

FARINGDON TOWN COUNCIL

PLANNING OFFICER

JOB DESCRIPTION

Job Title: Planning Officer

Grade: SCP 18 - 23

Hours: 19.5 to include evening and occasional weekend work
9am to 4pm three days (30min lunch break) Hours adjusted to allow evening meetings as required

Responsible to: Town Clerk

Responsible for: Volunteers

Budget responsibilities: Planning and Highways Committee

Main Duties:

1. **To act as Clerk to:** Planning and Highways Committee
 - 1.1 To be responsible for preparing agendas, reports etc for meetings
 - 1.2 To attend meetings as required and produce minutes thereof
 - 1.3 To implement decisions of this Committee
 - 1.4 To submit planning responses
 - 1.5 To liaise with VWHDC Planning Officers
 - 1.6 To prepare annual budget estimates and be responsible for control of expenditure
 - 1.5 To advise Councillors on all aspects of Local Government law and administration
2. **CIL / s106 funds**
 - 2.1 To act as clerk to the CIL and s106 Working Party
 - 2.2 To be responsible for preparing agendas, reports etc for meetings
 - 2.3 To attend meetings as required and produce minutes thereof
 - 2.4 To implement decisions of this Working Party
 - 2.5 To keep and monitor a register of CIL and s106 funds

3. Clerk to Traffic Advisory Committee

- 3.1 To be responsible for preparing agendas, reports etc for meetings
- 3.2 To attend meetings as required and produce minutes thereof
- 3.3 To implement decisions of this committee

4. To manage Parish Online Mapping Software to include

- 4.1 Mapping assets
- 4.2 Mapping projects as required
- 4.3 Provide maps for special projects as required

5. Faringdon Neighbourhood Plan

- 5.1 To act as clerk to the FNP working Party
- 5.2 To monitor FNP policies and promote within council
- 5.3 To administer FNP updates
- 5.4 To advise Councillors on all aspects of Local Government law and administration

6. Emergency plan

- 6.1 To produce and update an emergency plan as required
- 6.2 To recruit and manage emergency plan volunteers e.g. snow wardens

7. To Deputise

- 7.1 Work with the Town Clerk to gain a general understanding of the Town Clerk's role and deputise as required, carrying out the statutory and delegated functions of the Town Clerk in his/her absence.
- 7.2 To work alongside the Marketing and Community Officer to develop an overall understanding of the role and deputise in his / her absence.

8. To undertake specific projects, as and when required

9. To attend training courses associated with the work and role as required by the Town Clerk

10. To undertake such other duties as may be required from time to time commensurate with the level of the post and in particular, to provide cover for other office staff

For all staff - You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- Cooperate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health and safety concerns to your line manager as soon as practicable