

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



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. Since then, the Government has 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. The Council has served an Article 4 Direction Notice, and held a public consultation, and if the Article 4 Direction is confirmed, 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 specifically. The Council is in the process of establishing a specific unit which will be responsible for introducing and implementing these innovative changes in the Authority's Planning area.

The Welsh Government has provided match funding to support the resource costs of implementing the first such Article 4 direction in Wales. Cyngor Gwynedd and the Welsh Government will proactively share the learning from this unprecedented approach in the pilot area.



Job Advertisement: Planning Trainee (Second Homes and Short-term Holiday Lets) Temporary Post until March 2026

£29,269 - £31,364 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 Planning Authority 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, information about the benefits of working for the Council, 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 Keira Sweeney, Planning Manager (keiraannsweeney@gwynedd.llyw.cymru) in the first instance.

We look forward to receiving your application.

Closing date: 10am on Friday, 3 May



What will be the role?

The Planning Service plays a key role in ensuring that developments within the county are designed for the benefit of our communities. The Planning Trainee will join a dedicated team, working and learning alongside professional officers.

The successful individual will gain experience of working as part of a new unit which will deal with an exciting area related to the implementation of Article 4 Direction to try to manage the impact of second homes and short-term holiday accommodation on our communities.

You will also gain experience and professional skills while earning a salary and learn by working with experienced officers in the field of development control (planning applications), planning policy, planning enforcement, building conservation and minerals and waste.



Job Description

PURPOSE OF THE POST

- Ensure that the people of Gwynedd are at the centre of everything we do.
- Assist with providing a planning information service for Cyngor Gwynedd planning authority area.

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

- Assist with acting on duties related to providing an effective planning policy service.
- Responsibility for personal computer equipment.



Job Description

MAIN DUTIES

- Assist with the implementation of development control and compliance duties which include dealing with requests for advice and planning applications, preparing reports for the Planning Committee and delegated reports.
- Assist with processing planning applications and requests for pre-application advice effectively and efficiently in accordance with statutory requirements and local policies and guidelines.
- Assist with presenting reports at planning committees, planning visits and relevant meetings as required.
- Assist with preparing statements and reports for planning appeals and represent the Authority as a professional witness at appeals, hearings, and public inquiries.
- Assist with investigating cases of non-compliance with planning regulations / legislations.
- Assist with dealing and contributing towards the work of dealing with enforcement cases and appeals as required to include preparing reports and representing the Authority as a professional witness at appeals, hearings, inquiries, and court cases.



MAIN DUTIES (continued)

- Assist with providing professional advice and guidance to developers, the public and all other users of the planning service.
- Assist with ensuring a close work relationship with Local Members and City / Town / Community Councils and giving them guidance on planning matters as needed.
- Assist with ensuring sustainable new developments of a high quality to contribute towards protecting and improving the natural and built environment and the aim of creating sustainable communities.
- In consultation with the Planning Policy Manager, the Planning Manager (Development Control and Compliance) and the Assistant Head, assist with the work of the Planning Policy Service of preparing a new Local Development Plan for the Gwynedd Planning Authority Area, to produce a Plan that complies with the statutory requirements and addresses the needs of the communities in the area socially, economically, and environmentally for the future including preparing:
 - evidence base for topic papers
 - documents and presentations for the statutory public consultations as well as briefing sessions for Elected Members
 - evidence for submission to the public inspection
- Assist with the work of preparing any revised / new Supplementary Planning Guidance to support the policies of the current Joint Development Plan and the new Plan.
- Assist with the work of preparing policy documents and other strategies by offering guidance on the suitability of sites.



MAIN DUTIES (continued)

- Collaborate closely with the Planning Policy Service on planning proposals and applications, which include substantial or complex plans, as well as with planning and enforcement appeals.
- Contribute towards projects and research that are a high priority for the Council (e.g., Second homes and short-term holiday accommodation) and represent Gwynedd on project teams and county, cross-county, regional and national meetings, which touch on the area of work and the duties of the Team.
- Delegate on behalf of the Planning Officer on matters relating to the Team / Service.
- Assist the Planning Officer and the Senior Planning Officer to ensure that the duties of the Service are carried out effectively.
- Assist with contributing towards the performance of the Service in accordance with the Council's corporate arrangements.
- Act in accordance with the principles that have been established in relevant laws (e.g., Health and Safety, the Well-being of 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.)

- Occasionally attend meetings outside normal working hours.



Person Specification

Personal Attributes

Essential:

We are seeking individuals who have the appropriate attitude and behaviours and can demonstrate their desire and motivation to work for local government.

- Working effectively with others
- Communicate with confidence.
- Effective planning and organising.
- Achieve results that make a difference.
- Analysis and problem solving.
- Being flexible.
- Commit to the Council.
- Show the potential to be a leader, and to be a specialist in the field

Driving Licence.



Person Specification (continued)

Relevant Qualifications and Training

Essential:

Have, or likely to gain, a 2:2 degree or higher.

Your degree should be in a subject relevant to the field. You are qualified to apply even if you graduated years ago.

Hold a GCSE Grade C or above in Mathematics, Welsh, English and Science.

Language Requirements

Listening and Speaking - Able to follow a conversation or discussion through the medium of Welsh and English on a professional level and discuss general day to day topics in the field to present information and express opinions.

Able to give a pre-prepared presentation and respond to any comments and questions on it in Welsh or English.

Reading and Comprehension - Able to understand standard written Welsh and English, both formal and informal.

Able to gather information from various sources such as letters, reports and articles in Welsh and English to fulfil the post.

Writing - Present written information confidently by letter, more detailed and technical report formats, and respond to written requests conveying information, ideas and opinions in Welsh and English. (Assistance is available to check the language)

HIGHER LEVEL for every linguistic element

The logo for Cymraeg, featuring the word "Cymraeg" in white, bold, sans-serif font, centered within a large, orange, speech-bubble-like shape. The shape has a circular top and a pointed bottom, resembling a stylized drop or a speech bubble. The background of the entire page is a solid teal color.

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 10am on Friday, 3 May 2024, with interviews to be held on a date to be decided shortly afterwards.

Contact Keira Sweenie, Planning Manager
(keiraannsweenie@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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