



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

**SCP 21 – 27 £25,801 to £30,507; 37 hours per week**  
**Benefits include 25 days Holiday; Local Government Pension**

The Council is seeking to appoint an Officer to administer the Planning and Development Committee and the Environment 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.

*Progressing those decisions into actions and delivery is also down to you!*

Duties will include attendance at evening meetings which are mainly held on a Monday and Wednesday: 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 Committee; Public Art Working Group; Allotment Liaison; Town Fayre Working Group. Much of the role involves the ability to jump from different tasks quickly and efficiently – prioritising the work to meet deadlines and taking on ad-hoc research. You will be part of a small team where we all work to progress the Council's services and facilities together.

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](mailto:council@didcot.gov.uk), or via the website at [www.didcot.gov.uk](http://www.didcot.gov.uk)

Completed applications may be emailed in confidence to the Town Clerk [jwheeler@didcot.gov.uk](mailto:jwheeler@didcot.gov.uk)

The closing date for applications is Monday 9<sup>th</sup> September 2019.

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