

INFORMATION FOR CANDIDATES

 **Car Park Attendant (Waterfalls)**

**Grade 3: £18,795 - £19,554 per annum, pro rata**

**Fixed Term Contract – 12 Months**

**12 hours per week**

 CONTENTS

1. **Return details**
2. **Brecon Beacons National Park Overview**
3. **Job Description**
4. **Person Specification**
5. **Guidance notes for appointees**

**CLOSING DATE: 21 November 2019**

**INTERVIEW DATE: 29th November 2019**

**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 **Car Park Attendant (Waterfalls)** in the **Delivery Directorate.**

Applications must be received by **11.00 a.m.** on the morning of **21 November 2019.** 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.

**National Parks in Wales**

Wales’ three National Parks – Snowdonia, Pembrokeshire Coast and the Brecon Beacons – were designated in the 1950s for their beautiful and dramatic landscapes. Combined, they cover an area of 4122 sq km, representing 20% of the land area of Wales. Together with Areas of Outstanding Natural Beauty, our National Parks make up around a quarter of the country’s land mass.

All of our National Parks are protected by law and their statutory designation recognises their national importance and provides the highest degree of protection for their landscapes.

Each National Park has its own special qualities, landscape character and historical and cultural heritage. For those visiting or living in a National Park, they are a place to breathe – areas for access and enjoyment, quiet contemplation or a just a very special way of life - where people and nature have, and continue to, shape our surroundings. As such, they are also active, living landscapes providing employment to their local communities.

**Keeping our National Parks special**

To help ensure that our National Parks remain special, they have two purposes set out by the 1995 Environment Act. These purposes are to *safeguard natural beauty, wildlife and cultural heritage* and also to *promote opportunities for everyone’s enjoyment and appreciation of the special qualities of the Park.* In addition we have a duty to foster the social and economic well being of the communities within the National Park.

All relevant public authorities (including the National Assembly for Wales, and the Welsh Assembly Government) also have a role to play in looking after our National Parks through the 1995 Environment Act’s (Section 62(2)). This encourages organisations to consider the Park’s purposes when carrying out work in the Parks.

**The Role of the National Park Authorities**

The National Park Authorities manage their respective National Park. They are freestanding authorities in local government and act as the unitary planning authority for their area. As such they are special purpose local authorities and are associate members of the Welsh Local Government Association.

They also work with partners to provide services for all sections of the community, including producing planning policies and managing development; facilitating the provision of local housing and promoting and encouraging sustainable development. They also provide a wide range of recreational and learning opportunities to help meet everyone’s needs.

**National Park Authorities – working together**

National Parks Wales is the corporate body of the three National Park Authorities in Wales. It undertakes joint work, focusing upon key themes that support park purposes and help to deliver Welsh Assembly agendas, including:

**Sustainable tourism and recreation** ~ Managing the impact and expectation of over 20 million visitor days in the three Parks – with an estimated value of £720 million – and continually working to improve access for all and the health of the nation. The Brecon Beacons National Park is a holder of the prestigious European Sustainable Tourism Charter.

**Planning** ~ Working alongside Wales’ 25 local planning authorities and its 22 unitary authorities to prepare land use planning policy and manage development through the planning application process.

**Living landscapes** ~ Fostering the socio-economic welfare of our Park communities by working with partners to develop initiatives to ensure a sustainable future. In 2005 the Brecon Beacons National Park became the first National Park to be awarded European and in 2016 UNESCO Geopark status.

**Sustainable development** ~ The three National Park Authorities in Wales are key players in delivering sustainable development by administering the Welsh Assembly Government’s Sustainable Development Fund.

**Working with the Welsh Assembly Government**

As well as working to deliver continuous improvement in performance the medium term agenda of the Welsh National Parks Authorities is guided by the Welsh Assembly Government’s *Policy Statement for National Parks and National Park Authorities.*

The Authorities will deliver the strategic policy agenda of the Welsh Assembly Government through meeting targets set out in its annual *Priorities Letter*.

Although primarily supported by the Environment department, our work will touch upon a wide range of Welsh Assembly responsibilities, including agricultural support, tourism, health, education, community engagement and recreation.

Through continuous investment from, and partnership working with the Welsh Assembly Government, Wales’ protected landscapes will continue to benefit their local communities and, primarily via tourism, boost the Welsh economy.

The environment of the three National Parks of Wales supports nearly 12,000 jobs.

Studies have consistently shown that the protected landscapes of the National Parks play a key role in attracting visitors to Wales. The Parks in Wales receive 12 million visitors each year, spending an estimated £1billion on goods and services.

**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 Cabinet Secretary for Environment and Rural Affairs of the Welsh Assembly Government. The Authority has a gross revenue budget in 2018/19 of some £5.6m funded by Welsh Government grant (£2.6m) a levy on constituent Local Authorities (£0.9m), use of reserves (£0.5m) and locally-generated income of £1.6m.  Planned capital projects total just over £1m largely funded by grants and capital receipts.

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 103 full-time staff equivalents are currently employed in three Directorates – Countryside and Land Management, Planning and a Chief Executive’s Directorate which includes Finance, IT, Legal, Democratic Services and HR but this structure is presently under review following a wider review of the Corporate Governance framework which has just been completed and the appointment of a new CEO in February 2018. 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 vision and aims for the Authority in line with our two purposes and statutory duty. These are reviewed annually. In addition to this, we have an approved ***Local Development Plan*** which provides the planning policy framework for future development within the National Park. Both of these central policy documents are entering review processes at the time of writing. With delegated responsibility for Rights of Way maintenance and management we are implementing the Authority’s ***Rights of Way Improvement Plan*** (also being reviewed). With a statutory duty to conserve the biodiversity, the Park’s Local Biodiversity Action Plan (adopted in 2001) now receives increased support and work has commenced on its successor ***Nature Recovery Action Plan*** for the National Park. These all link together to provide a robust framework for the setting of our Corporate Goals 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.

**Waterfall Country**

The traditional core of Waterfall Country sits at the head of the Vale of Neath, within the bounds of the National Park, at the junction of the county of Powys and the county boroughs of Rhondda Cynon Taff and Neath Port Talbot. It takes in a collection of waterfalls on the Mellte, Hepste, Nedd Fechan and Sychryd rivers and more broadly extends westward to Coelbren to encompass Henrhyd Falls on the Nant Llech.

Gorges incised deeply into a layer-cake of Carboniferous sandstones, mudstones and limestone are thickly clothed in semi-natural ancient woodland. Relatively high rainfall has resulted in humid conditions beneath the broadleaf tree canopy, boosted in riverside locations by the splashing of falls and rapids. The cool, damp conditions which arise thereby support a rich and varied community of lower plants. It is for these bryophytes, mosses, ferns and lichens that the woodlands have been designated as both SSSIs and SACs.

Land ownership is a mix of private and public, and reflects an equally complex mosaic of different land uses, ranging from the grazing of livestock to commercial softwood forestry and recreation and nature conservation focussed on the more natural landscape of the gorges. The area attracts growing numbers of visitors each year, currently estimated to be in the vicinity of 300,000.

The village of Pontneddfechan is the point at which people have traditionally arrived at Waterfall Country seeking access to the falls whilst Ystradfellte has long been a focus for visitors to Cwm Porth. The facilities that are available within Waterfall Country are centred on these two communities. Additional services are to be found in Penderyn to the east, Hirwaun to the southeast, in Glyn-neath to the southwest and Coelbren to the west.

**Waterfalls Car Park Attendant**

**BRECON BEACONS NATIONAL PARK AUTHORITY**

**Job Description**

**Post designation:** Car Park Attendant

**Date effective from:** 2nd December 2019

**Grade:** 3

**Location:** Cwm Porth / Gwaun Hepste

**Responsible to:** Commercial Manager

1. To monitor the car park at Cwm Porth and Gwaun Hepste and charge visitors parking fees as agreed by the National Park.
2. To provide an information service to visitors on the National Park and surrounding area, maintaining a high standard of customer care and promoting the Park’s special qualities and work of the NPA
3. To ensure adequate stocks of information are held and displayed to help deliver this information service
4. To be responsible for the opening and closing the car parks, general presentation, security and safe use of the Centre and car parks, its equipment and stock
5. To be responsible for all aspects relating to stock and site materials including ordering, receiving, and in relation to sales stock - pricing, display and sales
6. To assist with the administration and record keeping at the centre, including maintaining financial records and processing takings
7. To contribute to the continued development of the centre and centre based publications
8. To ensure the centre, the car park and toilets are cleaned and the car park kept free of litter
9. As far as possible, to prevent parking on the road and to deny the use of the area to mobile vendors, unless authorised by BBNPA.
10. To act as point of contact with SWOAPG and other activity users of Porth Yr Ogof Cave system
11. Any other duty, appropriate to the grade and nature of the post, as required by the National Park Officer.

##### BRECON BEACONS NATIONAL PARK AUTHORITY

**Waterfalls Car Park Warden**

**Person Specification**

|  |  |
| --- | --- |
| **Essential Criteria** | **Method of Assessment** |
|  |  |
| A good geographical knowledge of the National Park and specifically Waterfalls Country, with knowledge of other places of special interest and tourist attractions  | Application form & interview & test |
| Ability to use and interpret maps  | Application form & interview & test |
| Ability to communicate effectively with the public and colleagues | Application form & interview |
| Ability to take responsibility for all cash handling | Application form & interview |
| Ability to work independently and use own initiative | Application form & interview |
| Experience of communicating in writing and telephone | Application form & interview |
| Experience in basic DIY and landscape works | Application form & Interview |
| Experience in basic cleaning and domestic works | Application form & Interview |
| Willingness to work on weekends and bank holidays | Application form & interview |
| Basic numeracy | Application form & interview |
| Willingness to undergo training | Interview |
| Ability to communicate in Welsh and/or other European languages | Application form & interview |
| **Desirable Criteria** | **Method of Assessment** |
|  |  |
| Computer literacy | Application form & interview |
| Experience of walking in the mountains and countryside of the National Park. | Application form & interview |
| Experience of using a cash register | Application form & interview |

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

**Car Park Attendant (Waterfalls)**

**Salary**

The salary range is from£18,795 - £19,554 per annum, pro rata

**Period of employment**

Fixed Term Contract – 12 Months

**Working hours**

12 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 £14,100) which rises to 5.8% (£14,101) of their contractual hours worked and the employer currently contributes 22%.

**Location**

The position will be based at the Cwm Porth / Gwaun Hepste.

**Brecon Beacons National Park Authority**

|  |  |
| --- | --- |
| **Privacy Statement:** | We process personal data relating to those we employ for employment purposes, to assist in the running of the authority and/or to enable individuals to be paid. The collection of this information will also be of benefit in:* improving the management of workforce data
* enabling development of a comprehensive picture of the workforce and how it is deployed
* informing the development of recruitment and retention policies
* allowing better financial modelling and planning
* enabling monitoring of selected protected characteristics

The personal data includes identifiers such as name, date of birth, payroll (SAP) number, personal characteristics such as gender, disability and ethnic group, plus qualifications, performance and absence/occupational health information.We will not share information about you with third parties without your consent unless the law allows or requires us to or we are required to share it to manage your employment contract with us. When we do share your data it will be via encrypted email software or password protected files. We are required to share some of your personal data with:* HMRC
* Outsourced HR and Payroll Services (currently with Cardiff City Council and Carmarthenshire County Council)
* Powys County Council pensions who administer the Authority’s pension scheme
* Local Government Audit and fraud detection teams

We store information relating to job applicants for 6 months and for employees for 7 years post-employment. Data is stored electronically on BBNPA servers. The employee records have access restrictions meaning only HR staff are able to view and process it. Physical records are stored in the HR office which is locked and within locked filing cabinets. If you require more information about how we store and use your personal data or would like to request that your details be removed, please contact the HR Officer. |

**Data controller: Brecon Beacon National Park Authority, Plas Y FFynnon, Cambrian Way, Brecon, LD3 7HP**

**Contact: Elizabeth Lewis, HR Officer**

**Telephone: 01874 620426**

**Data protection officer: Paul Funnell**

As part of any recruitment process, the Authority collects and processes personal data relating to job applicants. The Authority is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

**What information does the Authority collect?**

The Authority collects a range of information about you. This includes: -

* your name, address and contact details, including email address and telephone number;
* details of your qualifications, skills, experience and employment history;
* information about your current level of remuneration;
* whether or not you have a disability for which the Authority needs to make reasonable adjustments during the recruitment process;
* information about your entitlement to work in the UK; and
* equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief

The Authority collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The Authority will also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. The Authority will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

**Why does the Authority process personal data?**

The Authority needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the Authority needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Authority has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Authority to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Authority may also need to process data from job applicants to respond to and defend against legal claims.

The Authority processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Authority processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

 For some roles, the Authority is obliged to seek information about criminal convictions and offences. Where the Authority seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The Authority will not use your data for any purpose other than the recruitment exercise for which you have applied.

**Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The Authority will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment, or it is required to in law. If you are successful in your application subject to references Authority will then share your data with former employers to obtain references for you and, if the nature of the role requires it, the Disclosure and Barring Service to obtain necessary criminal records checks.

The Authority will not transfer your data outside the European Economic Area.

**How does the Authority protect data?**

The Authority takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

**For how long does the Authority keep data?**

If your application for employment is unsuccessful, the Authority will hold your data on file for **six months** after the end of the relevant recruitment process and employment opportunities. At the end of that period your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

 **Your rights**

As a data subject, you have a number of rights. You can:

* access and obtain a copy of your data on request;
* require the Authority to change incorrect or incomplete data;
* require the Authority to delete or stop processing your data where the data is no longer necessary for the purposes for which it was originally obtained;
* object to the processing of your data where the Authority is relying on its legitimate interests as the legal ground for processing; and
* ask the Authority to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Authority's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Elizabeth Lewis, HR Officer. Email: elizabeth.lewis@beacons-npa.gov.uk . You can make a subject access request by contacting the Authority’s, Corporate Services Officer, Marcia Zurian. Email: marcia.zurian@bacons-npa.gov.uk.  Email: Data Protection Officer via dpo@beacons-npa.gov.uk

If you believe that the Authority has not complied with your data protection rights, you can complain to the Information Commissioner.

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the Authority during the recruitment process. However, if you do not provide the information, the Authority may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.