

Senior Planning Officer: Second Homes and Short-term Holiday Lets Recruitment Pack



Llywodraeth Cymru
Welsh Government

www.gwynedd.llyw.cymru/jobs



Welcome

Thank you for showing an interest in applying for this important position.

Gwynedd is a special county, and the Council is keen to see our communities and the people of the county flourish.

As part of this ambition, the Council is committed to ensuring that the people of Gwynedd have access to suitable housing in their communities.

Cyngor Gwynedd has carried out detailed research on managing the use of houses as holiday homes which highlighted the seriousness of the problem. Recommendations were presented to the Government which included changing planning legislation to obtain better control of the situation.

Since then, the Government has consulted and has now introduced changes to legislation and planning policy to help manage the impact of second homes and short-term holiday accommodation.

This means that it is possible, where there is evidence, for councils to establish an Article 4 Direction. This means that it would be necessary to submit a planning application to change the use of a property to a second home or short-term holiday accommodation.

As this change is unprecedented, the Welsh Government is committed to supporting the work in the Dwyfor Pilot area and the Council is in the process of establishing a specific unit that will be responsible for introducing and implementing these innovative changes in the Authority's Planning area.



Job Advertisement: Senior Planning Officer (Second Homes and Short-term Holiday Lets)

£xxxxxx - £xxxxxx along with Local Authority pension contribution

Cyngor Gwynedd is establishing a new specific unit that will deal with the new duties brought about by the implementation of Article 4 Direction in the Authority area.

Gwynedd will likely be the first council in Wales to implement the innovative changes in the planning field. As a member of this new team, we are keen to appoint an individual who will be able to make a contribution to the work for the benefit of the communities of Gwynedd.

This role will relate to all planning aspects in relation to second homes and short-term holiday lets in the Gwynedd Planning Authority area.

All details of the position, other background details, and details about how to apply can be found on the Council's website www.gwynedd.llyw.cymru/jobs

In the meantime, if you would like an informal chat about any aspect of the role, please contact Gareth Jones, Assistant Head of the Environment Department by emailing xxxxxxxxxx@gwynedd.llyw.cymru in the first instance.

We look forward to receiving your application.

Closing date: xxxxxxxx



Job Description

PURPOSE OF THE POST

- Ensure that the people of Gwynedd are at the centre of everything we do.
- Providing a planning service for Cyngor Gwynedd's planning authority area.

RESPONSIBILITY FOR RESOURCES (e.g. staff, finance, equipment)

- Carry out duties related to providing an effective planning service.
- Mentor and offer guidance to the Planning Officers.
- Responsibility for personal computer equipment.



Job Description

MAIN DUTIES

- Carry out development management and compliance duties including dealing with requests for advice and significant or complex planning requests, preparing reports to the Planning Committee and delegated reports.
- Process planning applications and requests for advice before submitting an application effectively and efficiently in accordance with statutory needs and local policies and guidelines.
- Represent the Planning Service and present reports in planning committees, planning visits and relevant meetings as required.
- Prepare statements and reports for planning appeals and represent the Authority as a professional witness in appeals, hearings and public inquiries including significant or complex planning applications.
- Investigate cases of non-compliance with planning regulations / laws which include those that are complex in nature and contentious.
- Deal with and contribute to the work of handling enforcement cases and appeals as necessary to include preparing reports on representing the Authority as a professional witness in appeals, hearings, investigations and court cases.



MAIN DUTIES (continued)

- Provide professional advice and guidance to developers, the public and all other users of the planning service.
- Ensure a close working relationship with Local Members and City / Town / Community Councils and offer guidance on planning matters as necessary.
- To ensure sustainable and quality new developments in order to contribute to protecting and improving the natural and built environment and the aim of creating sustainable communities.
- In consultation with the Planning Policy Manager, Planning Manager (Development Management and Compliance) and the Assistant Head, contribute to the work of the Planning Policy Service in preparing a new Local Development Plan for the Gwynedd planning authority area, to ensure a Plan that complies with the statutory requirements and address the needs of the communities in the area socially, economically and environmentally for the future. This may include preparing complex planning work for:
 - evidence base for text papers
 - documents and presentations for the statutory public consultations as well as briefing sessions for Elected Members
 - evidence for submission to the public examination
- Contribute to the preparation of any revised / new Supplementary Planning Guidelines to support the policies of the current Joint Local Development Plan and the new Plan.
- Contribute to the process of preparing policy documents and other strategies by offering guidance on the suitability of sites.



MAIN DUTIES (continued)

- Work closely with the Planning Policy Service on proposals and planning applications, which include plans that are significant or complex in nature, as well as with planning appeals and enforcement.
- Contribute to projects and research work that is a high priority for the Council and represent Gwynedd on project teams and county, cross-county, regional and national meetings, which touch on the area of work and duties the Team.
- Delegate on behalf of the Development Management or Enforcement Team Leaders on issues relevant to the Teams / Service.
- Assist the Development Management or Enforcement Team Leaders to ensure that the duties of the Service are implemented effectively.
- Contribute towards the performance of the Service in accordance with the Council's corporate arrangements.
- Act in accordance with principles established in relevant laws (e.g. Health and Safety, Well-being and Future Generations Act, Social Services and Well-being Act, Data Protection Act) and adhere to them.

SPECIAL CIRCUMSTANCES (e.g. the need to work unsociable hours, special working arrangements, etc.)

- Meetings outside normal working hours occasionally.



Person Specification

Personal Attributes

Essential:

A welcoming personality.

An eye for detail and accuracy.

Honesty, self-confidence, decisive and flexible.

Ability to accept responsibilities and to communicate effectively.

Ability to work under pressure and as part of a team.

The ability to inspire and manage staff effectively.

Dedicated to delivering good customer service and always looking for ways to improve the service.

An individual who conveys enthusiasm about the work.

Have a clean and valid driving license along with use of a car.

Relevant Qualifications and Training

Essential:

A degree or similar qualification in Town and Country Planning or in a specialist subject relevant to the Service's field of work.

Desirable:

A postgraduate qualification in a relevant subject.

Membership of the RTPI or RIBA or of another relevant professional association or body.



Person Specification (continued)

Relevant Experience

Essential:

Worked for at least 2 years in the planning field with Development Management and or Planning Compliance work.

Dealt with a variety of planning applications including complex and contentious applications.

Negotiate, discuss and offer advice to relevant individuals and customers on development management issues.

Prepared reports to, and present reports / information to planning committees.

Presented evidence in appeals.

Dealt with planning compliance issues.

Desirable:

Manage staff.

Giving evidence at a public inquiry.

Working in the planning policy area.

Working in Local Government.

Work to tight schedules and under pressure.

Contribute to the process of monitoring and managing performance.

Collaborate with various officers and Elected Members.

Skills and Knowledge

Essential:

Detailed knowledge and understanding of Planning Acts, Environmental Acts, Regulations and relevant policies.

A thorough understanding of work processes in the field of Development Management.

The ability to provide guidance to customers on planning matters in a clear and firm manner, and to provide policy guidance on issues of development mand enforcement.

Strong verbal and written communication skills.

Relevant skills for preparing and presenting reports.

Understanding of Local Government work arrangements.

Ability to use computer packages.

Desirable:

Knowledge of the area and the dedication to protect and improve the urban and rural environment.

Understanding of GIS software.

Understanding of various other computer packages.

Person Specification (continued)

Language Requirements

Listening and Speaking

Able to confidently present all aspects of the post verbally in both Welsh and English.

Reading and Comprehension

Able to use and correctly interpret any information from various sources to carry out all aspects of the job.

Writing

Able to present written information with confidence in the form of a letter and report and respond to written requests conveying information, opinions and ideas clearly and in a manner that is suitable for the audience. (Assistance is available to check the language.)

The logo for Cymraeg, featuring the word 'Cymraeg' in white, bold, sans-serif font centered within a large, orange speech bubble shape. The speech bubble has a tail pointing towards the bottom left.

Cymraeg

Timetable and application process

To apply for the post, go to www.gwynedd.llyw.cymru/jobs

We ask that you review the Job Description and Person Specification and complete your application in accordance with the requirements.

Applications should be submitted by XXXX 2023, with interviews to be held on a date to be decided shortly afterwards.

Contact Gareth Jones, Assistant Head of the Environment Department by emailing xxxxxxxxxx@gwynedd.llyw.cymru if you would like a conversation to discuss the post.

If you have any questions about the process, contact DesgAdnoddauDynol@gwynedd.llyw.cymru



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