

# Planning Officer: Second Homes and Short-term Holiday Lets

## Recruitment Pack



[www.gwynedd.llyw.cymru/jobs](http://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 Officer (Second Homes and Short-term Holiday Lets)**

## **Temporary Post until March 2026**

**£34,834 - £36,648 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](http://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**



# 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 for the Gwynedd Council 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

- Act on development control and compliance duties which include dealing with requests for advice and planning applications, preparing reports for the Planning Committee and delegated reports.
- Process planning applications and requests for advice before presenting an application effectively and efficiently in accordance with statutory requirements and local policies and guidelines.
- Represent the Planning Service and present reports at 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.
- Investigate cases of non-compliance with planning regulations / legislations
- Deal with and contribute to the work of dealing with enforcement cases and appeals as required to include preparing reports and representing the Authority as a professional witness in appeals, hearings, inquiries and court cases.



## MAIN DUTIES (continued)

- Provide professional advice and guidance to developers, the public and all other users of the planning service.
- Assist with ensuring a close working 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, 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:
  - an 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
- 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 in nature, as well as with planning and enforcement appeals.
- Assist with projects and research that is 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 Senior Planning Officer on matters relating to the Team / Service.
- Assist the Senior Planning Officer to ensure that the duties of the Service are carried out effectively.
- Contribute 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:

A warm personality.

An eye for detail and accuracy.

Honest, self-confident, assertive and flexible.

Able to take on responsibilities and to communicate effectively.

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

Able to inspire and manage staff effectively.

Committed to providing good customer service and always looking for ways to improve the service.

An individual who conveys enthusiasm for the work.

Holder of a valid driving licence and use of a car.

## Relevant Qualifications and Training

### Essential:

Degree or equivalent qualification in Town and Country Planning or in a subject relating to the Service's field of work.

### Desirable:

Postgraduate qualification in a relevant subject.

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



# Person Specification (continued)

## **Relevant Experience**

### **Essential:**

Working in the planning field or a field associated with planning.

Prepare and present reports.

Negotiate, discuss and give advice to customers.

Experience of working to tight timescales and under pressure.

### **Desirable:**

Working in a specific planning field such as Development Control, Compliance or Planning Policy.

Working in Local Government.

Experience of collaborating with various officers and Elected Members.

Preparing planning reports for relevant committees.

Contributing towards responses to public consultations by relevant bodies on issues relevant to planning.

## **Skills and Knowledge**

### **Essential:**

Knowledge of the main Planning Acts and relevant policies.

The ability to interpret planning policies and guidelines (local and national).

Strong communication skills both orally and in writing and specifically for writing reports.

The ability to use computer packages.

### **Desirable:**

Understanding of relevant Planning Acts, Environmental Acts, Regulations and policies.

Understanding of work processes in the field of Planning Policy, Development Control and Enforcement.

Understanding of Local Government working arrangements.

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

Understanding of GIS software.

Understanding of other various computer packages.

# Language requirements

## **Listening and Speaking**

Able to present all aspects of the job orally confidently through the medium of Welsh and English to the same standard.

## **Reading and Comprehension**

Able to use and interpret correctly any information from a variety of sources in order to deal with all aspects of the post.

## **Writing**

Able to present written information confidently by letter and report and respond to written requests conveying information, opinions and ideas clearly and in a manner that is suitable for the audience. (A language checking service is available)

The logo consists of a large orange speech bubble shape. Inside the bubble, the word "Cymraeg" is written in white, bold, sans-serif font.

**Cymraeg**

# Timetable and application process

To apply for the post, go to [www.gwynedd.llyw.cymru/jobs](http://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](mailto: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](mailto:DesgAdnoddauDynol@gwynedd.llyw.cymru)



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