



## INFORMATION FOR CANDIDATES

### **Invasive Non-native Species Coordinator**

**Grade 9: £25,951 – 27,668 per annum, pro rata**

**Fixed Term Contract – 31<sup>st</sup> January 2020  
30 hours per week**

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**CLOSING DATE: 24 January 2018**  
**INTERVIEW DATE: 2<sup>nd</sup> February 2018**

**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 **Invasive Non-native Species Coordinator** in the **Countryside & Land Management Directorate**

Applications must be received by **11.00am** on the morning of **24<sup>th</sup> January 2018**. 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.

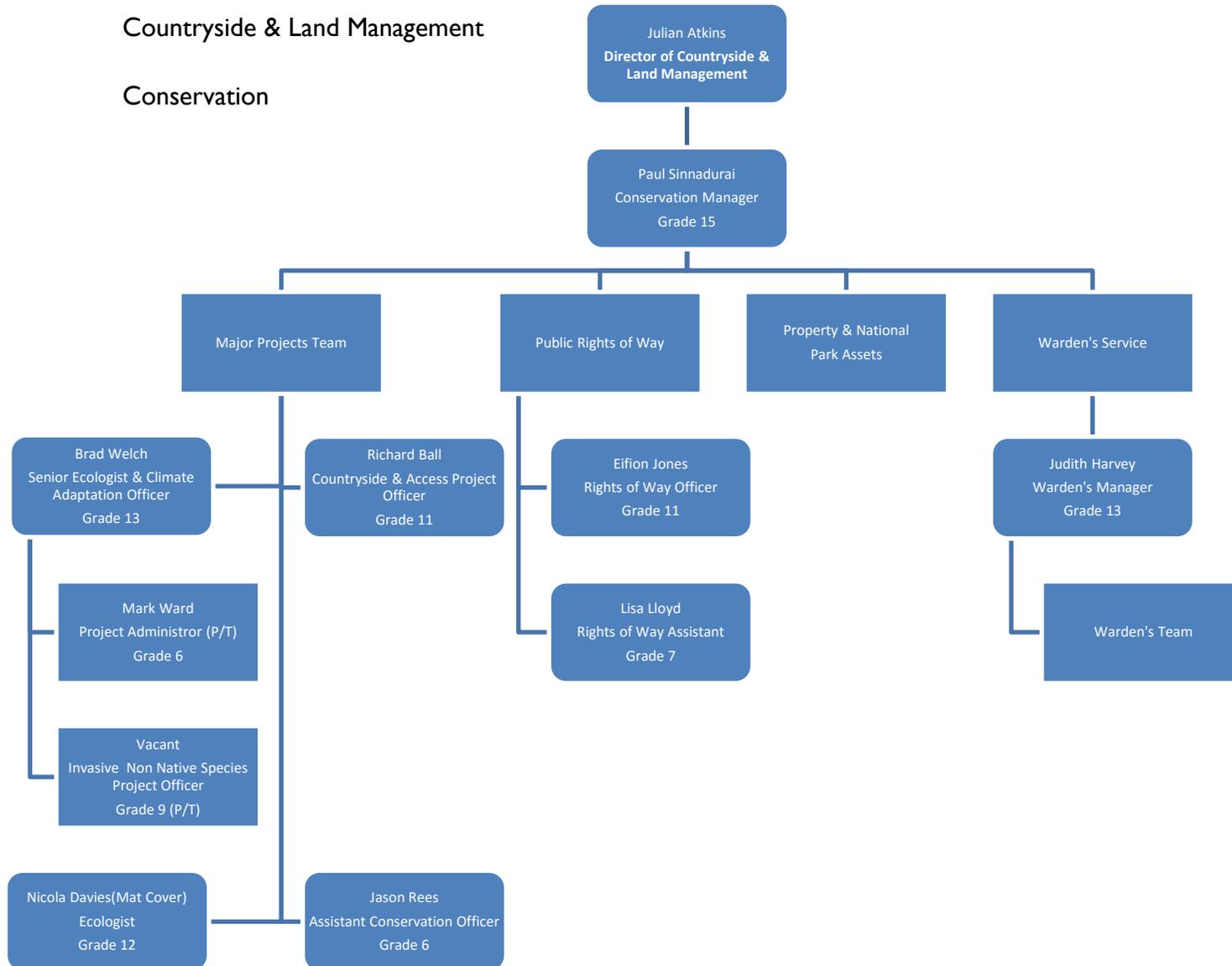
This split helps to ensure that the local and national interests are represented at National Park Authority level. There is a range of key committees responsible for managing the business of the Authority. In addition, working and advisory groups, both internal and external, have been established to help in the decision-making process. Some 110 full-time staff equivalents are employed in two Directorates – Countryside and Land Management & Planning, as well as the 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 the National Park Management Plan, which sets our aims, strategic objectives and Priorities for Action for the Authority (see <http://www.breconbeacons.org/the-authority/planning/strategy-and-policy/npmp>). In addition to this, we have an approved Unitary Development Plan (see <http://www.breconbeacons.org/the-authority/planning/strategy-and-policy/udp>) which provides the framework for future development within the National Park and are developing the Local Development Plan (see <http://www.breconbeacons.org/the-authority/planning/strategy-and-policy/deposit-local-development-plan/useful-deposit-information>). The Authority is also developing its State of the Park Report, which will summarise the changing status of environmental, social and cultural assets in the Park. With delegated responsibility for Rights of Way maintenance and management we are implementing the Authority's Rights of Way Improvement Plan.

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, 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.

# Countryside & Land Management

## Conservation



## BRECON BEACONS NATIONAL PARK AUTHORITY

### Job Description

<b>Post:</b>	Invasive Non-Native Species Project Officer, 0.8 FTE (12 months)
<b>Grade:</b>	Grade 9 (£25,951 to £26,822 pro, rata)
<b>Location:</b>	Brecon
<b>Responsible to:</b>	Senior Ecologist
<b>Responsible for:</b>	Volunteer groups and two 6-month seasonal trainees

**Job purpose:** As a member of the Countryside Team, to develop and implement the pilot project for Surveying and Controlling Invasive Non-Native Species (INNS) in the Usk and Tawe catchments within the Brecon Beacons National Park, in particular Japanese Knotweed and Himalayan Balsam; to develop the INNS Project Partnership; and to develop and submit funding proposal(s) for a full INNS control programme in the Brecon Beacons National Park.

#### **Responsibilities:**

1. To develop the INNS Project Partnership with relevant organisations and individuals.
2. To co-ordinate and deliver desk- and field-based surveys of target INNS, principally Himalayan Balsam and Japanese Knotweed for the foreseeable future.
3. To quantify the costs of containing and ultimately reducing the distribution of target INNS and to identify locations where eradication is feasible.
4. To develop a locally adapted, catchment-based INNS control approach, applicable elsewhere in the National Park, including environmentally sensitive locations.
5. To provide and/or commission training and awareness raising on INNS identification and control for farmers, landowners, organisations and individuals.
6. To liaise with landowners, the public, the Park Authority's Rights of Way Team and Wardens Team and other land-managing organisations within the target catchments, to develop understanding, secure support, consents and access permission to targeted areas.
7. To lay the groundwork for establishing and supporting place-based teams and qualified contractors to achieve effective INNS control for the longer term.
8. To develop SMART objectives, the achievement of which can be monitored effectively by non-specialist persons.
9. To co-ordinate and deliver a place-based pilot programme to contain, control and, where feasible, reduce the extent of target INNS.

10. To prepare a longer term annual costed timetable of INNS control in the Park.
11. To liaise with the Wardens Manager, Senior Ecologist and Volunteer Development Officer on the provision of appropriate CPD training for staff and volunteer teams.
12. To manage the INNS Project budget and to provide quarterly progress reports to the Senior Ecologist and Wardens Manager.
13. To initiate discussions on the feasibility of a new agri-environment incentive for INNS control.
14. To develop a social network for the INNS Project.
15. To field media enquiries and to represent the National Park Authority in a range of public forums through spoken and written presentations and social media feeds.
16. To develop funding proposal (s) for a longer term INNS Control Programme in the National Park.
17. Any other duties appropriate to the grade and nature of the post as directed by the Natural Resources Manager, Director of Countryside and Land Management or the Chief Executive.

## **Brecon Beacon National Park Authority**

### **INNS Coordinator**

#### **Person Specification**

##### ***Essential Requirements***

- A qualification to NVQ level 4 or 5 and/or at least three years' relevant experience in the fields of biodiversity conservation or pest control or practical land management.
- Hold relevant pesticide control qualifications, for example PA1 and PA6 for herbicide application.
- Previous experience in organising and carrying out biological field surveys.
- Confident and competent to work alone and unsupervised.
- Confident and competent to work to tight deadlines (e.g., grant applications).
- Previous experience of project development and delivery.
- Previous experience of working with and developing volunteer teams.
- Good understanding of site- and activity-based risk assessments and biosecurity assessments.
- Confident public speaker, good written communication skills.
- Able to carry out field surveys in difficult terrain.
- Experienced user of GIS packages.
- Able to navigate and read Ordnance Survey maps.
- Able to win the confidence of and build a rapport with a wide range of different stakeholders.
- Able to develop and deliver strategically important and high profile projects.
- Able to manage and control budgets.
- Previous experience of successful project funding applications.
- Ability to use relevant IT hardware and software packages.
- Willing and able to work evenings and weekends.
- Full and clean driving licence.

##### ***Desirable Requirements***

- Ability to speak and read Welsh.
- Relevant First Aid certification (training will otherwise be provided).

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

### **Invasive Non – Native Species Project Officer**

#### **Salary**

The salary range is from **£25,951 – 27,668** per annum, pro rata.

#### **Period of employment**

Fixed Term Contract – 31st January 2020

#### **Working hours**

**30** hours per week.

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

#### **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 5.5% (up to £13,700) which rises to 5.8% (£13,701) of their contractual hours worked and the employer currently contributes 23%.

#### **Location**

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