

Job Pack

# Transition Director

January 2021

#BeTheChangeBreconBeacons

#ByddNewidBannauBrycheiniog



# Role purpose and priorities:

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The role of the Transition Director is to sustain, and guide the work of Brecon Beacons National Park Authority as we recruit our new CEO and senior team. We are at a critical point in our programme of change and we are keen to build internal and external support for our ambitious plans. In the absence of a CEO you will be directly accountable to the Chair of the Authority and fulfil duties of the Head of Paid Service.

## **Sustaining partnerships and the profile of the Park**

- Engage with key stakeholders and represent Brecon Beacons National Park Authority at meetings with our partners including Welsh Government officials and Ministers.
- To support the consultation phase of the National Park Management Plan and Local Development Plan.

## **Provide effective leadership of the day to day running of the Park**

- Support and give advice to staff to ensure capacity is directed to operational priorities, and that the response to Covid challenges is appropriate
- Ensure the filling of critical vacancies on a sustainable basis in line with the agreed priorities.
- Build effective communications with staff and volunteers and to progress the ways of working with the Staff Management Forum.

## **To sustain effective governance and accountability**

- Ensure decision making is on track in line with the scheme of delegation and our overall governance framework.
- Agree the agendas and priorities of the Authority and its Committees with the respective Chairs and provide briefing as required.

## **Support the transition to the new top team**

- Working with the Appointments Committee and preferred suppliers on the top team recruitment.
- Developing hand over plans for the incoming CEO.

You will be actively supported by the Chair and Deputy of the Authority and the respective Chairs of Committees and Member Champions.

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# Candidate profile

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It is essential that applicants can hit the ground running operating at a Chief Officer level. You will have knowledge of the issues facing National Park Authorities, local government, and wider environment and how they impact the work of the Authority through working in one or working alongside in a similar organization be it public or not-for-profit.

You will have a strong awareness and understanding of the Welsh context, the culture and its heritage. We operate in a bilingual environment and we treat both languages equally - you should understand basic greetings and phrases in Welsh.

You will have confidence and track record to rapidly engage with our partners including the Welsh Government and be flexible and responsive with an emphasis on building relationships.

This is a fantastic opportunity for someone who aspires to be a CEO in the future or for someone who has been in the most senior role; what matters is they are exceptionally good at listening and building confidence in the ability of the organization to transition to a new top team.

# Transition Director



**Salary:** £64,479, per annum, pro rata



**Pension:** The pension scheme in place is a standard Local Government Pension Scheme and is administered by Powys County Council on behalf of the Authority; the CEO role contributes 9.9 % of their gross salary and the employer currently contributes 20.9%.



**Location:** The base is Brecon Beacons National Park Authority Headquarters. Due to COVID restrictions staff are currently working from home.



**Working Hours:**

Minimum 30 hours per week

You will be required to work evenings and weekends and to engage with stakeholders. Again during COVID travel restrictions may apply so meetings may take place online.



**Contractual basis:** The role can be filled either by a direct fixed term employment contract or through a loan or secondment agreement with another organization. Any contractor agreement will be subject to the rules laid down by HMRC.



**Duration:** Fixed Term: 16 – 26 weeks



**Start date:** no later than 15 March 2021

# How to apply:

Expressions of interest are required including a CV no longer than 2 sides of A4 and a letter of application of similar length.

**Applications are welcomed and accommodated for in either Welsh or English.**

To be emailed no later than midday **Monday 15 February 2021 to [Elizabeth.lewis@beacons-npa.gov.uk](mailto:Elizabeth.lewis@beacons-npa.gov.uk)**

**Interview Date : 22 February 2021**

The expression of interest should include 2 references, and confirmation that you have the right to work in the UK.

You should indicate if you are applying for a short term contract or a loan or secondment from your current employer. Their support for your application will be sought at short listing.

Background information on Brecon Beacons National Park Authority can be found at [www.beacons-npa.gov.uk](http://www.beacons-npa.gov.uk) and our most recent documents can be found here: [Library folder - Recruitment | Brecon Beacons National Park Authority](#).

Applicants will find it helpful to have reviewed these before making an expression of interest.

