



DIDCOT TOWN COUNCIL
“Designated Garden Town”
is looking for an exceptional
Planning and Environment Officer

SCP 20 – 26 £25,991 to £30,451; 37 hours per week
Benefits include up to 29 days holiday per annum; Local Government
Pension and opportunities to train and develop skills

The Council is seeking to appoint an Officer to administer the Planning & Development Committee and the Environment & Climate Committee. This is a busy and demanding role including compiling agendas; taking concise minutes; and producing professional reports that enable the Councillors to make informed decisions.

Duties will include attendance at meetings which are mainly held on a Monday and Wednesday evening; liaison with key stakeholders and community groups across both the private and public sector; management of the working groups linked with these Committees, such as: Traffic Advisory Group; Public Art Working Group; Allotment Liaison Group and ad-hoc ‘task and finish’ working groups on a range of projects.

Much of the role involves the ability to jump from different activities quickly and efficiently – taking on essential research and prioritising delivery to meet deadlines. You will work with the Town Clerk and Senior Managers to progress the Council’s services and facilities.

Applicants must be able to demonstrate that they have the experience to manage projects from start to finish – and on budget. Ideally, they should have a working knowledge of local government law and procedures, or show they have the potential and willingness to learn with training. The successful applicant would be expected to work towards obtaining the Certificate in Local Council Administration (CiLCA).

Didcot Town Council has recently declared support for the climate emergency with a task of working with the District Council to bring down our CO2 emissions both in production and consumption to reach carbon neutrality by 2030 and carbon zero by 2050. The Planning and Environment Officer will play an important part in realising these ambitions.

An application form and further details can be obtained from Didcot Town Council, Britwell Road, Didcot, Oxfordshire OX11 7JN, telephone 01235 812637 or email council@didcot.gov.uk, or via the website at www.didcot.gov.uk

Completed applications may be emailed in confidence to the Town Clerk jwheeler@didcot.gov.uk

The closing date for applications is 14th January 2021. Covid-friendly interviews will be held in late January or early February 2021.

Didcot Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community