



Planning and Environment Officer

Candidate Information Pack



Didcot Town Council

Planning and Environment Officer

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Didcot Town Council

December 2020/January 2021



Welcome to Didcot Town Council

Thank you so much for your interest in the position of Planning and Environment Officer.

This is an important and varied role within the Town Council. The outside parks and green spaces along with Council-owned properties provide a wide range of essential leisure facilities in the Community. These assets represent the Council across the town.

The job will be a challenge as Didcot grows – from the current 30,000 up to a potential 60,000 population. Didcot is a designated garden town and with this brings the responsibility to connect the more established areas of town with the new homes. Never has the role of providing top class leisure facilities been more important for those who live and work here.

If you decide to apply for the position and you are successful, you will be joining us at an exciting and interesting time as the Garden Town plans move forward.

Please be assured all interviews will be conducted in a covid-friendly setting where the safety of yourself – and the Councillors - will be assured.

I hope you enjoy finding out more about our town.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Janet Wheeler', with a long horizontal flourish extending to the right.

Mrs Janet Wheeler
Town Clerk and Responsible Finance Officer



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 21st 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

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 & Development Committee and the Environment & Climate 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 & Development and Environment & Climate Committee. 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. Assistance will be provided by Committee Clerks.
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 and senior managers 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; Traffic Advisory Group; Public Art Working Group; Allotments Liaison and special projects.
6. To work on some exciting new green initiatives 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 provision of articles for the Council newsletter.

8. To assist with the maintenance and administration 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.
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 emergency 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.

DIDCOT TOWN COUNCIL



PERSON SPECIFICATION

Planning and Environment Officer

Essential skills

- At least 2 years relevant experience in administration and project management.
- Computer literacy including skills in Microsoft Word, Access, Excel, and Adobe Acrobat
- Ability to communicate effectively both verbally and in writing
- A methodical, accurate approach
- Ability to write about complex matters concisely in plain language
- Ability to prioritise, schedule workloads and deliver to pre-determined timescales
- Flexible approach to work and available to attend evening meetings as necessary (Primarily Monday and Wednesday evenings)
- Ability to work under own initiative without supervision and also as part of a team
- Enthusiastic, flexible and willing to participate and be involved in all matters relating to the Council's work
- Ability to adapt to change
- Public speaking and presentation skills
- Self-confident and self-motivated
- Ability to understand and implement procedures and orders

Desirable skills

- A relevant professional qualification – or the ability to work towards a qualification.
- Experience of working with local communities and partnerships e.g. voluntary, business, other levels of local government
- Contract procurement and Monitoring (public sector)
- Awareness of working to a defined budget – and reporting progress at relevant intervals
- Knowledge of statutory responsibilities of Local Councils
- A working knowledge of local government, including current major issues
- Ability to work towards the Certificate in Local Council Administration (CiLCA) or Certificate of Higher Education in Community Governance.
- A successful track record in working within a political environment



Didcot Town Council Assets:

7 parks = 62.49 Acres			
	Acres	Litterbin	Dogbin
Edmonds Park	21	25	6
Ladygrove Park*	28.13	23	7
Loyd Rec	7.4	4	4
Smallbones Rec	2.7	6	2
Great Western Drive Rec*	2	2	3
Marsh Rec	0.86	2	1
Mendip Heights*	0.4	1	0
Total:		75	25
5 Allotment Sites = 18.01 Acres			
New Road	6.26		
Cockcroft	4.53		
Mereland Road	2.9		
Broadway	2.8		
Wantage Road	1.52		
Open Land + 20.25 Acres			
Millennium Wood	9	1	
Cemetery	4.3	7+ open/soil bin	
Stubbings	4.2	1	3
Civic Hall + Broadway	2.7	3	
Manor Road Trust	0.05		
Total:	100.75 Acres		

*Ladygrove and Great Western Rec owned by SODC

*Mendip Heights owned by Home Group Housing Association



Town Council owned buildings

Didcot Town Council own many buildings in Didcot. The main buildings are:

- **Didcot Civic Hall and Town Council Offices**



Didcot Civic Hall was originally built in 1979 but the building has since been fully refurbished in 2011.

The Town Council offices are located inside the building along with a range of rooms for hire. These facilities include one large main hall with a stage and lighting, two large rooms downstairs and two medium rooms upstairs, four small one-to-one rooms, a licensed bar and bar area; kitchen as well as a foyer, car park, garden and memorial patio.

The Civic Hall is used for a range of business meetings and events as well as social gatherings for community organisations and groups.

- **The New Outside Services Depot**



The Depot is the newest addition to the Town Council's assets and was completed in July 2019. It is located in Edmonds Park and provides an important base for the Town Council's Outdoor Team. It has both vehicle and equipment storage areas, office and kitchen space, toilets, and showering facilities, as well as a break time area for the team.

- **Willowbrook**



The Willowbrook building was used until very recently, as a Leisure Centre, offering gym and sporting facilities to all age groups. It is located in Ladygrove, Didcot and has its own car parking facilities.

- **Loyd Pavilion**



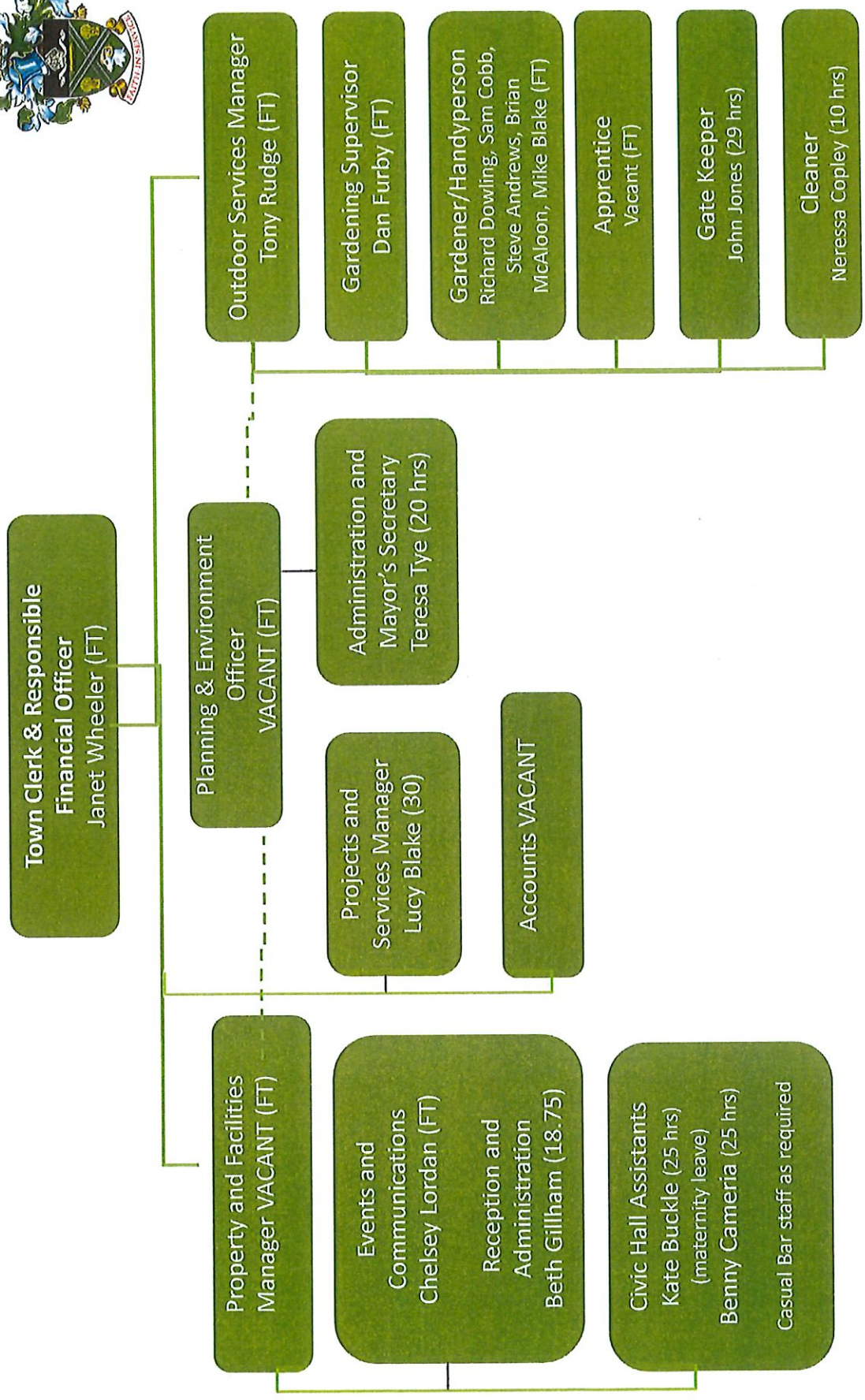
The Loyd Pavilion, although due to be replaced in the next 5 years, is still used as the sporting facility and storage space for the Didcot Casuals Youth Football Teams. The Teams also use the Loyd Recreational ground for training.

- **Edmonds Park Pavilion**



The Edmonds Park Pavilion is due to be demolished and replaced with an exciting new building, very soon. This pavilion was used for many years by local sports groups but is currently closed off to the public.

Didcot Town Council Organisation Chart



Town Clerk & Responsible
Financial Officer
Janet Wheeler (FT)

Property and Facilities
Manager VACANT (FT)

Events and
Communications
Chelsey Lordan (FT)

Reception and
Administration
Beth Gillham (18.75)

Civic Hall Assistants
Kate Buckle (25 hrs)
(maternity leave)
Benny Cameraia (25 hrs)
Casual Bar staff as required

Projects and
Services Manager
Lucy Blake (30)

Accounts VACANT

Planning & Environment
Officer
VACANT (FT)

Administration and
Mayor's Secretary
Teresa Tye (20 hrs)

Outdoor Services Manager
Tony Rudge (FT)

Gardening Supervisor
Dan Furby (FT)

Gardener/Handyperson
Richard Dowling, Sam Cobb,
Steve Andrews, Brian
McAloon, Mike Blake (FT)

Apprentice
Vacant (FT)

Gate Keeper
John Jones (29 hrs)

Cleaner
Neressa Copley (10 hrs)

Application for Employment Planning and Environment Officer



Please use **BLOCK CAPITALS** and continue on separate sheet(s) if space is inadequate

Personal Details

Mr/Mrs/Ms/Miss/Other – please circle

Forename: _____

Surname: _____

Address: _____

Postcode: _____

Telephone or mobile: _____

Email: _____

Please complete as appropriate:

Do you have a current clean driving licence? []

Do you have any penalties on your licence and if so how many? _____

Do you have access to a car for business use? []

Job title applied for: _____

How did you learn of this vacancy? _____

Experience and other information

Please tell us what skills and personal qualities you have to enable you to work successfully in this role, relating your experiences, achievements and abilities to the post – you may add an additional sheet if you wish.



Education Details

Please give details of secondary education including qualifications and results gained.		
Schools / Colleges/University (include dates attended)	Courses and Qualifications	Grades attained
<i>Please be prepared to provide qualification certificates.</i>		




Educational achievements

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Training

Please give details of any courses you have completed which are relevant to this post.

The coat of arms of Didcot is centered on the page. It features a shield with a cross, a lion, and a unicorn. Above the shield is a crest with a unicorn's head. The motto 'FAITH IN SERVICE' is written on a scroll at the bottom.

Professional Body Membership

Please give membership details of any professional body, including the grade of membership and award date.

Employment Details

Please give details of relevant previous employment / key achievements that might help us assess your suitability for the job for which you are applying, starting with the most recent employment and working backwards.

Please continue on a separate sheet of paper if necessary

Current/last position held:

Start date:

End date:

Employer:

Contact details:

Outline of duties/key achievements:



Reason for leaving:

Notice period:

Previous position held:

Start date:

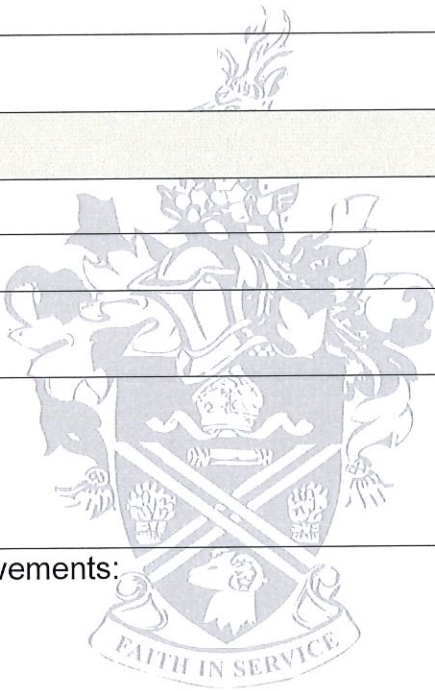
End date:

Employer:

Contact details:

Outline of duties/key achievements:
Reason for leaving:
Notice period:

Previous position held:
Start date:
End date:
Employer:
Contact details:
Outline of duties/key achievements:
Reason for leaving:
Notice period:



Please attach additional sheets for details of earlier positions held.

References

Please give the names and addresses of two people whom we may contact for a confidential assessment of your suitability for this post, references will not be contacted without your agreement. Referees should ordinarily be recent line managers and should not be personal relations.

Reference (1) name:

Job title:

Organisation:

Contact details:

Relationship to you:



Reference (2) name:

Job title:

Organisation:

Contact details:

Relationship to you:



Right to work in UK

Do you have the right to work in the UK?

[]

We will require evidence of right to work in the UK and any conditions such as length of visa - prior to commencing employment.

Health

How many sick days have you had in the past two years? _____

Do you require any reasonable adjustments for the interview and selection process?

If YES, please give details:

Interests, Hobbies, Sports

Please give details of all your spare time interests and hobbies including details of membership of bodies, committees, voluntary work and so on.

Availability

Please give details of any holiday commitments you have over the next 12 months or any dates you are unable to interview in the next six weeks.

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Criminal Record

Have you ever been convicted of a criminal offence – or any criminal proceedings pending?

Declaration subject to the Rehabilitation of Offenders Act 1974

If YES, please give details of nature of offence. This information will be held confidentially and will only be discussed with the selection panel where it is relevant for the position applied for:

Data Protection:

The information provided on this form will be used by us for the purposes of assessing your application and, if your application does not result in your being employed by us, will be retained only for so long as is necessary. If you are employed by us, the information will form part of your personnel file and may be processed for any purpose in connection with your employment.

Undertaking:

Please read and sign the following undertaking: I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true in all respects. I understand that, should I have deliberately made a false or misleading statement on this form my future employment can be terminated without notice.

Signed: _____

Date: _____



**Please return your completed Application Form in confidence to the Town Clerk,
Mrs Janet Wheeler, Council Offices, Britwell Road, Didcot, Oxfordshire, OX11 7JN.**

Or email to jwheeler@didcot.gov.uk. Telephone 01235 812637.

Closing date for applications is 21st January 2021. Covid-friendly interviews will be held in late January or early February 2021.



Equality and Diversity Monitoring Form

Didcot Town Council wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

Please return the completed form an envelope marked 'Strictly confidential' to **Town Clerk, Didcot Town Council, Britwell Road, Didcot, OX11 7JN**

Gender Man Woman Intersex Non-binary Prefer not to say
If you prefer to use your own term, please specify here

Are you married or in a civil partnership? Yes No Prefer not to say

Age 16-24 25-29 30-34 35-39 40-44 45-49
50-54 55-59 60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English Welsh Scottish Northern Irish Irish
British Gypsy or Irish Traveller Prefer not to say
Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian
Prefer not to say Any other mixed background, please write in:

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say
Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say
Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with the Town Clerk.

What is your sexual orientation?

Heterosexual Gay Lesbian Bisexual

Prefer not to say

If you prefer to use your own term, please specify here

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish

Muslim Sikh Prefer not to say If other religion or belief, please write in:

What is your current working pattern?

Full-time Part-time Prefer not to say

What is your flexible working arrangement?

None Flexi-time Staggered hours Term-time hours

Annualised hours Job-share Flexible shifts Compressed hours

Homeworking Prefer not to say If other, please write in:

Do you have caring responsibilities? If yes, please tick all that apply

None Primary carer of a child/children (under 18)

Primary carer of disabled child/children

Primary carer of disabled adult (18 and over) Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say