of the Library as a Welsh Government Sponsored Body. These are laid out in the Framework Document, which sets out the funding agreement for provision of grant-in-aid public funding from the Welsh Government, and summarises the sponsorship relationship. The Charity Commission has provided guidance on the relationship between charities and the state as set out in the document "RR7 The Independence of Charities from the State" (<http://www.charity-commission.gov.uk/publications/rr7.aspx>).

36. The Board's role is to direct and control the Library in the public interest and to ensure accountability to the public. Trustees need to be clear about the nature of their relationship with the public. Trustees are accountable to the public and should develop a dialogue that connects the Library properly with the public they serve.

37. Board members will:

- Direct the development of the Library's Strategy
- Establish, monitor and review levels of delegated authority
- Approve a risk management strategy that ensures high risk and/or high impact issues are identified and escalated to the Board
- Support and empower the Executive Team to manage the Library within these delegated levels of authority and in accordance with the agreed risk management strategy
- Establish systems for monitoring performance and holding the Executive Team to account
- Use their specialist skills, knowledge and experience to:
  - proactively raise issues/themes for consideration by the SMT;
  - act as a sounding board;
  - offer constructive challenge and support;
  - hold the SMT to account; and
  - inform collective decision making;
- establish formal and informal mechanisms to enable Board Members to contribute their specialist skills, knowledge and expertise and provide support to the Executive Team

- establish systems for reviewing and developing the effectiveness of the Board and Members of the Library and
- make collective decisions and support them

## **Annex C**

### **The selection process**

38. The interview 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.
39. The selection panel will be chaired by Miss Sioned Rees (Welsh Government) and will also comprise Mr Rhodri Glyn Thomas (President of the National Library of Wales) and Mr Robert (Hag) Harris as an Independent Panel Member.
40. 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 the entire panel.
41. We anticipate that during July 2017 the panel will have decided who will be invited for interview in October 2017.
42. 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.
43. 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.
44. 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 Aberystwyth.
45. 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.
46. Candidates who the panel believe are 'appointable' will be recommended to Ministers who will make the final decision. The Minister may choose to meet with appointable candidates before making a decision. Any meetings will be 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.

47. If you are successful, you will receive a letter appointing you as Vice President of the Board of Trustees to the National Library of Wales, which will confirm the terms on which the appointment is offered.

48. If you are unsuccessful 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 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 wish to do so.

### **Queries**

49. For queries about your application, please contact the Corporate Shared Service Helpdesk on 029 2082 5454 or [sharedservicehelpdesk@wales.gsi.gov.uk](mailto:sharedservicehelpdesk@wales.gsi.gov.uk).

### **If you are not completely satisfied**

50. 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](mailto:sharedservicehelpdesk@wales.gsi.gov.uk)