

January 2022

**Principal Planning Officer  
Bainbridge**

**Permanent  
Full-time, 37 hours per week**

Dear Applicant,

Thank you for your enquiry in regard to the above position.

This recruitment and information pack includes the following:

- A job description and person specification;
- Background information; and
- Terms and conditions of employment.

Our online application process allows you to complete the form in stages and you can log in/out at any time. The closing date for completed application forms is 11.00pm on **Sunday 23 January 2022**.

Anticipated interview date: **Week commencing 31 January 2022**

Further information about the Yorkshire Dales National Park Authority, including our Corporate Plan is available on our web site, [www.yorkshiredales.org.uk](http://www.yorkshiredales.org.uk).

We look forward to receiving your application and thank you for the interest you have shown in working for the Yorkshire Dales National Park Authority.

Yours sincerely



**Vikki Thomas  
Head of HR**

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**YORKSHIRE DALES NATIONAL PARK AUTHORITY  
JOB DESCRIPTION**

JOB TITLE:	Principal Planning Officer
GRADE:	Band B
RESPONSIBLE TO:	Head of Development Management
RESPONSIBLE FOR:	Planning Officers (up to 3) Planning Assistant (1)

**OBJECTIVES OF THE POST**

To help achieve National Park purposes through the provision of planning services, with responsibility for a particular area of the Park

**DUTIES & RESPONSIBILITIES:**

Manage all development control work in designated area, including the allocation of work to other team members.

Line management responsibility for a team of up to four people.

Provide professional advice on planning matters.

Ensure that an appropriate culture of customer service and care is maintained.

Committee presentations

Deal with applications and appeals in accordance with established procedures and practices.

Giving evidence at Public Inquiries and hearings

Assist with preparation/review of Development Plan.

Represent the National Park Authority to explain and promote the planning service including at meetings out of office hours.

To maintain and develop an up-to-date knowledge of relevant legislation, and professional expertise by continuing professional development.

To carry out corporate project work as directed by the Head of Development Management.

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

To Deputise for the Head of Development Management if required.

To cover other areas of the Park if required.

Such other duties as are commensurate with the objectives and grade of the post, as directed from time to time by the Chief Executive, including covering another area of the Park if required.

Comply with the Authority's Health and Safety Policy and Codes of Safe Working Practice.

**THIS IS A POLITICALLY RESTRICTED POST AS DEFINED BY THE LOCAL GOVERNMENT AND HOUSING ACT 1989**

**PERSON SPECIFICATION  
PRINCIPAL PLANNING OFFICER**

<b>QUALIFICATIONS</b>	<b>Essential</b>	<b>Desirable</b>
A level 6 or above qualification in Town and Country Planning or related subject	✓	
Member of the Royal Town Planning Institute (RTPI) or working towards this	✓	
A full driving licence (essential as you will regularly be required to travel to different locations on Authority business)	✓	
<b>EXPERIENCE</b>		
Minimum of a years' experience within a development management environment	✓	
Experience of and ability to lead, manage and motivate a team of people	✓	
Good understanding of the legislative, procedural and policy framework within which the planning system operates and the requirements for negotiating S.106 agreements	✓	
Understanding and appreciation of the rural environment and particularly National Park issues	✓	
Wide breadth of knowledge of strategic context within which National Parks operate	✓	
Proficient in the use of IT, including Microsoft Office software and development management information systems	✓	
Experience and ability to deal positively, constructively and firmly with users of the planning service	✓	
Experience of and ability to write clear, accurate and concise reports, dealing with complex/conflicting issues	✓	
Experience of delegating work amongst team members		✓
Experience of working in a local authority or similar public sector organisation		✓
<b>SKILLS AND PERSONAL QUALITIES</b>		
Excellent communication and inter-personal skills	✓	
Ability to use own initiative to effectively solve problems and form professional views	✓	
Strong negotiating skills	✓	

Ability to interpret, analyse and challenge evidence to enable informed decision making	✓	
Confident presentation skills, preferably with experience in presenting cases at planning committee meetings and/or appeal hearings/inquiries	✓	
Ability to prioritise workload effectively to meet deadlines and manage competing demands	✓	
Self-motivated and able to work effectively without close direction	✓	
Ability to act with political sensitivity and awareness	✓	
Excellent attention to detail with the ability to produce accurate work	✓	
Highly motivated, reliable and enthusiastic	✓	
A commitment to provide a consistently high standard of service to the public.	✓	
Willing to show initiative for service improvements and developments	✓	
Enthusiasm to learn new skills and be responsible for your own personal and professional development		✓



## **Principal Planning Officer**

**Based at Bainbridge, Leyburn**

### **Background**

The Yorkshire Dales National Park was designated in 1954 in recognition of its extraordinary natural beauty, the diversity of its wildlife habitats, its rich cultural heritage and its fantastic opportunities for outdoor recreation. It is a dramatic upland dissected by numerous long glaciated valleys or dales with a resident population of over 23,000 people. The area is a working landscape, with agriculture, quarrying and tourism, offering the main employment opportunities. Indeed, it is the long history of people settling in and working this harsh environment that has created a cultural landscape recognised today as one of the most distinctive in Western Europe.

The Park is looked after by the Yorkshire Dales National Park Authority and it's the Authority's job to care for this very special place and its communities and to help people understand and share in it.

The National Park was extended to the north and west on 1 August 2016, it now covers an area of 2,179 square kilometres (841 square miles).

It is one of a family of 15 National Parks in the UK, protected for future generations to enjoy. Truly Britain's breathing spaces.

From 1974 the whole of the Yorkshire Dales National Park was administered by a Committee of North Yorkshire County Council but, as a result of the Environment Act 1995, the new National Park Authority was established on 1<sup>st</sup> April 1997. The Authority remains within the framework of local government but is independent of the counties and districts. The Authority now consists of both county council and district council representatives as well as parish representatives and members appointed by the Secretary of State.

The 1995 Environment Act revised and updated the purposes of national parks which are:

“conserving and enhancing the natural beauty, wildlife and cultural heritage of the areas, and promoting opportunities for the understanding and enjoyment of the special qualities of those areas by the public”.

In pursuing these purposes, the Authority:

“shall seek to foster the economic and social wellbeing of communities within the National Park.”

The National Park Authority is advised by the Chief Executive (National Park Officer), who is supported by approximately 160 staff.

## **Terms and condition of employment**

### **Pay**

This role has been confirmed as a Band B

Salary: £35,744 to £39,881 per annum

### **Work Base**

Yoredale, Bainbridge, Leyburn, North Yorkshire, DL8 3EL

There will also be some travel within the Park required as part of the role.

### **Pension**

Staff meeting the minimum criteria are automatically brought into the Local Government Pension Scheme (LGPS), unless they elect otherwise.

### **Hours of Work**

The hours of work are 37 hours per week.

A flexitime scheme is in operation. This allows you to vary your start and finish times within set parameters to help your work fit in with your social and domestic responsibilities. If you have accrued sufficient time, the scheme allows you to take up to 12 days extra leave during the year.

### **Holidays**

The holiday entitlement is based on length of continuous service within Local Government or related employment and calculated on a pro rata basis for part time staff.

On commencement of employment: 25 days.

After 1-year continuous service: 26 days.

After 2 years' continuous service: 27 days.

After 3 years' continuous service: 28 days.

After 4 years' continuous service: 29 days.

After 5 years' continuous service: 30 days.

Plus 8 Bank Holidays.

### **Training and Development**

The Authority is committed to the professional and personal training and development of its staff. To support this, the Authority has achieved the national Investors in People (IIP) Standard.

An appraisal scheme is in place for all staff and opportunities to undertake in-house and external training programmes are available.

## **Recruitment Clearance**

The offer of appointment is subject to confirmation of right to work in the UK, medical clearance by Occupational Health, and the receipt of satisfactory references.

## **Miscellaneous**

New entrants to local government are subject to a probationary period of six months.

The notice period applicable to this post is 3 months.

## **Application process**

The online application form can be completed in stages and you can login/logout at any time. Applications must be submitted **by 11pm on 23 January 2022**, to be considered by the selection panel.

Once you submit your application online you will receive an email to confirm receipt.

## **Anticipated interview date – During week commencing 31 January 2022**

Our recruitment process treats all job applications equally, regardless of age, disability, gender identity, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic. That said, we particularly encourage applications from people from Black, Asian and other minority ethnic (BAME) backgrounds, as this group are currently under-represented throughout the Authority.

For an informal chat about this vacancy, please contact Richard Graham, Head of Development Management, on 01969 652302 or [richard.graham@yorkshiredales.org.uk](mailto:richard.graham@yorkshiredales.org.uk)