



Llywodraeth Cymru
Welsh Government

Information pack for applicants

**Royal Commission on the Ancient
and Historical Monuments of Wales**

**Appointment of Chair
(Welsh Essential)**

Closing date: 16 September 2018



**The Commissioner for
Public Appointments**

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Making an application

Thank you for your interest in the appointment of Chair to the Royal Commission on the Ancient and Historical Monuments of Wales. The Chair is the guardian on behalf of the Crown of the spirit of the Royal Commission and ensures that the Commission's activity conforms to the duties enshrined in the Royal Warrant under which it is constituted. The Chair also plays 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 Chair 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: <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 'Chair – 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 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.

Indicative timetable

Closing date: 16 September 2018
Shortlisting: 15 October 2018
Interviews: 26 November 2018

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.

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

Christopher Catling, the Secretary (CEO)
Tel: 01970 621 200
Email: christopher.catling@rcahmw.gov.uk

If you need any further assistance in applying for this role, please email publicappointments@gov.wales.

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

Role description and person specification

Role and responsibilities

The Chair of the Royal Commission is the guardian on behalf of the Crown of the spirit of the Commission and ensures that the Commission's activity conforms to the duties enshrined in the Royal Warrant under which it is constituted. The Chair is assisted in this task by up to ten Commissioners appointed for their expertise in relation to different aspects of the Commission's historic environment and archival work. The Chair does not have to be a heritage sector specialist, though knowledge in this area would be a distinct advantage.

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 an individual who is committed to providing the best possible historic environment service for the benefit of all the people of Wales.

As the Chair, you will:

- Be the face and voice of the Royal Commission and represent the Commission and its interests in public and government forums;
- 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 Organisation's activities fall 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; and
- Be directly involved in, and take responsibility for, the content of the specialist publications of the Organisation.

The Chair is 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;
- Lead 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").

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

The Royal Commission is committed to strengthening and diversifying its board, and so we are looking for a new Chair who will have significant expertise in the following areas:

- **Strategic guidance:** Above all what is needed is the ability to manage meetings in such a way as to give clear strategic guidance to the Secretary (Chief Executive) and the staff to help them make key operational decisions, and to offer advice outside meetings as appropriate.
- **Building positive relationships:** The Chair shares with the Secretary the task of building positive relationships with a wide range of stakeholders and ensuring that the work of the Royal Commission is understood and valued. This involves regular meetings with the Minister for Culture, Tourism and Sport, Welsh Assembly Members and senior civil servants. The Chair can be called upon to give evidence at Welsh Assembly select committee enquiries and to respond to relevant consultations, and take a leading role in conferences, events and press activity involving the Royal Commission; the ability to do this through the medium of Welsh would be of great benefit.
- **Recruitment and performance management:** The Chair also leads in the recruitment of new Commissioners and senior staff, assesses the performance of Commissioners and the Secretary via regular Performance Management Reviews, and appoints Commissioners to Chair the Commission's sub-committee meetings.

Essential Personal Skills

Candidates will also need to demonstrate that they have:

- The leadership skills to manage meetings effectively and draw the best from the other Commissioners;
- 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 essential. The successful candidate will be able to represent the Royal Commission to the public, stakeholders and the media with confidence and ease in both Welsh and English. Candidates should also 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:	<p>An average official time commitment of about 15 days a year, though more can be spent in preparation.</p> <p>A Chair 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. As a core member of the Corporate Governance Committee, this includes participating in additional teleconference meetings in January and July.</p> <p>A Chair 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.</p>
Tenure of office:	Appointment of 5 years; eligible for reappointment for a further 5 years.
Remuneration:	£256 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 Chair 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 Chair 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 Minister for Culture, Tourism and Sport. 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 Chair and up to ten other Commissioners. Currently, there are nine Commissioners, including the Chair, Dr Eurwyn Wiliam. The other Commissioners are: Catherine Hardman (Vice-Chair), Thomas Lloyd, Caroline Crewe-Read, Dr Louise Emanuel, Neil Beagrie, Chris Brayne – and Professor Chris Williams and Dr Mark Redknap, both of whom are coming to the end of their terms of office.

The selection process

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.

The selection panel has yet to be confirmed, but names and positions on the board will be made known to candidates shortlisted for interview.

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 members of the panel.

We anticipate that during October 2018 the panel will have decided who will be invited for interview on 26 November 2018.

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 at the Royal Commission offices in Aberystwyth.

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.

The Chair is 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 Minister for Culture, Tourism and Sport, who is advised in this matter by his officials.

Candidates who the panel believe are 'appointable', will be recommended to Ministers who will make the final recommendation. The Minister may choose to meet with appointable candidates before making the recommendation. 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 Chair 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 and complaints

For queries about your application or to make a complaint please email publicappointments@gov.wales.