



Llywodraeth Cymru
Welsh Government

Information pack for applicants

Snowdonia National Park Authority

Appointment of Member (Welsh Essential)

**Closing date:
28 October 2021 at 16:00**



**The Commissioner for
Public Appointments**

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Making an application

Thank you for your interest in the appointment of two new members 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 two Members 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 will 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 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 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 (if applicable) and/or most recent post/s and the relevant dates. 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

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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.

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: 28 October 2021
Shortlisting complete: 1 November 2021
Interview held: w/c 6 December 2021

Contacts:

For further information regarding the selection process, please contact 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

Or

Anwen Gaffey (Members Services Officer)
Snowdonia National Park Authority
National Park Office,
Penrhyndeudraeth,
Gwynedd LL48 6LF
Tel: 01766 772226 / E-mail: anwen.gaffey@eryri.llyw.cymru

If you need any further assistance in applying for this role, please contact publicappointments@gov.wales.

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

Outreach events

Snowdonia National Park Authority will be conducting outreach events during which prospective applicants will be able to meet virtually with an existing Member of the Authority to discuss what the role entails. For further details please visit their website: [Eryri - Snowdonia \(gov.wales\)](http://Eryri-Snowdonia.gov.wales). At the same link you will also find videos of existing Members discussing their roles.

Appointment of a Member of the Snowdonia National Park Authority

Role description and person specification

National Park Authority (NPA) members are responsible, individually and collectively, to the Welsh Government for providing effective leadership for the NPA, 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 NPAs 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 NPA, in particular in defining and developing its strategic direction and in setting challenging objectives;
- Ensuring that the NPA's activities are conducted and promoted in as efficient and effective a manner as possible;
- Ensuring that strategies, including the Management Plan and Local Development Plan, are developed to meet the NPA's purposes and statutory duties, in accordance with policies and priorities set out by Welsh Government;
- Monitoring the Authority's performance to ensure that it fully meets its aims, objectives and performance targets;
- Ensuring that the 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 environmental, 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 applications from individuals who have no previous experience of working on public sector boards. Individuals are selected on merit, against 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 Authority will benefit from being able to draw on a wide range of skills and knowledge in its membership. You will need to be able to bring a national perspective to its work, acknowledging 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.

Essential Criteria (both candidates)

- The ability to make a strong contribution to the Park Authority through participating effectively and constructively on its committees and working groups, working in a collegiate manner at all times;
- The ability to operate effectively in a strategic or national role, providing a direction of travel for the Authority's executive team, and communicating clearly with a range of audiences;
- The ability to effectively operate in and contribute to a Welsh/bilingual Authority Board and its wider organisational environment;
- An appreciation of the current policy and practice 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);
- Bring lived experiences reflecting the diversity that is Wales.

Knowledge or experience of promoting inclusion and diversity in a relevant context is considered essential for one post and desirable for the other.

Examples could include lived experience of disadvantage or exclusion, holding one or more of the protected characteristics¹, and/or individuals with professional experience in this field. Such professional experience could include tackling financial and health inequalities, or dismantling barriers to inclusion.

Essential Skills

Skills and experience in one or more of the following areas are also essential:

- The Climate emergency – implementing practical solutions
- Changes following exit from the EU – rural economy
- Post-Covid recovery – town centre regeneration and/or sustainable tourism
- Audit and governance, with an emphasis on public sector requirements
- Town and country planning

¹ Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

Desirable Skills

Experience of working for a charity, being a trustee, running a business or public administration at a senior level may be advantageous but is by no means essential.

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 candidates have 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 essential for this post and should note your Welsh language skills in your application following the Welsh Language Skills Level Guide (see Annex E). If you are invited to attend an interview you may be asked to respond to at least one question through the medium of Welsh depending on the level of your declared skills.**

Remuneration

The post of Member will be paid at £4,053 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 NPA 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 NPA 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 NPA can be claimed from Snowdonia NPA 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 NPA. If you would like further information about whether you would be eligible for care allowances, please contact Snowdonia NPA:

Anwen Gaffey, Members Services Officer, Snowdonia NPA, Tel: 01766 772226 or anwen.gaffey@eryri.llyw.cymru.

Time commitment

Members will be expected to be available to work a minimum of 44 days per year as members of the Snowdonia NPA, including time needed to prepare for meetings. Meetings are normally held on Wednesdays.

Tenure of office

One appointment will commence in early February 2022 and will expire at the end of January 2026 and the other will commence on 1 August 2022 and will expire at the end of July 2026. Following this the Minister can consider reappointment without competition for up to a maximum of ten years (subject to a satisfactory performance appraisal).

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Accountability

Members are appointed by the Minister for Climate Change to whom they are accountable, via the Chair of the NPA, for carrying out their duties and for their performance. They must engage fully in the annual performance appraisal process and commit to continuous improvement by taking part in learning and development opportunities offered by the Authority.

Eligibility

Persons who have previously served on an NPA 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 Senedd under The Senedd Cymru (Disqualification) Order 2020.

<https://www.legislation.gov.uk/ukxi/2020/1255/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.

Due Diligence

Welsh Government Public Bodies Unit will undertake due diligence checks on all candidates successfully sifted to interview. This will include, but not necessarily be limited to social media and Internet searches. As a result, you may be asked questions at interview in relation to any due diligence findings.

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.

National Park Authorities' strategic context

In the current climate, National Park Authorities' contribution to key strategic national policy priorities has seldom been greater; in terms of the green recovery; mitigating climate change; decarbonisation; halting biodiversity loss; nature recovery and sustainable tourism, among others.

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

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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.

Snowdonia National Park Authority is the local planning authority for the Snowdonia National Park. The Authority has to balance the demands of sustaining a prosperous economy and vibrant communities with the needs of this spectacular landscape. The **Eryri Local Development Plan** provides a basis for meeting the Authority's statutory purposes as well as promoting the social and economic well-being of its communities.

What is their Structure and Membership?

Under the Environment Act 1995 and the Local Government (Wales) Act 1994 the three Welsh NPAs 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 NPAs 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 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 NPAs 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 NPAs 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 Minister for Climate Change issues an annual strategic grant letter setting out agreed priorities and objectives for the NPAs for the year ahead. In addition, the NPAs attract substantial grant income from other external funding sources.

Key facts about the post

Location:	The Authority's meetings are usually held at Plas Tan y Bwlch, Maentwrog, Gwynedd, or virtually via MS Teams
Remuneration:	£4,053 per annum
Time Commitment:	<u>Minimum</u> of 44 days per year

The Authority currently conducts much of 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.

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 you provide evidence to support how you meet all of the essential criteria.

The selection panel will be chaired by Ceri Witchard, Deputy Director of Land, Nature and Forestry Division, Welsh Government and will also comprise Mr Owain Wyn, former Chair of Snowdonia NPA (and present Member); Geraint Davies, Board Member of Natural Resources Wales; and an Independent Panel Member (to be confirmed).

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 in this situation, your application might not be considered in full by all of the panel.

We anticipate that during November 2021 the panel will have decided who will be invited for interview during December 2021.

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 via MS Teams.

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 Minister for Climate Change who will make the final decision. The 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 NPA, which will confirm the terms on which the appointment is offered.

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 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 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.

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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.

Welsh Language Skills Level Guide

Understanding:

0 = No skills

1 = Can understand parts of a basic conversation

2 = Can understand basic conversations about everyday topics

3 = Can understand routine work-related conversations

4 = Can understand most work-related conversations

5 = Can understand all work-related conversations

Reading:

0 = No skills

1 = Can read some basic words and phrases with understanding

2 = Can read simple material on everyday topics with understanding

3 = Can read some routine work-related material with support e.g. dictionary

4 = Can read most work-related material

5 = Full understanding of all work-related material

Speaking:

0 = No skills

1 = Can hold a basic conversation in Welsh

2 = Can converse in simple work-related conversations

3 = Can converse in some work-related conversations

4 = Can converse in most work-related conversations

5 = Fluent

Writing:

0 = No skills

1 = Can write basic messages on everyday topics

2 = Can write simple work-related correspondence

3 = Can prepare routine work-related material with checking

4 = Can prepare most written work in Welsh

5 = Can prepare written material for all work-related matters