



Llywodraeth Cymru  
Welsh Government

**Information pack for applicants**

**Snowdonia National Park Authority**

**Appointment of a Member**

**Closing date: 2 January 2020**



**The Commissioner for  
Public Appointments**

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## **Making an application**

Thank you for your interest in the appointment of a new member to the **Snowdonia 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 **Snowdonia National Park Authority** and the selection process.

To make an application please visit the Welsh Government public appointments website here: <https://gov.wales/public-appointments>

To apply for this role, click on <https://gov.wales/publicappointments> and then click on the Appointment of a Member to Snowdonia National Park Authority. When the appointment is displayed, 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 a 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 and most recent post and the dates you occupied this role. Please identify any past or present Ministerial appointments.

### **Guaranteed Interview Scheme - Positive about Disability**

The Welsh Government operates a Positive about Disabled People scheme and welcome applications from people with disabilities. The scheme guarantees an interview to disabled people if they meet the minimum criteria for the post. The application form also enables you to detail any specific needs or equipment that you may need if invited to attend an interview.

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### **Diversity Statement**

The Welsh Government believes that public bodies should have board 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: 2 January 2020  
Shortlisting complete: 17 January 2020  
Interview held: 10-14 February 2020

### **Key facts about the post**

Location: The Authority's meetings are usually held at Plas Tan y Bwlch, Maentwrog, Gwynedd  
Remuneration: £3,735 per annum  
Time Commitment: Minimum of 4 days per month

### **Contacts:**

For further information regarding the selection process, please contact:

The Corporate Shared Service Centre  
Tel: 0300 025 5454  
E-mail: [publicappointments@gov.wales](mailto:publicappointments@gov.wales)

For further information regarding the role of the Snowdonia National Park Authority and the role of Members please contact:

Geraint Evans, Land, Nature and Forestry Division, Welsh Government  
Tel: 0300 062 2097  
E-mail: [geraint.evans@gov.wales](mailto:geraint.evans@gov.wales)

Or

Judith Orritt (Assistant to the Chair, Chief Executive and Management Team)  
Snowdonia National Park Authority  
National Park Office,  
Penrhyndeudraeth,  
Gwynedd  
LL48 6LF  
Tel: 01766 772202  
E-mail: [Judith.orrith@eryri.llyw.cymru](mailto:Judith.orrith@eryri.llyw.cymru)

If you need any further assistance in applying for this role, please contact the Welsh Government's Corporate Shared Service Centre Helpdesk on 0300 025 5454 or [sharedservicehelpdesk@gov.wales](mailto:sharedservicehelpdesk@gov.wales).

For further information about Public Appointments in Wales, please visit [www.gov.wales/publicappointments](http://www.gov.wales/publicappointments).

## **Appointment of a Member of the Snowdonia National Park Authority**

### **Role description and person specification**

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.

### **Members 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.

### **Key tasks include:**

- Leading the National Park Authority, in particular in defining and developing its strategic direction and in setting challenging objectives;
- Ensuring that the National Park Authority's activities are conducted and promoted in as efficient and effective a manner as possible;
- Ensuring 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;
- Monitoring the National Park Authority's performance to ensure that it fully meets its aims, objectives and performance targets;
- Ensuring 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;
- Promoting the Welsh Government's sustainable development, equality and social inclusion objectives.

### **Person specification**

#### **What skills or knowledge do you need?**

To be considered, you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria for appointment. We welcome

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applications from individuals who have no previous experience of working on public sector board. Individuals are selected on the essential criteria and not as representatives of particular organisations or groups.

To succeed in this role it is important you are able to apply your skills and experience in ways which help deliver the statutory purposes for which the National Parks were designated (see the second paragraph in Annex B).

The National Park Authority will benefit from being able to draw on a wide range of skills and knowledge in its membership and you will need to be able to bring a national perspective to the work of the Park Authority that acknowledges its role and contribution to Welsh aspirations (particularly for the well-being of future generations) whilst recognising the Park's contribution to everyday environmental, economic, social and cultural life.

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.

In this current selection round **we are particularly interested in individuals who have experience in local government finance or auditing of public bodies** but experience in one or more of the following areas will also be advantageous:

- conservation of the natural, historic, built and/or cultural environment;
- communications and marketing (in particular digital technology);
- regulation and governance;
- tourism, the arts, recreation and sport;
- working with children and young people;
- sustainable development;
- income generation;
- land use planning and development management;
- land management and agriculture; and
- working with communities and community groups.

### Essential Criteria

- The ability to make a strong contribution to the leadership of the National Park Authority or programmes utilising appropriate performance information to drive improvement and delivery;
- The ability to operate effectively in a strategic or national role which influences and translates policy into practice and provides a direction of travel for the Authority's executive team;
- The ability to listen, build and contribute to effective teams and communicate clearly to a range of audiences;
- The ability to effectively operate in and contribute to a Welsh/bilingual Authority Board and its associated business and organisational environment;
- An appreciation of the current policy and practice and the business of National Park Authorities;
- A clear understanding and commitment to the ten principles in The Conduct of Members (Principles) (Wales) Order 2001 (see Annex D);

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- The Authority conducts all its business electronically and members are expected to be sufficiently proficient in IT to manage calendars, email and all agendas and papers via an electronic committee management system;
- Bring lived experiences reflecting the diversity that is Wales.

### Welsh Language

Snowdonia National Park Authority is located in a predominantly Welsh speaking area of Wales. The majority of its internal business and contact with external stakeholders is conducted through the medium of Welsh. It is therefore essential that the successful candidate has a positive attitude towards the Welsh language and an understanding of the importance of the language to the area, and its prominent role in the cultural heritage of the National Park. **The ability to speak Welsh is highly desirable.**

### **Remuneration**

The post of Member will be paid at £3,735 per annum (the remuneration level is reviewed by the Independent Remuneration Panel and is based on an assumption of a minimum 44 days' work per annum, with additional days regarded as the public service element). Members of Snowdonia 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 Snowdonia 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 Snowdonia National Park Authority can be claimed from Snowdonia National Park Authority within the recognised limits. You may 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 Snowdonia National Park Authority. If you would like further information about whether you would be eligible for care allowances, please contact Snowdonia National Park Authority:

Judith Orritt, Assistant to the Chair, Chief Executive and Management Team, Snowdonia National Park Authority, Tel: 01766 772202 or [judith.orrith@eryri.llyw.cymru](mailto:judith.orrith@eryri.llyw.cymru).

### **Time commitment**

Members will be expected to be available to work a minimum of four days per month as members of the Snowdonia National Park Authority, including time needed to prepare for meetings. Meetings are normally held on Wednesdays.

### **Tenure of office**

The appointment will commence in early April 2020 and will expire at the end of March 2024, following which the Deputy Minister can consider reappointment without competition for up to a maximum of ten years.

### **Accountability**

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Members are appointed by the Deputy Minister for Housing and Local Government to whom they are accountable, 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.

Potential applicants' attention is drawn to the eligibility requirements in paragraph 7 of [Schedule 7 to the Environment Act 1995](#). Paragraph 7 provides that those holding certain other roles are disqualified from becoming or remaining a member of a National Park Authority.

Applicants should also note that being a member of Snowdonia 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/ukxi/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 Snowdonia National Park Authority, including any business interests and positions of authority outside of the role in Snowdonia National Park Authority.

Any conflicts of interest will be explored at interview. 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.

### **Standards in public life**

You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to the Code of Conduct for Board members of Public Bodies, you can access this document [here](#).

## **The role and responsibilities of Snowdonia National Park Authority**

### **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 for 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 and will play a key role in the development of the Local Development Plan. The National Park Authorities are also the planning authority for 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

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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 the 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 Deputy Minister for Housing and Local Government issues an annual strategic grant letter setting out agreed priorities and objectives for the National Park Authorities for the year ahead.

## 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 Ceri Witchard, Deputy Director for Land, Nature and Forestry in Welsh Government and will also comprise Mr Owain Wyn, Chair of Snowdonia National Park Authority, and Geraint Davies, Board Member of Natural Resources Wales, 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 all of the panel.

We anticipate that during January 2020 the panel will have decided who will be invited for interview the following month.

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.

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 the Snowdonia National Park Main Office in Penrhyndeudraeth or Plas Tan y Bwlch, Maentwrog.

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 Deputy Minister for Housing and Local Government who will make the final decision. The Deputy Minister may choose to meet with appointable candidates before making a decision. If she does, she will meet all candidates and 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.

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

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If you are unsuccessful at interview, you will be notified by 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 0300 025 5454 or [publicappointments@gov.wales](mailto:publicappointments@gov.wales).

### **If you are not completely satisfied**

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 0300 025 5454 or [publicappointments@gov.wales](mailto:publicappointments@gov.wales).

**The Conduct of Members (Principles) (Wales) Order 2001**

**1. Selflessness**

Members must act solely in the public interest. They must never use their position as members to improperly confer advantage on themselves or to improperly confer advantage or disadvantage on others.

**2. Honesty**

Members must declare any private interests relevant to their public duties and take steps to resolve any conflict in a way that protects the public interest.

**3. Integrity and Propriety**

Members must not put themselves in a position where their integrity is called into question by any financial or other obligation to individuals or organisations that might seek to influence them in the performance of their duties. Members must on all occasions avoid the appearance of such behaviour.

**4. Duty to Uphold the Law**

Members must act to uphold the law and act on all occasions in accordance with the trust that the public has placed in them.

**5. Stewardship**

In discharging their duties and responsibilities members must ensure that their authority's resources are used both lawfully and prudently.

**6. Objectivity in Decision-making**

In carrying out their responsibilities including making appointments, awarding contracts, or recommending individuals for rewards and benefits, members must make decisions on merit. Whilst members must have regard to the professional advice of officers and may properly take account of the views of others, including their political groups, it is their responsibility to decide what view to take and, if appropriate, how to vote on any issue.

**7. Equality and Respect**

Members must carry out their duties and responsibilities with due regard to the need to promote equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion, and show respect and consideration for others.

**8. Openness**

Members must be as open as possible about all their actions and those of their authority. They must seek to ensure that disclosure of information is restricted only in accordance with the law.

**9. Accountability**

Members are accountable to the electorate and the public generally for their actions and for the way they carry out their responsibilities as a member. They must be prepared to submit themselves to such scrutiny as is appropriate to their responsibilities.

**10. Leadership**

Members must promote and support these principles by leadership and example so as to promote public confidence in their role and in the authority. They must respect the impartiality and integrity of the authority's statutory officers and its other employees.