

# Candidate Brief

## Head of Landscapes & Nature Recovery (GSe70630)

## Head of People & Communities (GSe70636)



March 2021

#BeTheChangeBreconBeacons

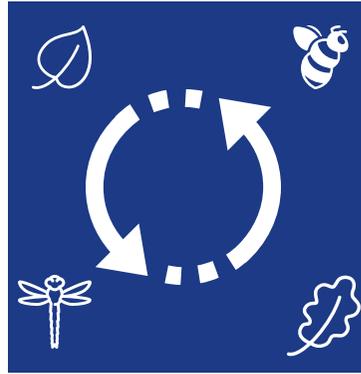
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# The Challenges



Climate Change



Biodiversity loss



Health, wellbeing and  
social inequality



A Park facing  
unprecedented socio-  
economic upheaval

# The Opportunity:



To build and lead a passionate team charged with ensuring Brecon Beacons National Park becomes a rich and resilient landscape which helps communities to live prosperously and sustainably now and in the future

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# Message from Councillor Gareth Ratcliffe

I am delighted that you are considering applying to become either our Head of Landscapes & Nature Recovery or Head of People & Communities. The Authority has embarked on an ambitious and challenging journey and we need a dynamic, ambitious, and innovative senior leadership team to drive the Authority forward, so that it becomes the best that it can be. 2020 has shown our organisation to be resilient and flexible in our ways of working and, in 2021, we are determined to build on this. We have also seen how precious and important our outdoor places are to all of Wales and beyond.

A key early task for the successful candidates will be to work alongside the new Chief Executive (currently being appointed) and other members of the new senior team, to help shape the Authority’s future. We are building a new senior leadership team as part of our change programme and the Head of Landscapes & Nature Recovery and Head of People & Communities are each of critical importance to achieving our vision. Both roles represent unrivalled opportunities to make a significant contribution to an organisation which is at the heart of its community and provides a home, a source of income and a place to enjoy for thousands of people.

The Brecon Beacons National Park is a very special place and, as a National Park Authority, we are custodians for future generations.

The successful applicants will provide professional leadership and focus for their teams, contribute to the future success of the National Park and will help to develop targeted, strategic partnerships to build the capacity of the organisation so it can achieve its goals.

With a ‘can do’ attitude and an appreciation of the unique culture and heritage of Wales, you will need to demonstrate senior management experience, experience in providing services with a strong customer orientation, and a commendable track record of success in your relevant field. This will include the effective management of physical, financial and human resources and a strong delivery ethos. Central to your success will be an ability to develop relationships founded on trust and understanding, instilling confidence in your integrity and inspiring your teams and our wide range of partners.

I hope that this job pack answers any queries you may have. You will be able to find our key policies on our website – [www.beacons-npa.gov.uk](http://www.beacons-npa.gov.uk).

The jobs are demanding but the rewards are many. The selection panel and I look forward to receiving your application and exploring this further if you are selected for interview. If you have any questions, please contact our recruitment advisors GatenbySanderson, whose details you will find later in this pack.

Yours sincerely,

Councillor Gareth Ratcliffe,  
Chair, Brecon Beacons National Park Authority



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# About the Brecon Beacons National Park Authority

The Brecon Beacons National Park protects 520 square miles of beautiful countryside. Our border extends from the rural heartland of Mid Wales in the north to the post-industrial ex-mining communities of the South Wales Valleys while also spanning from the Marches in the east to the fringes of West Wales. We are currently home to about 33,000 people. Collectively, the environment of the three National Parks of Wales supports nearly 12,000 jobs.

The Brecon Beacons National Park Authority consists of 18 members, 12 nominated by the seven Local Authorities in the area and the other 6 nominated by the Minister for Environment, Energy & Rural Affairs of the Welsh Government.

A range of key committees are 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.

Their role is to collectively make the key strategic decisions and to both be accountable and to hold others to account for our success.





We employ over 100 staff across all  
our functions – we protect 520 square  
miles of land and support livelihoods.  
We have the amazing contribution of  
around 100 volunteers to support our  
work.

Central to our success will be our ability to reach out to all our communities and stakeholders and promote equality, fair treatment and social inclusion at all times and we have developed a Strategic Equality Plan.

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 £1 billion on goods and services. We have achieved Dark Skies status and to the west of the Park, our Fforest Fawr UNESCO Global Geopark.

# Working with stakeholders

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At the heart of what we will achieve will be strong and dynamic partnerships and collaboration both existing and new – the challenges in a post pandemic, post BREXIT world will not be for the Authority alone.

Brecon Beacons National Park is so much more than the Authority, and acting as a convenor, advocate and genuine partner will be at the heart of our collective success.

But it will not be without challenges – views are polarised, livelihoods are precarious and demands are sometimes unrealistic. The new leadership of the Authority will need to navigate a path built on trusted relationships and a willingness to make tough calls.

Our culture and heritage is built on an independence of spirit and hard work – these will be needed in abundance as we go forward.

## Our approach

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The Authority's key strategic document is the [National Park Management Plan](#), which sets out our aims, strategic objectives and Priorities for Action for the Authority. In addition to this, we have an adopted [Local Development Plan](#) which provides the framework for future development within the National Park.

The Authority has also produced its latest [State of the Park Report for 2020](#), which summarises the changing status of the Park's environmental, social and cultural assets. The news is not good many indicators are heading in the wrong direction – we have a real climate emergency on our doorstep. Not changing what we do and how we do it is not an option.

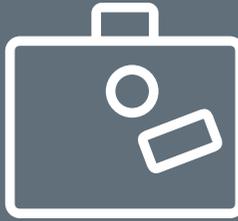
The following links will give you a sense of the beauty of our landscape, the emotions it inspires and the communities we serve:

## International Dark Sky Reserve



[https://youtu.be/mXQdHs\\_-4Dk](https://youtu.be/mXQdHs_-4Dk)

## Tourism Times



[www.beacons-npa.gov.uk/communities/tourism/newsletters](http://www.beacons-npa.gov.uk/communities/tourism/newsletters)

## Wales Way Poetry Stones



- English [www.youtube.com/watch?v=ABeoNNIDQAU](http://www.youtube.com/watch?v=ABeoNNIDQAU)
- Welsh [www.youtube.com/watch?v=zHgjWCF4clQ](http://www.youtube.com/watch?v=zHgjWCF4clQ)

## Community newsletter



[www.beacons-npa.gov.uk/communities/community-newsletter](http://www.beacons-npa.gov.uk/communities/community-newsletter)

Further information on the Park and our work is available from the Brecon Beacons National Park Authority website, at [www.beacons-npa.gov.uk](http://www.beacons-npa.gov.uk)

# Our Ambition: #BeTheChangeBreconBeacons

We have embarked upon an ambitious programme of change in recognition of the fact that we need to do more and be more effective in responding to the triple challenges of climate change, biodiversity loss and the inequalities in society. Wales is determined to build back better after the COVID 19 pandemic – creating new opportunities for green, sustainable economic development and being serious about the commitment to future generations. This takes us back to our roots:

In 1945, John Dower, the founding figure of the National Parks movement in the UK wrote:

“Few national purposes are more vital or more rich in promise of health and happiness than the provision of large, open and beautiful tracts of country in which holidays can be freely and inexpensively enjoyed. National Parks are not for any privileged or otherwise restricted section of the population, but for all who care to refresh their minds and spirits and to exercise their bodies in a peaceful setting of natural beauty.”

That role for National Parks is as relevant today as it was 75 years ago and our Vision is **“The Brecon Beacons – A rich and resilient landscape which helps communities to live prosperously and sustainably now and in the future.”**

# Our ambition, ethos and emerging priorities

[Our Draft Corporate Plan for 2021-22](#)

[Our Draft Vision and Objectives](#)

Both of these documents inform our stakeholder engagement work as part of the development of our next National Park Management Plan.

## Our Vision

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**We have identified three work programme priorities to achieve our Vision:**

### **Landscape & Nature Recovery**

To re-establish a connected network of species rich and resilient landscapes across the Brecon Beacons

### **Inspiring People & Places**

To help diverse groups of people access, enjoy, and understand the heritage, places and special qualities of the Brecon Beacons

### **Community & Rural Enterprise**

To help people living and working in the Brecon Beacons to benefit from sustainable livelihoods and green infrastructure

We need to sharpen our focus on fewer priorities, transform the culture of the organisation and strengthen leadership and accountability





# Head of Landscapes & Nature Recovery (GSe70630)

# Job description



**Post Designation:** Head of Landscapes & Nature Recovery



**Grade:** Grade 13



**Responsible for:** Ecology, Access & Rights of Way, Wardens, Invasive Species, Farm Liaison, Volunteer working groups



## **Dimensions:**

- Financial

Circa £1.2m revenue & £1.1m capital per annum

- Non-Financial

Circa 24 FTE staff

Corporate Lead for circa 4-5 projects per annum



## **Role Purpose:**

The Head of Landscapes & Nature Recovery will be part of the Authority's corporate leadership team charged with transforming the way the organisation operates so that it can deliver more impactful outcomes to protect and enhance the special qualities and environment of the National Park for the wellbeing of current and future generations.

Reporting to the Chief Executive, this role is responsible for leading the Authority's environment, climate action and biodiversity recovery agendas. The role will be responsible for resources and strategies being in place across wide ranging technical activities ensuring compliance with legislation and delivering the Authority's ambitions in the most effective and efficient way. The role will be integral to the Authority achieving the desired step change in both culture and approach to landscape restoration, biodiversity recovery, recreation infrastructure and climate change actions.

Working within a complex environment, it will drive effective collaboration with stakeholders and partners to deliver the highest standards of delivery across the organisation and prepare teams for future challenges.

# Role Purpose

## Leadership Accountabilities

Work collaboratively with the corporate leadership team to develop the Authority's strategic approach to delivery and business improvement to deliver the Authority's priorities.

Provide expert professional advice to the corporate leadership team and Members as required and work collaboratively with colleagues across the organisation to engage key partners and stakeholders to deliver the strategic vision.

Provide professional leadership to staff, ensuring delivery of statutory and non-statutory responsibilities in line with agreed strategy, and fostering a strong culture of standards, performance and accountability to deliver measurable outcomes, public value and efficiency.

Role model the Authority's behaviours and leadership expectations and ensure that all approaches and outcomes are consistent with organisational and public service values.

Lead transformational change within area of responsibility using innovation and creativity to develop programmes, projects and actions to deliver the Authority's strategic priorities.

Foster strategic partnerships between and beyond teams and partners which promote sustainable delivery improvements and build organisational capacity, resources and resilience.

Look beyond the Authority's boundaries to identify innovative approaches and best practice that could deliver improved outcomes for the National Park and its environment, its residents, businesses and visitors.

Develop and deliver business and operational plans focused on optimising the use of services and resources. Maintain effective budgetary control, while ensuring legal, regulatory and policy compliance within area of responsibility and that effective systems operate to manage performance and risk.

Work inclusively with a diverse range of stakeholders and provide leadership on equality issues to promote equality of opportunity.



# Leadership Accountabilities

1. To lead a programme of work which engages with farmers and land managers through the Farm Liaison Service.
2. To lead the delivery of the Authority's Nature Recovery Action Plan in conjunction with the Local Nature Partnership.
3. To devise and secure funding for a programme of actions to deliver positive climate change and biodiversity recovery actions including but not limited to natural regeneration, woodland planting, peat restoration, Ffridd restoration, and river corridor management.
4. To work with Welsh Government, its agencies, and Designated Landscapes colleagues to design and deliver agri-environment schemes which meet the needs of the National Park while delivering the ambition set out in Sustainable Farming and Our Land.
5. To work with partners to secure the resources needed to implement the 5 land management priority projects (and especially BMLUP, Mega Catchment, Meithrin Mynydd, Usk Valley Catchment), applying both commercial nous and political sensitivity.
6. To lead a programme of work which co-ordinates continued activity to tackle Invasive Non-Native Species and pathogen outbreaks, including restoration actions.
7. To be responsible for the Authority's recreation infrastructure and public rights of way and access functions; and lead the implementation and periodic review of the Rights of Way Improvement Plan.
8. To work with the rest of the corporate leadership team to ensure the delivery of actions to achieve integrated outcomes against the priority work programmes and focal areas.



# Leadership Accountabilities

9. To work on the development of policy in relation to the Authority's National Park Management Plan and Local Development Plan, and to represent the Authority on relevant policy groups.
10. To comply with Authority Health and Safety Policy and Codes of Safe Working Practice.
11. To represent the Authority and operate professionally in accordance with the Authority's core values and agreed behaviours.
12. To lead the Authority's environmental agenda in collaboration with the corporate leadership team to design, develop, deliver and evaluate programmes of work across the authority and National Park, in response to the pressing challenges of climate change and biodiversity loss and the ambitions set out in Valued & Resilient – the priorities statement for Wales' designated landscapes.
13. To work in collaboration with local people and our strategic partners, including Town and Community Councils to deliver positive outcomes for place taking into account the post-Covid green recovery agenda and the need for place-based visitor management solutions.
14. To play a key role in delivering a sophisticated programme of behaviour change for both local communities, organisations and the Authority's workforce; and enabling the delivery of our environmental ambitions.
15. To advise and lead on the development of the Authority's approach to green infrastructure and decarbonisation initiatives.
16. Ensure a good understanding of and compliance with the Authority's Health & Safety Policies, Equality & Diversity Policies and relevant codes of practice.
17. To lead the evolution and development of the Authority's relationships with key partners in the environmental sector.
18. Such other duties as are commensurate with the objectives and grade of the post, as directed from time to time by the Chief Executive.



# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE</b>		
Knowledge of concepts, principles and practices gained through extensive experience and development in a specific field	√	
Insight into the relationships between different fields and how these may be harnessed/nurtured	√	
Knowledge of the issues facing National Park Authorities, local government, and the wider environment and how they impact the work of the Authority		√
Knowledge of wider environmental and climate change issues	√	
<b>QUALIFICATIONS</b>		
Educated to degree level or equivalent in a relevant discipline	√	
Membership of appropriate professional body or evidence of continuing professional development (CPD)	√	
<b>EXPERIENCE</b>		
Substantial direct experience of dealing with landscape management and natural resources management at a landscape scale	√	
Direct experience dealing with upland environmental issues		√
Substantial management experience in a complex and changing environment	√	
The ability to absorb and digest large volumes of complex information and act decisively	√	
Excellent knowledge of the Welsh policy context in relation to Designated Landscapes and the sustainable management of natural resources		√
Strong track record of partnership building and driving value for money	√	
Experienced with the use of Geographical Information Systems		√
Experience of data management and gathering and curating evidence	√	

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>SKILLS</b>		
Ability to balance strategic leadership and direction with effective operational management	√	
Ability to foster an open and trusting culture with the ability to lead change through others and inspire high levels of performance and discipline	√	
Outstanding relationship management and networking skills, and the ability to foster joint working across team boundaries	√	
Excellent analytical thinker able to apply a significant degree of evaluative judgement and provide practical and creative solutions	√	
Political sensitivity with an ability to make progress in complex policy areas and a strong belief in the value of local democracy and accountability	√	
Excellent oral and written communication skills.	√	
Capable of dealing tactfully and diplomatically with local communities, farmers and land owners	√	
<b>Ability to manage large and complex projects in parallel and simultaneously</b>	√	
Computer literate in the use of Microsoft Office software.	√	
Full driving licence	√	
Good organisational skills and ability to work under pressure to tight deadlines.	√	
<b>PERSONAL QUALITIES</b>		
Authentic Leader who empowers others	√	
Committed to acting corporately and collaboratively – inside and outside the organisation	√	
Team player, ready to offer support and respond to ad hoc requests for help from colleagues	√	
Self confident and personable communication style	√	
Flexible and independent working style	√	
A positive and pragmatic approach	√	
Open to robust challenge & able to respond calmly and professionally	√	

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>Welsh Language Requirements</b>		
<b>Level 0 Welsh Language Skill</b>	√	
Recognise some short, simple words as being Welsh and even guess the meaning of some words when read or heard, provided the person is talking very slowly or the words are read in an explanatory context		
Upon hearing simple words numerous times, you can repeat them and can also even write some short words		
Although you may not consider these skills to be of much use in the workplace, the language is far from being alien to you and you have a firm grounding from which you can develop your skills		
More importantly, you have a strong awareness and understanding of the bilingual environment in which the Brecon Beacons National Park Authority operates, the need to treat both languages equally, and you demonstrate sensitivity towards the needs of Welsh speakers		
You are aware of what you can do to ensure both languages are treated equally and to meet the linguistic needs of all stakeholders, e.g. use of appropriate translation services, making use of colleagues' language skills		
<b>Level I Welsh Language Skill</b>		√
Understand everyday expressions, and very basic phrases if the speaker is talking slowly. Understand conversations about basic personal information. Use some familiar everyday expressions, e.g. greetings, thanks. Pronounce place names and names of people and talk about basic personal things and basic topics in an informal situation. Understand short texts where people are giving basic information about themselves or others. Usually find details, such as time and cost, in advertisements or notices		



# Head of People & Communities (GSe70636)

# Job description

**Post Designation:** Head of People & Communities

**Grade:** Grade 13

**Responsible for:** Education & Interpretation, Community Development, Sustainable Development Fund, Sustainable Tourism and Visitor Management

**Dimensions:**

- Financial  
Circa £880k revenue & £900k capital per annum
- Non-Financial  
Circa 14.5 FTE Staff  
Corporate Lead for circa 2-3 projects per annum

## Role Purpose:

The Head of People & Communities will be part of the Authority's corporate leadership team charged with transforming the way the organisation operates so that it can deliver more impactful outcomes to ensure that residents, businesses, and visitors understand and value the importance of protecting and enhancing the special qualities and environment of the National Park for the wellbeing of current and future generations.

Reporting to the Chief Executive, this role is responsible for leading the Authority's community development and sustainability agendas. The role will be responsible for resources and strategies being in place across wide ranging technical activities ensuring compliance with legislation and delivering the Authority's ambitions in the most effective and efficient way. The role will be integral to the Authority achieving the desired step change in both culture and approach to ensuring the development of sustainable rural economies which support landscape restoration, biodiversity recovery, and climate change actions.

Working within a complex environment, it will drive effective collaboration with stakeholders and partners to deliver the highest standards of delivery across the organisation and prepare teams for future challenges.

The Authority has a duty to foster socio-economic well-being through its purposes. This post will advise the National Park Authority on how best to integrate sustainable development outcomes through the delivery of its work in achieving the conservation/enhancement (first) purpose and the awareness and understanding (second) purpose.

This management post will be cross cutting requiring the post holder to work with staff across the organisation as well as partners, organisations, businesses and communities within and with interests in the Brecon Beacons National Park. It will require wide liaison with the other National Park Authorities particularly in Wales but also across the UK.



# Role Purpose

## Leadership Accountabilities

Work collaboratively with the corporate leadership team to develop the Authority's strategic approach to delivery and business improvement to deliver the Authority's priorities.

Provide expert professional advice to the corporate leadership team and Members as required and work collaboratively with colleagues across the organisation to engage key partners and stakeholders to deliver the strategic vision.

Provide professional leadership to staff, ensuring delivery of statutory and non-statutory responsibilities in line with agreed strategy, and fostering a strong culture of standards, performance and accountability to deliver measurable outcomes, public value and efficiency.

Role model the Authority's behaviours and leadership expectations and ensure that all approaches and outcomes are consistent with organisational and public service values.

Lead transformational change within area of responsibility using innovation and creativity to develop programmes, projects and actions to deliver the Authority's strategic priorities.

Foster strategic partnerships between and beyond teams and partners which promote sustainable delivery improvements and build organisational capacity, resources and resilience.

Look beyond the Authority's boundaries to identify innovative approaches and best practice that could deliver improved outcomes for the National Park, its environment, and its residents, businesses and visitors.

Develop and deliver business and operational plans focused on optimising the use of services and resources. Maintain effective budgetary control, while ensuring legal, regulatory and policy compliance within area of responsibility and that effective systems operate to manage performance and risk.

Work inclusively with a diverse range of stakeholders and provide leadership on equality issues to promote equality of opportunity.



## Role Accountabilities:

1. To develop a programme of engagement and awareness raising activity to support delivery against the Authority's priority work programmes.
2. To foster public participation in policy development and place-based planning and to ensure adequate liaison, across the Authority, with community, cultural and business interests.
3. To develop a programme of sustainable development actions aligned to supporting a just transition for land managers and which helps nurture new sustainable economic models for the Park's rural communities.
4. To integrate the Sustainable Development Fund with the Authority's priority work programmes and develop a programme of actions which align with the current focal areas to ensure the Authority is engaging with its communities to deliver on agreed priorities and objectives.
5. To strategically evolve the means by which the Authority contributes to lifelong learning; in relation to National Park purposes and aligned to its priority work programmes.
6. Facilitate the delivery of educational activity (either in-house or via partners) which supports Governments' policies and aspirations for future generations and which engages learners with the protected landscape that is the National Park, with climate change, and with the need to help biodiversity to recover.
7. Actively engage with partners in the delivery of key projects and programmes which deliver National Park purposes, the Authority's Corporate Priorities and the National Park Management Plan.
8. To work with the rest of the corporate leadership team to ensure the delivery of actions to achieve integrated outcomes against the priority work programmes and focal areas.



## Role Accountabilities:

9. To provide an input to the development of policy in relation to the Authority's National Park Management Plan and Local Development Plan, and to represent the Authority on relevant policy groups.

10. To comply with Authority Health and Safety Policy and Codes of Safe Working Practice.

11. To represent the Authority and operate professionally in accordance with the Authority's core values and 'management behaviours'.

12. To lead the Authority's sustainable rural economy agenda in collaboration with the corporate leadership team to design, develop, deliver and evaluate programmes of work across the authority and National Park, in response to the pressing challenges of climate change and biodiversity loss and the ambitions set out in Valued & Resilient – the priorities statement for Wales' designated landscapes.

13. To work in collaboration with local people and our strategic partners, including Town and Community Councils to deliver positive outcomes for place taking into account the post-Covid green recovery agenda and the need for place-based visitor management solutions.

14. To play a key role in delivering a sophisticated programme of behaviour change for both local communities, organisations and the Authority's workforce; and enabling the delivery of our environmental ambitions.

15. To lead the evolution and development of the Authority's relationships with key partners in the community development sector.

16. Such other duties as are commensurate with the objectives and grade of the post, as directed from time to time by the Chief Executive.



# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE</b>		
Knowledge of concepts, principles and practices gained through extensive experience and development in a specific field	√	
Insight into the relationships between different fields and how these may be harnessed/nurtured	√	
Knowledge of the issues facing National Park Authorities, local government, and the wider environment and how they impact the work of the Authority		√
Knowledge of sustainability and rural community issues	√	
<b>QUALIFICATIONS</b>		
Educated to degree level or equivalent in a relevant discipline	√	
Membership of appropriate professional body or evidence of continuing professional development (CPD)		√
<b>EXPERIENCE</b>		
Substantial direct experience of engaging with communities in sustainable development and environmental initiatives	√	
Experience of public engagement and visitor management	√	
Experience of working with volunteers and volunteer development		√
Good knowledge of upland environmental issues and the pressures facing rural communities		√
Substantial management experience in a complex and changing environment	√	
The ability to absorb and digest large volumes of complex information and act decisively	√	
Excellent knowledge of the Welsh policy context in relation to Designated Landscapes		√
Strong track record of partnership building and driving value for money	√	
Experienced with the use of Geographical Information Systems		√
Experience of data management and gathering and curating evidence	√	

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>SKILLS</b>		
Ability to balance strategic leadership and direction with effective operational management	√	
Ability to foster an open and trusting culture with the ability to lead change through others and inspire high levels of performance and discipline	√	
Outstanding relationship management and networking skills, and the ability to foster joint working across team boundaries	√	
Excellent analytical thinker able to apply a significant degree of evaluative judgement and provide practical and creative solutions	√	
Political sensitivity with an ability to make progress in complex policy areas and a strong belief in the value of local democracy and accountability	√	
Excellent oral and written communication skills.	√	
Capable of dealing tactfully and diplomatically with local communities, community groups and business interests	√	
Ability to manage large and complex projects in parallel and simultaneously	√	
Computer literate in the use of Microsoft Office software.	√	
Full driving licence	√	
Good organisational skills and ability to work under pressure to tight deadlines	√	
<b>PERSONAL QUALITIES</b>		
Authentic Leader who empowers others	√	
Committed to acting corporately and collaboratively – inside and outside the organisation	√	
Team player, ready to offer support and respond to ad hoc requests for help from colleagues	√	
Self confident and personable communication style	√	
Flexible and independent working style	√	
A positive and pragmatic approach.	√	
Open to robust challenge & able to respond calmly and professionally	√	
Personal commitment to purposes and strategic priorities of BBNPA, and its core values and behaviours	√	

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>Welsh Language Requirement</b>		
<b>LEVEL 2 - FOUNDATION</b>	√	
Understand when people talk about everyday situations, e.g. personal information, work, what they have done or would do, provided they talk slowly.		
Understand when people ask you or others to do something, and when they're asking about future plans e.g. requesting a meeting.		
Hold a basic conversation with someone else on a common everyday topic, provided the other speaker helps.		
Ask and answer questions on familiar topics, e.g. work, hobbies, preferences, things which have happened or future plans.		
Understand messages about everyday things, and some very basic letters or e-mails, e.g. asking for something, or asking to pass a message on.		
Understand short pieces of texts or very simple books, e.g. books for children.		
Write a short note to a friend or colleague, asking for something, thanking them or explaining something, e.g. absence from work.		
Write a short text about a familiar topic, e.g. personal experience, or work-related experience.		
<b>Level 3 Intermediate</b>		√
Understand information being given about common or everyday topics, or when things to do with work are being discussed, e.g. in conversation, or in small group meetings.		
Usually understand the main message and details, provided people speak clearly, e.g. when announcements are made or when listening to news bulletins. Hold an extended conversation with a fluent speaker on a familiar topic, e.g. interests or work.		
Express a view and exchange information on a range of topics to do with everyday life, e.g. hobbies, travel or immediate work-related topics.		
Understand straightforward short articles on everyday topics of interest, or to do with work.		
Guess what words mean from the context, when the topic is familiar.		
Understand most e-mails and work-related documents.		
You can write a letter on most topics, asking for things, giving explanations, describing experiences, inviting people, or organising an event.		
You can write fairly accurately on most familiar topics, e.g. related to interests or work-related.		

# Terms of appointment

## Head of Landscapes & Nature Recovery and Head of People & Communities

### Salary

The current salary range is from £42,821 - £46,845 per annum. Starting pay will be dependent on your qualifications and experience.

Salary is paid monthly.

### Period of employment

Permanent

### Working hours

A minimum of 37 hours per week but the expectation is that the post-holder works as necessary in delivering the Authority's work including evening and weekend working as required.

The Authority supports a range of flexible work options.

### Annual leave entitlement

21 days per annum, pro rata, plus 8 public holidays and 2 extra statutory days. Leave entitlement rises annually to 25 days per annum pro rata 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 pro rata.

### 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 20.9%.

### Location

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

You will be expected to be able to travel to meetings both around the Park area, Wales and elsewhere in the UK. Although use of public transport, where sensible, is preferred you should have a full driving licence.

### Induction

Induction will take place at the National Park Headquarters in Brecon with an ongoing programme across the Park.

### Appraisal

Conducted on a quarterly basis with the Chief Executive.



# How to apply

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To apply for the relevant post, you will need to submit the following documentation by no later than **17:00 on Friday 19 March 2021**:

- A comprehensive CV setting out your career history, with key responsibilities and achievements
- A statement of suitability (no longer than two pages) explaining how your personal skills, qualities and experience provide evidence of your suitability for the role, making sure you relate this to the essential criteria set out in the person specification
- A completed Equal Opportunities Monitoring form, this form will appear online once you have submitted your application. All monitoring data will be treated in the strictest confidence and will not affect your application in any way.

***Please note the above highlighted documents are mandatory.***

- Candidates with a disability who meet the essential selection criteria in the person specification are guaranteed an interview. Selection will be on merit. If you wish to claim a guaranteed interview under the Disability Confident scheme, you should complete the relevant form during the application process. It is not necessary to state the nature of your disability.

In addition, please ensure that you provide the following information:

- Your latest remuneration including any benefits and notice period
- Daytime, evening and/or mobile telephone numbers as well as your personal email address
- Confirmation of your availability for meetings on key dates as outlined below
- Contact details for two referees. Referees should be people who can comment authoritatively on you as a person and as an employee and must include your current or most recent employer or his/her authorised representative.

Confidential references are taken up on candidates shortlisted for formal interviews. However, we will refer to you for confirmation that referees may be approached before any contact is made with them.



# How to apply

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Applications are welcomed and accommodated for in either Welsh or English. We would be grateful if you could state in your application if you wish to conduct your interview and assessment in Welsh or English. Should you be successful through to the interview stage and wish to conduct your interview through the medium of Welsh we will provide a simultaneous translation service for the benefit of non-Welsh speaking members of the panel.



An application submitted in Welsh will not be treated less favourably than an application submitted in English.



**If you wish to apply in Welsh, please email your CV and supporting statement to [ivy.rowe@gatenbysanderson.com](mailto:ivy.rowe@gatenbysanderson.com) making clear which role you are applying for.**

Otherwise, applications must be submitted using the following links:

- **Head of Landscapes & Nature Recovery**

**[www.gatenbysanderson.com/job/GSe70630](http://www.gatenbysanderson.com/job/GSe70630)**

- **Head of People & Communities**

**[www.gatenbysanderson.com/job/GSe70636](http://www.gatenbysanderson.com/job/GSe70636)**



**The closing date for applications is 17:00 on Friday 19th March 2021.**

If you do not receive a notification of your application, please contact [ivy.rowe@gatenbysanderson.com](mailto:ivy.rowe@gatenbysanderson.com)

For a confidential discussion to inform your application, please contact our recruitment advisers at GatenbySanderson:

- Eleanor Lawrence ([eleanor.lawrence@gatenbysanderson.com](mailto:eleanor.lawrence@gatenbysanderson.com) or 07590 355825)
- Julie Myers, ([Julie.myers@gatenbysanderson.com](mailto:Julie.myers@gatenbysanderson.com) or 07595 779915) or
- Heather Greatrex, ([heather.greatrex@gatenbysanderson.com](mailto:heather.greatrex@gatenbysanderson.com) or 07538 979416).



# Timetable

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## **Closing date:**

**Friday 19th March 2021 at 17:00**



## **Shortlist meeting:**

w/c 5th April 2021



## **Assessments**

w/c 12th & 19th April 2021



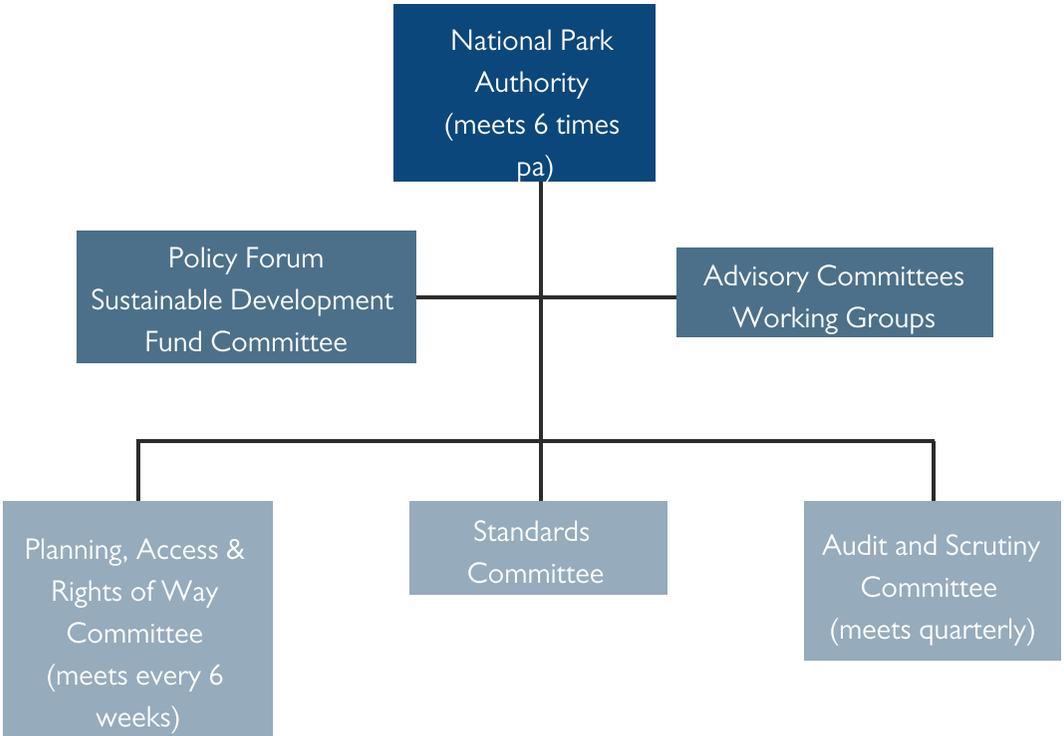
## **Final stage assessment and interview**

w/c 26th April 2021

Once the closing date for applications has passed, applications will be evaluated according to the person specification and the Appointment Committee will select which candidates will be invited to take part in the initial stage of the process.

Details of the assessment process will be provided to shortlisted candidates once selected.

# BRECON BEACONS NATIONAL PARK AUTHORITY COMMITTEE STRUCTURE

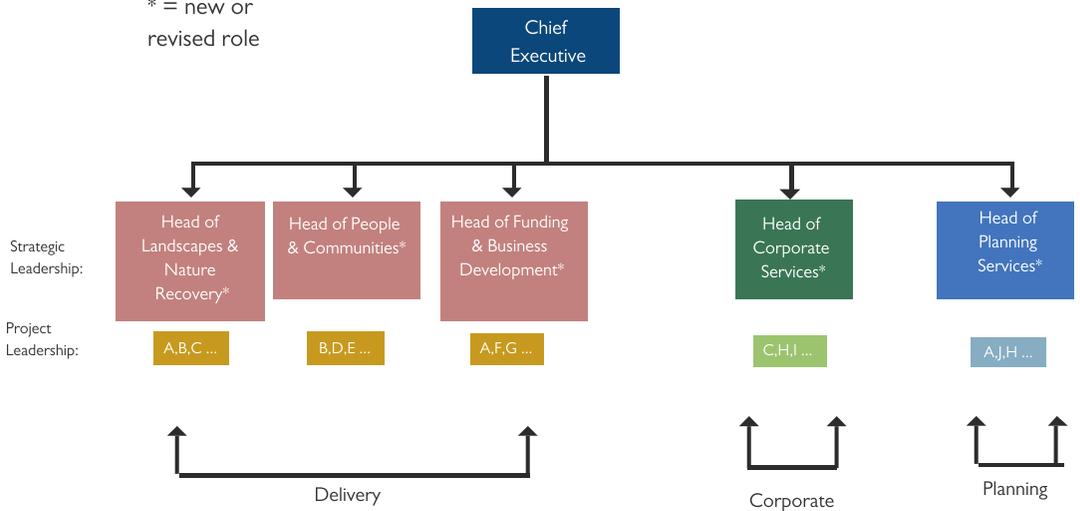


## Member Champions:

- Equality and Diversity
- Heritage
- Landscape and Biodiversity
- Resilient Communities
- Sustainable Economic Development
- Welsh Language

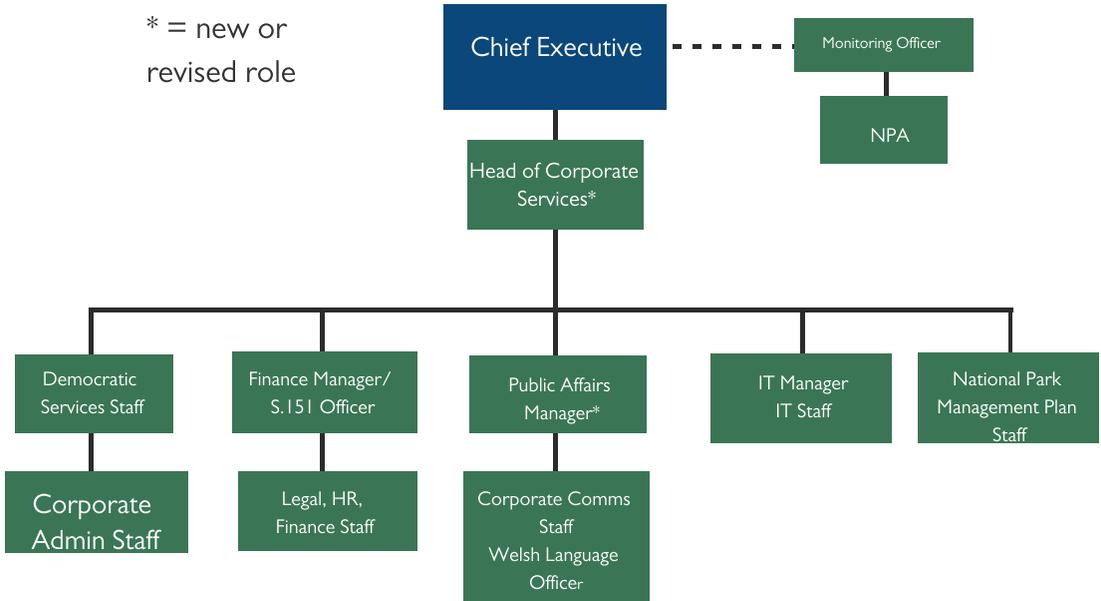
# Revised Corporate Leadership Team

\* = new or revised role

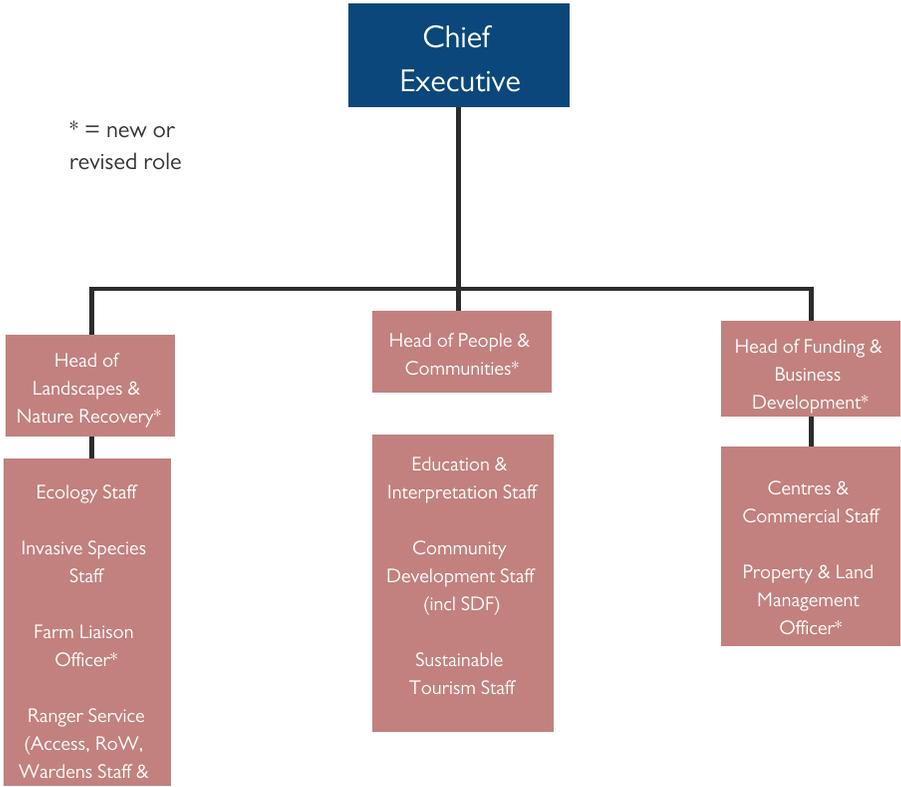


# Revised Corporate Services Structure

\* = new or revised role



# Revised Delivery Structure



# Revised Delivery Structure

\* = new or revised role

