



Didcot Town council **JOB DESCRIPTION**

JOB TITLE: Planning and Allotments Officer

ACCOUNTABLE TO: Planning and Environment Officer

OBJECTIVE: To support the Running of Didcot Town Council's Planning and Development Committee, Allotments and Services

JOB SUMMARY: To compile the agendas, reports and minutes for the Planning and Development Committee (and Working Groups to serve this Committee), to compile the agenda and minutes for the Allotment Liaison Group and manage the administration of the 5 Council run allotment sites.

MAIN DUTIES AND RESPONSIBILITIES:

1. To support Didcot Town Council on the delivery of the Council's services.
2. Create the planning lists (agenda), reports and minutes for the Planning and Development Committee and relevant Working Groups (Planning and Development Committee meetings are held every three weeks on a Wednesday evening).
3. Create paper copies where necessary.
4. Attend and produce minutes for each meeting of the Planning and Development Committee – usually held on a Wednesday evening.
5. Post all agendas, minutes, and reports to the Didcot Town Council Website and notice board.
6. Create the agenda, reports, and minutes for the Allotment Liaison Group meetings – usually held on an evening.
7. To help ensure the allotment waiting list is kept up to date.
8. To visit the allotment sites when needed.
9. To offer vacant plots to those next in line on the lists and ensure tenancy agreements are produced, signed, and filed accordingly.

10. Issues Inspection letters to allotment holders when required to do so, following allotment site inspections.
11. Ensure all annual renewal invoices are sent out to allotment holders.
12. Issue tenancy terminations when required to do so.
13. Liaise with Allotment Site Representatives to ensure all issues are dealt with in a timely manner.
13. To attend training courses as required.
14. Any other duties commensurate with the post that may be required by the Planning and Environment Officer and the Town Clerk.

This job description is not exhaustive and may be subject to review as the Council may direct.

WORKING RELATIONSHIP: The role requires excellent working relationships to be maintained with other members of staff, elected Members, other Councils, local organisations, groups, and community members.

30th August 2022



Person Specification

Planning and Allotment Officer

Essential

- Literate and numerate
- Organised
- Attention to Detail
- Basic Computer Literacy
- Approachable and Respectful

Desirable

- An interest in the working of Local Government
- Understanding of the requirements for creating agendas and producing council minutes – training is available
- Commitment to making a positive impact to the town
- Experience of working within local Government and working alongside Councillors
- Minutes Experience – training is available
- Knowledge of Planning policies
- An interest in local planning developments

Skills

- Computer literacy including skills in Microsoft Word and Excel.
- Effective communication, both verbally and in writing.
- A methodical, accurate approach
- Flexible approach to work
- Ability to work under own initiative without supervision, as part of a team and as an individual
- Enthusiastic, flexible, and willing to participate and to be involved in all matters relating to the Council's work
- Ability to adapt to change
- Planning, prioritising, scheduling workloads and delivering to pre-determined timescales
- Self-confident
- Self-motivated
- A smart appearance and a positive, calm, patient, pleasant, tactful, and discreet nature
- Ability to understand and implement procedures and orders