



THE LEARNED SOCIETY OF WALES
CYMDEITHAS DDYSGEDIG CYMRU

THE NATIONAL ACADEMY – CELEBRATING SCHOLARSHIP AND SERVING THE NATION
YR ACADEMI GENEDLAETHOL – YN DATHLU YSGOLHEICTOD A GWASANAETHU'R GENEDL

Chief Executive

Further Particulars

February 2018





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Chief Executive:

Further Particulars and Terms of Appointment

Highly regarded as an authoritative, independent, and credible voice in Welsh public life, the Learned Society of Wales (LSW) is Wales's national academy. A Royal Charter Charity with nearly 500 Fellows, the Society brings together some of the most successful and talented people connected with Wales from all branches of learning and scholarship. Since its establishment in 2010, it has been dedicated to promoting the importance of scholarship and research and their contribution to the scientific, cultural, social, environmental and economic benefit of Wales.

The Society is seeking a dynamic Chief Executive with an understanding of Higher Education and Welsh society with the ability to help maximise the Society's impact and deliver the Society's ambitions for growth and sustainability. The successful candidate will replace Professor Peter Halligan upon his appointment as Chief Scientific Adviser to the Welsh Government.

Applications are invited from suitably qualified persons for the full-time post of Chief Executive. The person appointed will be an employee of the Learned Society of Wales and will be based at the Society's office in Cathays Park, Cardiff.

The date of commencement will be 1 June 2018 or as soon as possible thereafter.

Salary:	An attractive and competitive starting salary which will be subject to negotiation but will be commensurate with the level and extent of the duties and responsibilities that the person appointed will be required to carry out and fulfil.
Pension:	The post-holder may join the LSW salary sacrifice pension scheme with the employer and employee contributing 5% of gross salary (each) into the scheme each month.
Employment terms:	This is a full-time position, for 3 years but with scope for extension. A 6 month probationary period will apply.
Hours:	5.0 days per week (35 hours), worked between Monday-Friday (Usual Office hours are 8.45am – 4.45pm).
Annual leave:	30 days (plus 8 statutory public holidays and 7 customary days).
Travel:	Regular travel to meetings and events will be required (and costs will be reimbursed), but the role is largely office-based.

Method of application

Applications should be made using the application form and should be supplemented by a letter and curriculum vitae.

All applications should be addressed to **Sir Emyr Jones Parry, President (president@lsw.wales.ac.uk)**, or to Sir Emyr Jones Parry, President, The Learned Society of Wales, The University Registry, King Edward VII Avenue, Cathays Park, Cardiff CF10 3NS (REF: CEO 18).

Applications must be received by 12noon on **Wednesday 14 March 2018**. Interviews for the post will be held in Cardiff on **11 April 2018**.

The Society reserves the right to consider persons other than those who have submitted applications.

Persons requiring further information about the post are invited to contact Sir Emyr Jones Parry (029 2037 5054 / president@lsw.wales.ac.uk) for an informal discussion.

Please note that all Applicants not called for interview within three weeks of the closing date should consider their application to have been unsuccessful.

Please also note that the Society does not provide feedback for candidates not shortlisted for interview.



The Learned Society of Wales – Cymdeithas Ddysgedig Cymru (LSW)

About Us

The Learned Society of Wales – Cymdeithas Ddysgedig Cymru (LSW) plays an important, and growing, role in Welsh society, working to advance education, learning, academic study and knowledge, so as to result in contributing to scientific, cultural, social, environmental and economic development within Wales and beyond.

The LSW is distinctive within the UK and internationally because of the breadth of our Fellowship, which spans traditional academic subjects, but also business, arts practice and public service.

The Society's strengths lie in its Fellowship, its staff, and in the partnerships forged with universities, professions, business, industry and government.

Since its foundation in 2010, the Society has worked:

- to celebrate, recognise, preserve, protect and encourage excellence in all of the scholarly disciplines, and in the professions, industry and commerce, the arts and public service;
- to promote the advancement of learning and scholarship and the dissemination and application of the results of academic enquiry and research; and
- to act as a source of independent and expert scholarly advice and comment on matters affecting the wellbeing of Wales and its people and to advance public discussion and interaction on matters of national and international importance.

The Society has already – within a short space of time – done much to raise its profile and to secure recognition within the higher education and government sectors in Wales, as well as more generally, has emerged as a significant and respected institution in Welsh academic and public life, and has been able to demonstrate its actual and potential future value to Wales.

The last five-year Strategic Plan, adopted in May 2013 prioritised “aspirational and ambitious” yet “realistic and achievable” activities.

The Society has taken the following steps to meet these ambitions:

- increased the Secretariat to 5 members of staff (4.3 FTE) to help deliver the mission of the Society;
- supported and organised over 100 events which have reached diverse audiences across Wales;
- secured on-going funding from each of Wales's eight universities;
- achieved Royal Charter Charity status;
- strengthened its relationship with other national academies in the UK and Europe;
- worked to improve the gender balance of the Fellowship, which has seen a 50% increase in the number of women Fellows since 2013/14;
- engaged in a range of policy initiatives and in public policy debates (for example, in the areas of higher education funding and policy, research funding and policy, cultural policy, and the UK's departure from the EU);
- provided Wales's people, politicians and policy-makers with well-researched, scholarly and objective advice, by formulating and issuing comments and consultation responses on issues of key importance;

- published a range of reports promoting the work of the higher education sector in Wales, including the recent Kings College report [The Impacts of academic research from Welsh universities](#) and [Wales and the World](#) which highlighted Wales's rich ecosystem of current and emerging educational, research, innovation and business activities.

In a period of uncertainty, it is important that the Society have a clear sense of strategic direction and at present it is developing a new strategic framework that builds on existing strengths, and takes account of the context in which the LSW operates.

We are looking for a Chief Executive who will advise and assist the Council as it takes decisions to build on the Society's successes, and who will bring a strong sense of ambition to the organisation to ensure that it is increasingly prominent, more effective, and more relevant.

For more on what we do, see www.learnedsociety.wales and our most recent [Annual Review](#).

The Fellowship

Underpinning the successful development of the Society are its Fellows. They are the main resource through whose voluntary activities the Society's aims are taken forward for the benefit of the public and of society in general in Wales and more widely.

Now in the eighth year of a rolling process, nomination cycle of the Learned Society of Wales continues to build towards a strong, representative Fellowship. Through a rigorous five-stage process, the Society's focus on excellence and achievement ensures that the Fellowship represents the very best in the major academic disciplines. Fellows are notable not only for their individual successes, but also as inspirational figures for future generations in Welsh society.

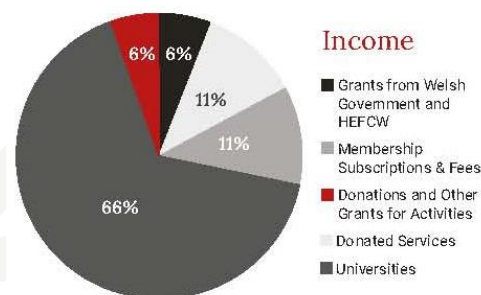
For more details please see www.learnedsociety.wales/our-fellows/.

Finances

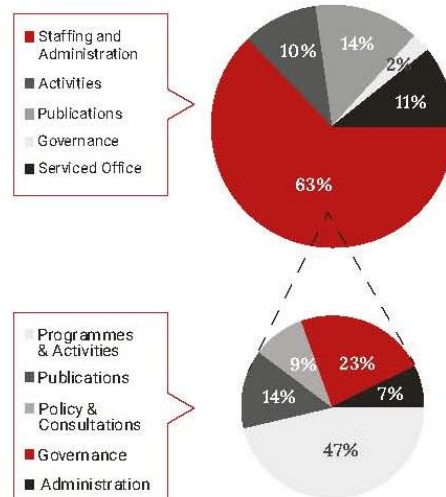
The Society's finance are stable and prudently managed. A surplus was achieved in each of the past three years and the Balance Sheet for 2016/17 showed a turnover of £336,000. The Society's policy on reserves follows the practice adopted by other charities in this regard, namely to ensure that it retains in reserve at all times at least the equivalent of the cost of six months of staff salaries.

The Society receives grants from all Welsh universities which amounted, in 2016/17, to more than £220,000. These grants are all treated, for purposes of accounting and reporting, as a contribution towards the Society's core costs and as part of its unrestricted funds. This accords closely with the view, shared by the Society and the universities concerned, that the Society should remain – and be perceived by others to remain – independent.

The Society also derives some income from subscriptions charged to Fellows and from admission fees charged to newly-elected Fellows, from grants from other charities, from donations by Fellows and others, and from the Welsh Government to support specific aims of the Society.



Expenditure



With a view to ensuring a more secure funding environment, we are working to diversify and broaden the base of support still further by seeking funding for specific projects from charitable trusts, commercial organisations and other potential sources. [The 2016/17 Annual Report and Accounts can be found here.](#)

Relationships

The Society prides itself as a fully independent organisation and the continuation of this status remains critical to the relevance and future success of the Society. However, the building of relationships with key stakeholders remains an important aspect of the Society's development and it has established constructive links and interactions with representatives of a range of other bodies.

These include: other Learned Societies in the UK (including the Royal Society, the British Academy, the Royal Society of Edinburgh, the Academy of Medical Sciences, and the Royal Society of Chemistry); other national organisations in Wales, including the National Museum and the National Library, the National Eisteddfod; other Welsh and UK charities; the Welsh and UK Governments (politicians and senior civil servants); members and officials of the National Assembly for Wales; the Higher Education Funding Council for Wales; the UK Research Councils; the Office of HRH The Prince of Wales (who, in March 2014, accepted the Society's invitation to become its Royal Patron); and the Vice-Chancellors and other officers and staff of the Welsh Universities.

In the summer of 2017, the Society undertook a stakeholder perception exercise to capture the opinions of those we work with. [The summary report can be accessed here.](#)

Governance

The Society was awarded Royal Charter on 28 September 2015. As a result of being awarded the Royal Charter, the Society was incorporated as a Royal Charter Charity (1168622) in August 2017. In 2015, the Society's Council resolved to seek Royal title in due course.

The Society's current governing instruments are its [Royal Charter and bye-laws](#).

The Charter provides for the Society's governing body to be the Council (the trustees of the charity), in which "shall be vested the government and control of the Society and its affairs" subject to the provision of the Charter, bye-laws and Regulations (Item 7.1). This includes the determination of the educational activities of the Society, the effective and efficient use of resources, the solvency of the Society and the safeguarding of its assets, as well as ensuring that all matters relating to accounts and financial procedures are conducted in accordance with legal and regulatory requirements.

The work of the [Council](#) is supported by three standing committees – the General Purposes Committee; the Finance Committee; and the Appointments, Governance and Nominations Committee – as well as by other, *ad hoc*, working groups and committees. The Fellowship as a whole meets during the Annual General Meeting.

The Officers of the Society are as follows:

- President: Sir Emyr Jones Parry GCMG FInstP PLSW (until May 2020)
- General Secretary: Professor Alan Shore FInstP FLSW (until May 2020)
- Vice President for Arts and Humanities: Professor David Boucher FRHistS FAcSS FLSW (until May 2020)
- Vice President for STEMM: Professor Ole Petersen CBE FMedSci MAE FLSW FRS (until May 2018)

Vice-President for STEMM Elect Professor Michael Charlton (May 2018-May 2021)

- Treasurer: Professor John Wyn Owen CB FRSPH FLSW (until May 2018)

The current membership of Council is as follows (until 23 May 2018):

- Professor Michael Charlton FInstP FLSW
- Professor Nancy Edwards FSA, FLSW
- Professor David Evans FLSW
- Professor Sioned Davies FLSW
- Professor Helen Fulton FSA FLSW
- Professor Christine James FLSW
- Professor John Jones FLSW
- Professor Densil Morgan DD FLSW
- Professor John Morgan FRAI FRSA FLSW FRHistS
- Professor Roger Owen FREng FLSW FRS
- Professor Timothy Phillips DSc FLSW
- Professor Keith Smith FRSC FLSW
- Professor Terry Threadgold, FLSW
- The elected Officers of the Society

The Society's staffing structure and the post of Chief Executive

Present funding levels mean that the Society operates at a fairly modest — but meaningful — level. This is reflected in the planned Society's Secretariat staffing levels at present which comprise:

- one full-time Chief Executive (the post advertised),
- one part-time Clerk to Council (0.6)
- two full-time Executive Officers (Senior Executive Officer and Fellowship and Engagement Officer)
- one part-time Finance / Administrative officer (0.7).

Subject to resources, more staff may be recruited over the next few years to enable the Society to develop and expand its programme.

The post of Chief Executive is open to persons from a wide range of backgrounds who understand the particular nature and attributes of the Society and identify strongly with its charitable object and mission.

The person appointed is accountable to the Council will work closely with and provide support to the President and the other elected Officers of the Society, one of whom will be the line manager.

The appointed person will demonstrate leadership skills, drive and enthusiasm, initiative, self-motivation, and the ability to work under pressure, have a record of achievement and be able to turn his or her hands to a wide range of tasks.

This is an exciting opportunity for an applicant who would welcome the challenge of helping to take forward a new organisation that can play an increasingly key role in the life of Wales.



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Chief Executive: Role Description

The Chief Executive is the operational head of the Society, providing advice and information to the Council and line management of all staff.

The Chief Executive will

- be accountable to the Council, and lead a team of 5 employees delivering the Society's mission to celebrate scholarship and serve the nation, and implement the decisions of the Council;
- assist the Council to set the future direction of the Society;
- assist in maximising LSW's impact and relevance, through development of an innovative programme of research, publications and events that foster public debate and contribute to policy improvement and creation;
- work with the Council, to ensure effective engagement with people and organisations – communicating, collaborating and partnering, and building capability;
- work with the Council to ensure delivery of results – including the sustainability of the organisation and delivering value through the effective deployment of the Society's resources;
- be accountable for the organisation's financial and organisational performance, and will be expected to develop the Society's financial standing through proactive fundraising and the development of diverse income streams;
- be an able communicator with a high level of political awareness and a commercial mind-set;
- sustain a network of key stakeholders across academia, industry, political communities and other areas of Welsh life;
- be a highly credible ambassador and champion of the Society, educated to at least degree level, with an excellent understanding of educational, economic, social, political and cultural issues and be experienced at engaging with high level stakeholders, dealing with the media and public speaking;
- be an effective manager of the Society's staff.

The Chief Executive will be the Society's Accounting Officer, accountable for the Society's resources, and will be responsible for ensuring delivery of the executive functions of the Society, including:

- day-to-day line management of Society staff and its offices, including oversight and arrangement of the work of staff of the Society and of such external consultants and other support services as might be engaged from time to time;
- working with Council to draft the Society's business and strategic plans and ensuring their implementation;
- financial management, including the preparation of estimates and projections of income and expenditure and of the Society's Annual Accounts;
- playing a key role in motivating and engaging prospective donors;

- providing a public face for the Society and building relationships with relevant stakeholders and the media;
- actively fostering good communication and engagement between
 - the staff of the Society, and its Council, President and other Officers;
 - the Society's staff, its Council, President and other Officers, and the Fellowship as a whole;

The Chief Executive will be required to fulfil such other duties as may reasonably be requested by the Society's Council.



Chief Executive: Person Specification

	Criteria	Essential	Important Consideration
Qualifications	A good honours degree or equivalent	✓	
Knowledge and Experience	Experience of a leadership and team-building, preferably in the charity or public sector, or in higher education	✓	
	Successful track record of delivering strategic aspirations	✓	
	Financial management experience, including setting, managing and monitoring budgets	✓	
	Strong administration and planning skills to ensure the effective setting and delivery of operational targets;	✓	
	Experience of leading or supporting development and fundraising initiatives	✓	
	Proven people management experience with ability to lead strong teams, working collaboratively and devolving responsibilities as appropriate;	✓	
	Strong understanding of the UK higher education, Government, and public and private sector landscapes, with good knowledge of the wider Welsh context;	✓	
Skills, Awareness, Abilities and Attitude	Drive and enthusiasm, initiative, self-motivation, and the ability to work under pressure, at pace and to demanding deadlines	✓	
	Excellent analytical and organisational skills ability to communicate clearly and concisely, both in writing and in person;	✓	
	Excellent inter-personal and team-building skills and the ability to build relationships and partnerships with a wide range of people at all levels	✓	
	Excellent presentational and English language communications skills (both oral and written)	✓	
	Ability to communicate orally and / or in writing through the medium of Welsh		✓
	Ability to develop and promote the facilitation of the use of the Welsh Language.	✓	
	Willingness to travel across Wales and sometimes beyond (with some requirement for overnight stays away from home)	✓	

Chief Executive: Conditions of Appointment

The following conditions will govern the appointment:

1. The appointment is subject to the provisions of the By-laws of the Learned Society of Wales.
2. The post is offered at an attractive and competitive starting salary which will be subject to negotiation and to periodic review.
3. The contract is a 3 year fixed-term appointment renewable by mutual agreement. The appointee will be an employee of the Learned Society of Wales and the post will be based at the Society's office in Cathays Park, Cardiff.
4. The Society's normal daily hours of work are 8.45 a.m. to 4.45 p.m. Monday to Friday, with a one hour lunch break per day. The contracted hours of work for the post holder will be 35 hours per week. However, the person appointed will be required to work such hours as are necessary to carry out the duties and responsibilities of the post and will occasionally be required to work during evenings and at weekends.
5. The annual leave entitlement will be 30 days plus 8 statutory and 7 customary days of holiday. The leave year is 1 January to 31 December inclusive and annual leave is calculated on a *pro-rata* basis. Annual leave must be taken at times agreed by the line manager.
6. Subject to the appointee's making an ongoing contribution of at least 5 per cent of his / her gross salary to a stakeholder pension scheme held in his / her name, the employer will contribute 5 per cent of the appointee's gross salary to that scheme.
7. The person appointed may only undertake any other employment or appointment involving significant calls upon his/her time or energies with the expressed permission of the employer.
8. In the event of incapacity through illness, the successful candidate will be entitled to payment in accordance with a scale which provides for up to six months full pay and six months half pay.
9. The appointment will be made subject to the receipt of satisfactory references and proof of educational, professional, vocational, etc. qualifications specified by candidates on the application form.
10. Confirmation of the appointment will be subject to the satisfactory completion of a 6 month probationary period.
11. The appointment may be terminated by not less than 3 months' notice in writing by either side.
12. It is not a condition of employment in the Society that staff should be members of a trades union but the person appointed will be free to join a union of his / her choice.
13. Objectives and KPIs, consistent with the job description, will be agreed with the line manager upon appointment. There will be an assessment at the end of the probationary period and annually.