



GREAT DUNMOW TOWN COUNCIL

PLANNING, BURIALS AND ASSETS OFFICER

SCP – 26, £37,280

Local Government Pension Scheme (LGPS)

Great Dunmow Town Council is seeking to appoint a full time skilled and competent Planning, Burials and Assets Officer to join a team of 12 staff.

The Planning, Burials and Assets Officer is responsible for:

- Production of agendas, minutes and reports for the Planning Committee and attending monthly Planning Committee meetings with approximately 12 meetings a year.
- Assessing planning applications received under statutory consultation and producing advisory reports to the Planning Committee.
- Compiling and managing relevant Planning policy and providing policy updates to committee Members.
- Providing statutory consultation responses to the Local Planning Authority (LPA).
- Providing periodic cover for the administrative assistant as required.
- Acting as clerk to relevant advisory committees established by the Council from time to time.
- Implementation of committee resolutions supported by the Town Clerk.
- Production of a Town Council quarterly newsletter for the LCAS accreditation.
- Update the Neighbourhood Plan to ensure alignment with the National Planning Policy Framework and Uttlesford's Local Plan

The Burials Clerk is responsible for:

- Administering the Town Council's services at the Town Cemetery in accordance with the Local Authorities Cemeteries Order 1977 and Town Council procedures.
- Receive, respond to queries and liaise with funeral directors, stone masons and members of the public.
- Prepare, attend and oversee all burials and cremated remains interments.
- Provide all relevant information relating to interments including supplying copies of Cemetery Rules and Regulations, allocating grave plots, arranging interment dates, and pricing information.
- Providing a friendly, efficient, compassionate and front line service for the Cemetery.

The Assets Officer is responsible for:

- Keeping an accurate, up to date register of Council owned buildings, open spaces, play areas, street furniture and cemetery assets, including condition notes, photos and lifecycle information.
- Maintaining maps, boundaries, title documents, leases, license and easements, ensuring that the Council has defensible records for land ownership and responsibilities.
- Carrying out or coordinating inspections for benches, bins, shelters, paths, fences, gates, cemetery infrastructure, recording defects and arranging remedial work.
- Managing cemetery assets such as taps, paths, fencing, signage and memorial safety equipment
- Providing evidence, photos and reports for insurance claims involving council property

These positions would suit a person seeking to continue their career and build on their existing skillset at the forefront of running a growing town's principal services. Benefits include ongoing support and professional development with access to further qualification and skills development.

In addition, the successful candidate will benefit from a minimum of 21 days annual leave and public holidays with an additional long service awards, and admittance into the Local Government Pension Scheme (LGPS).

To apply, download and complete the application form on our [website](https://www.greatdunmow-tc.gov.uk) and forward to Amanda Alexander, Town Clerk via townclerk@greatdunmow-tc.gov.uk.

**Application forms can also be obtained from Foakes House, Stortford Road, Great Dunmow CM6 1DG.
Applications close Friday 31st July 2026. Interviews will be conducted week commencing Monday 10th August 2026.**