



Llywodraeth Cymru
Welsh Government

Doc 3

Information pack for applicants

National Library of Wales Appointment of President

Closing date: 2 November 2020



**The Commissioner for
Public Appointments**

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Submitting an application

Thank you for your interest in the role of President of the National Library of Wales. This is a high profile and crucially important appointment, made by the Deputy Minister for Culture, Sport and Tourism.

The new President will be the Chair of the National Library of Wales, with overall responsibility for the Board of Trustees. The President is personally responsible to Welsh Ministers for the conduct of the National Library of Wales' affairs. The attached annexes provide more detail on the role, the person specification, the role and responsibilities of the Library, and the selection process.

To apply, please visit the Welsh Government's public appointments 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 President – 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

This 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 essential criteria; and
- 3) Outline how you could contribute to the work of the National Library of Wales.

How you choose to present this information is up to you. You should aim to present detailed examples which demonstrate how you meet the criteria, and which describe your role in achieving a specific result. It will benefit the selection panel if you can be clear which 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 (CV)

Please ensure your CV includes brief details of your current or most recent post, and the dates you occupied this role. Please also identify any past or present Ministerial appointments.

Indicative timetable

Closing date	2 November 2020
Shortlisting	16 and 19 November 2020
Interviews	7 December 2020
Pre-appointment hearing	January/February 2021
Appointment	Spring 2021

Diversity Statement

The Welsh Government believes public bodies should have Board Members who reflect Welsh society - people from all walks of life - to help them understand peoples' 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, gay, bisexual and transgender people.

Disability Confident

The Welsh Government accepts the social definition of disability, in which it is recognised that barriers in society act to disable people who have impairments or health conditions or who use British Sign Language. We are committed to removing barriers so that all staff can perform at their best. The Equality Act 2010 uses the medical definition of disability ("a physical or mental impairment which has a substantial and long-term impact on a person's ability to carry out normal day to day activities").

We guarantee to interview anyone who is disabled whose application meets the minimum criteria for the post. By 'minimum criteria' we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence for the role and any qualifications, skills or experience defined as essential.

We are committed to the employment and career development of disabled people. If you would like a guaranteed interview, please contact Public.appointments@gov.wales

If you have an impairment or health condition, or use British Sign Language and need to discuss reasonable adjustments for any part of this recruitment process, please contact Public.appointments@gov.wales as soon as possible and a member of the team will contact you to discuss your requirements and any questions you may have.

Contacts

If you would like an informal conversation about the role of President at the National Library of Wales, please contact Pedr ap Llwyd, Chief Executive and National Librarian, by telephone 01970 632952 or via e-mail: pal@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.

CANDIDATES SHOULD BE AWARE THAT THE NATIONAL LIBRARY OF WALES IS ALSO ADVERTISING FOR TRUSTEES AND YOU MAY WANT TO CONSIDER APPLYING FOR BOTH ROLES. INFORMATION ABOUT THE TRUSTEE ROLES CAN BE FOUND ON THE WELSH GOVERNMENT’S PUBLIC APPOINTMENTS WEBSITE.

Annex A

Role and responsibilities of the National Library of Wales and the role of President

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 the Welsh Language Act 2010 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 go to: https://www.library.wales/fileadmin/fileadmin/docs_gwefan/amdanom_ni/dogfennaeth_gorfforaethol/2017-2021_Strategic_Plan_FINAL.pdf

The Role of President

This is a high-profile, strategic and influential role in the cultural sector in Wales.

The new President will join the National Library of Wales at a challenging period in its history as the findings of the recent tailored review are addressed and as the Library moves to implement its new strategic vision.

The President is accountable to the Deputy Minister for Culture, Tourism and Sport for the National Library's performance and for the delivery of strategic priorities. Developing a close relationship with the Deputy Minister and key members of the Welsh Government is a crucial part of the role.

The position requires a person of stature and vision, capable of leading a national institution in a senior non-executive role, and of being an advocate for the Library with its key stakeholders. The President acts as a spokesperson, a representative and a figurehead for the Library, operating with tact, diplomacy and well-practised powers of persuasion.

The President is the Chair of the Board, and ensures that business is dealt with effectively and efficiently. He / she ensures that the Board is fit for purpose, offering appropriate scrutiny and a strategic steer. The President is responsible for ensuring that Trustees receive induction, training, and performance assessments, and comply with governance requirements under the Royal Charter, Charities Act, and the Board's Code of Conduct. The President also represents the Library at joint public appointments processes with the Welsh Government to select new Trustees.

At the Library, the President chairs the Appointments and Remuneration Committee (which oversees Trustee and senior staff appointments, including that of the National

Librarian) and is also a member of the Governance and Performance Committee, the Financial Planning committee, and of the Audit and Risk Committee.

Part of the President's role is establishing a strong and supportive working relationship with the Library's Chief Executive and National Librarian and with the senior executive, providing advice, support and challenge, but whilst respecting executive responsibility.

From time to time, the President will represent the Library in the Welsh and English media, during visits by senior public figures, and at the opening of exhibitions and events.

The President must always be able to work comfortably and effectively within the bilingual cultural, political, social and economic context in which the Library operates.

Person Specification:

We are seeking someone who:

- demonstrates an understanding, a commitment, and an enthusiasm for the Library's work and for the cultural sector in Wales;
- has an awareness of Welsh Government policies and strategies and of how they influence the work of the Library and the culture sector as a whole;
- has extensive leadership skills and experience of driving change;
- has a commitment to equality issues and to challenging discriminatory practices;
- has a commitment to Nolan's Seven Principles of Public Life
<https://www.gov.uk/government/publications/the-7-principles-of-public-life>;
- is able to communicate effectively with the Library's audiences in both Welsh and English.

Essential Criteria:

- Demonstrates a commitment to the values and the vision of the National Library of Wales, and an appreciation of its role and purpose as a national institution in Wales, including the cultural, learning, health and well-being, economic and socio-political contexts in which it operates; and an understanding of its obligations under the Well-being of Future Generations (Wales) Act 2015;
- can evidence strong interpersonal, communication and stakeholder management skills, including ambassadorial skills;
- committed to increasing diversity and promoting equality, identifying relevant experience to develop an inclusive and diverse Board;
- Has experience of developing strategic partnerships, and of outreach and engagement activity who will drive the agenda of ensuring the Library serves and represents the diverse communities and regions of Wales;
- demonstrates senior leadership skills and the ability to provide effective support and challenge to a high profile organisation;
- demonstrates the ability to think and operate strategically;
- demonstrates a thorough understanding of good governance;

- demonstrates business and commercial acumen and experience of income-generating activities (including fundraising);
- has experience of operating at a senior level in a complex, multi-disciplinary organisation.

Location

The President's activities will vary from week to week. He/she would usually be required to work from the National Library of Wales in Aberystwyth on a regular basis, including attendance at Board and committee meetings. Additionally, there would be an element of regular travel relating to meetings with stakeholders and attendance at events. However, given the current situation with Covid-19, the majority of meetings are currently being held virtually and there may be less face-to-face engagement during the early months of the appointment.

Time Commitment and Board Meetings

The time commitment for the role of President is for one day per week.

Term of Appointment

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

Welsh Language Skills

The President's post is considered **Welsh essential**, at the level specified below:

Understanding – can understand all work related conversations

Reading – can read most work related material

Speaking – Fluent

Writing – can prepare most written work in Welsh

The Library is a bilingual institution delivering its public services and 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.

Remuneration

The President will be remunerated at £17,591 per annum based on a fee of £337 per day. Travel and other reasonable expenses that might be incurred in carrying out work on the Board can also be claimed from the Library.

Expected Appointment Start Date: Spring 2021

Assistance for Disabled Members

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 which could 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 President of the Library is a disqualifying post for membership of the Senedd 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 President of the National Library of Wales, including any business interests and positions of authority outside 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

The 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 Museums, Archives and Libraries Division (MALD) 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 243 members of staff. In 2020-21 it will receive £10.5m in revenue and £3m capital 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; and
- 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 you provide evidence to support the person specification and how you meet all the essential criteria.
2. The selection panel will consist of:

Jason Thomas, Director, Culture, Sport & Tourism, Welsh Government
Aled Eirug, Independent Member
Marian Wyn Jones, Independent 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 may not be considered in full by the entire panel.
4. We anticipate during November 2020 the panel will have decided who will be invited for interview in December 2020.
5. The panel will select for interview only the strongest applicants who it feels have demonstrated 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 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 the Deputy Minister who will make the final decision on a preferred candidate. The Deputy Minister may choose to meet appointable candidates before making a decision. Any meetings will be in the presence of the panel chair or their nominated representative. Candidates who have been interviewed will be kept informed of progress.

10. Welsh Ministers and Senedd Cymru have agreed to introduce pre-appointment scrutiny of significant Welsh Government Ministerial appointments by the relevant Senedd Cymru committee in order to further improve the scrutiny and transparency of the public appointment process. As this is deemed a significant public appointment, the final stage of the appointment process will be a pre-appointment hearing, where the Deputy Minister's preferred candidate will appear before the Culture, Welsh Language and Communication Committee.
11. If you are not successful 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 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.