

national  
museum  
wales  
amgueddfa  
cymru



Llywodraeth Cymru  
Welsh Government

**Information pack for applicants**

# **Amgueddfa Cymru – National Museum Wales**

**Closing date:  
8<sup>th</sup> January 2021 at 16:00**



**The Commissioner for  
Public Appointments**

## **Contents**

	Page
<b>Submitting an Application</b>	<b>3-4</b>
<b>Annex A: Amgueddfa Cymru – National Museum Wales and of Trustees</b>	<b>5</b>
<b>Annex B: Role and Responsibilities of the Board, Trustees, essential Criteria and person specification</b>	<b>6-9</b>
<b>Annex C: The selection process</b>	<b>10-11</b>

## Submitting an application

Thank you for your interest in the role of Trustee at Amgueddfa Cymru – National Museum Wales (Amgueddfa Cymru). As a Trustee you can influence the strategic direction of the Museum and contribute to policies that will benefit the Museum in the short and long term. The attached Annexes provide details on the role and the person specification, the role and responsibilities of the Board of Trustees and Amgueddfa Cymru, and outline the selection process.

To apply 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 job, click on a vacancy and then click the 'Apply' button at the bottom left of the page. The first time you apply for a job, you will need to complete a registration form for the Welsh Government's online application system. You only need to register once, and by doing so you will be able to track the progress of your application, and any other applications you send, through your 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 your 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 Amgueddfa Cymru.

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 lived and / or professional 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.

### References

Please provide two referees who will be contacted for successful candidates only.

### **Indicative timetable**

Closing date: 8<sup>th</sup> January 2021 at 16:00  
Shortlisting: 1 February 2021  
Interviews: 25 February 2021

### **Diversity Statement**

The Welsh Government and Amgueddfa Cymru believe that public bodies should have board members who reflect Welsh society - people from all walks of life and different backgrounds - to help us understand people's needs and make better decisions. This is why we are 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 other racialised people, disabled people, and lesbian, 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 (whether lived or professional) defined as essential.

We are committed to the employment and career development of disabled people. If you the assessment panel felt you meet the minimum requirements and you would like a guaranteed interview, please contact [publicappointments@gov.wales](mailto:publicappointments@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 [publicappointments@gov.wales](mailto:publicappointments@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 further information about Amgueddfa Cymru please contact:

Elaine Cabuts  
E-mail: [elaine.cabuts@museumwales.ac.uk](mailto:elaine.cabuts@museumwales.ac.uk)  
Phone: 07773 141437

If you need any further assistance in applying for this role, please email [publicappointments@gov.wales](mailto:publicappointments@gov.wales).

If you need assistance with the “Appoint” application system on-line, please contact [publicappointments@gov.wales](mailto:publicappointments@gov.wales).

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

## **Annex A**

### **Amgueddfa Cymru – National Museum Wales**

#### **Introduction**

Amgueddfa Cymru is one of Wales' leading cultural and national institutions. 1.9 million people visit Amgueddfa Cymru every year.

#### **Background**

Established by Royal Charter in 1907, Amgueddfa Cymru is one of the largest museums in the United Kingdom, and the most important cultural institution in Wales. We are a custodian of internationally significant, diverse collections, and a leader in education and cultural participation.

Our sites include Wales' seven national museums: National Museum Cardiff; St Fagans National Museum of History; Big Pit National Coal Museum in Blaenavon; National Wool Museum Dre-fach, Felindre; National Roman Legion Museum in Caerleon; National Slate Museum in Llanberis, Snowdonia and the National Waterfront Museum, Swansea. We also have a National Collections Centre near Cardiff. There are over 5 million individual items in our collections, embracing art and design, history and archaeology, and the natural sciences.

We are funded by the Welsh Government, as a Welsh Government Sponsored Body, and we have a Board of Trustees whose role is to set the strategic direction of the organization, and to ensure proper management of our resources.

The total Welsh Government Grant in Aid from the Welsh Government in 2019/20 was £ 23 million, and we employ over 600 staff.

#### **Amgueddfa Cymru's Vision '*Inspiring People, Changing Lives*'**

Our vision is to inspire people through Wales' national museums and collections to find a sense of well-being and identity, to discover, enjoy and learn bilingually, and to understand Wales' place in the wider world.

Our work is based on the principle that culture is created by people and communities. Our collections and other resources partly come from the society of which we are part, and are continually renewed through our work with the public. Our natural science collections reflect the biodiversity and geodiversity of Wales and make comparison on a global scale. We are accountable for the use of these resources to the nation we serve.

We have important partnership schemes with local museums and galleries throughout Wales, as well as a host of other national and community organisations and charities.

We are currently developing a new ten year strategy for the organisation, and recently completed an extensive public consultation. Further details can be found here: <https://museum.wales/yoursay>

## **Annex B**

### **Role and Responsibilities of the Board**

The Board of Trustees is the governing body of Amgueddfa Cymru and holds the national collections in trust for the people of Wales. 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 monitors performance against Amgueddfa Cymru's aims, objectives and performance targets.

Amgueddfa Cymru is a registered charity and a Welsh Government Sponsored Body. Trustees have obligations to the Welsh Government and to Senedd Cymru – Welsh Parliament. Amgueddfa Cymru currently receives around 80% of its annual funding (some £23 million revenue funding in 2019/20) from the Welsh Government in the form of Grant in Aid.

### **The role of a Trustee**

Trustees must first and foremost support the Director General in implementing the Museum's Vision of *'Inspiring People; Changing Lives'*.

Trustees must also:

- attend Board meetings regularly and prepare thoroughly for them;
- be prepared to serve on sub-committees;
- actively support the Museum's management and staff in their work;
- represent the Museum at public functions;
- promote the profile of the Museum;
- give the Museum the benefit of their experience and expertise;
- facilitate contact with Museum stakeholders; and
- contribute to the development of policy, strategies and priorities in relation to the management of the Museum's collections.

Trustees must be aware of their obligations arising from the position of the Museum as a Welsh Government Sponsored Body. These are set out in the Framework Document, which sets out the Terms and Conditions relating to the funding provided to the Museum by the Welsh Government.

### **TRUSTEE - PERSON SPECIFICATION**

To be effective, the Board needs Trustees with a broad range of expertise and experience. As a Trustee, you will help determine policy, strategies and priorities in the Museum's core activities. You should be able to use your knowledge, skills and lived or professional experience to provide evidence of your ability in a range of the following areas:

- commitment and enthusiasm in the Museum's work in supporting change and development in Wales through cultural participation;

- an understanding and interest in the cultural sector as a whole and sensitivity to cultural issues;
- excellent representation and communication skills;
- ability to work in a collegiate manner with fellow Trustees;
- management experience and / or a business, institutional, administrative or other context, with an appreciation of the distinction between the executive and non-executive functions;
- a commitment to equality issues and to challenging discriminatory practices where appropriate.

## **TRUSTEE - ESSENTIAL CRITERIA**

Candidates should be able to demonstrate that they have:

- a commitment to the values and vision of Amgueddfa Cymru, 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, as well as an understanding of its obligations under the Well-being of Future Generations (Wales) Act 2015;
- an ability to enhance the Museum's role in serving and representing the diverse communities and regions of Wales
- expertise in **one or more** of the following areas:
  - How our work can positively support the well-being of diverse communities across Wales and those suffering from inequality;
  - Digital services supporting public programmes, learning, infrastructure;
  - Business development, fundraising, commercial operations, income generation;
  - Third sector charities / grass-roots community organisations;
  - Visitor attractions;
  - working with publicly-elected bodies;
  - Health and well-being;
  - Marketing and communication;
- a commitment to [Nolan's Seven Principles of Public Life](#)

Trustees should have a genuine interest in the Museum's activities, its role as a learning organisation, its future development and sustainability, and have an understanding of the responsibilities involved in being part of a Board.

### **Welsh language**

The ability to speak Welsh is desirable for this post.

The Museum is a bilingual organization and is proactive in supporting and promoting the use of the Welsh language. The Museum is required to comply with the Welsh Language Standards, as set by the Welsh Government under Section 44 of the Welsh Language (Wales) Measure 2011.

The policy of the Museum's main sponsor, Welsh Government, is to support the Welsh language, and its Welsh Language Strategy (Welsh 2050 - Million Welsh Speakers) promotes and facilitates the use of the Welsh language.

### **Time Commitment**

Travel to Board, Committee, events and other meetings across Wales is required although there may be some flexibility to allow virtual as well as physical attendance. Meetings are currently held on-line to comply with Covid-19 restrictions.

### **Location**

Meetings of the Board of Trustees are held 4 times a year, across Wales, with two taking place in south Wales. Since the Covid-19 pandemic, these have become virtual meetings but it is hoped that in-person meetings will be resumed in 2021. Trustee activities will usually be concentrated in the Cardiff area, and as a national institution, we regularly visit our other museums and other partner organisations across Wales.

### **Period of Office**

The Minister for Culture, Tourism and Sport will appoint two Trustees on behalf of the Welsh Government for a period of four years. It is anticipated that all posts will commence immediately upon the conclusion of the appointment process.

### **Assistance for Disabled Members**

Where appropriate, all reasonable adjustments will be made to enable members to discharge their duties effectively.

### **Remuneration**

Amgueddfa Cymru trustees are not paid, but can claim travel and subsistence expenses.

### **Who is eligible to apply?**

Applicants should be people who conduct themselves 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 lives, which, if appointed, could cause embarrassment to themselves or to the Welsh Government.

[Information](#) in the Royal Charter of Amgueddfa Cymru explains whether current or former Trustees are eligible to apply for positions on the Board.

Trustees may not serve on the Board for more than 8 consecutive years in the same role, or a total of 12 consecutive years (in any combination of different Trustee and Officer roles; e.g. Treasurer, Vice President or President). Former Trustees can be appointed provided that more than four years have elapsed since they were previously Trustees.

Applicants should also note that membership of the Board of Trustees of Amgueddfa Cymru will render them ineligible for membership of Senedd Cymru – Welsh Parliament under the National Assembly for Wales (Disqualification) Order 2015. <http://www.legislation.gov.uk/ukxi/2015/1536/contents/made>.

**Conflicts of Interest**

You will be required to declare any private interests which may, or may be perceived to conflict with your role and responsibilities as a Trustee of Amgueddfa Cymru, including business interests or positions of authority outside your role at Amgueddfa Cymru.

Any conflicts of interest will be discussed at interview. If appointed, you will also be required to declare these interests on a publicly available register.

**Standards in public life**

You will be expected to demonstrate high standards of corporate and personal conduct. All successful applicants will be required to abide by the [Code of Conduct for Board Members of Public Bodies](#).

**Due Diligence**

Welsh Government Public Bodies Unit will undertake due diligence checks on all candidates successfully sifted to interview. This will include, but not necessarily be limited to social media and Internet searches. As a result, you may be asked questions at interview in relation to any due diligence findings.

## **Annex C**

### **The Selection Process**

The interview panel will assess each candidate's CV and personal statement to determine who best meets the criteria for the role, and who will be invited to interview. The panel will rely on the information in your CV and the statement to assess whether you have the required skills and experience. Make sure you provide evidence to show how you meet each of the essential criteria.

The selection panel will be chaired by Steffan Roberts (Welsh Government). The remaining panel members are:

- Catrin Hughes, Head of Sponsorship, Welsh Government
- Roger Lewis, President of Amgueddfa Cymru and body representative
- Abigail Tweed, Independent panel member

Depending on the number of applications received, your application may be long-listed before being put to the short-listing panel for consideration. You should be aware that in this situation, your application may not be fully considered by the whole panel.

We anticipate that the panel will have decided who will be invited for interview by the end of January.

The only candidates invited for interview will be the strongest candidates who, in the opinion of the panel, have demonstrated that they best meet the criteria in the person specification. However, if you have applied under the guaranteed interview scheme, and you meet the essential criteria for the job, you will also be invited for interview.

If you are invited to an interview and the date is not already stated in this information pack, we will try to give you as much notice as possible of the interview date. If you are unable to attend on that date, we will try to reschedule but this may not be possible due to time constraints within the appointment timetable or the availability of the selection panel.

You will receive an email from the Appointment system to let you know whether or not you have been invited to interview. We plan to hold interviews at National Museum Cardiff, although Covid-19 restrictions may mean we will be required to hold these via video link.

If invited for interview, the panel will ask you about your skills and experience and ask specific questions to assess whether or not you meet the criteria set for the post.

Candidates whom the panel considers suitable for appointment will be recommended to the Deputy Minister for Culture, Sport and Tourism, who will make the final decision. The Deputy Minister may choose to meet these candidates before making a decision. If so, he will meet with all candidates in the presence of the panel chair or

their nominated representative. There will be a time gap between the interview and the final appointment decision. Applicants interviewed will receive an update.

If you are successful, you will receive a letter inviting you to accept the appointment as Trustee of Amgueddfa Cymru, which will also confirm the terms of the appointment.

If you are unsuccessful after an interview, the Welsh Government will let you know. We appreciate that applying for roles such as these requires a lot of time and effort and that providing feedback is a valuable part of the process. As such, the letter will provide details of the person you can contact for feedback on your interview and application, if you wish.

### **Enquiries**

For queries about your application, please contact [publicappointments@gov.wales](mailto:publicappointments@gov.wales)

### **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 [publicappointments@gov.wales](mailto:publicappointments@gov.wales).