

# **DIDCOT TOWN COUNCIL**

## **JOB DESCRIPTION**

**JOB TITLE:** Planning and Environment Officer

**ACCOUNTABLE TO:** Town Clerk

**OBJECTIVE:** The Town Council strives to provide the community of Didcot with good quality services and to maintain these services to a high standard. The Planning and Environment Officer will assist the Town Clerk and other Heads of Service in ensuring effective delivery of these services.

**JOB SUMMARY:** To actively promote and implement the Council's policies and activities across the Planning and Development Committee and the Environment Committee. To progress those projects through the sub Committees and Working Groups – and to deliver results on time and on budget.

### **MAIN DUTIES AND RESPONSIBILITIES:**

1. To administer meetings of the Council and its standing committees – Planning and Development and Environment. To maintain an accurate record of actions required by the Council and its committees to ensure that resolutions/recommendations are carried out in a timely manner in accordance with the policy decisions.
2. Responsibility to produce all agendas; minutes; reports and the results of ad-hoc research to help keep the Councillors informed and aware of the latest information.
3. To work pro-actively with the District planning portal to prepare the detail of planning applications for the Councillors to make comment.
4. To assist the Town Clerk in the day to day running of all the facilities and services run by the Town Council including Council-owned pavilions; cemetery burials; play areas; Ladygrove Lakes; bus shelters and anything that involves Didcot Town Council working within the community.
5. To work with the Sub-Committees and Working Groups on a wide range of exciting projects including; annual Town Fayre; Traffic Advisory Group; Public Art Working Group and much more.
6. To work on an exciting new initiative as Didcot Town Council seeks to incorporate actions to reduce CO2 emissions in both how the Council operates and the projects we undertake in the town.
7. To assist with the preparation, collation and editing of materials for the council newsletter. To write articles and take photographs as necessary promoting

the Council's policies and activities. To meet targets for publications, report to the appropriate Committee or Working Group and regularly review whether the newsletter meets the needs of the council.

8. To assist with the maintenance, administration and development of the Council's website, updating agendas, minutes and other items as required on the website and any matters with regard to Council policy and activities. Writing and creating articles for the website and ensuring the website is kept up to date.
9. Maintenance of all statutory records and ledgers for burials in a timely and accurate manner.
10. Actively promote and administer the Council's policy towards the youth of the Town.
11. To attend training courses as required by the Town Clerk and Council.
12. To provide cover as and when required on the Information desk.
13. To deal with other matters as may reasonably be required by the Town Clerk or Council.

**WORKING RELATIONSHIP:** Close working relationships will be maintained with other members of staff, members of the Council, other Councils and statutory and non-statutory groups.