



County Hall
Cardiff
CF10 4UW
Tel: (029) 2087 2000

Neuadd y Sir
Caerdydd
CF10 4UW
Ffôn: (029) 2087 2000

AGENDA

Committee	APPOINTMENTS COMMITTEES
Date and Time of Meeting	FRIDAY, 18 OCTOBER 2019, 2.00 PM
Venue	TBC
Membership	Councillor Colbran (Chairperson) Councillors Burnett, Cowan and Robson

1 Apologies for absence

2 Declarations of Interest

3 Terms of Reference

To discharge the functions of the authority in respect of the appointment and dismissal of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders) (Wales) Regulations 2006) and the statutory Head of Democratic Services, in accordance with the Employment Procedure Rules and any other relevant Council policies and procedures.

4 Exclusion of the Public

Information included in the following items is not for publication by virtue of paragraphs 12 and 13 of Part 4 of Schedule 12A of the Local Government Act 1972.

5 Appointment of Glamorgan Archivist (*Pages 3 - 54*)

6 Dismissal (if required)

To consider any consequential dismissal (if required).

7 Date of next meeting - 2.00pm - 26 November 2019

Davina Fiore

Director Governance & Legal Services

Date: Monday, 14 October 2019

Contact: Andrea Redmond,
029 2087 2432, A.Redmon@cardiff.gov.uk

**GLAMORGAN ARCHIVIST
OM2**

£46,552 - £56,233

Glamorgan Archives is responsible for the preservation of the written history of a large and populous region of South Wales.

Since the 1st April 1996 we have provided a joint service to the Cardiff Council, and Bridgend, Caerphilly, (for the former Rhymney Valley District Council area), Merthyr Tydfil, and Rhondda Cynon Taff County Borough Councils and the Vale of Glamorgan Council. We are committed to the active development of the service, working closely with local and national heritage services and community organisations to make the archival heritage of South Wales accessible to the widest possible range of individuals, with particular emphasis on those within our population base of over one million.

Based in Glamorgan Archives' purpose built accredited facility in Cardiff you will report directly to the Joint Committee, and lead the Archive Service. You will determine the service's objectives and the strategies required to achieve those objectives. You will be an employee of Cardiff Council and have the opportunity to be a member of the Local Government Pension Scheme.

In addition to being a qualified Archivist with outstanding communication, motivational and management skills, you must be committed to developing staff within your team, demonstrate the ability and experience to handle complex situations within a large service, and respond well to challenges and change. You will be accustomed to developing imaginative initiatives, particularly with respect to income generation. An excellent understanding of the challenges posed by digital preservation together with experience of financial systems is important.

A knowledge and understanding of the historical development of this region and a particular commitment to the industrial heritage of South Wales is desirable, as is a knowledge of Welsh.

For an informal discussion about this post please contact the current post holder, Susan Edwards, on 029 20872200 or email glamro@cardiff.gov.uk

Information about current activities is available at www.glamarchives.gov.uk. We welcome applications in both English and Welsh.

Closing date

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JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Glamorgan Archivist	Directorate: Governance and Legal Services
Section: Glamorgan Archives	Reporting to: Glamorgan Archives Joint Committee, and the Director of Governance and Legal Services, Cardiff Council
Grade: OM2	Hours per Week: 37
Post Number: LS50166761	Number of Employees Reporting to Post:
<p>Special Conditions: The post is hosted by Cardiff Council on behalf of Cardiff Council, The County Borough Councils of Bridgend, Caerphilly, Merthyr Tydfil, Rhondda Cynon Taf and the Vale of Glamorgan.</p> <p>Bar points will be applied to each point in the salary scale. Progression through the bar will be subject to annual performance review.</p> <p>This post is politically restricted in accordance with the Local Government and Housing Act 1989 (as amended by Local Democracy, Economic Development and Construction Act 2009).</p>	Location of Post: Glamorgan Archives, Clos Parc Morgannwg, Cardiff
<p>Job Purpose:</p> <ul style="list-style-type: none"> • Through the Glamorgan Archives Joint Committee, lead the Archive Service for the 6 authorities, ensuring preservation, promoting public access, managing staff and resources efficiently and effectively to ensure the highest quality service possible with available resources. • Manage the interface between the Glamorgan Archives Joint Committee and the Glamorgan Archive Service 	
<p>Duties and Responsibilities</p> <p>Job Specific Requirements</p> <ol style="list-style-type: none"> 1. Represent the Glamorgan Archives Joint Committee in all matters pertaining to archives, advise on archive issues and report on progress. 	

2. Adhere to the agreed governance arrangements of the Glamorgan Archives Joint Committee, ensuring that decision making procedures are complied with.
3. Be responsible for the management of employees including recruitment, monitoring, performance management, discipline, training and development, and ensure their health and safety at work.
4. Manage the financial resources allocated, exercising budgetary control to achieve efficient financial performance and to generate income where appropriate.
5. Determine priorities, targets and programmes of work, and monitor through targets, performance indicators and evaluation.
6. Have overall responsibility for the physical security and integrity of the Collection, together with responsibility for protecting the confidentiality and copyright interests of record owners.
7. Ensure the continuous development of the Archive Service
8. Ensure that national standards for the storage, handling and description of archives are complied with as closely as available resources allow.
9. Be responsible for ensuring the maintenance of the Glamorgan Archives building and its security, including emergency preparedness.
10. Develop and maintain appropriate administrative procedures to ensure efficient operation in line with audit requirements and the regulations and procedures of the supporting authority.
11. Direct, control and manage, in conjunction with appropriate team members, operational services in relation to repository care, access, collections management, IT and conservation, promotion and to plan for future developments in the sector.
12. Liaise as necessary with owners and custodians of records, officers and members of contributing authorities, local and national organisations, to maximise the impact of Glamorgan Archives, ensure a co-ordinated approach to heritage and records management issues, and encourage the take up of professional advice and assistance.

Corporate Requirements

1. Participate actively in supporting the principles and practice of equality of opportunity as stated in the Council's Equal Opportunities Policy.
2. Take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation as appropriate.
3. As a statutory duty, adhere to the Council's Corporate Safeguarding Policy and associated policies and procedures and to report concerns regarding the safety and wellbeing of children or adults at risk. In order to support you in this, you are required to access safeguarding training at the level which is relevant to this post.
4. As a term of your employment you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organisation.

5. Although you will be provided with a base, you will be required to work from various locations in accordance with the needs of the role.

DATE COMPLETED: _____ **AGREED BY:** _____
 (Recruiting Manager)

Date Received by Post holder: _____

Signature of Post holder: _____



Person Specification

Job Title: Glamorgan Archivist

Post Number: LS50166761

THE PERSON APPOINTED MUST MEET THE FOLLOWING REQUIREMENTS

Area to be Demonstrated	Essential Requirements YOU MUST DEMONSTRATE THAT YOU MEET THESE REQUIREMENTS	Desirable Requirements YOU DO NOT HAVE TO MEET THESE REQUIREMENTS BUT IF YOU DO, PLEASE TELL US	How Assessed Application Form or Interview or Both
Competencies (as per Behavioural Competency Framework)	<ul style="list-style-type: none"> Putting Our Customers First – Level 4 Getting Things Done – Level 4 Taking Personal Responsibility – Level 4 Seeking to understand others and treating them with respect – Level 4 		Application Form & Interview
Education & Training	Post-graduate qualification in Archive Administration		Application Form & Certification where required
Experience / Knowledge	Substantial professional experience in archives, at a senior level within a large service Understanding of archival principles and practice	Volunteer management Income generation Experience with elected members and their committees, or other board/trustee	Application Form and Interview

	<p>A good understanding of digital preservation</p> <p>Staff management</p> <p>Budget management including income generation</p> <p>Project management</p>	governance arrangements	
Skills and Abilities	<p>The ability to lead the Joint Archive Service and to work at a strategic level determining the Service's objectives and priorities</p> <p>Excellent interpersonal skills, relating to people at all levels, motivating staff and team building</p> <p>Excellent communication and presentation skills</p> <p>Excellent management skills including budget management and committee work</p> <p>Ability to initiate, contribute to and manage change</p> <p>Ability to prioritise a varied workload</p> <p>Ability to promote the service and raise its profile to the public and the authorities contributing to the joint service.</p>	<p>Written and spoken Welsh</p> <p>Understanding of the operation of local government in Wales</p> <p>A knowledge and understanding of the historical development of South Wales and its resultant archival heritage</p>	Application Form and Interview
Personal Attributes	<p>Capacity to develop a management environment of confidence and trust</p> <p>Committed to continuous service improvement</p> <p>Commitment to service purpose and core values</p>		Interview

	Commitment to the Council's Equal Opportunities Policy		
Special Circumstances		Ability to travel to venues across the region	Application Form and Interview

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CARDIFF COUNCIL

SHORTLISTING ASSESSMENT CHART


Why Shortlist?

- Shortlisting is the process to select applicants for interview. The basis for shortlisting is to assess the applicant's information on their written application form against the criteria requirements on the person specification or role profile for the job.

How to shortlist

- Shortlisting will be carried out by at least two people, one of whom will be the manager to whom the job holder will report. Ideally all panel members should be involved in the shortlisting and all stages of the process.
- The shortlisting panel will complete the standard format shortlisting table (next page). Each application form is reviewed and the criteria is marked in the following way:
 - ✓ is given when there is a positive indication that the candidate has shown they can meet the criteria.
 - X is given when there is a negative indication or if the candidate shows they are unable to meet the criteria. **Any candidate who does not meet any part of the essential criteria cannot be interviewed and the shortlisting process should end for that candidate, and a note should be made to provide appropriate feedback.**
 - ? is given when there is insufficient evidence from the candidate on the application form, but where it is considered that some probing questions may extract further information required.

Page 11

- Disabled job applicants will be invited to interview if they meet the essential person specification/role profile criteria which is in accordance with the 2 tick  e.
- All other applicants may not always be invited to interview if they meet the essential criteria alone, but instead is reserved for those who meet all of the essential criteria, and best meet the desirable criteria.
- The form must indicate whether the candidate is shortlisted for interview.

What next?

- After completing the form, the manager needs to input the outcome of the shortlisting process into the DigiGov recruitment case, and also scan and attach a copy of this form to the case. In those cases where it is not possible to return this form via DigiGov, the completed shortlisting form should be returned to:-

HR People Services, Recruitment Team, Room 470, County Hall.
or emailed to: shortlisting@cardiff.gov.uk

CARDIFF COUNCIL

SHORTLISTING ASSESSMENT CHART

DIRECTORATE:	Post Title:	Post No:
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This chart should be used to record details of the assessment of each candidate against the essential and desirable person specification/role profile criteria for the post. Please indicate in the appropriate box whether the candidate meets the person specification/role profile requirements or not as follows. Use the TAB key to insert extra lines.

Key ✓ = Positive Indication X = Negative indication ? = Insufficient information to judge

Candidates Name	Essential / Desirable Criteria <i>(please insert the number of essential and desirable criteria from the Person Specification)</i>																				Shortlist Decision Yes/No			
	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	D	D	D	D	D	D			
<i>e.g. A.N.Other</i>	✓	✓	✓	✓	?	✓	✓	✓	?	✓	✓	✓	✓	✓	✓	✓	✓	?	✓	✓	✓			Yes
Page 12																								

Form completed by - Name: _____ **Designation:** _____ **Date** _____
 Return to: HR People Services, by scanning and attaching a copy to the DigiGov Recruitment Case. Where that's not possible, please return to:- Recruitment Team, Room 470, County Hall. Fax 029 20872684 or e-mail to: shortlisting@cardiff.gov.uk

By virtue of paragraph(s) 12, 13 of Part(s) 4 and 5 of Schedule 12A of the Local Government Act 1972.

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