



INFORMATION FOR CANDIDATES

Planning Services Support Advisor

Grade 5: £17,419- £18,070 per annum, pro rata

18 hours per week

Permanent contract

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CLOSING DATE:	12th April 2017
INTERVIEW DATE:	19th April 2017

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 **Planning Services Support Advisor** in the **Planning Directorate**

Applications must be received by **11.00am** on the morning of **12th April 2017**. 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

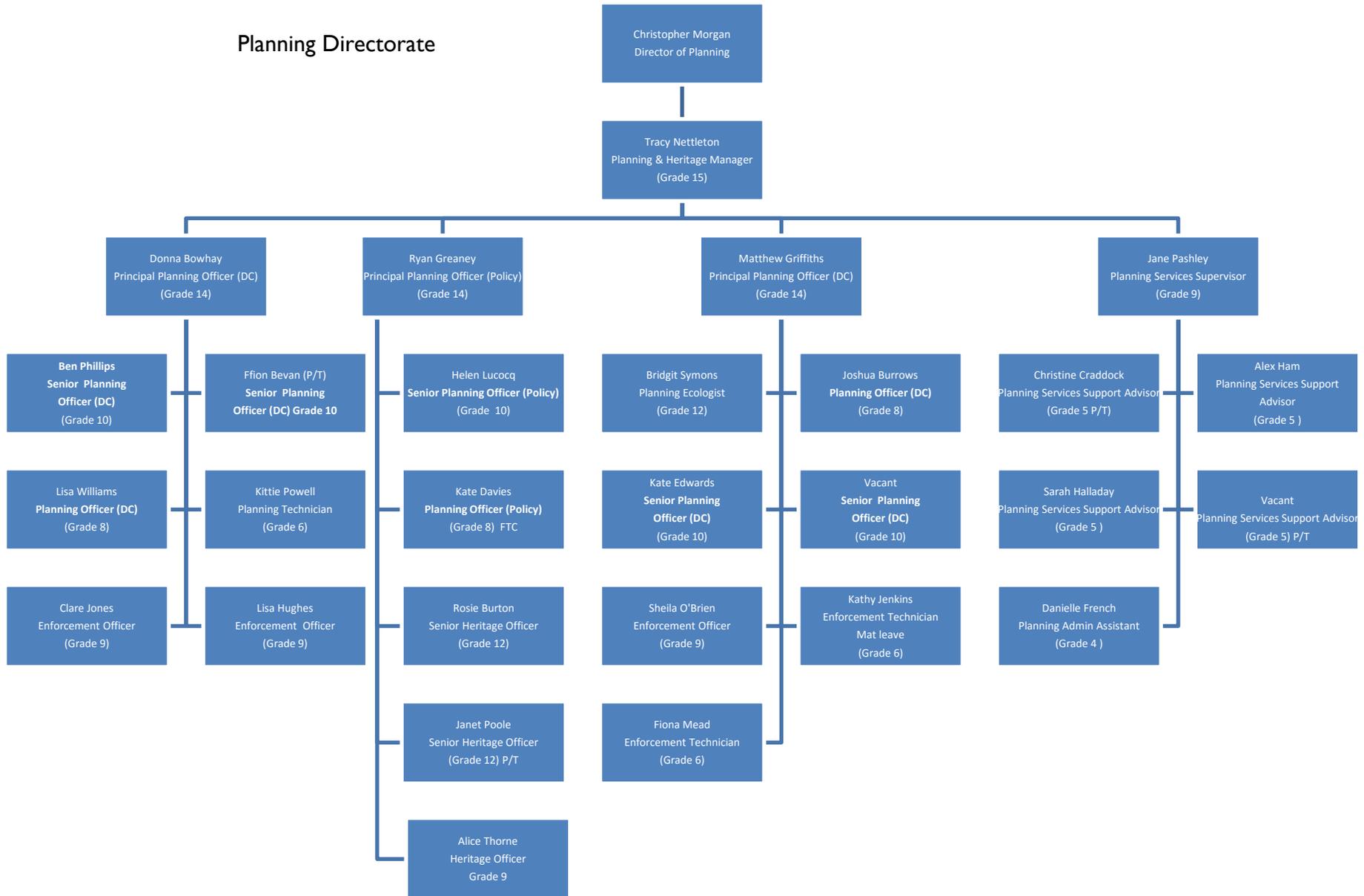
The National Park Authority consists of 24 members, 16 nominated by the seven Local Authorities in the area and the other eight nominated by the Minister for Environment, Sustainability & Housing of the Welsh Assembly Government. The Authority's total budget is £6.1 million of which £4.6 million is funded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

Planning Directorate



BRECON BEACONS NATIONAL PARK AUTHORITY

Job Description

Post: Planning Services Support Advisor

Grade: 5

Location: Brecon

Responsible to: Planning Services Supervisor

Purpose

To support the DC Department as a member of a customer service team providing telephone, face-to-face and administrative assistance.

Responsibilities

1. Answer and filter development control telephone calls and transfer where necessary to the appropriate officer, taking messages in their absence.
2. Assist the public and other callers to the office with general planning matters.
3. Monitor development control and other specialist staff movements to advise callers as to the best time to contact specific officers.
4. Interrogate the planning register and database to ensure people inspecting planning applications have all the relevant information.
5. Provide admin support when required.
6. Assist visitors inspecting planning and related applications to measure plans and understand drawings when requested.
7. Produce ordnance survey application site plans for members of the public.
8. Identifying planning constraints on GIS computer map base
9. Preparation of Development Control Committee plans, reports and presentation work under the direction of the Development Control Administrative Supervisor.
10. Any other duties appropriate to the grade and nature of the post as directed by the Planning Services Supervisor, Director of Planning, Planning & Heritage Manager or the Chief Executive.

BRECON BEACONS NATIONAL PARK AUTHORITY

Person Specification

Planning Services Support Advisor

Essential

Good communication/Interpersonal skills and an ability to deal professionally with public, National Park Members and staff

Method of Assessment

Application form / interview

Ability to work as part of a team to promote the work of the National Park Authority.

Application form / interview

Word processing/database experience

Application form / interview

Ability to read, measure and understand plans, maps and drawings

Application form / interview

Ability to type

Application form / Test

IT literate

Application form / Test

Desirable

Method of Assessment

Knowledge and understanding of the Town & Country Planning System.

Application form / interview

Ability to communicate in Welsh.

Application form

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

Planning Services Support Advisor

Salary

The salary is £17,419 - £18,070 per annum, pro rata.

Period of employment

Permanent contract

Working hours

18 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.