



Llywodraeth Cymru
Welsh Government

Information pack for applicants

**National Library of Wales
Appointment of Three Trustees**

Closing date: 12 March 2019



**The Commissioner for
Public Appointments**

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Making an application

Thank you for your interest in the appointment of Trustees to the National Library of Wales. As a Trustee 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 and the person specification, the role and responsibilities of the National Library of Wales, and outline 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 'Trustee – 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.

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 Library. 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.

Curriculum Vitae

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:	12 March 2019
Shortlisting	Early April
Interviews:	1 - 3 May

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.

The Welsh Government will provide support in order to meet individual needs as appropriate during the assessment process. Similarly, the National Library are committed to promoting equality of opportunity throughout its practices and will liaise closely with appointed members to ensure appropriate support is provided during the appointment term. This could include support, such as attending board via video conference and provision of specialist software for example.

Contacts

If you would like further information, or would like to organise a visit at the Library please contact Carol Edwards, (01970) 632923 or e-mail: carol.edwards@llgc.org.uk.

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

If you need assistance with the "Appoint" application system on-line, please contact the Shared Service Helpdesk (sharedservicehelpdesk@gov.wales), 03000 255454.

Annex A

INFORMATION FOR APPLICANTS

Role and responsibilities of the National Library Wales

Purpose

The National Library of Wales' purpose is to make our diverse culture and heritage accessible to all to learn, research and enjoy

As a Welsh Government Sponsored Body, the Library receives around £10m in annual revenue funding from the Welsh Government. The Library is also a Royal Charter body and registered independent charity. Its management and operations are overseen by a Board of Trustees.

The Library subscribes to the Welsh Government's wider policies and priorities, including the Well Being of Future Generations (Wales) Act 2015 and integrates its work into supporting of all of the seven well being goals as well as the five governance elements of the Sustainable Development Principle.

For further detail on the Library's purpose, vision and objectives, please see their link below;

https://www.library.wales/fileadmin/fileadmin/docs_gwefan/amdanom_ni/dogfennaeth_gorfforaethol/2017-2021_Strategic_Plan_FINAL.pdf

The Role of ALL Trustees

The Board of Trustees provides leadership and governance to The Library of Wales and performs the important role of scrutinising all Library investments and activities.

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 Library is a registered charity and a Welsh Government Sponsored Body, and as such Trustees have individual and collective responsibility to the Minister for Culture, Tourism and Sport.

The board consists of up to 15 members, including the President, currently Rhodri Glyn Thomas. 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.

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 Role of Trustee

- Have an understanding and actively promote the benefits of the cultural heritage sector to the diverse communities of Wales and further afield.
- Have a clear vision as to how the Library can continue contribute as a main deliverer of Government cultural heritage policy
- Review, scrutinise, challenge and support the executive to meet the Library's aims, objectives and targets and ensure good governance.
- Have a good understanding of corporate responsibility and risk management to ensure the Library's activities are conducted effectively and efficiently.
- Participate in the corporate planning process, including agreeing annual budget plans for operational programmes and corporate activities;
- Have an understanding of how the public sector in Wales functions.
- Ensure the Library achieves value for money within a framework of best practice, regularity and propriety.
- Work as part of a Board that positively values difference and challenges unconscious behaviours and actively participate in Board Meetings and key activities.
- Be actively engaged in encouraging board membership and the next generation of trustees
- Act in a way that promotes high standards of probity and public finance.
- Be politically independent
- Have a clear understanding and commitment to Nolan's "Seven Principles of Public Life".

Person Specification

- Excellent communication skills and a track record of working with others to achieve objectives.
- The ability to think logically and objectively and analyse complex information in order to identify key issues and make effective decisions.
- A demonstrable commitment to understanding of the Library's dual role as a major charity and a Welsh Government Sponsored Body in line with an understanding of public life and the principles of good governance.
- A commitment and enthusiasm for the Library's work and an understanding of the cultural sector as a whole.
- An understanding of the diverse communities of Wales and a commitment to actively promoting diversity and inclusivity.
- Experience of at least one of the following:
 - Digital technology and innovation within the cultural heritage sector.
 - Those who understand the need to engage the disadvantaged and meet the needs of diverse groups within Wales.

- Experience within the voluntary sector.
- Professional skills in archive and information management/librarianship and, collections management, conservation and digital preservation
- Audit and governance.

Welsh Language

The Trustees' post is considered Welsh desirable, at the level specified below:

Understanding – can understand basic conversations about everyday topics.

Reading – can read simple material on everyday topics with understanding

Speaking – can converse in simple work related conversations.

Writing – no skills.

Welsh Language

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 - Cymraeg 2050 – A million Welsh speakers to promote and facilitate the use of the Welsh language.

Given the linguistic character of the Library candidates should also demonstrate an awareness of the importance of the Welsh language in a bilingual Wales with an appreciation of the Library's policies and strategies for the language.

Time Commitment and Board Meetings

The time commitment for the role of Trustee is up to 12 days per year which includes attendance at 5 meetings per year.

Term of Appointment

The appointment will be made by the Minister for Culture, Tourism and Sport on behalf of the Welsh Government.

Remuneration

Trustees' posts, along with all members are unremunerated. Travel and other reasonable expenses that might be incurred in carrying out work on the Board can be claimed from the Library.

Expected Appointment Start Date: 1 July 2019

Assistance for Disabled Members

Where appropriate all reasonable adjustments will be made to enable members to effectively carry out their duties.

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.

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.

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

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

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 Governance you can access this document at:

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

Annex B

National Library of Wales - Background

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.

The National Library of Wales ('the Library') was established by Royal Charter on the 9th of March 1907. Supplemental Charters were granted in 1911 and in 1978, with slight constitutional revisions. On the 19th 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.

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

It must therefore function as: (a) a Royal Charter foundation and a Registered Charity 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.

The Library currently employs 230 members of staff. In 2018-19 it will receive approximately £10 million in grant-in-aid from the Welsh Government.

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.

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)

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.

Annex C

The selection process

1. 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.
2. The selection panel will consist of:

Rhodri Glyn Thomas (Panel Chair and Chair of The National Library of Wales)
Mary Ellis (Welsh Government Official)
Mai Parry Roberts (Independent Panel Member)
3. 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.
4. We anticipate that during early April the panel will have decided who will be invited for interview between 1 – 3 May 2019.
5. 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.
6. 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.
7. 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 National Library of Wales in Aberystwyth.
8. 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.
9. 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.

10. If you are successful, you will receive a letter appointing you as Trustee to the Board of Trustees to the National Library of Wales, which will confirm the terms on which the appointment is offered.
11. 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

12. For queries about your application, please contact publicappointments@gov.wales

If you are not completely satisfied

13. 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 public appointments@gov.wales.