

October 2019

Re: Planning Officer vacancy – Henley Town Council

Thank you for your interest in the Planning Officer position at Henley-on-Thames Town Council.

Attached are further details about the post, including a job description and person specification.

If you would like to apply, please submit your CV and a covering letter. The covering letter should state why you are interested in the post, and should address how you feel you meet **each aspect** of the person specification criteria.

The closing date for applications is **Friday 22nd November 2019 at 1pm.**

It is anticipated that interviews will be held the week beginning 2nd December 2019.

For more information, please contact the Deputy Clerk, Cath Adams, on 07801 594121 or email c.adams@henleytowncouncil.gov.uk.

We look forward to receiving your application.

Yours sincerely,



Sheridan Jacklin-Edward CertHE BA(Hons) MA PSLCC
Town Clerk

PLANNING OFFICER

Position: Planning Officer	Salary: £27,905 to £31,371 +generous pension
Reports to: Deputy Clerk	Hours: Full time (37 hours per week)
Contract type: Permanent	
<p>About the Council</p> <p>The Town Council represents the thriving and picturesque Henley-on-Thames, bordered by both the Chilterns and the River Thames. Henley is renowned for its beautiful market town facilities, its sporting achievements, and an ever-growing programme of cultural and recreational events.</p> <p>The Town Council is the first tier of local government, with 16 councillors and a staff of c.30. We are one of the busiest town councils in the country, providing a wide range of quality services including parks, recreation grounds, open spaces, sports and arts facilities, allotments, cemetery, moorings, car parks, a visitor information service, and community buildings. We also have an extensive property portfolio and significant financial investments.</p> <p>We are a very ambitious town council, dedicated not only to fulfilling our statutory functions, but leading on a wide range of projects and services to benefit the community. Amongst our current projects, the Council is reviewing its Neighbourhood Plan; developing a transport strategy, including a new bus service and measures to improve parking and traffic flow in the town centre; leading on a scheme to improve sustainability and reduce carbon emissions throughout the town; and working on a project to create a new sports pavilion, pitches, parks depot, and more affordable housing for the town.</p>	
<p>Purpose of the role</p> <p>This is an excellent opportunity for a qualified planning professional to help shape the future of our historic and beautiful town.</p> <p>The successful candidate will be an essential part of our dedicated and community-focussed team, with responsibility for taking the lead on all planning matters, including the review of the Neighbourhood Plan, CIL-funded and other infrastructure projects, and advising the Planning Committee on all planning applications.</p>	

Duties and responsibilities

1. To lead the ongoing review of the Neighbourhood Plan.
2. To monitor all developments against the Local and Neighbourhood plans.
3. To prepare s106/s278 applications.
4. To lead on CIL-funded and other infrastructure projects.
5. To service the Planning Committee, including preparing agendas, papers, minute-taking, and preparing recommendations on planning applications.
6. To assist the Town Council in producing its own planning applications.
7. To prepare and research information to support the Council's decision-making.
8. To maintain high standards of work and performance, with a keen eye for detail.
9. To communicate effectively with the community, councillors, staff, and other stakeholders to ensure clarity and transparency.
10. To perform such other duties as the Council may require from time to time.

Person Specification**Essential**

1. A graduate or postgraduate qualification accredited by the RTPi
2. Experience of working as a planning officer or in a similar role
3. Self-motivated and able to work under own initiative
4. Excellent organizational skills
5. Awareness of the role of the Town Council in the local government sector
6. Excellent oral and written communication skills
7. Ability to present sound, well-presented advice to people with varying degrees of subject knowledge
8. Ability to work autonomously with minimal supervision
9. Good IT skills, including word processing and emailing
10. Willingness to service committee and working group meetings, including report-writing and minute-taking
11. Flexibility in order to attend evening meetings
12. The ability to operate with impartiality in a political environment

Desirable

13. (Eligibility for) chartered membership of RTPi
14. Experience developing planning policy, such as a neighbourhood or local plan
15. Experience working with elected representatives and volunteers
16. Experience working in a local government setting
17. Experience of servicing committees and minute-taking
18. A full driving licence and car

Further details

The hours of work are 37 per week, normally during office hours, although with an evening commitment on every third Tuesday (Planning Committee).

The Town Council is an equal opportunities employer and committed to good staff welfare. This includes flexible working arrangements and, in line with the Equality Act 2010 s19, applications will be considered from candidates wishing to be considered for part-time only employment, and will be judged on merit.

The Town Council also offers a very generous pension scheme.

The position is based at the Town Hall in the centre of Henley, close to all local amenities.

For more details, or to discuss the position, please contact the Deputy Clerk, Cath Adams, on 07801 594121 or email c.adams@henleytowncouncil.gov.uk.

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