



YORKSHIRE DALES
National Park Authority

July/August 2026

Senior Planning Officer
Bainbridge, North Yorkshire

Permanent
Full time, 37 hours per week (1.0 FTE)

Dear Applicant,

Thank you for your enquiry in regard to the above position.

This recruitment and information pack includes the following:

- Job description
- Person specification including behaviours;
- 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.

In order for the shortlisting panel to assess your application, please clearly demonstrate how you meet the essential and desirable criteria by referring to the person specification and behaviours and provide examples within your application.

The closing date for completed application forms is 11.00pm on **Sunday, 16 August 2026**.

Further information about the Yorkshire Dales National Park Authority, including our Corporate Plan is available on our web site, www.yorkshiredales.org.uk. We also have a video showing the many reasons why the Yorkshire Dales National Park is a special place and this can be viewed here https://www.youtube.com/watch?v=b_g02d97idw.

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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INVESTORS IN PEOPLE®
We invest in people Silver

Yoredale, Bainbridge,
Leyburn, North Yorkshire, DL8 3EL
Tel: 0300 456 0030 or 01969 652300
Website: www.yorkshiredales.org.uk
E-mail: info@yorkshiredales.org.uk

Acting Chief Executive: Gary Smith

**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 presentation

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.

Support the Authority in reducing its carbon emissions by adopting greener working practices in line with Authority policies.

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.

PERSON SPECIFICATION SENIOR PLANNING OFFICER

The assessment of the following criteria and your suitability for the role will be undertaken via either the information you provide on your application form (A) or during an interview (I)

Qualifications and Training	Essential	Desirable	A / I
A recognised planning qualification	✓		A
Full membership of the Royal Town Planning Institute (through an appropriate planning qualification) or eligible for and working towards full membership	✓		A
Access to a car or access to a means of mobility support to meet the travel demands of the post (if driving must have a current valid driving licence and appropriate insurance)	✓		A
Experience and Knowledge			
Experience of Development Management work	✓		A & I
A good and up-to-date understanding of the legislative, procedural and policy framework within which the planning system operates	✓		A & I
Direct experience of working with local communities and the wider general public	✓		A & I
Experience in dealing sensitively with local communities and the general public	✓		I
Experienced in presenting cases to planning committees	✓		A & I
Understanding and appreciation of rural development issues and strategic context within which National Parks operate		✓	I
Conservation expertise		✓	I
Skills			
Co-ordination and preparation of complex policy advice	✓		A & I
Strong negotiation skills	✓		I
Political sensitivity and awareness of handling difficult issues	✓		A & I
Proficient in the use of IT software packages such as MS365, Teams, Word, Excel and PowerPoint	✓		A
Other			
Commitment to providing and delivering a high standard of customer service to the public and community	✓		I
Have a flexible approach to visiting sites including the physical ability to occasionally walk over rough and isolated terrain	✓		I

BEHAVIOURS

	Essential	Desirable	A / I
Improvement			
We will continually strive to improve our performance in delivering National Park purposes.			
Shows enthusiasm and commitment to our vision, purposes and work	✓		A & I
Finds practical ways to overcome barriers; and adopts new practices to help get the job done	✓		I
Challenges ineffectiveness and generates new and imaginative solutions	✓		I
Concentrates their resources on work priorities most important to the Authority	✓		I
Seeks to improve knowledge and expertise and applies good practice	✓		A & I
Accountability			
We will explain and take responsibility for our decisions and actions.			
Presents clear, concise and accurate information in a way that promotes understanding	✓		A & I
Shares what we know and respects the information we are given		✓	I
Clearly agrees with others what is expected of them and holds them to account	✓		I
Assesses risks and learns from their own and others' mistakes; strives to do things in a safe way		✓	I
Commitment			
We will do what we say we will do			
Takes responsibility for making things happen by having a positive 'can do' attitude	✓		I
Has the courage to take and implement difficult or unpopular decisions where necessary	✓		A & I
Uses Authority policy in decision making and working practices	✓		A & I
Knows what the Authority's objectives are, and works hard to achieve them		✓	I
Integrity			
All our relationships will be built on honesty, transparency, equality and impartiality.			
Shows integrity and fairness in decision- making	✓		I
Ensures decision-making processes are clear and transparent	✓		I
Welcomes and respects diversity; demonstrates equality in working relationships	✓		I
Open and Approachable			
We will work with others honestly and openly to achieve our objectives in ways that help them meet theirs.			
Co-operates with people and organisations to achieve our objectives and theirs	✓		I
Engages in discussion on an Authority view or policy internally; but presents unity of message externally	✓		I
Listens and considers other views	✓		A & I



YORKSHIRE DALES
National Park Authority

Senior Planning Officer

Based at Bainbridge, North Yorkshire, DL8 3EL

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, and is the home and workplace for over 24,000 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, so that: local people, businesses and organisations will keep the Yorkshire Dales National Park a thriving area; its unique cultural landscape will be treasured for its stunning scenery, exceptional heritage and wonderful wildlife; and, every year millions of people will be inspired to visit and be a part of it.

The National Park covers an area of 2,179 square kilometres (841 square miles) and 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 1 April 1997. The Authority remains within the framework of local government but is independent of the counties and districts. The Authority now consists of council representatives as well as parish representatives and members appointed by the Secretary of State.

National Parks have two purposes:

- To conserve and enhance the natural beauty, wildlife and cultural heritage of the National Park; and
- To promote opportunities for the understanding and enjoyment of the special qualities of the Park by the public.

In pursuing these purposes, the Authority is also required to:

- seek to foster the economic and social wellbeing of local communities within the National Park.

The National Park Authority is advised by the Acting Chief Executive, Gary Smith. He is responsible for the day-to-day running of the Authority, supported by approximately 175 staff.

Terms and condition of employment

Pay

This role has been confirmed as a Band C.

Salary: £37,280 to £41,771, per annum, plus a temporary market rate supplement of £2,000 per annum.

Work Base

Bainbridge, North Yorkshire, DL8 3EL with the potential for some home working

There will 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), which is a defined benefit scheme, 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: 26 days.

After 1-year continuous service: 27 days.

After 2 years' continuous service: 28 days.

After 3 years' continuous service: 29 days.

After 4 years' continuous service: 30 days.

After 5 years' continuous service: 31 days.

Plus 8 Bank Holidays.

Training and Development

The Authority is committed to the professional and personal learning, training and development of its staff. To recognise this, the Authority has achieved the 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 readily 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 two months.

Application process

The online application form can be completed in stages and you can login/logout at any time. In order for the shortlisting panel to assess your application, please demonstrate how you meet the essential and desirable criteria by referring to the person specification and provide examples within your application.

Applications must be submitted **by 11.00pm on Sunday, 16 August 2026**, to be considered by the selection panel. Once you submit your application online you will receive an email to confirm receipt.

We're proud to be a Disability Confident employer. If you have a disability and meet the essential criteria, we guarantee you an interview.

We are committed to building a diverse and inclusive workplace and welcome applications from people of all backgrounds.

For an informal chat about this vacancy, please contact **Ian Nesbit, Principal Planning Officer**, on 01969 652340 or ian.nesbit@yorkshiredales.org.uk