

Pembrokeshire Coast National Park Authority



Llywodraeth Cymru
Welsh Government

Information pack for applicants

Pembrokeshire Coast National Park Authority

Appointment of a Member

Closing date: 30 January 2017



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Making an application

Thank you for your interest in the appointment of two new members to the **Pembrokeshire Coast National Park Authority**.

The role of a member appointed by the Welsh Ministers to the National Park Authority is to bring a national perspective to its effective leadership, to help develop its strategic plans for the future, and to ensure that its business is handled efficiently and effectively. The attached Annexes provide details on the role of the member and the person specification, the role and responsibilities of **Pembrokeshire Coast National Park Authority** and the selection process.

To make an application please visit the Welsh Government public appointment website here <https://cymru-wales.tal.net/vx/lang-en-GB/mobile-0/appcentre-3/brand-2/candidate/jobboard/vacancy/7/adv/>.

To apply for this role, click on the Appointment of a Member **Pembrokeshire Coast National Park Authority** vacancy and click on 'Apply' at the bottom left hand corner. The first time you apply for a post, you will need to complete a registration form for the Welsh Government's online application system. You will only need to register once, and you will be able to keep yourself updated on the progress of your application, and any other applications you make, via your registered account.

Once you've registered, you'll be able to access the application form. To apply you will need to upload a personal statement and CV to the 'Reasons for applying' section of the online application form.

Personal Statement

The personal statement is your opportunity to demonstrate how you meet each of the criteria set out in the person specification. How you choose to present the information is up to you. However, you should aim to provide detailed examples that demonstrate how your knowledge and experience matches each of the criteria, and which describe what your role was in achieving a specific result. It will also benefit the selection panel if you can be clear which particular evidence you provide relates to which criteria. Providing separate paragraphs in relation to each criterion is common practice.

Please limit your personal statement to two pages. Your application may be rejected if you exceed this limit.

CV

Please ensure your CV includes brief details of your current or most recent post and the dates you occupied this role. Please identify any past or present Ministerial appointments.

Guaranteed Interview Scheme

The Welsh Government operates a Guaranteed Interview Scheme (GIS) for disabled people. The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment and the impairment has a substantial and long term adverse

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effect on their ability to carry out normal day to day activities. Under the GIS a disabled candidate will be selected for interview if they meet the minimum essential criteria for the post.

Diversity Statement

The Welsh Government believes that public bodies should have members who reflect Welsh society - people from all walks of life - to help them understand people's needs and make better decisions. This is why the Welsh Government is encouraging a wide and diverse range of individuals to apply for appointments to public bodies. Applications are particularly welcome from all under-represented groups including women, people under 30 years of age, black, Asian and minority ethnic people, disabled people, lesbian, gay, bisexual and transgender people.

Indicative timetable

Closing date:	30 January 2017
Shortlisting complete:	mid February 2017
Interviews held:	mid March 2017

Key facts about the post

Location:	The Authority's meetings are usually held in the Pembrokeshire Coast National Park Authority main offices in Pembroke Dock.
Current Remuneration:	£3,600 per annum
Time Commitment:	4 days per month

Contacts:

For further information regarding the selection process, please contact:

The Corporate Shared Service Centre
Tel: 029 2082 5454
Email: sharedservicehelpdesk@wales.gsi.gov.uk

For further information regarding the role of the Pembrokeshire Coast National Park Authority and the role of Member(s) please contact:

Daniel Jones, Land, Nature and Forestry Division:
Tel: 03000 625087
Email: daniel.jones@wales.gsi.gov.uk

If you need any further assistance in applying for this role, please contact the Welsh Government's Corporate Shared Service Centre Helpdesk on 029 2082 5454 or SharedServiceHelpdesk@wales.gsi.gov.uk

For further information about Public Appointments in Wales, please visit www.gov.wales/publicappointments

Appointment of a Member of the Pembrokeshire Coast National Park

Role description and person specification

Role and Responsibilities - What will You be Expected to Do?

National Park Authority members are responsible, individually and collectively, to the Welsh Government for providing effective leadership for the National Park Authority, for setting its policy and for ensuring that it meets its objectives within the statutory, policy and financial framework laid down for it. Members have a duty to act at all times within the law, in good faith and in the best interests of the National Park, and to be scrupulous in ensuring that their public position is at no time compromised in favour of private interests, or gives rise to suspicion that this has been done.

Key Tasks:

- To lead the National Park Authority, in particular in defining and developing its strategic direction and in setting challenging objectives;
- To ensure that the National Park Authority's activities are conducted and promoted in as efficient and effective a manner as possible;
- To ensure that strategies are developed for meeting the National Park Authority's overall purposes and duties, in accordance with the policies and priorities established by the Welsh Government;
- To monitor the National Park Authority's performance to ensure that it fully meets its aims, objectives and performance targets;
- To ensure that the National Park Authority's control, regulation and monitoring of its activities, as well as those of any other bodies which it may sponsor or support, ensure value for money within a framework of best practice, regularity and propriety and to participate in the corporate planning process;
- To promote the Welsh Government's sustainable development, equality and social inclusion objectives.

Person Specification

What Skills or Knowledge do You Need?

Individuals are selected on their personal qualities and experience and not as representatives of particular organisations or groups. To succeed in this role it is important that you can apply your skills and experience in ways which help deliver the statutory purposes for which the National Parks were designated.

The national park authority will benefit from being able to draw on a wide range of skills and knowledge in its membership.

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It may help if you have experience of public administration at a senior level, running a business, being a trustee or working for a charity or other knowledge in an area of direct relevance to the diverse work of the National Park Authority. We are particularly interested in individuals who have experience in one or more of the following areas:

- conservation of the natural, historic, built and/or cultural environment;
- communications and marketing (in particular digital technology);
- regulation and governance;
- the arts;
- recreation and sport;
- renewable energy;
- education
- sustainable development
- business sector
- agriculture; and
- working with communities and community groups.

You will need to be able to bring a national perspective to the work of the Park Authority.

To be considered, you must also be able to demonstrate that you have the following qualities, skills and experience:

- making a strong contribution to the leadership of complex organisations or programmes utilising appropriate performance information to drive improvement and delivery;
- operating effectively in a strategic or national role which influences and translates policy into practice;
- building and contributing to effective teams, with the ability to communicate clearly to a range of audiences;
- an appreciation of the current policy and practice context of the business of National Park Authorities;
- the time to attend National Park Authority meetings regularly (the time commitment required is, at least, four days per month);
- a clear understanding and commitment to Nolan's 'Seven Principles of Public Life'.
- the ability to speak Welsh is essential for one appointment and desirable for one appointment.

We welcome applications from individuals who have no previous experience of working on public sector boards.

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Remuneration

- The post of Member will be paid at £3,600 per annum (the remuneration level is reviewed by the Independent Remuneration Panel). Members of Pembrokeshire Coast National Park Authority are regarded as holders of an office for tax and National Insurance purposes. Fees payable will, as a result, be chargeable to tax under Schedule E of the Taxes Act and subject to Class 1 National Insurance contributions. These liabilities will be deducted via the Pembrokeshire Coast National Park Authority payroll system and the net fee paid to the office holder. Fees are not subject to VAT.
- Travel and other reasonable expenses that might be incurred in carrying out work on behalf of the Pembrokeshire Coast National Park Authority can be claimed from Pembrokeshire Coast National Park Authority within the recognised limits. You will also be eligible to claim reimbursement for costs in relation to child care/care of the elderly/assistant carer, whilst carrying out work on behalf of the Pembrokeshire Coast National Park Authority.

Time commitment

Members will be expected to be available to work a minimum of four days per month as members of the Pembrokeshire Coast National Park Authority.

Tenure of office

The Cabinet Secretary for Environment and Rural Affairs determines the length of the appointment, which initially will be for four years. Following which the Cabinet Secretary can consider reappointment without competition for up to a maximum of 10 years.

Accountability

Members are appointed by the Cabinet Secretary for Environment and Rural Affairs and are accountable to the Cabinet Secretary for Environment and Rural Affairs, via the Chair of the National Park Authority, for carrying out their duties and for their performance.

Eligibility

Persons who have previously served on a National Park Authority are eligible to apply. This includes past or current Members who have served, or will have served, a ten year term.

Applicants should be persons who conduct themselves at all times in a manner which will maintain public confidence.

The Environment Act 1995 (Schedule 7, paragraph 7 sets out the circumstances in which someone is disqualified from being a member of a Park Authority. This applies to existing members and to those who are considering membership.

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Essentially if you are employed directly by a constituent local authority which nominates members to a National Park Authority, or if you hold any politically restricted post in any local authority in Great Britain you are ineligible to apply.

Applicants should also note that being a member of Pembrokeshire Coast National Park Authority is a disqualifying post for membership of the National Assembly for Wales under the National Assembly for Wales (Disqualification) order 2015.

<http://www.legislation.gov.uk/uksi/2015/1536/contents/made>

Conflict of Interests

You should particularly note the requirement for you to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities of a Member of Pembrokeshire Coast National Park Authority, including any business interests and positions of authority outside of the role in Pembrokeshire Coast National Park Authority.

If appointed, you will also be required to declare these interests on appointment which will be entered into a register which is available to the public.

The role and responsibilities of Pembrokeshire Coast National Park Authority

Background

What are National Parks?

National Parks are landscapes of international importance. Although predominantly rural in nature they are close to urban communities and have significant potential to enrich the lives of the people of, and visitors to, Wales and to contribute positively to the Welsh economy. A key task of National Park Authorities is to help ensure that these special areas will in the future, be places with a richer and more diverse landscape, wildlife and heritage than today, enjoyed and cherished by a full cross section of society.

What is their role?

The National Park Authorities have two statutory purposes under the Environment Act 1995:

- to conserve and enhance the natural beauty, wildlife and cultural heritage of the National Parks;
- to promote opportunities for the understanding and enjoyment of the special qualities [of the Park] by the public.

As well as seeking to fulfil their two statutory purposes the National Park Authorities have a duty to foster the economic and social well being of their local communities.

If it appears that there is a conflict between these purposes, greater weight shall be attached to the purpose of conserving and enhancing the natural beauty, wildlife and cultural heritage of the area within the National Park.

Ways of working

Each Authority is required to prepare a National Park Management Plan. The Plan sets out policies for the management of the Park and for the organisation and provision of services and facilities by the National Park Authority to achieve National Park purposes. It includes policies for the management of the land in the National Park and forms the basis for collaboration not only with statutory and voluntary conservation organisations, but also with other public and private landowners. Consultation during the preparation of the Plan allows people to contribute to achieving workable policies and is essential to sympathetic co-operation with residents and other interests in the Park. The National Park Authority will involve key stakeholders such as Natural Resources Wales, the Welsh Local Government Association and Town and Community Councils in the preparation of National Park Management Plans as well and will play a key role in the development of the Local Development Plan. The National Park Authorities are also the planning authority for

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their area and are responsible for producing development plans and for development control.

What is their Structure and Membership?

Under the Environment Act 1995 and the Local Government (Wales) Act 1994 the three Welsh National Park Authorities are special purpose Local Authorities. They are corporate bodies with executive powers. The purposes of the Parks are the same in England and Wales but the membership of the National Park Authorities in each country differs.

In Wales two thirds of the seats are filled by councillors of constituent Local Authorities to reflect local interests and one third by appointments made by the Welsh Ministers to represent the national interest. When appointing members to sit on National Park Authorities (NPAs), Local Authorities are encouraged to use councillors representing wards either wholly or partly within the Park boundary.

Where do National Park Authorities get their money?

The Welsh Ministers provide the National Park Authorities with the majority of their funding in the form of the National Park Grant (NPG). Two thirds of NPG comes from the Welsh Ministers directly with the remaining one third levied by the Park Authorities from their constituent Local Authorities. Additional grant is available from the Welsh Ministers for prescribed capital expenditure. NPAs also have income from, for example, trading activities, car parking fees and planning application fees. The Cabinet Secretary for Environment and Rural Affairs issues an annual strategic grant letter setting out agreed priorities and objectives for the National Park Authorities for the year ahead.

Committee's Role

Members of National Park Authorities are required to understand and demonstrate a commitment to National Park purposes and be prepared to commit the time necessary for regular attendance at full Authority and committee meetings, as well as member development events, working groups, events, and representing the Authority on outside bodies.

The selection process

The interview panel will assess candidates' CVs and personal statements to determine who it believes best meet the criteria for the role, and who will be invited to interview. The panel will rely only on the information you provide in your CV and statement to assess whether you have the skills and experience required. Please ensure that you provide evidence to support how you meet all of the essential criteria.

The selection panel will be chaired by John Watkins, Head of Landscape and Outdoor Recreation at the Welsh Government and will also comprise Cllr Michael James, Chair of PCNPA and a Member of the Board of Natural Resources Wales who will act as an Independent Panel Member.

Your application may be "long-listed", subject to the volume of applications received, before it is passed to the shortlisting panel for consideration. You should be aware that in this situation, your application might not be considered in full by the entire panel.

We anticipate that during mid February 2017 the panel will have decided who will be invited for interview in mid March 2017.

The panel will select for interview only the strongest applicants who it feels have demonstrated that they best meet the criteria set out in the person specification. However, if you have applied under the guaranteed interview scheme and you meet the minimum essential criteria for the post, then you will also be invited for interview.

If you are invited to interview and if the interview date is not already provided in this information pack, we will aim to provide you with as much notice as we can of the interview date. If you are unable to make the arranged interview date, we will endeavour to re-arrange it but it might not be possible due to time constraints within the appointment timetable or selection panel availability.

You will receive email communication from the Appoint system to let you know whether or not you have been invited to be interviewed. It is our intention that interviews will take place in Pembrokeshire Coast National Park Authority main offices in Pembroke Dock.

If invited to interview, the panel will question you about your skills and experience, asking specific questions to assess whether you meet the criteria set out for the post.

Candidates who the panel believe are 'appointable', will be recommended to the Cabinet Secretary for Environment and Rural Affairs who will make the final decision. The Cabinet Secretary may choose to meet with appointable candidates before making a decision. If she does, she will meet all candidates in the presence of the panel chair or their nominated representative. There will be a time gap between interview and a final appointment decision being made. Candidates who have been interviewed will be kept informed of progress.

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If you are successful, you will receive a letter appointing you as a member of the Pembrokeshire Coast National Park Authority, which will confirm the terms on which the appointment is offered.

If you are unsuccessful at interview, you will be notified by the Welsh Government. We appreciate it takes a lot of time and effort to apply for roles and that feedback is a valuable part of the process. As a result, the letter will provide the details of who you may approach for feedback on your interview and application, if you so wish.

Queries

For queries about your application, please contact the Corporate Shared Service Helpdesk on 029 2082 5454 or sharedservicehelpdesk@wales.gsi.gov.uk.

Regulation by the Commissioner for Public Appointments

The Commissioner regulates and monitors appointments to public bodies to ensure procedures are fair, open and transparent and based on merit. More information about the role of the Commissioner and his Code of Practice is available from <http://publicappointmentscommissioner.independent.gov.uk>

If you are not completely satisfied

The Welsh Government will aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact the Corporate Shared Service Helpdesk on 029 2082 5454 or sharedservicehelpdesk@wales.gsi.gov.uk

If after receiving a comprehensive response from the Welsh Government you are still concerned, you can write to the Commissioner for Public Appointments. Please contact:

The Commissioner for Public Appointments
1 Horse Guards Road
London
SW1A 2HQ
Tel: 0207 271 0849
Email: publicappointments@csc.gsi.gov.uk