

Role Description for Members of Dartmoor National Park Authority



National Park Purposes

Dartmoor National Park Authority exists to conserve the natural beauty, wildlife, and cultural heritage of Dartmoor, to promote wide public understanding and enjoyment of these special qualities and, with others, to foster the social and economic well-being of communities within the National Park.

Main Purposes of the Role

The main role of an Authority Member is to ensure the efficient, effective and accountable governance of the Authority; to provide leadership and direction for the organisation as a whole; and act as an 'ambassador/advocate' for the National Park and the work of the Authority.

Members are collectively & individually responsible for good governance and use of public money.

Each Member works with the Chairman, Chief Executive (National Park Officer) and other Members to discharge the functions of the Authority and to steer and champion the performance and management of the Authority so that it delivers benefits to the nation and local communities in accordance with National Park purposes.

Key Tasks

- To be an advocate for the special qualities of Dartmoor National Park
- To represent the interests of the communities and population of the whole of Dartmoor
- To ensure that the national interest in Dartmoor as an area specially designated for its natural beauty, wildlife and cultural heritage is safeguarded
- To promote wider public understanding and enjoyment of the special qualities of Dartmoor
- To work with others to foster the economic and social well-being of communities in the National Park
- To participate collectively in the development of plans, policies and strategies to deliver National Park purposes through an appropriate range of activities and services.
- To be collectively & individually responsible for good governance and value for public money
- To monitor and scrutinize the Authority's efficiency, effectiveness, performance, outcomes and use of public money.

Key Behaviours

- participate in the development of policy, priorities and objectives, business planning, strategic thinking and innovation within the Authority
- engage positively in the work of the Authority's committees and working panels
- contribute opinions and advice to promote informed and balanced decision-making
- work with other Members to apply National Park purposes and the principles of sustainable development
- challenge proposals that appear to be contrary to National Park purposes, good practice or the best interests of Dartmoor's communities
- be an effective communicator - an ambassador for the National Park and the work of the Authority
- accept collective responsibility for all decisions of the Authority
- Work positively with and support officers, recognising the differing but complementary roles of offices and Members.

In order to achieve this, Members should expect 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
- read officer reports and briefing material provided for meetings, and seek clarification where necessary, so as to be properly prepared for discussion and decision
- represent and champion the Authority as an effective mechanism for delivering the statutory purposes of National Park designation and maintaining the social and economic well-being of local communities
- adhere at all times to the adopted Member Code of Conduct and Good Practice Protocols
- attend appropriate training courses, briefing sessions and events arranged or recommended by the Authority
- Parish Members will be expected to take a lead in communicating with the constituent Parishes within the National Park and should expect to attend meetings of a number of allocated Parish Councils on a regular basis, and to provide effective feedback to officers.

Person Specification for Members of Dartmoor National Park Authority



There is no “*one size fits all*” solution or template for membership of a National Park Authority. Indeed, it is through the diversity of members’ background, experience and interests that the Authority can seek to balance competing demands and requirements from individuals, communities, user groups and the wider public interest.

Experience suggests that an effective Member will be:

- available to participate
- committed to Dartmoor National Park
- willing to get involved
- able to work with other Members and officers

If we were drawing up a person specification for a notional “ideal Member” it would probably include:

- An enthusiastic champion and passionate advocate for Dartmoor National Park
- Committed to attending and contributing to meetings of the Authority, its committees and working/task groups, as required
- Willing to engage with communities and individuals – acting as an ambassador for the National Park: relaying key messages from and to the Authority
- A strategic thinker with a good grasp of the “big picture”
- Realistic and balanced in decision-making
- Prepared to listen to officer advice and give it proper weight
- Clear about the boundaries between Member decision-making and officer responsibility
- Fully committed to equality, sustainability, ethical governance and collective responsibility in decision-making
- A conscientious adherent to the Seven Principles of Public Life (Appendix A)
- A willing and active participant in member training sessions, member briefings, annual performance reviews and personal learning & development
- A fully signed up member of *Team Dartmoor* (Appendix B)

Appendix A

The Seven Principles of Public Life

The Principles of Public Life apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the Civil Service, local government, the police, courts and probation services, non-departmental public bodies (NDPBs), and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also have application to all those in other sectors delivering public services.

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Source: Local Government Ethical Standards Report – January 2019

Appendix B

SIGNING UP TO **TEAM DARTMOOR**

What you can expect as a member of **Team Dartmoor**

Employees and volunteers should expect to:

- Be appointed fairly
- Have a welcoming induction
- Receive suitable training and equipment to do your job
- Have opportunities for development
- Be well managed and supported
- Enjoy a healthy work life balance
- Be trusted and empowered
- Be listened to and responded to
- Have a healthy and safe working environment
- Be treated with dignity and respect

Line managers should expect all of the above and:

- Management development
- Support in your service development decisions
- To have a voice concerning the management of your section

Heads of Service/Team Managers should expect all of the above and:

- Authority to shape your service
- Support in your policy decisions
- To be accountable for your service
- The opportunity to manage and facilitate change

Leadership Team should expect all of the above and:

- Authority to shape the Dartmoor National Park Authority
- To guide the future agenda
- To manage the working relationship between staff and Members

Members should expect to:

- Have a welcoming induction
- Be trained and developed appropriately
- Be treated with dignity and respect
- Be kept informed and consulted on relevant issues
- Be supported in responding to the needs and concerns of the public
- Be supported in reviewing and scrutinising our services and those delivered through partnerships
- Identify Dartmoor National Park Authority's priorities and shape its policies

What **Team Dartmoor** expects from you:

Employees should:

- Be capable of undertaking your job
- Perform to the best of your abilities at all times
- Be willing to develop and take responsibility for your development
- Be customer focused and an ambassador for DNPA
- Be a **Team Dartmoor** player
- Be flexible, adaptable and innovative
- Be loyal to the organisation
- Treat people with dignity and respect; valuing their diversity
- Act with integrity, honesty, responsibility and objectivity
- Raise any concerns early
- Be aware of our priorities
- Participate and contribute towards improving services and achieving our priorities
- Always seek ways to do more for less

Line managers should do all of the above and:

- Enable, develop, trust, empower and motivate people in your team
- Contribute to strategic decisions and policies
- Show consistent and fair management
- Have a corporate approach
- Use public funds in a responsible and fair manner
- Support your manager in service provision to achieve our priorities and objectives

Heads of Service/Team Managers should do all of the above and:

- Lead people effectively
- Consult and inform members
- Encourage team building
- Manage service provision to achieve our priorities and objectives

Leadership Team should do all of the above and:

- Have a leadership style that empowers
- Lead and encourage organisational development
- Facilitate cross-service working
- Safeguard and develop Dartmoor National Park Authority's culture

Members should:

- Work for the benefit of Dartmoor National Park Authority
- Shape the Dartmoor National Park Authority's vision, objectives and priorities
- Make the connection between citizens' aspirations and shaping services
- Support, respect and value the workforce