



Planning & Highways Administrative Officer – Recruitment Advertisement

Job Title: Planning & Highways Administrative Officer
Organisation: Abbots Langley Parish Council
Salary: LC1 7-12, £20,092 to £22,183 (FTE), 2021-22 salary review pending
London Inner Fringe (£898), plus one additional scale point will be paid for holding the Certificate in Local Council Administration or higher local government qualification.
Benefits: Local Government Pension Scheme, which is a defined benefit, final salary scheme, including death in service and dependant benefits. Paid sick leave after a qualifying period.
Twenty-one days annual leave, plus usual bank holidays and two council days, usually taken at Christmas/New Year. Twenty-five days leave after five years' service or previous qualifying local government service.
Hours: 15 hours/week, including evening Planning & Highways Committee meetings.
County: Hertfordshire
Website: <https://www.abbotslangley-pc.gov.uk/>
Email address: clerk@abbotslangley-pc.gov.uk
Phone: 01923 265139

Abbots Langley Parish Council is seeking to appoint a Planning & Highways Administrative Officer. This role would report directly to the Chief Officer & Clerk.

The primary function of this role is to provide administrative support to the Chief Officer & Clerk, Councillors and the Parish Council team on matters related to the Planning & Highways Committee. Duties include clerking the Planning & Highways Committee and supporting any consultations associated with this committee. The Planning & Highways Administrative Officer will also provide assistance with keeping records up to date on land registry, provide administrative support and resources to the Neighbourhood Plan and Local Plan teams, and liaise with and advise members of the Parish on how to pursue Highways queries with the appropriate organisation.

The role calls for someone with either previous experience in or someone currently working towards a degree / qualification in local planning, surveying or land registry. Good IT skills are essential for this role. It is also essential that applicants be able to attend the Planning & Highways Committee meetings, typically held every 3 weeks and start at 7:30pm.

The working hours will be approximately 15hrs/week, including evening meetings. Normal office hours are 09:00-17:00 (16:00 Friday). It is a requirement of the position that the holder attends the Parish Council's Planning & Highways committee meetings which are held on Wednesday evenings, approximately every 3 weeks. The meetings usually last around two hours. Otherwise, the working hours are flexible, a fixed working pattern to be mutually agreed and with scope for working from home.

In return, we offer a competitive package ranging from £20,092/pa to £22,183/pa plus £898 Inner London Weighting FTE, dependant on previous experience. These are the full-time salaries and would be prorated for the actual hours worked. Overtime is paid at 1.5 times the usual hourly rate for any additional hours worked. Benefits include eligibility for the Local Government Pension Scheme, generous annual leave entitlement.

Annual leave is 21 days/pa, 25 days if you have over five years of continuous local government service. Statutory public holidays are observed and in addition there are two days annual leave that are granted by the Parish Council, usually taken between Christmas and New Year, although there is a requirement for the office to be covered for a few hours during this period. Annual leave is again prorated and will be confirmed on appointment.

To download an application pack, please go to <https://www.abbotslangley-pc.gov.uk/vacancies/>.

Closing date for applications is Friday 26th August 2022 @ 18:00. Interviews will be held on a rolling basis. Only applicants that meet the criteria will be interviewed. A completed application form along with any supporting documents should be submitted by post to the Council Offices or to vacancies@abbotslangley-pc.gov.uk before that time.

Our Chief Officer & Clerk, Isabel Montesdeoca, is available for informal discussions. She can be contacted on clerk@abbotslangley-pc.gov.uk or 01923 265139.

Abbots Langley Parish Council

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[https://alpcouncil-my.sharepoint.com/personal/isabel_montesdeoca_abbotslangley-pc_gov_uk/documents/hr/recruitment/planning & highways administrative officer jan 2022/alpc-planning-&-highways-administrative-officer-job-advert-v2.1-20220428-final.docx](https://alpcouncil-my.sharepoint.com/personal/isabel_montesdeoca_abbotslangley-pc_gov_uk/documents/hr/recruitment/planning%20&%20highways%20administrative%20officer%20jan%202022/alpc-planning-&-highways-administrative-officer-job-advert-v2.1-20220428-final.docx)