



Member Job Descriptions and Roles

July 2018

This document provides details of what is expected from a member of Northumberland National Park Authority. This includes the general role for a member of any national park in England and specific additional roles for Northumberland National Park Authority.

Updated 11 July 2018



MEMBER JOB DESCRIPTIONS

| <i>Member Role</i> | <i>Page</i> |
|---|-------------|
| Members of National Park Authorities | 3 |
| Chairman | 5 |
| Deputy Chairman | 7 |
| Chairman of Development Management | 8 |
| Chairman of Review | 9 |
| Historic Environment Champion | 10 |
| Equality Champion | 11 |
| Youth Champion | 12 |
| Representative on Council for National Parks | 13 |
| Representative on Joint Local Access Forum | 14 |
| Representative on the Harden Quarry Liaison Committee | 15 |
| Independent Person for Standards | 16 |
| Independent Members of Review | 17 |



Job Description for members of National Park Authorities¹

National Park Purposes

Each National Park Authority exists to conserve the natural beauty, wildlife, and cultural heritage of its area, to promote wide public understanding and enjoyment of them and, with others, to seek to foster the economic and social well being of communities in the Park.

Purpose of the Role

The overall purpose of the Chairman and members is to ensure that the National Park Authority fulfils the National Park purposes to the full and does so in the way that best suits the special characteristics of the National Park. They have a duty to achieve the efficient, effective and accountable governance of the Authority in the best interests of the National Park and to provide leadership, scrutiny and direction for the organisation as a whole in pursuing the aim of sustainable development – balancing and integrating the environment, social and economic considerations. The primary purpose of the role of the member is to work with the Chairman, Chief Executive² and other members to discharge the functions of the Authority and to steer and champion the management of the Authority so that it delivers benefits to the nation and its local communities in accordance with National Park purposes.

Key Functions

- act with independent judgement;
- use your skills experience, local, regional and national knowledge for the benefit of the Authority;
- to participate collectively in the development of policy direction, strategic thinking and innovation within the Authority, through the development of management policy, business plans and participation in the activities of the Authority's Working Groups³;
- to scrutinise independently the workings and policies of the Authority;
- be committed to working in the best interests of the National Park;
- influence the Authority to help it come to informed and balanced decisions;
- seek clarification of policy and action proposals if appropriate;
- challenge proposals that exceed or go against the statutory purposes of the Authority;
- accept collective responsibility for the decisions of the Authority;
- approve and monitor programmes to implement the Authority's policies;
- contribute opinions and advice from local, regional and national perspective;
- work with members, staff and stakeholders to apply the principles of sustainable development and the principles of National Parks to all decision-making;
- be an ambassador for the National Park;
- help to promote the profile and effectiveness of the Family of National Parks both through the work of your own Authority, co-operative action such as peer support and peer review and co-operation with the work of Defra, Natural England and the National Parks UK/National Parks England.

In order to achieve this, members will be expected to:

¹ Reference to National Park Authority includes for this purpose the Broads Authority which was established under its own Act of Parliament and has a third duty to protect the interests of navigation (Note: deleted because future as harbour authority questioned by Department for Environment, Food and Rural Affairs,(Defra) officials.

² National Park Officer in some parks and Chief Executive in others.

³ Note: A Members role is not to micro-manage the Authority, staff are employed to run the business of the Authority, but performance information needs to be available so that members could be certain that Authority is delivering against its approved plans.



- attend and contribute to regular meetings of the Authority, its committees and working groups and raise issues of concern through the established procedures and mechanisms adopted by the Authority;
- read and understand, and seek clarification where necessary from lead officers, of briefing material provided for meetings so that you will be properly prepared for any debate on issues across the full range of the Authority's responsibilities ;
- champion and represent the Authority as an effective mechanism for promoting conservation of the National Park's natural beauty, wildlife and cultural heritage, increasing public understanding and enjoyment of its special qualities and maintaining the social and economic well - being of local communities; and in the case of the Broads Authority, protecting the interests of navigation;
- become engaged in and demonstrate the Authority's commitment to the equalities agenda.⁴
- attend appropriate training courses, briefing sessions and events arranged or sponsored by the Authority and National Parks England;
- adhere to the Standards of Conduct, Accountability and Openness of the National Park Authority *and attend the "Code of Conduct " training*;

There will be opportunities to:

- serve on committees and working groups dealing with particular issues affecting the National Park;
- champion or lead a specific area of the Authority's work;
- talk about the work of the Authority to local community groups;
- learn about the National Park and other protected landscape matters on field visits and fact finding tours;
- meet other people responsible for National Park matters.

Performance Measurement

The Government, with National Parks England, is working up ideas for measuring the effectiveness of Authorities and their individual members. In the meantime, the following proxy measures provide a starting point for members and others to gauge the contribution which they are making to the life of the Authority -

- Attendance at main Authority meetings:
The measure being the % of full Authority meetings and approved duties actually attended which that member could have attended.
Target: at least 75% and 75% of each specific meeting.
Purpose: to monitor participation and commitment.
- Representation of the Authority at approved external meetings and events:
Purpose: to ensure an even distribution of workload, and to monitor this workload in line with 'reasonable expectations' of time commitment.
- On average spend a minimum of two days a month on Authority business

⁴ Specific to NNPA until NPUK job description is updated.



JOB DESCRIPTION

Position: Chairman of the Authority

National Park Purposes

Each National Park exists to conserve the natural beauty, wildlife, and cultural heritage of its area, to promote wide public understanding and enjoyment of them and, with others, to seek to foster the economic and social well-being of communities in the Park.

Purpose of the Role

1. To champion the purposes of the National Park and provide dynamic and effective, strategic leadership in partnership with members, the Chief Executive in the achievement of the Authority's statutory duties and relevant targets.
2. To monitor performance and offer guidance and support to Members to ensure the good public standing of the Authority is upheld and also to promote the professional development of Members so that they can carry out their role effectively.

Key Functions

- To chair meetings of the Authority and ensure that standing orders and good practice are complied with at all Authority meetings.
- To represent the Authority at a national, regional and local level in its relations with key stakeholders and communities.
- To represent the Authority's views as necessary to the press and media, and play an ambassadorial role in promoting positive relationships with external parties and organisations.'
- Working with members and the Chief Executive to ensure that the Authority's actions, decisions and use of resources are consistent with the purposes of designation and the legal responsibilities of the Authority.
- To act as a link between the Authority and the relevant Minister, national agencies and the other National Park Authorities. Reporting, liaising and representing the Authority to government and working with other national park authorities to influence national and regional policy.
- In accordance with the Authority's members Performance Assessment Framework to assess members' performance as appropriate and report to the Secretary of State⁵ and appointing authorities accordingly.
- To be a member of the selection panel which makes recommendations to the Minister on the appointment of new "national" members to the Authority.
- To develop and maintain an effective working relationship with the Chief Executive providing support and guidance as necessary and acting as a bridge between members and officers.
- To monitor the welfare and performance of the Chief Executive and ensure there is an effective appraisal and development process in place.
- To foster the working relationship with all other UK National Parks and promote the interests of UK National Parks through National Parks UK/National Parks England and Europarc.

Specific to Northumberland National Park Authority

⁵ There is a requirement to assess the performance of Secretary of State appointees on an annual basis. The DEFRA Review suggests that a performance system should be developed for all members - initially as a minimum appointing bodies will be informed of the attendance record of the members. Chairmen of Authorities are not appraised but are subject to annual election by all members. As the peer-review model is developed a member appraisal of the Chairman's performance may be developed.



- Chairman of Chief Executive and Directors Performance Review Panel
- National Parks UK representative
- National Parks England representative
- Will be expected to work with the Chief Executive and lead officers to set the agenda for meetings that they chair and check the draft minutes of these meetings before submitting for approval

Link Officer(s)

Chief Executive
Monitoring Officer

Skill / Knowledge Requirement

Chairmanship
Communication & Media Skills
Interview Skills
Appraisal Skills
Advocacy

JOB DESCRIPTION

Position: Deputy Chairman of the Authority

Purpose of the Role

1. To deputise for the Chairman of the Authority in all matters relating to that portfolio in his/her absence.
2. To acquire a good general understanding across all areas of the work that the Authority is engaged in and be able to represent the Authority at a national, regional and local level.

Key Functions

- Member of the Chief Executive and Directors Performance Review Panel
- To deputise for the Chairman as the Authority's representative on National Parks UK and National Parks England Boards

Link Officer

Chief Executive

HR Officer (for training and development plan)

Skill / Knowledge Requirement

Chairmanship

Communication & Media Skills

Interview Skills

Appraisal Skills

Advocacy

JOB DESCRIPTION

Position: Chairman of the Development Management Committee

Purpose of the Role

1. To ensure the Authority exercises its Authority's powers and duties in relation to all Development Management matters arising from all current and extant planning legislation, except where these powers are delegated.⁶
2. To represent the members of the Authority at public inquiries, specifically in situations when decisions are made contra to officer recommendations, and undertake media interviews on development control matters as necessary

Key Functions

- To chair Development Management meetings, working with the Chief Executive, Director of Park Management and lead officer to set the agenda for each meeting and check the draft minutes of these meetings before submitting for approval
- To manage the Authority's scheme of public speaking during Development Management meetings
- To review and advise the National Park Authority in relation to the operation of the Development Management function, notwithstanding the role of the Authority or its review function
- To chair Development Management site visits
- To liaise with the Monitoring Officer and the Authority's Planning and Legal Advisors regarding Development Management matters

Link Officer(s)

Chief Executive
Head of Development Management or Planning Officer
Director of Park Management
Monitoring Officer
Planning Legal Advisor

Skill / Knowledge Requirement

Chairmanship
Planning Procedures
Development Management Training
Communication & Media Skills

⁶ Refer to Scheme of Delegation Updated July 2018

JOB DESCRIPTION

Position: Chairman of Review

Purpose of the Role

1. To ensure that the Authority scrutinises the National Park Authority's structures, procedures and systems to ensure they are 'fit for purpose' for the effective and efficient delivery of its business
2. To ensure that the Authority examines the work of the National Park Authority, checking progress in meeting agreed targets and objectives in an efficient and effective way and to identify learning opportunities to improve future performance

Key Functions

- To chair the Review meetings of the Authority
- To liaise with the Chief Executive and lead officers to set the detailed agenda and programme for each meeting, including relevant findings and recommendations
- To liaise with Corporate Support staff to agree the notes of each meeting
- To liaise with members, officers and partners to identify areas of work for review by the Authority
- To lead the Review meetings in carrying out reviews or examinations of any area of work of the Authority when called upon by the Authority and decide upon the key lines of enquiry, methodology and timetable for such reviews or examinations
- In conjunction with the Chief Executive, report on the results of such reviews to the Authority's Leadership Team and to require a response to the Authority
- Seek reports from and / or directly meet with staff (or other key contacts) who are actively involved with a particular project or area of work to inform the Authority's Review work
- Assist in directing the work and reviewing the outcome of Internal Audit, External Audit and other review mechanisms
- To monitor progress on actions agreed by the Authority as a result of Review meetings and any subsequent recommendations
- To oversee the recruitment of and endorse the appointment of external members to help inform and add value to the Authority's Review meetings
- To clearly set out the role of and seek feedback from these external members
- To draft, together with the Chief Executive, an 18 month programme setting on the subjects, timetable and key lines of enquiry for Review meetings and present this for approval at the Annual meeting of the Authority in June of each year

Link Officer(s)

Chief Executive
Directors
Internal and External Audit lead advisers

Skill / Knowledge Requirement

Chairmanship
Scrutiny and Performance Management
Appraisal and Giving and Receiving Feedback

JOB DESCRIPTION

Position: Historic Environment Champion

Purpose of the Role

1. To represent the historic environment at Member level and to ensure that the historic environment is fully and adequately represented in the Authority's corporate policies, plans and strategies;
2. To ensure that Members and Senior Officers are aware of the contribution the historic environment can make towards achieving the wider strategic objectives of the Authority and of the opportunities which the historic environment offers to improve the socio-economic wellbeing of the communities of the National Park.

Key Functions

- To lead the member input into the development and presentation of the Authority's position on the historic environment of the National Park and in particular the production of the Historic Environment Action Plan
- To ensure the provision of historic environment expertise is adequately resourced and organised and seek to ensure continuous improvement in the quality of service delivered to the public
- To share examples of good practice within the authority relating to the historic environment and bring them to the attention of the relevant Members or officers
- To work closely with officers and members to ensure a positive and long-term strategic approach to the management and conservation of the Authority's own historic estate, and to ensure that it is appropriately identified and recorded
- To ensure that all colleagues on the Authority are aware of the internal expertise and advice on the historic environment available for example for education, interpretation, outreach, community and social inclusion initiatives
- To network with other Historic Environment Champions as part of the wider Heritage Champions network and to attend the Biannual Heritage Champions Conference
- Chair any working groups, seminars, meetings or similar as necessary to pursue cultural heritage objectives.
- In agreement with the Leadership Team to represent the Authority to the media and publicly on historic environment

Link Officer(s)

Chief Executive (NNPA representative on the North East Historic Environment Forum)
Director of Park Management
Historic Environment Officer

Skill / Knowledge Requirement

Advocacy and influencing

Communication Skills

An interest in and appreciation of the significance of the National Park's historic environment



JOB DESCRIPTION

Position: Member Champion for Equality

Purpose and requirement of the Role

1. To promote, support and drive improvement with regard to Equality through all activities of the Authority, both for service delivery and in employment activities.
2. To promote Equality and Diversity to other members as appropriate.
3. To ensure that the Authority provides an equitable service to all people and fully complies with its Equalities Duty under the 2012 Equalities Act.

Key Functions

- To work with officers and members, and where appropriate service users, to establish and maintain a clear understanding of our obligations and commitments to Equality and Diversity;
- To help champion, support and influence the Authority's activities and initiatives to support Equality and to help communicate the outcomes and achievements of the Authority in respect of Equality throughout the organisation;
- To attend and participate in the Authority's Equalities Forum as appropriate;
- To ensure that other Authority members understand the Authority's Equality agenda and its associated activities, encouraging communication on relevant issues and, where necessary, provide constructive challenge;
- To provide challenge and scrutiny to the Authority's activities to ensure that our services are equitable;
- To encourage and develop a wider appreciation of our ambitions and activities with other agencies and groups with whom the Member Champion may have contact, and to encourage their support; and
- To network, as appropriate, with other Equality Champions to help share and better inform good practice and effective scrutiny.

Link Officer(s)

The Champion will work closely with all officers and in particular with the Lead Equality Officer. This lead role is currently held by the Head of Business Support

Skill / Knowledge Requirement

Interest in Equality matters
Scrutiny and feedback
Advocacy and Influencing
Communication Skills



JOB DESCRIPTION

Position: Member Youth Engagement Champion

Purpose of the Role

1. To act as a conduit and liaison between the Authority and the Northumberland National Park Youth Cabinet.
2. To ensure that Members and Senior Officers are aware of the views expressed by young people at Youth Cabinet meetings or through other consultation methods.
3. To help drive the development of The Youth Cabinet and youth focused projects generally.

Key Functions

- To attend meetings of the Northumberland National Park Youth Cabinet as a non-voting member
- To help maintain the development and governance of The Youth Cabinet to ensure its longevity and effectiveness
- To ensure opinions expressed and desired outcomes voted on at Youth Cabinet, or via other consultation methods, are considered by Authority Members
- To lead the member input and understanding of youth focused projects
- To champion good practice relating to youth engagement with Authority Members
- To champion good practice from within the Authority with others and to act as an advocate for youth involvement in National Parks
- To ensure continual evaluation and reflection of youth engagement projects leading to a positive and long-term strategic approach
- Be aware of youth initiatives in similar settings, such as other national parks, and contribute to relevant national networking events
- Chair any working groups, seminars, meetings or similar as necessary to pursue youth engagement objectives.
- Where appropriate represent the Authority to the media and publicly on youth engagement issues
- To champion youth engagement as a significant part of the Sill's function

Link Officer(s)

Chief Executive
Head of Visitor Development and Engagement
Engagement Officers
Youth Cabinet Members

Skill / Knowledge Requirement

Advocacy and influencing
Communication Skills
Knowledge and interests in the issues facing young people
Social Media skills
Career pathways knowledge
Empathy with challenges facing young people
A current enhanced DBS check



JOB DESCRIPTION

Position: Representative on Campaign for National Parks

Campaign for National Parks is an umbrella group of nearly 40 environmental and community groups with an interest in National Parks

Purpose and requirement of the Role

1. To represent the Northumberland National Park Authority as a co-opted member of the Campaign for National Parks Council
2. To help inform Campaign for National Parks' work
3. To foster good communication and strong links between the Campaign for National Parks and Northumberland National Park Authority

Key Functions

- To attend meetings of the Campaign for National Parks Council (usually held in London) three times per year and actively contribute to informing the work of the Campaign for National Parks from a Northumberland National Park Authority perspective
- To serve on any working groups or sub groups on a discretionary basis
- To report back regularly to Northumberland National Park Authority on the work of the Campaign for National Parks

Link Officer

Chief Executive (National Park Officer)

Skill / Knowledge Requirement

None specific but the following are desirable:

- Broad knowledge of national park matters
- Knowledge of national policy matters
- Reporting
- Ability and time to travel to meetings in London



JOB DESCRIPTION

Position: Representative on Northumberland National Park and County Joint Local Access Forum (one)

Who we are

Local Authorities and National Park Authorities were required, under the Countryside and Rights of Way Act 2000, to establish a local access forum to provide strategic advice to various organisations [Section 94 (4) bodies] on '*the improvement of public access land in that area for the purpose of open-air recreation and enjoyment of the area and as to such other matters as may be prescribed*'. The CROW Act requires organisations to which the JLAF provides advice to, to take the forum's advice seriously. JLAF membership should be balanced between different interests in the countryside so it can provide well-argued and unbiased advice. Northumberland National Park and County Joint Local Access Forum (JLAF) was established by Northumberland County Council and Northumberland National Park in May 2013 and is one of only two joint local access forums in the country.

Purpose and requirement of the Role

This position is to represent the Authority on the JLAF and ensure that wider access and recreation issues are represented in the Authority's corporate policies, plans and strategies. The Defra Local Access Forum Regulations (2007) allow for up to three appointing authority representatives on each local access forum and as far as possible these members should represent that same categories as other members i.e.

- a) users of local rights of way;
- b) owner and occupiers of access land or land over which local rights of way subsist;
- c) any other interests especially relevant to the authority's area (or areas in the case of a joint local access forum).

Key Functions

- To attend the four main JLAF meetings per year held around the County.
- To serve on working groups, provide input and attend meetings
- To report back regularly to the Head of Programmes & Conservation and the Authority on the work of the JLAF.
- Attend training events.

Link Officers

Director of Park Management
Head of Access and Estates
Access and National Trails Officer
Corporate Support Officer

Skill / Knowledge Requirement

- Interest and appreciation of wider access and recreation both in the National Park and the wider county of Northumberland.
- Good verbal and written communication skills.
- Advocacy, listening and influencing skills.
- Confidence, diplomacy and the ability to work as part of a team.
- Ability to work constructively with competing interest.

JOB DESCRIPTION

Position: Harden Quarry Liaison Committee Representative (two)

Background Information

Harden Quarry has an established Liaison Committee which meets two times a year. Each Liaison Committee meeting includes a site visit and takes approximately four hours. The Liaison Committee provides a forum for discussion between the operator, the County Council, the National Park Authority and representatives of the local community for exchange and dissemination of information in relation to the operation of the quarry. Two places on the liaison committee are available for members of Northumberland National Park Authority.

Purpose of the Role

To represent Northumberland National Park Authority on the Harden Quarry Liaison Committee

Key Functions

- To attend meetings of the Harden Quarry Liaison Committee, and to raise at those meetings any concerns or issues relating to the National Park arising from site operations.
- To advise the Head of Development Management of any operational updates provided at the meetings which may have an impact upon the National Park.
- To liaise with the Authority's Head of Development Management and Planning Officers during consultations on any future proposals to extend Harden Quarry.

Link Officer(s)

Head of Development Management
Planning Officers

Skill / Knowledge Requirement

Advocacy and influencing
Communication skills
Relationship building and maintenance

JOB DESCRIPTION

Position: Independent Person - Members Code of Conduct Standards

Purpose and requirement of the Role

1. To assist the Authority in promoting high standards of conduct by appointed and co-opted members of the Authority and in particular to uphold the Code of Conduct adopted by the Authority.
2. To act as advocate and ambassador for the Authority in promoting ethical behaviour

Key Functions

- To be consulted by the Authority through the Monitoring Officer and / or the Standards and Appeals Committee before it makes a decision on an investigated allegation and to be available to attend meetings of the Standards and Appeals Committee for this purpose.
- To be available for consultation by the Monitoring Officer and / or the relevant Standards and Appeals Committee before a decision is taken as to whether to investigate a complaint or to seek local resolution of the same.
- To be available for consultation by any member who is the subject of a standards complaint.
- To develop a sound understanding of the ethical framework as it operates within the Authority.
- To participate in training events to develop skills, knowledge and experience and in networks developed for Independent Persons operating outside the Authority's area.
- To attend relevant training events organised and promoted by the Authority.

Link Officer(s)

Monitoring Officer

Legal adviser

Chairman of the Authority

Chairman of the Standards and Appeals Committee

Skill / Knowledge Requirement

Keen interest in standards in public life

Awareness of the importance of ethical behaviours

A wish to serve the local community and uphold local democracy

The ability to be objective, independent and impartial

Sound decision making skill

Leadership qualities

Good communicator

Knowledge and understanding of judicial/quasi-judicial or complaints processes

JOB DESCRIPTION

Position: Independent Member for Review

Purpose and requirement of the Role

1. To assist in the National Park Authority's scrutiny of its structures, procedures and systems, to ensure they are 'fit for purpose' for the effective and efficient delivery of its business.
2. To assist in the Authority's examination of its work, and in reviewing its progress in meeting its targets and objectives and to help identify learning opportunities to improve future performance.

Key Functions

- To liaise with the Chair of the Authority's Review meetings in respect of the Review to which you have been appointed
- To consider reports in respect of the Review circulated in advance of the Review meeting
- To attend the relevant Review meeting and associated site visits and contribute fully to discussion and debate
- To provide an independent view and comments on the matters under discussion in the Review.

Terms of Appointment

Independent members will be appointed to a specific review meeting. Individuals may be appointed to more than one review meeting. In all cases appointment will be time limited to the specific review meeting

Link Officer(s)

Chief Executive

Other Relevant Officers as appropriate to subject under review

Link Member

Chair of Review

Skill / Knowledge Requirement

(will vary with each review but the following skills are desirable)

Subject/sector knowledge relevant to the Review
Experience of scrutiny, audit or review
Experience of project/programme management
Local knowledge of Northumberland National Park
Group/team/committee working