

# Job Description for Members of National Park Authorities<sup>1</sup>

## Purpose of the Role

The overall purpose of the Chair and Members is to ensure 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. The primary purpose of the role of the Member is to work with the Chair, Chief Executive<sup>2</sup> 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<sup>3</sup>. In particular the role is to:

## Key Functions

- act with independent judgement;
- use their skills experience, local regional and national knowledge for the benefit of the Authority;
- collectively participate 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 Groups<sup>4</sup>;
- independently scrutinise the workings and policies of the Authority
- be committed to working in the best interests of the Authority;
- 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;

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<sup>1</sup> 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.

<sup>2</sup> National Park Officer in some parks and Chief Executive in others.

<sup>3</sup> In the case of the Broads Authority this includes the third purpose: to protect the interests of navigation

<sup>4</sup> 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.

- 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<sup>5</sup> to all decision-making.
- be an ambassador for the National Park Authority.

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

- 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 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;
- attend appropriate training courses, briefing sessions and events arranged or sponsored by the Authority and the Association of National Park Authorities.<sup>6</sup>
- adhere to the Standards of Conduct, Accountability and Openness of the National Park Authority.
- embrace the Government's programme for Implementing Electronic Government

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<sup>5</sup> Note: the Sandford Principle does not apply to the Broads Authority which has three duties under the Norfolk and Suffolk Broads Act 1988

<sup>6</sup> In the case of the Broads Authority this will include training in relation to the Authority's role as a navigation authority.

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**

- 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:** 75%

**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.