

January 2022

Senior Planning Officer
Bainbridge, near Leyburn

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 30 January 2022**.

Anticipated interview date: **Week commencing 7 February 2022**.

Further information about the Yorkshire Dales National Park Authority, including our Corporate Plan is available on our web site, 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: Senior Planning Officer
GRADE: Band C
LOCATION: Bainbridge
RESPONSIBLE TO: Principal Planning Officer
RESPONSIBILITY FOR: No line management responsibility

OBJECTIVES OF THE POST

To contribute to the provision of an efficient and effective Development Management Service that meets the statutory responsibilities of the Yorkshire Dales National Park Authority, and helps to promote sustainable development within the National Park.

DUTIES & RESPONSIBILITIES:

Undertake development control workload as directed by the Principal Planning Officer responsible for the Area Planning Team.

Provide professional advice on planning matters.

Committee presentations

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

Give evidence at Public Inquiries and hearings.

Assist with the monitoring of sites and the delivery of the enforcement service as directed by the Principal Planning Officer.

Assist with preparation/review of the Local Development Framework.

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 cover other areas of the Park if required.

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

Such other duties as are commensurate with the objectives and grade of the post, as directed from time to time by the Chief Executive.

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

**PERSON SPECIFICATION
SENIOR PLANNING OFFICER**

QUALIFICATIONS	Essential	Desirable
A level 6 or above qualification in Town and Country Planning (or equivalent)	✓	
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)	✓	
EXPERIENCE		
Minimum of a years' experience of development control work	✓	
Good understanding of the legislative, procedural and policy framework within which the planning system operates and the requirements for negotiating S.106 agreements	✓	
Direct experience of working with local communities and the wider general public	✓	
Proficient in the use of IT, including Microsoft Office software and development management information systems	✓	
Experience of delivering, co-ordinating and preparing complex policy advice	✓	
Understanding and appreciation of rural development issues and strategic context within which National Parks operate		✓
Conservation expertise		✓
Experience of working in a local authority or similar public sector organisation		✓
SKILLS AND PERSONAL QUALITIES		
Excellent communication and inter-personal skills	✓	
Good negotiation skills	✓	
Ability to deal sensitively with local communities and the general public	✓	
Ability to prioritise workload effectively to meet deadlines and manage competing demands	✓	
Confident presentation skills, preferably with experience in presenting cases at planning committee meetings	✓	
Ability to act with political sensitivity and awareness when handling difficult issues	✓	
A commitment to providing a consistently high standard of service to the public	✓	
Self-motivated and committed to sustainable development	✓	
Excellent attention to detail with the ability to produce accurate work	✓	
Willingness to be flexible according to the needs of the role	✓	
Drive and determination to find creative solutions to challenges	✓	
Professional and proactive approach to work	✓	



Senior 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 1st 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 165 staff.

Terms and condition of employment

Pay

This role has been confirmed as a Band C

Salary: £30,451 to £34,728 per annum

Work Base

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

There may 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 11.00pm on Sunday 30 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 7 February 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