



Job Title: Planning & Highways Administrative Officer

Reports to: Parish Council

Overall Responsibilities:

The primary function of this role is to provide administrative support to the Chief Officer & Clerk, Councillors and the Parish Council team on a variety of duties. Main 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.

Planning & Highways Committee Responsibilities

- Responsible for managing the Council's timely response to planning applications and maintaining records. This involves ensuring the administration of the Planning & Highways Committee, including preparation of the agenda and supporting paperwork, attending the evening Committee meetings, supporting the discussion on planning applications, and taking the minutes.
- Provide advice and guidance to the Planning & Highways Committee and Main Council in response to planning best practice, procedure, or policy - training will be provided.
- Maintain an up-to-date knowledge of relevant legislation and take a proactive approach to relevant changes in legislation.
- Submit, on behalf of the Council the response to Planning applications and any correspondence deemed necessary to meet the deadlines.
- Submit, on behalf of the Council the response to any County / District level Planning consultations and any correspondence deemed necessary to meet consultation deadlines.
- Liaise with Officers of other Councils, consultants, residents and Cllrs on matters arising from planning applications.
- Process and monitor enquiries and complaints from residents and Cllrs about local planning issues.

Administrative Duties and Responsibilities

- Manage record keeping associated with Parish Council properties and land registry.
- Manage and update the Parish Online map layer to reflect all Parish Council registered land.
- Manage Parish Council website content related to Planning & Highways meetings, Planning & Highways minutes, the Abbots Langley Neighbourhood Plan and Local Plan.
- Take an active interest in TRDC Planning related initiatives and share information with Officers as needed.
- Provide administrative support to the Neighbourhood Plan and Local Plan teams as required.



- Liaise with and advise members of the Parish on how to pursue Highways queries with the appropriate organisation.
- If required, take the minutes for other Committee meetings/Main Council meetings which take place as directed by the Chief Officer & Clerk.
- General office duties as required and directed by the Chief Officer & Clerk.
- Provide reception and advisory services to visitors to the Parish office, if required.

Note - This job description outlines the main duties and responsibility of the position and is designed for the benefit of both the post holder and the Council in understanding the prime functions of the post. It should not be regarded as exclusive or exhaustive.

Signed (Job Holder): _____ Date: _____

Signed (Chairman of Staffing Committee): _____ Date: _____