



## INFORMATION FOR CANDIDATES

Principal Planning Officer

**Grade II: £28,636 - £30,851**

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**CLOSING DATE: 15<sup>th</sup> February 2010**

**INTERVIEW DATE: 1<sup>st</sup> March 2010**

**COMPLETED APPLICATION FORMS SHOULD BE RETURNED TO:**

**(CONFIDENTIAL)**

HUMAN RESOURCES DEPARTMENT  
BRECON BEACONS NATIONAL PARK AUTHORITY  
PLAS Y FFYNNON  
CAMBRIAN WAY  
BRECON  
LD3 7HP

Thank you for your interest in the post of **Principal Planning Officer** in the Planning Directorate.

Applications must be received by **11.00am** on the morning of 15<sup>th</sup> February 2010. Unfortunately late applications will not be considered.

Would candidates please note that it is not the practice of the National Park Authority to acknowledge applications, nor to inform candidates of the outcome of their applications. Please assume that if you receive no further communication, your application has been unsuccessful.

If you have a disability please indicate this to us in a covering letter. Should you meet the essential criteria and be called to interview, please let us know of any special requirements needed.

Please note that all application forms and supporting information will be securely retained for six months and we may contact you should a suitable vacancy arise. After six months all application forms and supporting information will be destroyed. Should you object to your information being retained, please could you let us know and we will destroy your application form after the outcome of the recruitment process.

Where candidates are invited to interview, it is the Policy of the Authority to contact referees at that stage. Please could you identify any problems this may cause on your application form under the relevant section.

Please note that when completing your application form you must be able to demonstrate how you meet the essential criteria set out in the person specification relevant to this post. You should also demonstrate how you meet the desirable criteria set out in the person specification, but do not be deterred from applying if you do not meet all of the desirable criteria.

# **BRECON BEACONS NATIONAL PARK AUTHORITY**

## ***Background***

National Parks were designated in order to protect beautiful areas for the benefit of the nation. They came about as a result of the 1949 National Parks and Access to the Countryside Act, which put a legislative framework in place for the establishment of National Parks in England and Wales.

The first two National Parks were designated in 1951 and in 1957 the Brecon Beacons National Park was designated covering an area of some 520 square miles (1346 sq. kilometres). Until 1995 the Brecon Beacons National Park Authority was a joint committee of the then local County Councils until the Environment Act of that year laid down legislation to establish National Park Authorities as independent, special purpose Local Authorities.

## ***What do National Parks do?***

National Parks have two purposes: Firstly to conserve and enhance the natural and cultural environment of the park, and secondly to promote awareness and understanding and enjoyment of its special qualities. These special qualities have been described as:

- the landscape and natural beauty
- the peace and tranquility
- opportunities for walking and access to open countryside
- open spaces and qualities of remoteness
- traditionally managed farm land and
- wildlife

In so doing the National Parks also have a duty to foster the social and economic well being of the communities within the Park.

In delivering on their purposes and duty there are five key functions of National Park Authorities. These are to:

1. act as Local Planning Authority
2. act as relevant Authority for access to open countryside under the CROW Act
3. facilitate environmental programmes
4. provide public information, interpretation and education services
5. deliver the sustainable development fund on behalf of the Welsh Assembly Government.

## ***The Brecon Beacons National Park Authority***

The National Park Authority consists of 24 members, 16 nominated by the seven Local Authorities in the area and the other eight nominated by the Minister for Environment, Sustainability & Housing of the Welsh Assembly Government. The Authority's total budget is £6.1 million of which £4.6 million is funded by the National Park Grant and Levy and £1.5 million from Income activities.

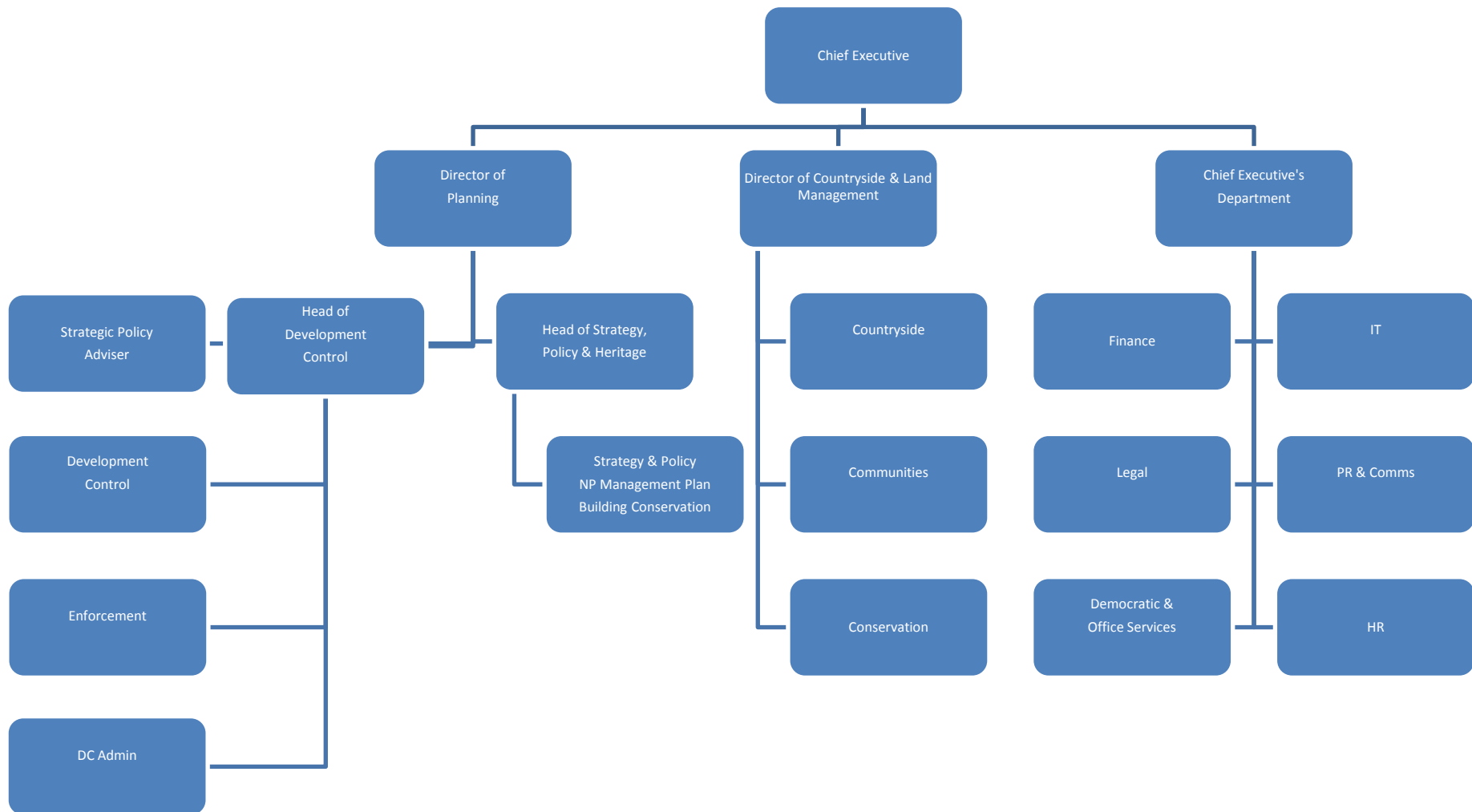
This split helps to ensure that the local and national interests are represented at National Park Authority level. There is a range of key committees responsible for managing the business of the Authority. In addition, working and advisory groups, both internal and external, have been established to help in the decision-making process. Some 110 full-time staff equivalents are employed in two Directorates – Countryside & Planning and a Chief Executive's Department – PR & Communications, Finance, IT, Legal, Democratic Services and HR. Staff and Members cover a wide range of activities and services and it is the key role of officers to provide advice and guidance to Members of the Authority to help them make decisions and set the vision and strategies for the Authority.

The Authority's key strategic document is "*Future Directions*" this sets our aim and vision for the Authority. These are reviewed annually. In addition to this, we have an approved Unitary Development Plan which provides the framework for future development within the National Park and are developing the Local Development Plan. With the statutory requirement to produce and review on a 5-year cycle the National Park Management Plan. Public consultation and regulatory assessments are underway, with a final plan estimated to be completed within 12-months. The Park's second State of the Park Report is due in 2010. With delegated responsibility for Rights of Way maintenance and management we are implementing the Authority's Rights of Way Improvement Plan. With a statutory duty to conserve the biodiversity, the Park's Local Biodiversity Action Plan (adopted in 2001) now receives increased support. These all link to provide a framework for the setting of our Corporate Objectives and high level key work targets.

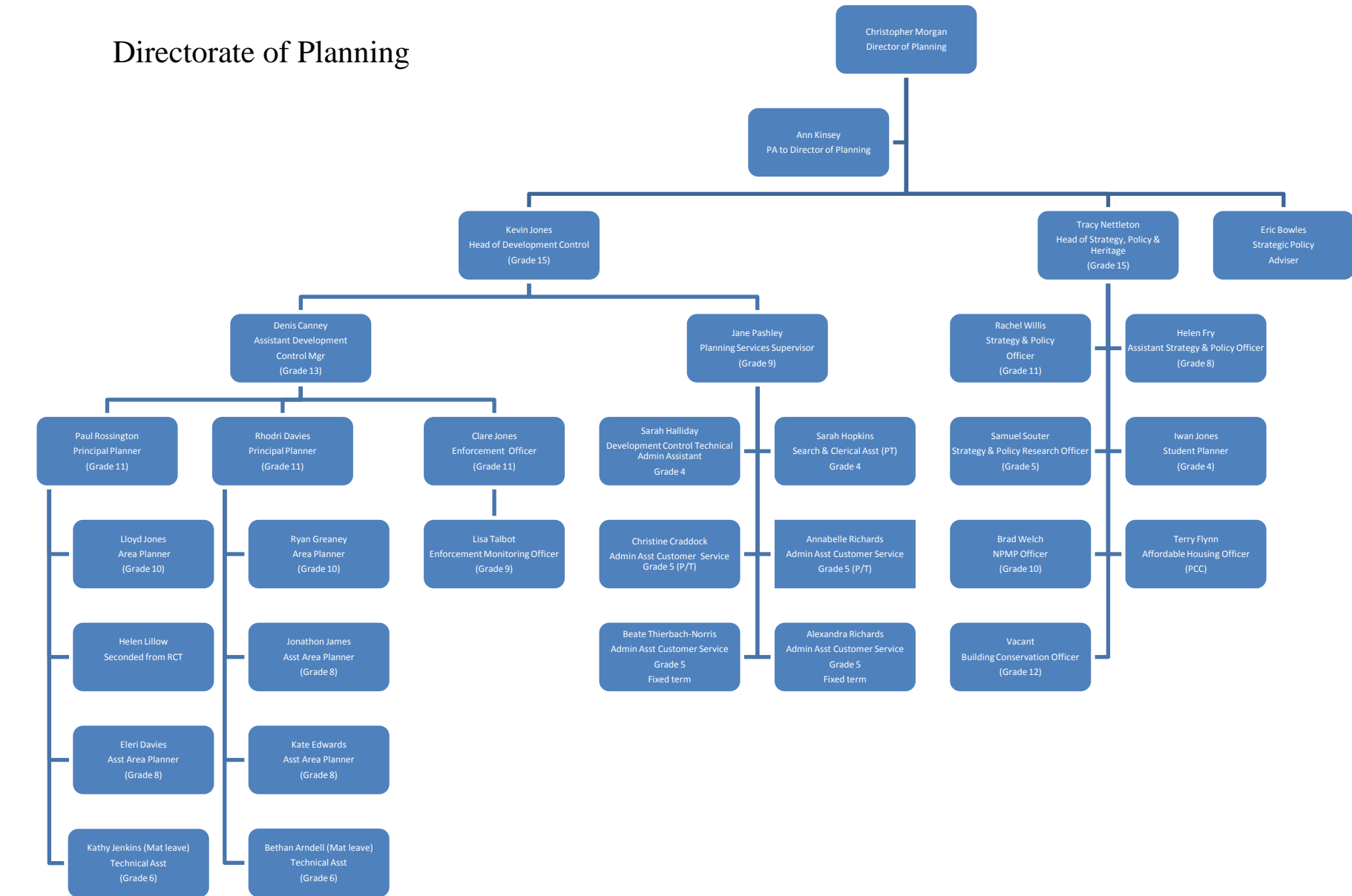
National Parks in England and Wales are Category V protected landscapes as defined by the World Conservation Union (IUCN). This recognises the involvement of people in shaping the landscapes. Like all National Parks in England and Wales, the agriculture is very influential in how the landscape is managed. A viable, profitable, broadminded and innovative farming sector, working in close collaboration with the Park's communities, local businesses and public and voluntary bodies is fundamental to the landscape's future management. Flexibility and adaptability will be important qualities to address the challenges of climate change, energy descent pathways and demographic and social changes ahead.

# BRECON BEACONS NATIONAL PARK AUTHORITY

## CORPORATE STRUCTURE



# Directorate of Planning



## BRECON BEACONS NATIONAL PARK AUTHORITY

### Job Description

<b>Post Designation:</b>	Principal Planning Officer
<b>Date Effective From:</b>	1 <sup>st</sup> April 2008
<b>Grade:</b>	11
<b>Responsible to:</b>	Assistant Development Control Manager
<b>Responsible for:</b>	Area Planning Advisors, Assistant Area Planning Advisors & DC Technical Planning Assistants

#### Job Purpose:

To deal with all aspects of Development Control casework in the National Park or area covered by Service Level Agreement and assist in the promotion of Forward Planning, National Park Corporate Objectives.

#### Main Duties:

1. To undertake Development Control casework on all forms of planning and related applications.
2. Initial assessment site inspection, supervision and instructions in respect of consultations, preparation of draft reports and presentation of non delegated applications and other development control related matters to the Planning, Access and Rights of Way Committee.
3. At the direction of the Head of Development Control Service or Assistant Development Control Manager the supervision of the Development Control team members and their work in order to achieve performance targets and quality developments.
4. Under the direction of the Assistant Development Control Manager, to ensure that Development Control and related applications are appropriately determined having regard to all relevant case law, legislation and procedures and in line with current policy.
5. To undertake when appropriate, EIA screening and give EIA scoping opinions formally on behalf of the Authority.
6. Presentation of planning and related applications at Planning, Access and Rights of Way Committee meetings with the Planning Committee Chairman and Deputy Chairman at delegated meetings.
7. In conjunction with the Assistant Development Control Manager Head of Development Control Service to develop and give guidance to the more junior members of the teams when dealing with cases in the Park.

8. Dealing with preliminary and formal pre-application enquiries in respect of development within the National Park. Giving guidance and advice to members of the public on planning matters and attendance at planning surgeries.
9. Negotiating with agents, developers and statutory bodies in respect of applications and preliminary enquiries, including the negotiation of Section 106 Agreements and giving design and sustainable development advice.
10. Initial investigation of alleged breaches of planning control and preliminary negotiations with developers and complainants to resolve such breaches referring the matters to the Enforcement section where further action is required. Giving professional guidance and advice to Enforcement Officers in order to secure compliance with planning control.
11. To comment on and liaise with appropriate authorities regarding “fringe” applications and highway schemes.
12. Under the direction of the Head of Service to respond to complaints in line with the Authority’s procedure or Ombudsman inquiries.
13. Overseeing the collation and preparation of material in respect of appeals.
14. To undertake written representation appeals, produce statements and attend public inquiries and informal hearings as witness on behalf of the National Park Authority.
15. To participate in the review of appropriate sections of the National Park Management Plan and contribute to discussions/surveys regarding the Local Plan and Unitary Development Plan.
16. Attendance at appropriate Community Council meetings and other organisational/educational groups. Participate in Member training and review events.
17. Dealing with notifications for new farm and forestry buildings and roads.
18. Dealing with notifications to carry out works to trees in Conservation Areas and applications to carry out works to trees covered by a Tree Preservation Order. In addition, dealing with requests for works to trees covered by planning conditions.
19. Within an agreed framework, to monitor the imposition of conditions attached to planning and related decision notices.
20. Any other duty, appropriate to the grade and nature of the post, as required by the National Park Officer.

## BRECON BEACONS NATIONAL PARK AUTHORITY

### Principal Planning Officer

#### Person Specification

<b><u>Essential Criteria</u></b>	<b><u>Method of Assessment</u></b>
A recognised planning qualification and Corporate membership of the Royal Town Planning Institute	Application form & certificate
3 to 5 years experience in Development Control in the public sector.	Application form & interview
A sound knowledge of planning and related legislation and procedures	Application form & interview
An ability to provide coherent, competent and professional advice both written and verbal	Application form & interview
An ability to demonstrate organisational and interpersonal skills required to meet deadlines and for presentation of reports to appropriate meetings	Application form & interview
An ability to work as part of a team and support junior colleagues as a point of reference on planning related issues	Interview
Clean driving licence	Sight of licence
<b><u>Desirable Criteria</u></b>	<b><u>Method of Assessment</u></b>
Some management / team leader experience within development Control	Application form & interview
The ability to communicate in Welsh	Application form & interview
A good working knowledge of Information Technology	Application form, interview
A willingness to attend public meetings outside office hours	Interview

## NOTES FOR GUIDANCE FOR PERSONS TAKING UP AN APPOINTMENT WITH THE BRECON BEACONS NATIONAL PARK AUTHORITY AS

### Principal Planning Officer

#### Salary

The salary range is from £28,636 to £30,851 per annum

Salary is paid monthly (last day of month) into bank/building society account.

#### Period of employment

Permanent

#### Working hours

37 hours per week

#### Annual leave entitlement

21 days per annum, plus 8 public holidays and 2 extra statutory days. Leave entitlement rises annually to 25 days per annum after 5 years service.

If you transfer from the service of an outside Authority to the Brecon Beacons National Park Authority, you are able to bring with you your accrued leave entitlement (accrued due to length of service) up to a maximum of 25 days.

#### Pension

The pension scheme in place is a standard Local Government one; the employee contributes a % of their salary based on the pension bands below and the employer currently contributes 18.9%.

<b>Band</b>	<b>Range (2008/09)</b>	<b>Contribution Rate</b>
1	£0 - £12,600	5.5%
2	>£12,600 - £14,700	5.8%
3	>£14,700 - £18,900	5.9%
4	>£18,900 - £31,500	6.5%
5	>£31,500 - £42,000	6.8%
6	>£42,000 - £78,700	7.2%
7	>£78,700	7.5%

#### Essential Car User allowance

This post is eligible for an essential car user allowance although this is being reduced to 65% 2010-2011, 35% 2011-2012 and phased out from 1<sup>st</sup> April 2012

#### Location

The position will be based in the National Park Offices in Brecon.